



TEXAS DECA OPERATING PROCEDURES



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This section contains policies and procedures for the operation of Texas DECA and its geographical sub-divisions 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
- ***** Appendix

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

1.01 Only 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 who have 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 individuals other than Marketing Education personnel who have supported DECA at the State level in a significant way for a minimum of five years, and from whom DECA may reasonably expect continued interest in its activities, and 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.

1.04 An OUTSTANDING SERVICE AWARD may be awarded to marketing education personnel who have rendered outstanding service to DECA at the State level. Only individuals who have done outstanding work toward DECA for more than five years may be presented this award. The maximum number of awards shall not exceed six each year except under unusual circumstances.

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 of 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 majority vote of the Texas DECA Board of Directors.

1.06 OUTSTANDING ALUMNI AWARDS may be presented to any former DECA member 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 to the Texas DECA Board of Directors or the Marketing Education State Staff.

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

2.01 The members of the Texas DECA Board of Directors and Executive Director shall identify a Conduct Review Committee to serve during all DECA conferences

2.02 The Texas DECA Board of Directors will review all guidelines, including the National 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 or written event at the District, State, or National levels of competition. A chapter may enter only one project per team project category. Students representing team projects with an interview component or the DECA Quiz Bowl may not enter other events.

3.02 All District and State competitive events will be conducted in accordance with the guidelines developed, approved, and distributed by National DECA in the DECA Guide. The only exceptions to the guidelines are: the wearing of the official DECA blazer is not required for district and state level competition. Folios for written events at the District and State levels are not required.

3.03 All competitive events administered at the district and state levels will be those approved for the national level of competition unless the Texas DECA 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.

3.04 Each district may qualify one state finalist in each series or participating event at the district CDC for each 150 members, or major fraction, recorded the previous March 1. In individual written events, a guarantee of a minimum of three (3) finalists per district with an additional finalist for each 600 DECA members, or major fraction, will advance to the state level of competition.

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 in a series/participating event, 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 an individual or team 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 paid district registration. (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 actively participated in the project.

(e) DECA Quiz Bowl team will consist of up to four (4) members and will advance to the International Career Development Conference.

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 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 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 Marketing 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.

3.12 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 will 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 appear.

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

3.15 DECA Quiz Bowl will be conducted as an individual/team event at the District level sending four participants (and ranked alternates) to the state competition. At the State level, the competitive event will run as a quiz bowl team event (one team per district) selecting a team of four members and four alternates to compete at the National CDC. A comprehensive exam will be given for seating purposes.

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

3.17 For series, team events, and individual participating competition at the district level, each teacher unit may enter the equivalent of the number of series and individual participating events conducted. When the number of paid DECA members per chapter (on the original roster) exceeds 30 (thirty), the chapter qualifies for one additional individual participant for each five additional members.

3.18 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.

3.19 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 50% on the comprehensive exam.

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

3.21 Participants in the Entrepreneurship Participating Event must choose to enter either the Franchise or Independent Business Category for competitive purposes.

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 Texas DECA 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.

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 occupations;
- (b) to inspire and develop leadership ability in students of marketing;
- (c) to improve the human relationships of students of marketing;
- (d) to improve the self-image and success pattern of each student of marketing;
- (e) to enable students of marketing 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;
- (g) to secure the involvement and support of educators, businessmen, and parents for education in marketing.

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 Texas DECA 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, cashier's check or official school purchase order/voucher. Cash will not be accepted.

4.06 Delegates and advisors will not be allowed to attend a conference until all required forms and fees are submitted.

4.07 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.

4.08 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 ICDC 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 handled by the adult advisor 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.

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 ten high school members attending the conference. Spouses will not be required to pay a conference registration fee unless they are attending the conference in the capacity of an adult supervisor. If meals are served, tickets will be made available for purchase by non-registered spouses.

4.13 A local DECA chapter's delegation will not be allowed to attend a State Conference until their registration has been paid.

4.14 The following deadlines will be set for any Texas DECA 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 postmarked. If all forms are not included, the registration packet will be returned to the school. It may be mailed again when it is completed accurately and completely; however, the second mailing date may put it into the late registration category and may require payment of a late fee.

(b) REGISTRATION DEADLINE - the date(s) after which no registrations will be accepted without the payment of a late fee. All registrations postmarked after this date will be returned or will be assessed a late fee.

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 All conference attendees must be currently enrolled in an accredited high school, meet UIL academic eligibility, and be a current member of an active DECA chapter.

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 and/or Board Chair, working in conjunction with the State Director of Marketing to review and to implement appropriate policies and procedures.

