

## OPERATING PROCEDURES

### Introduction

In addition to policies set forth in the bylaws for the Distributive Education Clubs of America, Texas Association, the following procedures will be followed in the management and business operations for the organization. Hereto, the Board of Directors may be referred to as the "Board;" the Distributive Education Clubs of America, Texas Association may be referred to as the "organization," "Association," or "DECA;" the Texas Education Agency may be referred to as "TEA;" the State Director (the TEA Marketing Education Unit member) may be referred to as either the "State Director" or as "TEA staff." The Executive Director of the Distributive Education Clubs of America, Texas Association may be referred to as the "Executive Director" or the "State Advisor." Operating procedures may be created and approved by the Board as necessary to assure sound and prudent operations of the organization.

Information included in the sections, Operating Procedures Introduction and Definition of Roles, shall be considered a part of the overall Operating Procedures of the Association.

### Definition of Roles

The Board of Directors shall work in cooperation with the Executive Director to assure prudent financial management of DECA. The Board serves in an advisory capacity to promote the organization and its effectiveness in achieving its mission and purposes, adopts and implements policies for the efficient operation and fiscal management of DECA. As provided for in the State Constitution/Bylaws, designated student officers of the organization may serve as members of the Board to guarantee representation of a youth perspective in the policy and decision making of the Board.

The Texas Education Agency, through the staff of the Marketing Education Unit, has the responsibility for oversight of the operations and fiscal management of the Distributive Education Clubs of America, Texas Association and the integration of marketing education curriculum and DECA programs, projects, and other activities. The TEA staff shall not be involved in the day-to-day operations of DECA except for administrative leadership of the Board of Directors and to review DECA expenditures and audit reports.

In addition to the Board of Directors, the State Executive Council and the voting delegates at the annual meeting represent complementary decision making bodies for the organization as established in the State Constitution/Bylaws.

DECA staff members are employed through contract labor to carry out responsibilities for day-to-day organization operations.

The management and operations of the organization will be consistent with provisions of the State Constitution/Bylaws as well as the mission and purposes of the organization. The adoption and amendment of bylaws for the organization is the responsibility of voting delegates as authorized and prescribed in the bylaws.

This section contains policies and procedures for the operation of Texas DECA and its geographical subdivisions or districts. Subsequent policies may be adopted based on action of the Texas DECA Board of Directors.

Policy statements are documented in the following areas:

- 1.00 Awards and Recognition
- 2.00 Committees
- 3.00 Competitive Events
- 4.00 Conferences
- 5.00 Corporate Operations
- 6.00 Staff
- 7.00 Finances
- 8.00 Officers (students)
- 9.00 District Activities
- 10.00 Miscellaneous
- 11.00 Grievance Procedures

#### **AWARDS AND RECOGNITION - THIS SECTION CONTAINS POLICIES REGARDING AWARDS, RECOGNITION, AND THE PRESENTATION OF SAME.**

1.01 Only those Texas DECA-approved awards can be presented during any District or State conducted Career Development Conference. Awards given at local competitive activities, practice meets and mini competitions will be at the discretion of the host.

1.02 All awards presented for competitive events become the property of the chapter and school.

1.03 An HONORARY LIFE MEMBERSHIP may be awarded to Marketing Education personnel:

- Contributed a minimum of 10 years of service and have aided significantly in the development and/or progress of DECA at the State level

OR

To non-Marketing Education Personnel who have:

- Supported DECA at the State level in a significant way for a minimum of five years from whom DECA may reasonably expect continued interest in its activities
- Marketing education personnel who have left the profession, but who continue to support DECA on the STATE level for a minimum of five years and from whom DECA may reasonably expect continued interest in its activities.

\*\*\* Only under unusual circumstances can more than two such awards be presented in any one year except by a majority vote of the Distributive Education Clubs of America, Texas Association Board of Directors.

1.04 An OUTSTANDING SERVICE AWARD may be awarded to Marketing Education Personnel who have: Rendered outstanding service to DECA at the State level for more than five years may be presented this award.

\*\*\*The maximum number of awards shall not exceed six each year except by a majority vote of the Distributive Education Clubs of America, Texas Association Board of Directors.

1.05 An AWARD OF MERIT may be awarded to:

- Marketing Education Personnel, business people, school administrators, and other individuals who have contributed significantly to the success of DECA at the State level;
- OR
- To organizations or companies whose assistance has been notable in any area of the national DECA program.

\*\*\*\*Not more than ten such awards may be presented in any one year except by a majority vote of the Distributive Education Clubs of America, Texas Association Board of Directors.

