

DECA BYLAWS

ARTICLE I: NAME

The name of this organization shall be Rickards High School DECA, and maybe referred to as "Rickards DECA Chapter." to differentiate or simply just "DECA" while on campus.

ARTICLE II: OBJECTIVE

a. Section 1: Objectives

As stated in the bylaws of the highschool division of DECA the purpose of this club will be To train aspiring leaders and entrepreneurs for careers in marketing, finance, hospitality, and management. To incorporate into classroom instruction, apply learning, connect with business, and encourage competition. To develop leaders who are academically prepared, community-oriented, responsible, and experienced.

b. Section 2: Implementation

To achieve these objectives, the club shall organize regular meetings and workshops focused o relevant topics. Facilitate member participation in DECA competitive events at regional, state, national, and international levels. And maintain open communication and engagement with members through various platforms.

ARTICLE III: MEMBERSHIP

a. Section 3.1 Membership Categories

We welcome students who are interested and dedicated to giving their full commitment to DECA. The club accepts any members that are interested in joining and have met the eligibility.

b. Section 3.2 Membership Eligibility

Students who have completed their sign up by completely filling out the membership form and other forms provided to them through the interest meeting (held at the beginning of the year) as well as additional meetings and announcements and have paid their dues of **\$20** dollars to an officer by **9/19/2024** are considered to be members.

c. Section 3.3 Non-member Participation

Students who have not met the membership criteria by **9/19/2024** will not be able to participate in any events or meetings.

d. Section 3.4 Attendance

While emphasizing the importance of officers' consistent presence at meetings and events, officers can take time off for higher priorities and absences but with a requirement of advance notification if they cannot attend, While officers are held to this standard, regular members are not obligated to attend but are encouraged to participate in these experiences. Offering incentives or recognition for consistent attendance.

e. Section 3.5 Behavior

Members should try to maintain a positive and respectful atmosphere within our club through their interactions. Any members that fail to follow these guidelines will be first given a warning and will then be asked to refrain from coming to future club meetings and activities.

ARTICLE IV: OFFICERS

a. Section 4.1 Officers

The executive board of DECA will consist of, at least, the following officer positions: Co-Presidents, Co-Vice Presidents, Treasurer, Secretary, and Historian. *A Parliamentarian and other positions might be added on later in the year based on discussions between the board and their advisor. When possible in the next school year elections the new board will be elected.

b. Section 4.2 Duties

i. Co-Presidents:

The President's responsibilities include supervising other officers while they carry out their tasks. In addition, when interacting with organizations, represent the club, helping the treasurer with budget preparation and financial management for the organization and its operations. In addition to setting up the financing for the organization's social events and developing precise plans for their implementation. At every meeting, the presidents must make an effort to be present. Their responsibilities include planning events, encouraging a sense of community among members, and elevating DECA knowledge and commitment. Most importantly, the Co-Presidents will assign tasks to other officers and club members.

1. Logistics

- In charge of club officers and assigns each officer tasks
- Handles competition arrangements such as hotel bookings, schedules, and finances.
- Will be in charge of main communication with the advisor
- Signing up for competitions and planning other activities
- Managing members and fundraisers alongside the Secretary and Treasurer

2. Business

- Managing workshops and other competition knowledge and preparation related activities
- Assistant Treasurer in keeping track of club dues (such as reminders and setting the amount)
- Making presentations for business learning
- Managing and teaching members each division of the categories

ii. Co-Vice Presidents:

Serving as the President's second-in-command, the Vice President will play a major role in helping with club events and providing support to the President. When needed, they take over as President and work closely with other members of the executive board to make sure the club runs smoothly. The vice president frequently oversees particular projects, works with other officers and aids in communication with members.

1. Logistics

- In charge of splitting and assisting in duties with their President counterpart.

2. Business

- In charge of splitting and assisting in duties with their President counterpart.

iii. Secretary:

The Secretary is the organization's designated record-keeper and spokesperson. They take care of club mail, membership records, and meeting minutes. One of the Secretary's responsibilities is to make sure that crucial information is appropriately documented and distributed to members on time. They will help with calendar management, event planning, and club communications, such as social media and email notifications.

iv. Treasurer:

The club's finances are diligently and openly managed by the treasurer. They are in charge of financial planning, budgeting, and maintaining thorough records of every transaction. Budgets for events, fundraisers, and other activities are created in close collaboration with the club leadership by the treasurer, who makes sure that any spending is in line with the goals and available funds of the organization. In addition, they manage financial reporting, reimbursements, and dues collecting, upholding accountability and stability inside the company.

