



ARTICLE I – NAME

The official name of this organization shall be “Indiana DECA, *An Association of Marketing Students*” hereafter referred to as “Indiana *DECA*.”

ARTICLE II - PURPOSE

The purposes of DECA are to:

- a. to develop leadership characteristics
- b. to develop self-confidence and/or self-acceptance
- c. to develop a greater understanding of our free, competitive enterprise system
- d. to further develop occupational competencies needed for careers in marketing, merchandising, and management
- e. to develop high ethical standards in personal and business relationships
- f. to develop effective international relationships
- g. to develop a greater awareness of career opportunities in marketing and merchandising, and management
- h. to develop greater proficiency in communication
- i. to develop a greater appreciation of the responsibilities of citizenship
- j. to develop a healthy competitive spirit
- k. to develop social and business etiquette
- l. to participate in planned social activities

ARTICLE III – ORGANIZATION

Section 1. Indiana DECA is an international organization comprised of local active chartered chapters, each operating in accordance with a charter granted by Indiana DECA. Indiana DECA shall be divided into geographical districts as determined by the Indiana DECA Board to facilitate conducting Indiana DECA business.

Section 2. Indiana DECA will be composed of four (4) divisions: High School, College, Alumni, and Professional. Each Division may have a team of state officers to be elected annually by the voting delegates of that Division, and may make recommendations to the Indiana DECA Board with respect to the welfare of that Division in the best interest of DECA.

Section 3. The Indiana DECA Board, hereafter referred to as the Board, shall be the governing body of Indiana DECA and shall manage the affairs of Indiana DECA. Membership of the Board

shall be comprised of the District Coordinators of the Professional Division, representatives of the elected DECA State Officer Team of the High School Division, the President of the Indiana Marketing Education Association (IMEA), and a representative from the College and Alumni Divisions, each member shall be entitled to one vote on the Board. Ex Officio members, serving in an advisory capacity but without voting privileges, may be the Indiana Marketing Education State Staff, the State Advisor and the Finance Advisor. A quorum of a simple majority of the total board membership must be present to transact business legally.

- Section 4. The Indiana DECA Executive Committee, hereafter referred to as the Executive Committee, shall be composed of the chair, vice-chair, and secretary of the Board as well as one at-large member, one state officer, and appointed ex-officio members.
- Section 5. The administration and operation of Indiana DECA and its state program of DECA activities shall be vested in the Indiana DECA Board, the State Advisor and the Executive Committee in accordance with policies established by the Constitution and Bylaws of Indiana DECA and the Indiana DECA Policies and Procedures Manual. The Indiana DECA Board and Executive Committee shall be responsible for the management of all Indiana DECA personnel.
- Section 6. The State Advisor/Board Chair shall be empowered to call special meetings of the Board as deemed necessary in the best interest of Indiana DECA.
- Section 7. In case of emergency or expedience, the State Advisor and Executive Committee may act on behalf of the Board, subject to review by the Board. In event of such action, the State Advisor and Executive Committee's action shall be governed by this constitution for the good of Indiana DECA.

ARTICLE IV – MEMBERSHIP

- Section 1. The members of Indiana DECA shall be active chartered chapters within the state. Each chapter will consist of individual members as described in the Bylaws of that Division.
- Section 2. Any chapter may be chartered as a member of Indiana DECA upon approval of the Board, and as described in the Bylaws of each Division.

ARTICLE V – VOTING

Chapters shall exercise their voting privileges at the called district meeting and/or state meeting through voting delegates at the meetings of each respective Division of DECA. Apportionment of the number of voting delegates will be determined as described in the Bylaws of each Division. Voting delegates will be entitled to individual vote, as described in the Bylaws of that Division.

ARTICLE VI – MEETINGS

- Section 1. An annual State DECA Career Development Conference may be held for each division with the time and place to be determined. The purpose of the meetings shall be as described in the Bylaws of each Division.
- Section 2. Annual District DECA Career Development Conferences of each Division must be held with the time and place determined by district coordinators. The purpose of the meeting shall be described in the Bylaws of each Division.
- Section 3. Indiana DECA supports and participates in combined Career & Technical student organization activities.
- Section 4. Parliamentary procedure will be followed for all meetings of Indiana DECA.