1.06 OUTSTANDING ALUMNI AWARDS may be presented to any former DECA members who shall have accomplished some significant achievement during the year for which the award is made.

1.07 Any Marketing Educator may make appropriate recommendations for Honorary Life Membership, Outstanding Service Awards, Awards of Merit, or Outstanding Alumni Awards by completing the required nomination application. The application will be submitted to the Distributive Education Clubs of America, Texas Association, Board of Directors or the Executive Director of Texas DECA.

## **2.00 COMMITTEES - THIS SECTION CONTAINS POLICIES CONCERNING THE ESTABLISHMENT AND OPERATIONS OF COMMITTEES AND TASK FORCES.**

2.01 The members of the Distributive Education Clubs of America, Texas Association, Board of Directors and Executive Director identify a Conduct Review Committee to serve during all DECA conferences

2.02 The Distributive Education Clubs of America, Texas Association Board of Directors will review all guidelines, including the International DECA Guide, and the total program of competitive events and make written recommendations to the Executive Director.

## **3.00 COMPETITIVE EVENTS. - THIS SECTION CONTAINS POLICIES REGARDING COMPETITIVE EVENTS.**

3.01 Students may compete in only one series, principle, team, professional sales, or written event at the district, state, or international levels of competition.

3.02 All district and state competitive events will be conducted in accordance with the guidelines developed, approved, and distributed by DECA, Inc. in the DECA Guide. The only exception to the guidelines is the requirement of the wearing of the official DECA blazer for district and state level competition.

3.03 All competitive events administered at the district and state levels will be those approved for the international level of competition unless the Distributive Education Clubs of America, Texas Association, Board of Directors, and the Executive Director agree to implement special pilot events in which case the guidelines must be submitted to all chapters of record at the start of the school year.

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3.04 Each district may qualify a minimum of four finalists in each competitive event. Districts may qualify one additional state finalist in each series and team decision events, for each 150 members, or major fraction, recorded at the end of the previous school year. In written, representative, and professional selling events additional finalists will be allocated for each 600 DECA members, or major fraction, to advance to the state level.

3.05 The District Directors or their designees will be responsible for reporting any cancellations or rescheduling of competitions or providing the name(s) of any alternate(s) to the Executive Director according to any pre-set deadlines.

3.06 Any changes in competitive event guidelines will be published and distributed by the Executive Director in the fall of each year.

3.07 At the State CDC, Competency Based Series Events will consist of one written comprehensive exam, plus two role-play events- which must be before judges. (Judges should preferably be recruited from the occupational area being judged.)

3.08 Only five function calculators will be allowed during competition.

3.09 Substitution of Competitive Event Participants:

(a) In order for a student to compete at the State Career Development Conference he/she must have competed and been designated as a finalist or alternate at the District Career Development Conference. (NO SUBSTITUTIONS)

(b) In order for a two-member team to compete at the State Career Development Conference in a Management Team Decision-Making Event, the students must be the same two team members who competed and were designated as finalists or alternates in that event at the District Career Development Conference. (NO SUBSTITUTIONS)

(c) In order for a student to compete at the State Career Development Conference in a Business Operation Research, Business Management and Entrepreneurship, or Marketing Representative Event judged at the District Career Development Conference, his/her name must appear on the title page submitted at the District Career Development Conference and each student must have competed and were designated as finalists or alternates at the District Career Development Conference. (NO SUBSTITUTIONS)

(d) In order for a student to compete at the State Career Development Conference in a Chapter team project judged at the District Career Development Conference, substitutions are limited to students who are dues paid members and who actively participated in the project.

3.10 All competitive event participants must be current active members of DECA with DECA membership fees paid by the deadline set by the Executive Director. A student must have taken or currently be enrolled in an approved Career and Technical Education Course and pay dues or fees as required at both the state and national levels for the current year and meet the deadline set by the Executive Director to be eligible.

3.11 District competition all changes must be made through the online registration system by the established closing date. After registration closes no changes will be allowed.

3.12 In order for an individual/team research event or a team project to compete at the State Career Development Conference, the written entry and oral presentation must have been screened and judged at the district level using National DECA Guidelines. Team projects will advance to state competition provided they achieve the minimum criteria required. All individual written or team project/research events must receive a minimum of 50% of the total possible points, before assessing penalty points -- excluding the interview component -- on the judged portion of the event. (Also refer to Section 3.14)

3.13 Districts may identify up to three (3) alternates in each of the series events. Based on their scores, these alternates shall be given the opportunity to substitute for a finalist from their district who does not register by the deadline set by Executive Director for State CDC registration.

