

## **CONSTITUTION AND BYLAWS INDIANA DECA**

### **ARTICLE I – NAME**

The official name of this organization shall be “Indiana DECA.”

### **ARTICLE II - PURPOSE**

The mission of DECA:

Prepares emerging leaders and entrepreneurs in marketing, finance, hospitality, and management.

The guiding principles of the organization are designed to explain how DECA fulfills our mission:

1. DECA’s Comprehensive Learning Program
  - Integrates into Classroom Instruction
  - Applies Learning
  - Connects to Business
  - Promotes Competition
2. Prepares the next generation to be
  - Academically Prepared
  - Community Oriented
  - Professionally Responsible
  - Experienced Leaders

Source: National DECA Mission Statement and Guiding Principles (2010)

### **ARTICLE III – ORGANIZATION**

Section 1. Indiana DECA is a chartered association of DECA Inc. and is 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 Chartered Association Leadership Team 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, 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 DOE Liaison, the Chartered Association Advisor, representatives of the Chartered Association Leadership Team and any other individual(s) designated by the Board. 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, and appointed ex-officio member(s).
- Section 5. The administration and operation of Indiana DECA and its state program of DECA activities shall be vested in the Indiana DECA Board, and the Chartered Association 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.
- Section 6. The 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 Chartered Association Advisor and Executive Committee may act on behalf of the Board, subject to review by the Board. In the event of such action, the Chartered Association Advisor and Executive Committee's action shall be governed by this constitution for the welfare 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 – CHARTERED ASSOCIATION LEADERSHIP TEAM**

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 Executive Committee of the Board shall be Chairperson, Vice-Chair, Secretary and appointed ex-officio member(s). 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 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.
- Section 2. Dues and initial membership roster shall be submitted by November 15.
- Section 3. The Chartered Association 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 4. The membership year shall be July 1 to June 30 inclusive.
- Section 5. The accounts of Indiana DECA shall be audited each year by an Auditing Committee recommended by the Finance Committee.
- Section 6. The Chartered Association 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 Chartered Association Advisor will file a statement with DECA, Inc. for purposes as prescribed by the Internal Revenue Service.
- Section 7. 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 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 Chartered Association 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 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 – CHARTERED ASSOCIATION LEADERSHIP TEAM**

- Section 1. A Chartered Association Leadership Team of this Division shall be elected at the annual state conference.
- Section 2. Active members of this division will be eligible to seek state office in this division provided they have not reached 12<sup>th</sup> grade standing. To be eligible, a candidate must take the approved DECA Information Examination; submit the approved Chartered Association Leadership Team Application to the Chartered Association Advisor; participate in and complete Chartered Association Leadership Team Screening and subsequently be nominated by the Screening Committee.
- Section 3. The term of office for the Chartered Association Leadership Team shall be from Orientation after election to the next Orientation.
- Section 4. The Board may fill by appointment any vacancy occurring in the Chartered Association Leadership Team prior to Orientation.
- Section 5. It shall be the duty of the Chartered Association Leadership 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 VI – AMENDMENTS**

- 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.