ARTICLE VII – STATE OFFICERS

Officers for each Division of Indiana DECA shall be elected by simple majority vote of the voting delegates at the appropriate DECA conference of that Division. Officers' terms of office and duties of each officer will be described in the Policies and Procedures Manual of that Division.

ARTICLE VIII – OFFICERS OF THE BOARD

- Section 1. The officers of the Board shall be Chairperson, Vice-Chair, and Secretary. They shall be elected at the spring meeting to serve the following school year.
- Section 2. The Chair will preside over all meetings of the Board, will direct the activities of the Board and otherwise represent the Board as necessary. The Chair in conjunction with the State Advisor will be responsible for the appointment of all ad hoc board committees and chairpersons.
- Section 3. The Vice Chair will serve in the absence of the Chair and will perform such duties as the Chair may direct.
- Section 4. The secretary will issue notices of all official Board meetings, keep accurate records of all meetings, distribute copies to all Board members, and perform such duties as the Chair may direct.

ARTICLE IX – FINANCES

- Section 1. State dues shall be determined by a simple majority vote of the Board. Dues shall be paid by November 15.

- Section 2. The State Advisor shall report on or before December 15 of each school year those chapters that have paid their membership dues in full. These chapters shall be designated as local active chapters.
- Section 3. The membership year shall be July 1 to June 30 inclusive.
- Section 4. The accounts of Indiana DECA shall be audited each year by an Auditing Committee recommended by the Finance Committee.
- Section 5. The Financial Advisor shall provide a financial report to the Indiana DECA Board to include a record of all receipts and disbursements in the form of an income statement and balance sheet. The Financial Advisor will file a statement with DECA, Inc. for purposes as prescribed by the Internal Revenue Service.
- Section 6. Indiana DECA activities shall be financed by membership dues, contributions from sponsoring individuals and organizations, registration fees, grants, DECA approved sales projects, and anything that the Indiana DECA Board deems appropriate.

ARTICLE X – EMBLEM AND COLORS

The emblem of Indiana DECA and its colors shall be the same as those adopted by DECA, Inc.

ARTICLE XI – AMENDMENTS

- Section 1. To amend this constitution, proposed amendments shall be submitted according to the following procedures:
- a. Amendments must be proposed by local DECA chapters or Board members and shall be submitted in writing to the Chair of the Board.
 - b. Proposed amendments shall be ratified by a two-thirds vote of the Indiana DECA Board within 90 days after the amendments are proposed.
- Section 2. All votes shall be cast by ballot.

ARTICLE XII – RULES, REGULATIONS, AND BYLAWS

- Section 1. Each division of Indiana DECA will adopt such rules, policies, regulations, and bylaws as are deemed necessary by the voting delegates and the Board to operate that division.
- Section 2. No rules, regulations, or bylaws shall be adopted which are contrary to this Constitution.
- Section 3. In all meetings, parliamentary procedure shall serve as standard operating procedure.

HIGH SCHOOL BYLAWS

The official name of this Division shall be the Indiana DECA High School Division.

BYLAW II – MEMBERSHIP

- Section 1. Indiana DECA will recognize individual membership in the High School Division only through local active chartered chapters. A local chapter may qualify for an Indiana DECA charter provided:
- a. it is organized within a program of Marketing and/or Business Education, an internship or Cooperative Education Program with an emphasis on marketing or business.
 - b. it has the approval of the local school administration to form and to be active.
 - c. it completes a membership packet from DECA, Inc.
 - d. it submits an official membership roster yearly, including the chapter advisor and local officers, and a remittance to cover state and national dues for each member listed.
 - e. it submits district dues to the local District Coordinator.
- Section 2. Charters shall be issued to newly organized local chapters.
- Section 3. Local active chapters may determine dues as they deem necessary for their own chapter and according to the rules of their respective schools.
- Section 4. Membership eligibility will be governed by each local active chapter. Individual members shall be recognized as active members. The chapter advisor shall be recognized as a professional member.
- Section 5. Active members shall be dues paid student members of an approved DECA Chartered chapter. Members must pay annual dues as established respectively by the District, State and International Association of DECA and will be eligible throughout the said membership year to hold Chapter, District, State, and/or International Office; participate in Chapter, District, State and/or International Competitive Events; and if chosen, may serve as a Voting Delegate to represent their Chapter in District, State and/or International affairs of the High School Division.