3.14 In cases of ties in competitive events, a tie-breaker shall be established by the state advisor using guidelines established in coordination with the Texas DECA Board of Directors.

3.15 All participants at district, state, and national competition must be eligible to participate in extracurricular activities (i.e. UIL eligibility guidelines).

3.16 A chapter/marketing education teacher may enter competitive event entries up to the number of competitive events offered within each of the categories:

Category 1 – Any Combination of Principles of Business Administration Events, Individual Series Events, Integrated Marketing Campaigns, Professional Selling and Consulting Events, Personal Financial Literacy

Category 2 – Any combination of Business Operations Research and Entrepreneurship Events

Category 3 – Any combination of Team Decision Making Events

Category 4 – Any combination of Chapter Team Events

3.17 In order for a student to advance from the district to the state level in an event that requires a comprehensive written exam, the student or team average must score at least 50% on the comprehensive exam.

3.18 In order for a student or team member to advance from the State to the National level in an event that requires a comprehensive written exam, the student or team average score must be at least 70% on the comprehensive exam.

3.19 Event #3 in Series Event Competition will consist of a second role-play.

3.20 The District Director and/or Executive Director cannot share district wide CDC scores and/or state wide CDC scores.

#### **4.00 CONFERENCES - THIS SECTION INCLUDES POLICIES ESTABLISHED REGARDING STATE OPERATED CONFERENCES, DISTRICT CONFERENCES AND OFFICER TRAINING CONFERENCES.**

4.01 The intent of the annual Career Development Conference of Distributive Education Clubs of America, Texas Association is: (1) to recognize outstanding DECA achievement in various aspects of Marketing Education, (2) to provide an environment for the demonstration and development of competencies contributing to the attainment of the goals of DECA and the purposes of Marketing Education and (3) to select the individuals and chapter representatives eligible for International competition.

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4.02 The objectives of the Career Development Conference are:

- (a) to allow students to demonstrate and further develop the competencies important to success in marketing, hospitality, finance, and entrepreneurship.
- (b) to inspire and develop leadership ability in students of marketing, hospitality, finance, and entrepreneurship.
- (c) to improve the human relationships of students of marketing, hospitality, finance, and entrepreneurship.
- (d) to improve the self-image and success pattern of each student of marketing, hospitality, finance, and entrepreneurship.
- (e) to enable students of marketing, hospitality, finance, and entrepreneurship to demonstrate and further develop in their responsibility as citizens in our free competitive enterprise system;
- (f) to help students further crystallize their particular career in marketing, hospitality, finance, and entrepreneurship.
- (g) to secure the involvement and support of educators, businessmen, and parents for education in marketing, hospitality, finance, and entrepreneurship.

4.03 The Career Development Conference will be held annually and the selection of the date and the site will be made by the Executive Director with input and recommendations from the Distributive Education Clubs of America, Texas Association Board of Directors.

4.04 All conference and competitive event deadlines will be enforced; however, advisors who have submitted their registration materials on time will be permitted to make substitutions as appropriate, by the designated deadlines.

4.05 Conference registration materials must be accompanied by a school check, money order or cashier's check. Personal checks over the amount of \$100 will not be accepted. No cash payments will be accepted

4.06 Delegates and advisors will not be allowed to attend a conference until all required forms and fees are submitted, unless prior arrangements have been made.

4.07 Females must wear dress slacks with dress shoes. An official DECA blazer or blazer must be worn with both. Males must be in a suit, official DECA blazer or sport coat with dress slacks, collared dress shirt, necktie, dress shoes and dress socks.

\*Accommodations for religious or cultural reasons will be taken into consideration on a conference-by-conference basis. The advisor must submit an accommodation request on or before the published deadline.

4.08 Conference delegates are required to adhere to the conference conduct code as well as any other conduct rules that may be in force at the time of the conference. Each chapter advisor or their designee is responsible for the enforcement of the conduct code for his/her own student delegates.

4.09 All conduct code infractions will be dealt with according to the procedures outlined in the conduct section of the official State Information Kit and conference program. Serious conduct infractions will be referred to the Conference Conduct Review Board for handling.

4.10 Minor infractions, such as not following the recommended conference dress code, will be addressed by the Board of Director that is in charge of the event or activity in which the student is participating in accordance with generally accepted conference procedures as set forth by the Executive Director.

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4.11 Students must be a member in good standing of both State and National DECA in order to participate in any DECA event or activity.

