DECA CONSTITUTION

ARTICLE I – De Anza DECA

The name of this club shall be De Anza DECA

ARTICLE II – PURPOSE OF CLUB

DeAnza (DA) Collegiate DECA chapter is a local chapter of DECA Inc. The organization creates close ties with the business community providing essential opportunities for members and an appreciation of the American free enterprise system. Participation in the highest quality of competitive events and programming available to post-secondary students is also a key factor to our personal career development.

Our objectives consist of the following:

* To nurture competent, entrepreneurial, self-reliant cooperative leadership in the fields of marketing, merchandising and management.
* To help students make informed career choices by providing opportunities to explore fields as diverse as sales, food marketing, hotel management, restaurant management, department store and specialty store retailing, fashion merchandising, industrial and international marketing, finance and credit, advertising, insurance, wholesaling and other marketing oriented occupations.
* To foster high ethical standards in business.
* To encourage business activity that demonstrates civic, social and moral responsibility.
* 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 college and throughout life.

ARTICLE III – MEMBERSHIP

DeAnza Collegiate DECA membership will be based on a prospective member’s desire to learn and participate in our activities. As a chapter member, one is required to regularly attend organization meetings, actively support organization projects, and most importantly be dedicated to the organization as a whole.

Any DASB card holder who carries a minimum of 8 units is eligible to join this club. The amount of the membership dues shall be voted by the club officers. A waiver for membership dues will be available to students who request it. Club members may not be on academic or social probation.

ARTICLE IV – QUALIFICATION AND ELECTION OF OFFICERS

Section 1

Club officers must be currently enrolled, have a minimum of a 3.0 cumulative Grade Point Average (GPA), must maintain 10 units, have a current DASB card, and must not be on academic or social probation.

Section 2

One officer can miss a total of 3 officer and member meetings per quarter, and any meetings missed must be made up by attending other activities, which is equivalent to the hours missed.

Section 3

Officers will be two Co-presidents, ICC Representative, Secretary, Treasurer, Marketing Officer, and Fundraising Officer.

Election of officers will begin by nomination and informal speech followed by a majority vote (51%) from the general membership, of which at least 2/3 must be present to have a quorum. If a candidate fails to receive a majority of votes, a runoff election will be held within the top two candidates that receive the most votes. For candidate of Co-presidents, he or she must also receive majority vote from the current officers. The term of office will be one full year (Fall, Winter, Spring and Summer). The election of the Club Officers shall be held during the 6th week of the Spring Quarter. New officers will be sworn in upon completion of the 7th week of the Spring Quarter.

Section 4

The election will be done by secret ballot by club members who have attended the election meeting. During the selection of the officers, 50% is selection by presidents, 25% officer and the other 25% would be based on member’s selection.

ARTICLE V – DUTIES OF THE OFFICERS

There will be two Co-presidents and they will be dividing the workload equally. As the club starts going to the competitions, each Co-presidents will be responsible for one competition category (written events or role plays). The basic duties for both include:

Section 1 – Co-presidents General Duties

A. Preside over all meetings.

B. Call for special meetings when necessary.

C. Carry out the provisions of the constitution.

D. Appoint committees and chairpersons.

E. Oversee all committee activities.

F. Represent organization on campus

G. Ensure no member be denied his/her rights of membership

H. Cosign organization checks

I. Maintain communication with the organization advisor.

The Co-presidents of Written Events is responsible for:

A. Organizing Workshops and Study Sessions to ensure member success in written

events

B. Announce all deadlines for Written Events

The Co-presidents of Role Plays is responsible for:

A. Organizing Workshops and Study Sessions to ensure member success in role play

events.

B. Announce all deadlines for Oral Events

Section 2 Secretary

A. Perform any duties delegated by the Co-presidents.

B. Update member contact information

C. In charge of any social media networks that DECA possesses

D. Send regular update emails to members of the club

E. Keep track and reply all emails in De Anza DECA email account

F. Manage and edit all the pictures and videos that DECA have.

G. In charge of De Anza DECA website.

H.Connect De Anza DECA with students through social media and emailing.