BYLAW III – VOTING DELEGATES

- Section 1. The High School Division of Indiana DECA will exercise its membership voting privileges through voting delegates at District and State DECA Conferences.
- Section 2. At District Conferences each local chapter shall be entitled to a number of voting delegates as determined by the District Coordinator.

Section 3. At the State DECA Conference each local active chartered chapter will be allowed two (2) voting delegates.

Section 4. Voting delegates will be entitled to one (1) individual vote.

Section 5. DECA, Inc. will determine the number of national voting delegates and the State Advisor will designate the students to serve as national voting delegates.

BYLAW IV – MEETINGS

Section 1. District DECA Fall Leadership Conferences may be held prior to October 30 of each year for the purpose of district officer elections, officer training and leadership development.

Section 2. District DECA Career Development Conferences shall be held a maximum of eight (8) weeks and a minimum of four (4) weeks prior to the annual State DECA Conference for the purposes of leadership development, career exploration, staging of Indiana DECA competitive events and recognition of participants.

Section 3. A State DECA Conference shall be held each year for the purposes of conducting Indiana DECA business, competitive events, state officer elections, career exploration and recognition of participants.

BYLAW V – STATE OFFICERS

Section 1. State Officers of this Division shall consist of four (4) statewide officers, a President, a Vice-President of Technology, a Vice-President of Communications, and a Vice President of Corporate Development as well as District Presidents (one per district), and others as may be determined by the Board. A state officer may not concurrently hold a district and state office.

Section 2. Active members of this division will be eligible to seek state office in this division provided they have not reached 12th grade standing. To be eligible, a candidate must take the approved DECA Information Examination; submit the approved State Officer Application to the State Advisor; participate in and complete State Officer Screening and subsequently be nominated by the Screening Committee.

Section 3. Upon fulfilling the requirements identified in Section 2, and after considering all other information then available, the Chairperson of the Screening Committee(s) will submit to voting delegates a slate of candidates declared eligible for each state office. For each statewide office, there shall be a minimum of two (2) and a maximum of four (4) candidates nominated. There will be no additional nomination from the floor.

- Section 4. Voting for each office shall take place following officer candidate speeches. Should there not be a simple majority vote cast for one candidate on the first ballot, a second ballot will be taken between the two candidates receiving the largest number of votes.
- Section 5. The State President, State Vice President of Technology, Vice President of Communications, Vice President of Corporate Development, and other state officers as may be determined by the Board shall be elected at the State DECA Conference by a secret ballot vote of the voting delegates present for this division. The term of office for State President, State Vice President of Technology, Vice President of Communications, Vice President of Corporate Development, and the District Presidents, shall be from the International Conference after election to the next International Conference.
- Section 6. The Board may fill by appointment any vacancy occurring in the State Officers for the unexpired length of his/her term. The State Advisor may appoint an individual to fill the vacancy until the Board ratifies the individual's appointment or elects a new officer to fill the vacancy.
- Section 7. Any State Officer may be removed from office for the following reasons: local school notifying State Staff of officers failure to meet local program standards and/or school policies; failure to perform the duties of the office to which they were elected; failure to attend State Officer Orientation and other functions as assigned and appropriate for the elected office; failure to present and conduct themselves in a manner which reflects positively on the best interest of Indiana DECA and consistent with the Indiana DECA Conduct Code.
- Section 8. The High School Division President, Vice President of Technology, Vice President of Communications, Vice President of Corporate Development and District Presidents will be known collectively as the State Officer Team. It shall be the duty of the State Officer Team to plan for the welfare, to represent, and to act for this Division as occasions demand. Duties of each officer will be described in the Policies and Procedures Manual of the High School Division.

BYLAW VII – AMMENDMENTS

- Section 1. To amend the bylaws, proposed amendments shall be submitted according to the following procedure:
- a. Amendments must be proposed by local DECA chapters or Board members and shall be submitted in writing to the Chair of the Board.
 - b. Proposed amendments shall be ratified by a two-thirds vote of the Indiana DECA Board within 90 days after the amendments are proposed.
- Section 2. All votes shall be cast by ballot.