



## **Constitution of Stephen F. Austin High School Chapter of the Texas Association of DECA**

### **Article I – Name of Organization**

- Section 1** The official name of this organization shall be “Stephen F. Austin High School Chapter of the Texas Association of DECA” and may be referred to as “Stephen F. Austin High School DECA Chapter,” or “AHS DECA”

### **Article II – Purposes of Organization**

- Section 1** DECA prepares emerging leaders and entrepreneurs in marketing, finance, hospitality and management.
- Section 2** DECA’s Comprehensive Learning Program integrates into classroom instruction, applies learning, connects to business and promotes competition.
- Section 3** DECA prepares the next generation to be academically prepared, community oriented, professionally responsible and experienced leaders.
- Section 4** DECA creates close ties with the business community providing Essential opportunities for members and an appreciation of the American free enterprise system.
- Section 5** Local Objectives
- Sub. a** to nurture competent, entrepreneurial, self-reliant cooperative leadership in the fields of marketing, entrepreneurship and management.
- Sub. b** to foster high ethical standards in business.
- Sub. c** to encourage business activity that demonstrates civic, social and moral responsibility.

- Sub. d** To recognize the importance of career education and to promote a willingness to use the training facilities provided by corporations to continually improve skills and knowledge, in high school, college, and throughout life.

### **Article III – Organization Membership**

- Section 1** The Stephen F. Austin High School DECA chapter may be chartered as a member of Texas DECA upon approval of the Texas DECA Executive Committee.
- Section 2** The membership classifications that shall be recognized are:  
High School Members  
Alumni Members  
Professional Members  
Honorary Life Members
- Section 3** Membership in this Career and Technical Organization is open to all Stephen F. Austin High School students and will not be restricted on the basis of age, disability, ethnicity, gender, race, religion, sexual orientation or political affiliation. In accordance with Fort Bend ISD CTSO guidelines; CTSO membership is granted to any student currently enrolled in a CTE course in accordance with the program and CTSO alignment. Ninth Grade (2016-17) students must be enrolled in an appropriate CTE Course and maintain that enrollment each year in order to maintain their membership. For 2016/17 10-12 grade students have be enrolled or previously enrolled in an appropriate CTE course.
- Section 4** The organization may establish reasonable dues that must be paid by all members; the amount of the dues should be the National/Texas DECA dues set for that school. Members will purchase a Stephen F. Austin High DECA t-shirt at the time of payment of membership dues, price of t-shirt is included in membership dues which is \$40.
- Section 5** In order for any student to participate in activities sponsored by the Stephen F. Austin DECA Chapter, they must first obtain membership. Once an individual has met all membership requirements they are welcome to attend and participate in all functions. Failure to remain “in good standing” will result in that student being denied the opportunity to attend functions, participate on teams, or receive any other benefits of membership, and face the possibility of having their membership revoked. Below is a

listing of the requirements for becoming a member and what is expected of members to remain in “good standing”.

- **Members must pay dues annually.**
- **Our chapter is governed by UIL eligibility requirements. Therefore, members must maintain passing grades to participate in extracurricular events. The Advisor(s) may add additional requirements for special events (i.e. Conventions, etc.).**
- **Members are expected to attend all chapter meetings. More than three (3) unexcused absences is considered unacceptable and will result in loss of “good standing” status. An excused absence is only acceptable if it follows FBISD excused absence policy (see FBISD handbook for additional information). Excuses such as other club meetings, being sick without a doctor’s note, and not having a ride will NOT count as an excused absence.**
- **Members are expected to be attentive and courteous during all meetings. Any member being disruptive will be given one warning during the meeting; a second offense will result in the member being dismissed from the meeting. In this instance the member will receive an unexcused absence.**
- **Any member that owes the chapter money for any reason (jackets, dues, shirts, fundraisers, etc.) will be denied “good standing” status until all debts are paid in full.**
- **Any member found to be in violation of any Fort Bend ISD rules (i.e. tobacco, alcohol, weapons, etc.) at any school sponsored event or on any Fort Bend ISD properties will lose their “good standing” status for a minimum of a semester and face the possibility of having their membership revoked.**
- **Members must attend at least two mini competitions in order to qualify to compete at districts.**
- **Members must fulfill their 20 point requirement in order to compete at districts.**
- **Members must complete at least two practice tests.**
- **Also, members must attend at least three study sessions.**

## **Article IV – Voting**

**Section 1** The Stephen F. Austin High School DECA chapter members shall exercise their franchise in Texas DECA through voting delegates as may be approved by the Texas Association of DECA Inc.