Section 3 –ICC Rep

A. Perform any duties delegated by the Co-presidents.

B. Attend all Inter Club Council meetings.

C. Maintain an accurate record of all organization meetings and post for members

D. Report the results of ICC meetings at club meetings.

E. Maintain Role Call at Meeting

Section 4 – Treasurer

A. Perform any duties delegated by the Co-presidents.

B. Maintain accurate record of organization transactions.

C. Collect dues & coordinate State/National Membership

D. Pay bills and release funds as voted by the general membership.

E. Make financial reports at least once a month at the meeting.

F. Develop organization budget and present to membership for a vote

G. Cosign organization checks

H. Work with Marketing Officer and interns & Fundraising Officer and interns to plan budget for fundraising event

I. Solicits additional funding if needed from the Student Government Association in conjunction with the President

Section 5 – Marketing Officer

A. Perform any duties delegated by the Co-presidents.

B. Outreach to local businesses or organization for possible business cooperation

C. Organize quarterly Fundraising event.

D. Collaborate with Secretary present DECA in a suitable and professional way to the outside world

E. Design Event flyers, and materials for marketing and advertising purpose.

F. Work with secretary to design and ~~and~~ ~~spread~~ post posters for every event

Section 6 –Fundraising Officer

A. Perform any duties delegated by the Co-presidents.

B. Come up with fundraising plan with sponsors.

C. Work with the treasurer to come up with budget for the fundraising event.

D. Work with secretary to design and and post posters for every event.

E. Work with Treasurer to request budget from ICC

F. Organize quarterly Fundraising event~~.~~

G. Plan the quarterly fundraising event with Marketing Officer

ARTICLE VI – EXECUTIVE COUNCIL

Section 1

The Executive Council will consist of two Co-presidents, Secretary, ICC Representative, Treasurer, Marketing Officer and Fundraising Officer who shall meet as often as necessary. The Executive Committee shall meet in addition to regular organization meetings.

Section 2 – Duties of the Executive Council

A. To formulate policy of the club between regular meetings and in case of emergencies, subject to approval of the general membership.

B. To execute policies determined by the general membership.

C. To govern activities of the club.

D. To draft agenda for general meetings.

ARTICLE VII – IMPEACHMENT/REMOVAL AND REPLACEMENT OF OFFICERS AND MEMBERS

Section 1

All elected officers and club members may be subjected to impeachment and removal by a two-thirds majority vote of the other officers. The officer is permitted to speak before the Executive Committee and the general membership about the charges made concerning his/her performance. The officer is not permitted to participate in the deliberation of the Executive Committee regarding the charges.

Section 2

Grounds for impeachment are negligence and any form of misconduct, which hinders the reputation of the club. An officer/member may be impeached/removed only under the following conditions: there must be a quorum present during impeachment/removal; prior to impeachment/removal there must be one week's notice of intent publicized.

Section 3

All officer vacancies should be filled by an election held within two weeks.

ARTICLE VIII – MEETINGS

Section 1

There must be public notice of club meetings on the club board at least five (5) school days in advance.

Section 2

The organization shall hold regular weekly meetings during the academic term except when school is not in session or other events that makes the formation of quorum at the meetings impractical. Organization meeting day/time will be determined in the beginning of each quarter by a 2/3 vote of the officer team. Attendance at organization meetings is expected. A quorum shall consist of 2/3 of the membership plus one officer.

Section 3

There must be a quorum (a quorum is 50 percent plus 1 of the active or dues paying membership) present in order to take care of financial action.

Section 4

Minutes must be kept of all financial and executive action with the club secretary.

Section 5

The treasurer will need to make a written and oral report at least once a month at the meeting.

ARTICLE IX – COMMITTEES

Section 1

The standing committees of this club shall be appointed as necessary.

ARTICLE X – ADVISOR

Section 1 –

The role of the advisor is to:

A. Serve as the official staff representative of the college.

B. Work closely with the club to ensure a co-operative relationship between the advisor, and the club membership.

C. Assist each officer of the club in understanding their duties.

D. Give particular attention to the financial activities of the group in order to prevent the incurring of organizational debts for succeeding members to pay.

E. Assist students to understand and apply democratic principles within their own organizations, and in working with others.

F. Be present for all official club/organization meetings and activities (business and social), and to advise students of the policies and procedures which they must follow as a club/ organization.

G. Be familiar with the ICC Code, ICC Financial Code, ICC Concessions Code, and Club Financial Process.

H. Ensure that all reasonable steps are taken to ensure the safety, and welfare of club members.

I. Ensure that appropriate college policies are upheld.

J. To sign all club/organization requisitions for the club/organizations, and to make sure that

1) the student treasurer or Co-presidents signs it and

2) that the expenditure is correct within all existing policies.

ARTICLE XI – RESPONSIBILITIES

Section 1

This club accepts full financial responsibility for all activities that bear its name as official sponsor, and will adhere to all college regulations. All publicity for an event must bear the name of the sponsoring club.

ARTICLE XII – RIGHT TO ACT

Section 1

Any club officer, club member does not have the right to incur any debt or become involved in any business under the title or by implying the title of a club in any way unless given full authority to do so by the club.

ARTICLE XIII – AMENDMENTS TO CONSTITUTION

Section 1

Any amendment change requires a two-thirds vote at a general club meeting and must then be approved at the ICC Agenda Meeting.

\*This constitution is a compilation of the sample provided by DeAnza Inter Club Council and DECA.