

Connecticut Association of DECA

STATE OFFICER CANDIDATES FOR EXECUTIVE COUNCIL

As per the Bylaws of the Connecticut Association of DECA, seven (7) active DECA members will be elected by the House of Delegates to serve as the student statewide executive council.

ELECTION OF THE STATE EXECUTIVE COUNCIL

The process for the election of the State Executive Council will follow the following sequence:

Candidacy

- a. To become a candidate for the State Executive Council, the following requirements must be met:
 1. The student must be a freshman, sophomore or junior at the time of the annual state DECA conference (seniors are not eligible to seek state DECA office).
 2. The student must be from an active DECA chapter (at least ten dues-paid members constitutes active status).
 3. The student must have paid DECA dues prior to the start of the annual state DECA conference in the spring.
 4. The student must be passing all current subjects with a B grade/3.0 as of December of the prior year. For example: Current election is March 2019, transcript should read through December 2018.
 5. The student must agree to attend the entire state officer training conference during the month of June of the year of elected service.
 6. If elected, the student must comply with all policies, rules and regulations pertaining to state executive council conduct and required performance.

Election of the State Executive Council (state student officers)

- a. A student who holds dues-paid membership in DECA will submit the "State Officer Candidate Application Form" by the stated due date on the annual CTDECA calendar.
- b. Once confirmation of the "State Officer Candidate Application Form" has been acknowledged as received by the State DECA Advisor, the student may begin to campaign for elective state office.
- c. A DECA member, having received acknowledgement of a received application and having complied with all requirements may begin campaign activities with other DECA chapters under the following stipulations:
 1. Any and all campaign activities must be in good taste without any form of negativity, criticism or suggestive references.
 2. A DECA member is not to campaign for a specific office. Offices will be assigned at the conclusion of the State Officer Training Conference based on performance at the conference. Candidates will seek only to be voted for as a member of the State Executive Council.
 3. Social media, U.S. mail and other forms of communication may be employed in the campaign process prior to the annual state DECA conference.
 4. Campaign activities are funded by the candidate themselves or through support of their chapter at the discretion of their chapter advisor.
 5. Connecticut DECA cannot legally release any personal information regarding any students to candidates. Any mailings should be directed to Chapter Advisors.
 6. Campaign Activities: maybe planned for the annual state DECA conference under the following guidelines:
 - All posters for candidates may only be placed in the House of Delegates assigned meeting room
 - No posters may be affixed to the walls of the House of Delegate meeting room;
 - Each candidate for state DECA office is responsible for and must remove all campaign materials of any kind from the House of Delegates meeting room at the conclusion of the Balloting Session.
 7. Candidate Interview – Problematic Question
 - All candidates for state DECA office will be sequestered away from the House of Delegates meeting room.

- In an order to be determined by the coordinator of the House of Delegates, each candidate will be brought to the podium and asked, "the problematic question". This question will be designed to:
 - a. Test the DECA knowledge of a candidate
 - b. Demonstrate the candidate's ability to speak in a public forum
 - c. Demonstrate the candidate's ability to respond in a spontaneous manner

8. Caucus Session

- The caucus session is designed to provide all candidates an opportunity to meet, discuss the candidate platform and campaign with delegates.
- The caucus session, although brief, will provide the candidates to demonstrably campaign with the official voting delegates. No other DECA members but the candidates and official voting delegates will be permitted to participate.

d. Executive Officer Roles and Responsibilities

General Duties of the State Executive Council Team

- The members of the Executive Council must always act in a professional manner when meeting business people and representatives of their organizations.
- It is imperative that all assigned tasks are completed promptly and completely within stated time expectations.
- The seven (7) members of the Executive Council must work together in order to assist each other achieve their goals as listed in their program of work.
- As an elected CT DECA official, Executive Council members must be friendly, loyal and helpful to all members. This involves making yourselves available to assist an individual, chapter, region and/or advisor.
- It is very important to understand that as a State Officer you represent the students. Student interest must always be considered when making decisions.
- The Executive Council must be dressed in their blazers at all times when representing CT DECA.
- The Executive Council must follow all practices contained in the CT DECA Code of Conduct.

1. President

- Program of Work - The president will be responsible for submission of the Annual Program of Work to the Board of Trustees at its first meeting of the year. This document should contain the goals and objectives of the Executive Council for the year.
- Delegation of Work - The president will delegate the work to the appropriate officers.
- Responsibility - Everything concerning the state officers is the responsibility of the president. The president will impress upon each state officer, the importance of doing a good job in a timely manner.
- Represent the Connecticut Association of DECA at all events as assigned by the State DECA Advisor
- In consultation with the State DECA Advisor develop the agenda for each meeting of the State Executive Council
- Preside over each meeting of the State Executive Council
- Preside over the House of Delegates of the Connecticut Association of DECA.