v. **Historian:**

The Historian of DECA preserves the memories and traditions of the organization for future students. They keep archives of the club's past, record club events, and document special occasions with pictures and films. The club's growth and influence over time are demonstrated by the Historian, who keeps a record of previous occasions, triumphs, and significant occasions. To showcase and commemorate the club's history, they will put together scrapbooks, hand out flyers and posters, or use multimedia platforms.

vi. **Club Advisor(s):**

The Club Advisor will act as the organization's advocate and guiding mentor. Utilizing their knowledge and experience, the officer board and club members will be assisted in making decisions and negotiating school policies and procedures to make sure the club complies with campus rules. In addition to acting as a direct line of communication between the club and the administration of the school, they also provide chances and resources that will improve the club's operations and effects. Beyond these responsibilities, the advisor will provide a supportive atmosphere where members can hone their leadership abilities, follow their DECA passion, and make a significant contribution to the club's success. For the 2024–2025 academic year, the sponsor has already been selected (Mr. Juhasz).

c. **Section 4.3 Term**

A one-year school term will be given to each officer. Officers appointed and elected prior to the dues submission deadline will oversee the club from August to May, when classes conclude and the new board is appointed. However, special elections will be held if officers fail to fulfill their responsibilities and duties.

d. **Section 4.4 Vacancy and Removal**

The next officer in line will preside over the meeting if there isn't a standing candidate for president or vice president, either temporarily or permanently. The scheduled meeting will be postponed until a later date if any of the officers are unable to attend. At a regular meeting, any member may make a motion to remove an officer who they believe is not performing their duties. The officer in question will have the chance to make a speech or send a message outlining their position before this motion is discussed by all of the current members. The motion needs $\frac{2}{3}$ votes or more to be approved. In the event that an officer is removed, new elections will be held at the next meeting to fill the vacancy. Section 5.1 subsection IV discusses this in further detail.

e. **Section 4.5 Reports and Record**

i. **Meeting Attendance**

The secretary shall be responsible for recording accurate attendance of all DECA meetings. And holding oversight on accounting for members and nonmembers along with the advisor.

ii. **Financial Reports**

The treasurer shall provide regular financial reports on decisions, funds, and future plans in regards to the club to fellow board members and the advisor at officer meetings.

ARTICLE V - ELECTIONS

a. **Section 5.1 Election of Officers**

i. **Eligibility**

Any member of the club that has acquired membership status is allowed to run for any position. However, at the end of the year discussion between board members and the advisor the current standing officer board will be allowed to announce which positions will be appointed/interview based and which will be eligible for elections (or popular vote).

ii. **Things to Note**

Members will be allowed to and are encouraged to campaign. Specifics regarding the deadline for submitting an application and other dates concerning elections will be discussed further in the year after considerate planning from both the officer board and the advisor.

iii. **Method of Election**

Google Forms will be used for secret voting. Additionally, voting is only available to members who have attained membership status. Interviews for the positions of president and vice president will be taken into account, and any candidate who chooses to run may be invited to participate in an interview. Before election season, after all competitions and activities have concluded, the election logistics, including forms, interviews, and applications, will be distributed. Those considering the position of President should bear in mind that they can only run if they are members who held an officer position the year before. For remaining positions, candidates receiving the most votes will be elected. If no candidate receives a majority, the top two candidates will participate in a runoff election. The outgoing President will cast the deciding vote if there is another perfect tie. In addition, the club advisor may vote, with one vote counting equally with those of any other member. The current advisor will make the decision if the President is among the candidates in a tie. The advisor will be present and counting during this time. The outcomes will then be announced by the current officer board.

iv. **Special Election**

The secretary will promptly notify all members in the event that a position becomes vacant during the year or that an officer is impeached, and a special election will need to be held at a time to be decided by the President. The advisor will assist, and another officer will be in charge if the roles in question are Secretary or President.

ARTICLE VI - MEETINGS

a. **Section 6.1 Regular Meetings**

Club meetings will be held on Thursday in Mr Juhasz' Room.

b. **Section 6.2 Special Meetings**

Special meetings such as educating on competitions, competition practice, etc, will be held after school.

c. **Section 6.3 Outside of School Activities**

Some meetings will happen outside of Rickards campus at local establishments.

ARTICLE VII - ANNUAL DUES

- a. Dues for the club will be determined by officers at the first meeting of the year. **Expected Total Dues will be \$20.** This is subject to change. Dues will be collected by the Treasurer, there will be no refunds.

ARTICLE XI - AMENDMENTS

- **There are currently no amendments for this document.**

*****Last Updated by Srikar Marthi- August 5th, 2024***