4.12 There must be a registered chaperone for every 15 high school members attending the State conference.

4.13 A local DECA chapter's delegation may not be allowed to attend a state conference until their registration has been paid.

4.14 The following deadlines will be set for any Distributive Education Clubs of America, Texas Association Conference:

(a) DUE DATE - the date by which all registration forms along with a school check, money order, cashier's check or official school purchase order/voucher must be received.

(b) REGISTRATION DEADLINE - the date(s) after which no registrations will be accepted. All registrations received after this date will be declined.

4.15 Every affiliated chapter may have two voting delegates. Each chapter will be able to cast five (5) votes.

4.16 Campaign materials may be used at any time during CDC on the conference site beginning one (1) hour prior to opening time and during the conference except in structured meetings and workshops. No materials can be affixed or secured to walls of hotels, schools, or convention center properties.

4.17 Students enrolled in the marketing education courses should be encouraged to be members of DECA.

4.18 Voting delegates from each chapter are required to attend the annual business/election session at state CDC. Failure to do so may result in the chapter being disqualified.

4.19 Chapter advisors are required to work all assigned duties. Failure to comply may result in chapter disqualification.

4.20 Conferences are expected to run as scheduled. In the event weather conditions are hazardous, Texas DECA has outlined the Inclement Weather Policy as detailed in Exhibit A of the Operating Procedures.

## **5.00 CORPORATE OPERATIONS - THIS SECTION CONTAINS POLICIES REGARDING RELATIONSHIPS, ROLES OF VARIOUS DECA COMPONENTS, AND MANAGING GUIDELINES.**

5.01 It is the role of the Texas DECA Board of Directors, as the elected and/or appointed representatives of the corporation members, to set policies and procedures concerning the corporate affairs of the organization. It is the role of the Executive Director, working in concert with the State Director of Marketing to review and to implement appropriate policies and procedures.

- Districts 2, 4, 6, 8, 10 will be up for election in 2023. The individuals elected to these positions will serve a 3-year term.
- Districts 1, 3, 5, 7, 9, 11 will be up for election in 2024. The individuals elected to these positions will serve a 3-year term.

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- (a) The chairman of the Distributive Education Clubs of America, Texas Association Board of Directors serves a one-year term. The Texas DECA Board of Directors shall elect a chairperson-elect annually, to serve as chairperson the following year. If the Chairmanship of the Board of Directors becomes vacant due to illness, death, or resignation, the Board of Directors has the responsibility to make the appointment to fill the vacancy.
- (b) The Chairperson of the Distributive Education Clubs of America, Texas Association Board of Directors will call an annual meeting of the Texas DECA Board of Directors during the summer at a date and time that is agreeable to most of the membership of the Board of Directors.
- (c) The DECA, Texas Association, Board of Directors shall elect annually, from its membership, a secretary whose purpose will be to develop accurate records of Distributive Education Clubs of America, Texas Association Board of Directors actions taken.
- (d) All agenda items for discussion and consideration during the Distributive Education Clubs of America, Texas Association Board of Directors meeting must be submitted to the Executive Director 30 days prior to the Board of Directors meeting. The agenda, along with supporting documents, will be mailed to Board of Directors members prior to the meeting.
- (e) Each member of the Distributive Education Clubs of America, Texas Association Board of Directors is entitled to one vote by virtue of his/her membership on the Board of Directors. The voting right is not transferable and no proxies may be given.
- (f) When a member of the Distributive Education Clubs of America, Texas Association Board of Directors is unable to attend a called meeting of the Board of Directors, he/she may direct another member of the district action team to substitute for him/her in order to observe, record information, and participate in discussion, but not vote.
- (g) The makeup of the Distributive Education Clubs of America, Texas Association Board of Directors shall consist of eleven (11) individuals who serve as the elected District Directors from each of the eleven districts.
- (h) To hold the position of District Director a person must meet the following criteria:
  - 1. Must have taught business/marketing for two consecutive years.
  - 2. Must have had an active DECA chapter for two consecutive years.
  - 3. Must be a dues paid DECA member.
  - 4. Must apply to continue as the District Director every three years
  - 5. At any time, a current Director chooses to leave the classroom for any reason, with Board approval, he/she can complete their current term plus 1 additional term if re-elected. The current Director is encouraged to actively engage potential successors.
- (i) At any time a current director chooses not to be a DECA member then he/she must resign his/her position immediately. The Board of Directors will hold a special election to fill the vacancy.
- (j) It is the responsibility of the District Director to submit the district financial reports for the leadership conference and District CDC as well as all bank statements to the Executive Director.
- (k) Directors who fail to submit their financial statements and bank statements will be asked to resign their positions effective July 1<sup>st</sup>.



