

# **VERMONT DECA CONSTITUTION AND BYLAWS**

Revised Draft 2011

## **ARTICLE I - NAME**

The official name of this organization shall be the Vermont association of DECA, high school division. The letters “DECA” may be officially used to designate this association.

## **ARTICLE II - PURPOSES**

The purposes of this organization are:

1. To develop leadership and a respect for education in marketing (and distribution) finance, business, hospitality/culinary arts and management which will contribute to academic competence.
2. To promote understanding and appreciation for the responsibilities of citizenship in our free, competitive enterprise system.
3. To develop an appreciation for civic and social opportunities.
4. To assist national and local associations in the growth and development of DECA.

## **ARTICLE III – ORGANIZATION**

Section A: The Vermont association of DECA, high school division, is an organization of local associations, each operating in accordance with a charter granted by Vermont DECA.

Section B: The Vermont association of DECA shall be composed of high school students only. This association shall have an Executive Council which will be represented as follows:

1. All Vermont DECA State Officers (and their advisors)
2. The Vermont State DECA Advisor
3. Members of Vermont DECA Management Team (as appointed by State Advisor)

*Please see Article XII for more details.*

The duties of the Executive Council are as follows:

1. To further the objectives of the Vermont DECA state Chapters through a planned program of work for the High School Division of Vermont DECA.
2. To manage and control the business of the High School Division of Vermont DECA and handle all routine business.
3. To serve in the capacity of Conference and Program Committee for the annual Vermont DECA State Career and Development Conference.
4. To act in the capacity of consultant for other standing committees and/or special committees. Please see Article XI section C for more details.

Section C: The Vermont State DECA Advisor shall be a person designated by the Vermont Department of Education.

Section D: The Vermont State DECA Management Team shall consist of the State Advisor, as well as the State Treasurer, Assistant Treasurer and Secretary as appointed by the State Advisor. Please see Article XI section C for more details.

#### **ARTICLE IV – MEMBERSHIP**

Section A. The classes of membership that shall be recognized are as follows

1. Active members
  - a. Cooperative education students
  - b. Marketing students
  - c. Students enrolled in a finance, hospitality/culinary arts or management, business program or course.
2. Professional Members
3. Honorary Members

Section B. The qualifications for members shall be as follows

1. Active members shall be students enrolled in cooperative education, marketing, finance, hospitality/culinary arts, management or any business program or course as approved by the state plan for these programs. Active members must pay dues as established by DECA and will be eligible to hold state and/or national offices and to participate in the state and national competitive activities.
  - a. An active member may serve as a voting delegate or may otherwise

represent his/her chapter or state in any DECA affair within his/her own division.

- b. High school active members shall be 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> or 12<sup>th</sup> grade students.

Active members will be able to serve as voting delegates, compete in all levels of competition, and/or hold a state or national office.

Active membership is at the discretion of each chapter.

Active chapter members are eligible to compete in the Vermont State DECA Career and Development Conference at the discretion of chapter advisors. Only active members who compete in the Vermont State DECA CDC have the opportunity to attend the DECA International Career and Development Conference. Exceptions may be made on a case to case basis by the state advisor.

2. Professional members shall be persons associated with or participating in the professional development of DECA as approved by the Vermont Association of DECA. Such persons will pay dues as established by the Vermont Association of DECA, high school division. Such persons may include teachers, administrators, employers and others willing to contribute to the growth and development of DECA.
3. Honorary members shall be any individuals making a contribution to the field of marketing and distribution or to the VT association of DECA. Honorary members must be approved by the Executive Council.

## **ARTICLE V – MEETINGS**

- Section A. State leadership conferences shall be held every year at the time and place selected by the Vermont State DECA advisor. Typically, there is one scheduled in the fall and one in the spring. The spring conference is the annual Vermont DECA Career and Development Conference where students compete in various events. State leadership conferences are the official meetings of the Vermont association of DECA, high school division.
- Section B. Management team meetings, special meetings and committee meetings shall be called by the Vermont State DECA advisor.
- Section C. Parliamentary procedures of all meetings will be governed by Robert's Rules of Order.