## **Article V – Meetings**

**Section 1** Regular meetings shall be held at least twice a month on the 2nd and 4th Thursdays afternoon during the school year except when holidays, examination periods or other events that makes meetings impractical. Meetings will take place both mornings and afternoons on Thursdays.

**Section 2** All members are required to attend meetings, exception will be made on a case-by-case basis, to be reviewed by officers and chapter advisor.

## **Article VI – Officers**

**Section 1** The officers of the Stephen F. Austin High School DECA chapter shall consist of Five offices, a President, Vice President – Marketing/Social Media, Vice President – School Based Enterprise, Vice President – Campaigns, Vice President - Membership, and Vice President – Competition whom each shall exercise the usual duties of the office to which he/she has been elected. The elected officers of the chapter shall constitute the executive committee which shall convene to plan the activities of the chapter. Standing committee chairpersons may also be named as members of the executive committee. All policy decisions of the executive committee must be approved by the chapter. Telephone conferences of the executive committee may be called and considered meetings provided that all participating members may be heard simultaneously.

**Sub. a** Officers are volunteer positions. Students who wish to become an officer must;

- obtain a letter of recommendation,
- confirm enrollment and a CTE specified class for the following school year
- Submit a portfolio. (Sample requirement is included as attached)
- Officer Candidates will be interviewed by the current executive officer team.

**Sub. b** Officers are elected via recommendations by members in good standing only underclassmen may vote (graduating seniors are not eligible to vote). The Advisor reserves the right to vote should the need arise.

**Sub. c** In the event of a tie the newly elected officers will vote to break the tie,

## **Section 2 Officer Responsibilities**

### **Sub. a President:**

- Preside over all meetings.
- Represent organization at all times.
- Ensure that the organization is operating in conformity with the standards.
- Assign tasks to other officers.
- Ensure no member be denied their rights of membership.
- Must be enrolled in a work based learning program or business/marketing class both semesters and be available as needed to plan club activities.
- Maintain communication with the advisor.
- Must be a DECA member in good Standing for the previous school year
- May appoint DECA voting delegates
- Maintain role call at organizational meetings
- Directs communication from the advisor to all members
- Oversees all executive committee meetings
- Participates as chapter representative for all external functions (state and district directed initiatives)
- Recruit judges for Districts and practice role plays

### **Sub. b Vice President of Marketing/Social Media:**

- Take charge of all means of chapter advertising.
- Shall create or oversee the creation of all flyers, signs, or posters pertaining to all upcoming chapter events.
- Must be enrolled in the work based learning program, a marketing class, or teacher aide both semesters and stay for the necessary amount of time to promote club activities as designated by organization advisor.
- Maintains websites, twitter and Instagram profiles
- Maintains membership directory.

- Work with President to create and maintain Chapter Calendar
- Shall make a record of all chapter competitions and events by taking pictures/videos that will be used as needed for marketing activities
- Recruit judges for Districts and practice role plays

**Sub. c      Vice President of Campaigns:**

- Maintaining financial records at all times.
- Take charge of the fundraising committee.
- Shall coordinate with the President about the Chapter shirt and fundraisers.
- Must be enrolled in the work based learning program, a marketing class, or teacher aide both semesters.
- Manages the School store and will set work schedules
- Maintain the school store; cleanliness and keeping items in stock
- Manages the Marketing of the school store
- Recruit judges for Districts and practice role plays

**Sub. d      Vice President of Community Service:**

- Must be enrolled in the work based learning program, a marketing class, or teacher aide both semesters and stay for the necessary amount of time to promote club activities as designated by organization advisor.
- Manages and maintains all chapter community service projects and programs
- Leads the Community Service Committee.
- Works closely with President to execute all DECA Chapter Campaigns
- Coordinate activities for DECA month/CTE month
- Accountable for coordination of the Statewide community services project
- Recruit judges for Districts and practice role plays