- (l) District Directors must resubmit the application for Director every three years. In a situation where a qualified candidate is not found in the district despite good-faith efforts by the Board of Directors along with the Executive Director, the Board may consider all advisors in the district as candidates. Should an unqualified candidate be selected by the Board, the candidate will be named as Interim Director. The Interim Director will have no voting privileges, and all major financial transactions will be run through DECA Texas Association. The Interim Director will also be allowed to have a local District checking account (co-signed by the Executive Director) with a beginning balance of \$1,000 and will be able to conduct normal District financial activities of payments and receipt of payments. Once the Interim Director becomes eligible in accordance with the criteria listed in 5.01 (h) above, the Interim Director may submit their application for District Director. A special election will be held by The Board of Directors at that time in accordance with the Operating Procedures.

5.02 It is the role of the Executive Director to serve within the rules, regulations, and Bylaws of the organization. They will serve as the administrative representative of the corporation at all times and perform all duties relative to the position of Executive Director.

5.03 The Distributive Education Clubs of America, Texas Association Board of Directors will hold at least one (1) meeting of the Board of Directors during each fiscal year.

5.04 Any member of Distributive Education Clubs of America, Texas Association may attend any meeting of the Distributive Education Clubs of America, Texas Association Board of Directors and its Committees or Task Forces, with the privilege of making proposals or presentations, provided request for such is made in writing at least 15 days prior to the meeting.

5.05 Consultants requested by the Distributive Education Clubs of America, Texas Association to appear before the Distributive Education Clubs of America, Texas Association DECA Board of Directors may be reimbursed for necessary transportation and lodging expenses incurred for that appearance using the standard DECA Reimbursement Policy.

5.06 Distributive Education Clubs of America, Texas Association will operate in accordance with the most current Distributive Education Clubs of America, Texas Association Constitution as amended by the voting delegates of Distributive Education Clubs of America, Texas Association at the Annual Business Meeting.

5.07 Each district or regional sub-division of Distributive Education Clubs of America, Texas Association is responsible to Distributive Education Clubs of America, Texas Association and must conduct its business in accordance with approved policies, constitution and Bylaws adopted by the membership at their annual business meeting. District conference events and procedures will be approved for each District by Distributive Education Clubs of America, Texas Association subject to input and recommendations from the Distributive Education Clubs of America, Texas Association Board of Directors.

5.08 The program director of marketing education shall have veto authority over any recommendations made by the Distributive Education Clubs of America, Texas Association Board of Directors and the Executive Director when these actions are deemed to be contrary to State laws or policies of the Texas Education Agency.

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5.09 Each district's high school division membership shall adopt a district constitution and bylaws.

**6.00 STAFF - THIS SECTION CONTAINS POLICIES REGARDING THE STATE ADVISOR AND ANY PAID OR VOLUNTEER STAFF OF THE ORGANIZATION.**

6.01 The Executive Director may contract for services, performances, meeting space, production, counsel and/or expertise which will provide DECA members a needed member service, when it is determined that to do so would be in the best interest of Distributive Education Clubs of America, Texas Association. Specific limits on time and/or costs of contracted services will be determined by the annual operating budget adopted by the organization.

6.02 The success of DECA's conferences, programs, and activities hinges on the support of hundreds of teachers, administrators, student officers, business people and state staff. It shall be the policy of Distributive Education Clubs of America, Texas Association to recognize and honor these volunteers whenever appropriate for their dedication and support of the goals of DECA.

6.03 The Executive Director and any other signatories having access to Distributive Education Clubs of America, Texas Association funds or accounts shall be bonded in the amount of \$20,000 each.

6.04 The Board of Directors are responsible for personnel decision involving the Executive Director. Other DECA personnel decisions, including remuneration, are the responsibility of the Board Chair and the Executive Director.

**7.00 FINANCE - THIS SECTION CONTAINS POLICIES REGARDING FINANCIAL REPORTS, ACCOUNTS, DONATIONS, RESERVES, BUDGETS, INCOME AND EXPENDITURES.**

7.01 The fiscal year for Distributive Education Clubs of America, Texas Association will begin July 1 and end June 30.

7.02 The Executive Director is responsible for management and approval of all financial matters of the organization.

7.03 The TEA State Director and Board is responsible for oversight and review of all financial matters of the organization.

7.04 The Board is responsible for assuring financial accountability of the Association and shall implement checks and balances as appropriate to that end.