## **ARTICLE VI – OFFICERS**

- Section A. The officers of the Vermont association of DECA shall consist of the following:

1. President
2. Vice-President
3. Vice-President
4. Vice-President
5. Vice-President

Section B. The duties of officers are as follows:

1. President :
  - a. To preside at all business meetings and state conferences of Vermont DECA.
  - b. To develop with the Executive Council a Program of Work for the Vermont State DECA chapter.
  - c. To be available, as necessary, in promoting the objectives of DECA.
2. Vice President:
  - a. To serve in any capacity as directed by the President and the Vermont State DECA Advisor.
  - b. To accept the responsibilities of the President as occasions may demand.
  - c. To be available, as necessary, in promoting the objectives of DECA.

All elected officers are required to attend career and technical student organization state leadership training, the DECA Leadership Conference the Vermont Career and Development Conference, and the DECA International Career and Development Conference of the year they serve. The financial responsibility associated with these positions is held by the local chapter/school.

Section C. Only active members shall be eligible for office. Prospective officer candidates shall submit an application, resume and DECA objectives by a deadline determined by the State Advisor.

Section D. All officers shall be elected by a majority of the voting delegates at the Vermont DECA State Career and Development Conference (CDC) by secret ballot. In the event no candidate comes forward for an officer position, the State Advisor can appoint student(s) to fill the position(s).

Section E. Each chapter shall be allowed 2 voting delegates.

Section F. Officers elected at the Vermont State Career Development Conference shall continue to hold office until the close of the next annual State CDC.

Section G. A record shall be kept of the results. In case of resignation of a State Officer, the runner-up for the said office shall succeed to fill the said vacancy, except for the office of the president. (How is this office to be filled?) If there is no runner-up, the State DECA advisor may choose to appoint a

person to fill the

vacancy.

## **ARTICLE VII- MANAGEMENT TEAM**

The Management team shall consist of the State Advisor as well as the State Treasurer, Assistant Treasurer (optional) and Secretary as appointed by the State Advisor. Please see Article XI, Section C for more details.

## **ARTICLE VIII – FINANCE**

- Section A. Local chapters shall be responsible for State and National dues according to the number of individual members.
- Section B. The dues for the VT association of DECA shall be nine dollars (\$9.00) for each succeeding year. The National membership will remain at eight dollars (\$8.00).
- Section C. All membership dues shall be made payable to and received by National DECA.
- Section D. National DECA will provide a receipt for each chapter for dues paid and send membership cards and pins for each paid member.
- Section E. The records of the Treasury should be audited each year on or before July 30<sup>th</sup> annually by a representative from the Vermont Department of Education.

## **ARTICLE IX – AMENDMENTS**

- Section A. To amend this constitution and bylaws, the proposed amendment must be presented in writing by a local chapter through Vermont DECA voting delegates to the State Advisor for action. The State Advisor has the responsibility to revise the proposed amendment but must not alter its purpose.  
The State officers shall present the proposed amendments to the voting delegates 30 days prior to the State CDC.
- Section B. Proposed amendments must be voted on at the State Career Development Conference. All proposed amendments require a three-fourths majority approval of the voting delegates present at the conference.

## **ARTICLE X – QUORUM**

- Section A. Each Chapter shall be allowed 2 voting delegates.
- Section B. A majority of the delegates representing the local chapters shall constitute a quorum.

## **ARTICLE XI – RULES, REGULATIONS AND BY-LAWS**

- Section A. No rules, regulations, or by-laws shall be adopted which are contrary to this constitution.
- Section B. Such rules, regulations and by-laws as deemed necessary in the proper conduct of this organization shall be adopted.
- Section C. The Management Team shall act as the constitution and by-laws committee. Any proposed rules, regulations and by-laws shall be presented to the management team through the State Advisor. The State Advisor has the responsibility to correct the proposals but must not alter their purpose. The State Officers shall then present the rules, regulations or by-law to the voting delegates 30 days prior to the State CDC. It shall then be presented for vote during the State CDC. To be adopted, it will be required to have a three-fourths majority approval of the voting delegates.