2. Vice President

- Assist the President - The vice-president will always be prepared to assist the president in directing the work of the state association.
- The check and balance officer, the vice president will confirm with each member of the state executive council that all announcements, instructions and documents have been received and understood.
- The vice president is responsible for executive council meeting room arrangements and set-up.
- The vice president will succeed the current president in the event of a resignation or in the event that the president is unable to fulfill the office's duties.

3. Recording Secretary
 - The Recording Secretary of the executive council shall maintain a detail account of all council business, preparing a document in the form of minutes of all meetings. This post-meeting document shall follow the format as provided at the state officer training conference;
 - The minutes of each meeting shall be communicated to all members of the executive council by e-mail within one week of the meeting;
4. Corresponding Secretary
 - The Corresponding Secretary will prepare professional business letters.
 - Send copies of all letters to the president, CT State Advisor and other officers when necessary.
 - Send thank you letters/cards to those who help and support the State Association.
5. Treasurer
 - Fundraiser - The treasurer will be responsible for statewide fund-raising activities minimum of one (1) annually.
 - Coordinate the preparation of the annual budget.
 - Present the proposed budget to the State Executive Council for adoption.
 - Prepare and present a treasurer's report at all State Executive Council meetings.
6. Reporter
 - Press Releases - The Reporter will be required to submit press releases of all State DECA activities to the appropriate media in the State of Connecticut.
 - Solicit interesting local DECA Chapter news stories, prepare them, and submit them to the national DECA organization
 - Maintain all records and documents of the state executive council.
7. Public Relations/Social Media
 - Digital News – Post to all social media platforms on a consistent basis.
 - Share national, state and local news on digital platforms
 - Support chapters through digital platforms

HOUSE OF DELEGATES

PURPOSE

The House of Delegates shall annually elect the state (student) officers of the association.

HOUSE OF DELEGATES DEFINITION

- House of Delegates, a body of DECA members representing active Connecticut DECA chapters is the entity that convenes annually for the purpose of selecting the annual student DECA association officers.

ALLOCATION OF DELEGATES - OFFICIAL VOTING DELEGATES

- Each official chapter regardless of the number of paid members in the chapter will be allotted TWO (2) Voting Delegates

PROCESS

- The House of Delegates will convene at the annual spring state DECA conference.
- The House of Delegates will convene during the first two hours of the state DECA conference, under the following stipulation:
 - All designated voting delegates for each chapter who may be participating in the state competitive event program will not be scheduled to compete in their respective competitive activities until the conclusion of all House of Delegate activities.
- The House of Delegates schedule will include, but will not be limited to these sessions:
 - Delegate Participation

- Seating of all House of Delegates
- Special breakfast for House of Delegates
- Introduction of 2019 Candidates for State DECA Office
- Candidate Interview - Questions
- Balloting

HOUSE OF DELEGATE SESSIONS FUNCTIONS

● Participation

- Each chapter advisor is encouraged to include the chapter president as a voting delegate. If included, the chapter president will serve as the Head Voting Delegate for that chapter.
- Each chapter advisor will indicate the names of the official voting delegates for that chapter. Freshmen and sophomores are encouraged to be designated as chapter voting delegates.

● Seating Session

- At the opening (Seating Session) of the House of Delegates each chapter's voting delegates will be officially seated and no one else will be permitted in the House of Delegates.
- As each chapter's delegates are announced and seated, official voting delegate ribbons will be presented to each delegate and will not be transferrable.

● Introduction of the Candidates

- The presentation of all certified state officer candidates will begin with an alphabetical introduction of all candidates.
- No reference to any chapter will be made of any candidate.

● Caucus Session

- The caucus session is designed to provide all delegates an opportunity to meet, discuss the candidates and campaign
- The caucus session, although brief, will provide the candidates to demonstrably campaign with the official voting delegates. No other DECA members but the candidates and official voting delegates will be permitted to participate.

● Balloting

- This session will poll each chapter's voting delegates.
- Each chapter will submit their votes through the chapter president/head voting delegate.
- In the event of a tie between the seventh/eighth highest place in the polling of the House of Delegates, a second vote will be required to break the tie.
- The top seven candidates (7) to receive votes will be announced at the Awards Ceremony in the afternoon of the state DECA conference.
- The new officers, to be installed at the awards ceremony, will not be designed by office. Officer titles will only be determined after the completion of the state officer training conference.

CHAPTER PRESIDENTS' RECEPTION AND PARADE

- Each chapter president will be given a ceremonial sash to be worn during the opening ceremony of the Awards presentation. No alternates or substitutions will be permitted.
- Chapter Presidents will be invited to attend a special reception with only chapter Presidents.
- As part of the 2019 Awards Ceremony, all registered chapter presidents will participate in the opening of the Awards Ceremony. (details to follow).