7.05 TEA staff shall monitor the CTS requirements for accepting Perkins funds as established in the funding agreement with TEA, and provide administrative leadership with the DECA Board to determine that the policies and rules are carried out in a timely and equitable manner.

7.06 Persons serving in the following capacities will be bonded: Executive Director, Treasurer and District Directors; and any other employees/contract labor whose duration or nature of employment with the association justifies bonding.

7.07 An annual operating budget will be presented for approval to the Board of Directors at the fall/summer board meeting and a copy of the approved budget will be presented to the TEA State Director.

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- 7.08 A report of the organization's disbursements and credit card transactions will be provided to the TEA State Director Board Chair and treasurer quarterly.
- 7.09 All expenditures of the association shall be tied to the mission and goals of DECA.
- 7.10 An independent accountant will reconcile financial records on a monthly basis
- 7.11 An annual audit of all Association accounts, investments, and financial activities will be performed by a CPA. Copies of the annual report will be provided to the Board and the TEA State Director. The auditor will present the audit to the Board.
- 7.12 All designated funds will be utilized in accordance with the purpose and specifications designated.
- 7.13 Receipts will be promptly recorded, checks photocopied, and deposited by the Executive Director or member of DECA staff. Until deposited, receipts will be secured in a locked location.
- 7.14 District conference registration receipts are restricted to payment by check and are received by the association for processing. On-site registration payment that is received at the conference will be processed within five business days following the conference.
- 7.15 Association receipts shall be received at the State P.O. Box for the association. This includes receipts for affiliation dues, sponsorship, state or national conferences, etc. Other receipts will be directed to the P.O. Box as appropriate.
- 7.16 Checks will be utilized for making disbursements when possible. Checks will be serially pre-numbered, approved in advance by the Association's Executive Director and coded appropriately for authorization.
- 7.17 Salary and expense reimbursements' made by the association can only be made after the required support documentation has been received. (Invoice, original transaction receipt, etc. attached and submitted to Executive Director for approval and coding) (Treasurer approves documentation and check register and Accountant writes and mails the check)
- 7.18 Transactions utilizing the DECA credit card or debit card will be limited to legitimate organizational expenses consistent with the mission and goals of the organization. Use of the credit card for non-organizational or personal expenses is prohibited.
- 7.19 TEA staff shall not be assigned or have use of the DECA corporate credit or debit card.
- 7.20 Disbursement for entertainment and meal function expenses for the association require an invoice for receipt plus a list of attendees.
- 7.21 When meals are provided at no charge for all participants, neither CTSO participants nor DECA or TEA staff may claim reimbursement for those meals.
- 7.22 State and National DECA dues will be submitted in the following manner:  
(a) Each chapter must submit original rosters by October 15 with payment received prior to the last Friday in October. Additional names may be added anytime but for competition purposes additions must be added and paid for by the close of CDC registration.

(b) In accordance with Distributive Education Clubs of America, Texas Association policy, each local chapter must have at least ten (10) paid members or the equivalent in order to affiliate a chapter with National DECA organizations.

(c) In order to be counted in the District allocation for competitive event quotas, chapter advisors must submit membership rosters to National DECA on time and must include the total payment with the roster.

(d) DECA membership rosters, additional names, and payment will be accepted after November 15 by the Executive Director, but must be received before the district cut-off date established by the Executive Director for students to be eligible for competition or to run for office.

(e) No DECA rosters or additions to original rosters will be accepted at the District CDC.

7.23 Requests for refunds of conference registration fees must be made in writing prior to the registration deadline. Refunds can only be made in cases of extreme emergency and for no amount under \$25.00. An operational charge of \$5.00 may be deducted on such refunds.

7.24 An annual audit conducted by a certified public accountant and financial report shall be published for the purpose of informing each DECA chapter advisor about the receipt and disbursement of funds by the Distributive Education Clubs of America, Texas Association organization.

7.25 Distributive Education Clubs of America, Texas Association Board of Directors, state officers, the Executive Director, and others approved by the Director of Marketing Education and the annual operating budget to travel at Distributive Education Clubs of America, Texas Association expense will be reimbursed at standard State rates as published by the Texas Education Agency.

7.26 The Executive Director, in consultation with the Board of Directors, shall select an accounting firm to conduct the annual audit.

7.27 DECA chapters having an outstanding balance with Distributive Education Clubs of America, Texas Association will not be allowed to register for the next conference until the arrears have been appropriately paid.

7.28 All Distributive Education Clubs of America, Texas Association funds shall be placed on deposit with those institutions insured by federal deposit insurance agencies. No account balances should exceed the amount insured by the respective federal agency.