**Sub. e**

**Vice President of Competition:**

- Works closely with the President to establish routine study sessions and practice competitions
- Must prepare Competitions packets
- Understands the various competitive events
- Establishes written and role play sub committees
- Organizes 1-3 mini competitions on campus
- Maintains district/state competition rosters and eligibility
- Recruit judges for Districts and practice role plays

**Sub f.**

**Officer Expectations**

- Officers in DECA hold a very prestigious position and much is expected of them. All general rules of membership apply to the Officer team as well as the following stipulations:
- Officers must maintain eligibility in all subjects. Loss of eligibility during a six weeks grading period will result in that officer being placed on probation. If that officer fails any class, during any other grading period, during their term, he/she will be removed from office.
- Officers may have no more than three (3) unexcused absences from any required function. The first absence will result in a verbal warning, the second in probation, and the third in removal from office.
- Officers must attend all leadership functions, all conventions (except National convention), all camps, all chapter and special meetings, and participate in all fundraisers.
- Officers are expected to lead by example. The conduct of an officer should always be honorable; any unethical, embarrassing, disruptive, or disrespectful conduct is means for probation or removal from office.
- Any officer in violation Fort Bend ISD rules (i.e. tobacco, alcohol, weapons, etc.) at any school sponsored event or on any Fort Bend ISD properties will be removed from office and face the possibility of having other membership privileges revoked.

## **Article VIII – Advisors**

- Section 1** The Stephen F. Austin High School DECA chapter advisor(s) shall be the teacher of marketing, business management and administration, finance or hospitality and tourism courses at Stephen F. Austin High School.

## **Article IX – Finances**

- Section 1** Stephen F. Austin High School DECA chapter will be responsible for state/provincial and DECA Inc. dues according to the number of individual members claimed in each membership classification times the amount of money established for that classification of the state/provincial and DECA Inc. dues.
- Section 2** The Stephen F. Austin High School DECA chapter advisor will provide the executive officer team monthly reports of revenue and approved expenditures.

## **Article X – Emblem and Colors**

- Section 1** The emblem of DECA shall be a diamond-shaped design as described and protected from infringement by Trade Mark Numbers 652.076 and 663.265, as filed with the Patent Office of the United States Department of Commerce. The wearing and use of this emblem as it applies to each division of DECA shall be governed through each chartered association under policy established by the Board of Directors.

## **Article XI – Amendments**

- Section 1** To amend this Constitution, the proposed amendments must be presented, in writing, to the president, by a DECA member. The president will present the amendment to the membership where it must be approved by a two-thirds majority vote for adoption with discussion. Final approval amendments must be given by the Advisor.
- Section 2** No rules, regulations or bylaws shall be adopted which are contrary to this Constitution.

## **Article XII – How to Earn Recognition for DECA**

- Section 1** Patches will be earned in accordance to the FBISD CTE policies. A point system has been established to determine eligibility. The student will be a paid member in good standing in order to earn the Letter. A total of 20 points must be earned that school year in order to receive a letter jacket. Points will be given and decided by the officers/advisor for various events and socials throughout the year.

## **Article XIII – DECA Emerging Leader Honor Award**

- Section 1** The purpose of the DECA Emerging Leader Honor Award is to provide recognition of students studying marketing, finance, hospitality and management for being an academically prepared, community oriented, and professionally responsible, experienced leader through participation in DECA.

- Section 1** To receive the DECA Emerging Leader Honor Award a student must:

1. Be a DECA member at the international level
2. Be a senior
3. Have an overall cumulative grade point average of 3.2 for the seven previous semesters (with 4.0 being equal to an A)
4. Complete one course in one of the following areas:
  - Marketing
  - Business Management and Administration
  - Entrepreneurship
  - Finance
  - Hospitality and Tourism
5. Participate in at least three of the areas listed under Community Oriented, Professionally Responsible and Experienced Leader