7.29 The Texas Association of the Distributive Education Clubs of America (DECA) and incorporated in the State of Texas reserves the right to restrict use of its name, the name of the parent organization, or logos for fund raising or solicitation purposes when such activity is deemed to be injurious, illegal, or compromises the integrity of the organization.

## **8.00 STUDENT OFFICERS - THIS SECTION CONTAINS POLICIES REGARDING THE STATE AND DISTRICT OFFICERS OF DECA.**

8.01 District officers are to be elected in accordance with the constitution and bylaws of each district.

8.02 Districts or the state must provide for the expenses of district officers when those officers are traveling as official representatives of the district.

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8.03 State officer candidates and district officer candidates must have a scholastic average of 2.8 on a four-point system for the two most recently completed semesters prior to running for office in order to be an eligible candidate if they meet all other eligibility requirements.

8.04 State officer travel expenses to officially recognized and Distributive Education Clubs of America, Texas Association sanctioned functions, will be paid by Distributive Education Clubs of America, Texas Association.

8.05 National officer candidates must meet all criteria and obtain the approval of the Executive Director to file as a candidate for national office.

8.06 Newly-elected state officers will attend the National CDC in that capacity, participate in state officer training as well as being allowed to compete in a competitive event if they were designated as a finalist at the State Conference. Once a state officer has been elected they may also compete the following school year.

8.07 All state DECA officers must relinquish any district office upon election to state office.

8.08 Candidates running for any Distributive Education Clubs of America, Texas Association office are limited to campaign expenditures of \$150.00, inclusive of all donations and materials and/or supplies, with receipts, at the District and State levels. Budget expenditure forms and receipts must be submitted to the District Director at the District CDC and to the nominating committee at the State CDC.

8.09 District or State Officers elected to the office that violate their officer contract and/or are removed from office are responsible for repayment of any expenses incurred by the organization that have been pre-paid and are non-reimbursable. The local chapter of the officer is responsible for the repayment of funds if the officer fails to meet the financial obligation. All outstanding fees are due within 30 days after the officer and/or chapter is notified.

## **9.00 DISTRICT ACTIVITIES - THIS SECTION CONTAINS THOSE POLICIES WHICH RELATE TO THE ACTIVITIES OF EACH DISTRICT.**

9.01 Each district, under the leadership of the District Director, will be responsible for making plans and implementing all district-sponsored leadership and career development conferences. Assisting the District Director will be the district leadership chairperson and other members of the district action team and its committees.

9.02 The District Director or their designee will inform the Executive Director each year of dates, host committee, and location of fall leadership development conferences (LDC's) and career development conferences (CDC's) to be conducted in the district during the coming school year.

9.03 The District Director or their designee will submit to the Executive Director a final district conference financial report at the annual board meeting. Fund balances shall be transferred to Distributive Education Clubs of America, Texas Association where they will be placed in reserve for the respective district. Failure to meet this obligation may result in removal from the board.

9.04 The District Director or their designee will submit to the Executive Director within seven (7) working days after the close of the district CDC a final list of all district CDC finalists and alternates. The list shall be in the format requested by the Executive Director.

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9.05 A District Conduct Review Committee or Board shall be appointed to deal with major conduct code or rule infractions during district conferences. Optional membership of the committee is two teachers at-large, a student, and members of the district action team.

9.06 Each District Director may, at their option, request in writing "start-up funds" from their district funds on deposit with Texas DECA. Requests for funds should not exceed \$1,000 or the actual amount needed to begin initial preparations for the district prior to the receipt of conference registration.

9.07 In the event of a change in the District Director, all of the district funds should be remitted to Distributive Education Clubs of America, Texas Association. The new district director will then request start-up funds according to policy 9.06.

## **10.00 MISCELLANEOUS - THIS SECTION CONTAINS THOSE POLICIES WHICH DO NOT RELATE TO PREVIOUS CATEGORIES.**

10.01 DECA Public Information efforts must identify that DECA is an integral part of the Marketing Education Cluster.

10.02 Members of the Distributive Education Clubs of America, Texas Association Board of Directors and the DECA, Inc. Representatives from Texas, are prohibited from individually endorsing any specific product, product supplier, or services for DECA Chapters. (Refer inquiries to the nationally approved list of sales projects.)

10.03 The use of the DECA logo and emblem, and acronym DECA as registered with the U.S. Patent and Trademark Office will be controlled and/or protected by DECA.

10.04 No person on the basis of race, color, religion, national origin or ancestry, sex or marital status shall be discriminated against, excluded from participation in or be otherwise subjected to discrimination. This policy of non-discrimination shall also apply to otherwise qualified disabled individuals.

10.05 All out-of-state travel to DECA sponsored events shall be arranged through the Distributive Education Clubs of America, Texas Association approved housing and registration coordinator. All participants must stay at the assigned official conference hotel(s). Failure to follow this policy shall result in the forfeiture of all stipends or reimbursements allocated for students and/or chaperones. Any exceptions to this policy must be approved in advance by the Executive Director of Distributive Education Clubs of America, Texas Association.

10.06 All participants at the State Conference must stay at the assigned hotel(s) for the conference. Failure to comply with this policy will exclude the chapter from participating in the State CDC.

10.07 Distributive Education Clubs of America, Texas Association offers equal opportunity for individuals with disabilities as outlined in the Americans with Disabilities Act.

10.08 DECA Advisors in the state of Texas shall be CTE certified as per TEA guidelines or have proven knowledge of marketing, management, finance or the hospitality industry through work experience or education.

## **11.0 Grievance Procedures**

11.01 All complaints/grievances must be made in writing by the chapter advisor of said concern within seven (7) calendar days of date of incident. (Including supporting documentation)

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11.02 (a) If a complaint or concern originates at the district level, the District Director should be notified by the chapter advisor. After the District Director makes the decision, the resolution will be sent to the Executive Director. If the matter cannot be resolved, the District Director will contact the Executive Director in writing.

(b) If the complaint or concern by the chapter advisor occurs at the state level, the matter should be addressed directly to the Executive Director.

(c) The Chairman of the Board of Directors will be responsible for notifying the parties involved of the grievance/complaint. All correspondence from the Board of Director concerning the grievance/complaint will be done in writing and sent certified mail.

11.03 (a) When all documentation concerning the grievance has been gathered, then the matter will be referred to the Executive Committee of the Texas Board of Directors. The Executive Committee will consist of the following:

Voting Members

Chairperson

Chairperson Elect

Conduct Review Chair

Non-voting Members

Recording Secretary

Executive Director

(b) If the grievance/complaint involves any member of the Executive Committee of the Texas Board of Directors, then the grievance is automatically referred to the entire Board of Directors.

11.04 If the Executive Committee is unable to reach a decision or if they deem it necessary, the matter may be brought before the entire Board of Directors.

11.05 The person filing the grievance will receive a written response outlining the Distributive Education Clubs of America, Texas Association Board of Directors decision.

11.06 The decision of the Distributive Education Clubs of America, Texas Association Board of Directors is final.

#### Exhibit A: Texas DECA Inclement Weather Policy

This exhibit is documentation to support 4.20 of the attached Operating Procedures.

We expect our Texas DECA events to occur - rain or shine - and make every effort to ensure that happens. However, the safety of our participants is of great importance. In the event of adverse weather conditions (flooding, tornado, hurricane, or wintery weather - ice, snow, sleet, etc.), or any other extreme weather conditions, Texas DECA may delay the event, cancel the event, or make changes to the event schedule. If your chapter is **prohibited from traveling due to a School District or local government directive**, please communicate this notice in writing to the Executive Director, Josh Shankle ([shankle@texasdeca.org](mailto:shankle@texasdeca.org)), as soon as possible with a copy of the directive, with an absolute deadline of 7pm the night of Opening Session..

- Once an official decision to not attend is sent to Josh Shankle, no changes will be accepted.
- If the above-mentioned directives due to adverse weather conditions prevent more than 25% of the expected total State Development Conference student competitors from attending, a virtual competition will be offered to those students impacted within five (5) business days of the close of the scheduled event.
- If the above-mentioned directives due to adverse weather conditions prevent more than 51% of the expected student population from attending, a virtual competition will be offered to all students within ten (10) business days of the close of the scheduled event.
- If no notification is made and a chapter does not attend, that chapter will be considered a No-Show and will not be allowed to participate in a virtual conference if one is held.
- The decision to not attend in-person due to inclement weather will apply to the entire chapter.

The final decision to cancel, delay, or offer a virtual option for any Texas DECA event is solely up to the Texas DECA Board of Directors and is not up for review or appeal.

#### **REFUNDS**

- Refunds will not be issued if the event is canceled for adverse weather conditions.
- Refunds will not be issued if the delayed time does not work with your schedule, or if you decide not to attend because of weather but the event still occurs. **This includes Hotel and Registration Expenses for the event.** (If our partner hotels release the fiscal responsibility of the unused hotel rooms, Texas DECA will refund that amount back to the local chapter.)