5.02 The make-up of the Texas DECA Board of Directors shall consist of one Marketing Coordinator from each of the ten marketing districts. This elected individual will serve as the district Director for the District and serve on the Texas DECA Board of Directors. Elections will be held every two years to elect District Directors. The Board shall also consist of at least one business member to be nominated and approved by existing board members. This member shall have voting privileges.

(a) The chairmanship of the Texas DECA 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 Texas DECA Board of Directors will call an annual meeting of the Texas DECA Board of Directors during the spring at a date and time that is agreeable to most of the membership of the Board of Directors.

(c) The Texas DECA Board of Directors shall elect annually, from its membership, a corporate Secretary who will be supplied with secretarial assistance during Texas DECA Board of Directors meetings for the purpose of developing accurate records of Texas DECA Board of Directors actions taken.

(d) All agenda items for discussion and consideration during the Texas DECA 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 Texas DECA 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 Texas DECA 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 Texas DECA Board of Directors shall consist of ten (10) teachers who also serve as the elected District Directors from each of the ten districts, and at least one business member.

(h) To hold the position of District Director a person must meet the following criteria:

1. Must have taught marketing for two consecutive years.
2. Must currently be teaching marketing education courses.
3. Must have had an active DECA chapter for two consecutive years.
4. Must have a current active DECA chapter.
5. Must be a dues paid DECA member.
6. Must resubmit the application for Director every two years.

(i) At anytime a current director chooses not to be a DECA member then he/she must resign his/she 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. Directors who fail to submit their financial statements and bank statements will be asked to resign their positions effective July 1st.

5.03 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.

5.04 The Texas DECA Board of Directors will hold at least one (1) meeting of the Board of Directors during each fiscal year.

5.05 Any member of Texas DECA may attend any meeting of the Texas DECA 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.

5.06 Consultants requested by the Executive Director to appear before the Texas DECA Board of Directors may be reimbursed for necessary transportation and lodging expenses incurred for that appearance using the standard DECA Reimbursement Policy.

5.07 Texas DECA will operate in accordance with the most current Texas DECA Constitution as amended by the voting delegates of Texas DECA at the Annual Business Meeting.

5.08 Each district or regional sub-division of Texas DECA is responsible to DECA, 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 Texas DECA subject to input and recommendations from the Texas DECA Board of Directors.

5.09 The program director of marketing education shall have veto authority over any recommendations made by the Texas DECA 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.

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

5.11 Texas DECA will follow the destruction and retention policy as outlined in Appendix D.

6.00 STAFF - THIS SECTION CONTAINS POLICIES REGARDING THE EXECUTIVE DIRECTOR AND ANY PAID OR VOLUNTEER STAFF OF THE ORGANIZATION.

6.01 A board member 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 DECA, 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 Texas 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 Texas DECA 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 Texas DECA's funds or accounts shall be bonded in the amount of \$20,000 each.

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

7.01 The fiscal year for Texas DECA, Inc. will begin July 1 and end June 30.

7.02 State and National DECA dues will be submitted in the following manner:

- (a) Each program must submit membership dues with a check or money order to National DECA no later than November 15. Original rosters must be received by December 15 in order for the chapter to compete at the District CDC.
- (b) In accordance with Texas DECA 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.

7.03 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.

7.04 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 Texas DECA organization. All District Directors will adhere to all compliance regulations as established by independent auditing firm.

7.05 Texas DECA 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 Texas DECA expense will be reimbursed at standard State rates as published by the Texas Education Agency. (See Appendix A)

7.06 Payment vouchers to issue checks must be signed by the Executive Director or Chairman of the board. All checks issued as a result of carrying out the responsibilities of the State Association must be signed by the contracted service provider. (See Appendix B)

7.07 A monthly statement showing all income and expenditures will be prepared by the accounting firm retained by the organization.

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

7.09 DECA chapters having an outstanding balance with Texas DECA will not be allowed to register for the next conference until the arrears have been appropriately paid.

7.10 All Texas DECA 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.

7.11 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 must provide for the expenses of district officers when those officers are traveling as official representatives of the district.

8.03 State officer candidates and district officer candidates must have a scholastic average of 2.5 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 recognize and Texas DECA sanctioned functions will be reimbursed at the prevailing state rates or actual cost - whichever is less.

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 and; therefore, relinquish any competitive status.

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

8.08 Candidates running for any Texas DECA office are limited to campaign expenditures of \$500.00, 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 nominating committee at the State CDC and to the District Director at the District 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 Texas DECA 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.

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 Texas DECA. 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 Cluster.

10.02 Members of the Texas DECA 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 Texas DECA approved housing and registration coordinator. All participants must stay at the assigned official conference hotel(s).

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 Texas DECA offers equal opportunity for individuals with disabilities as outlined in the Americans with Disabilities Act.

11.0 Grievance Procedures

11.01 All complaints/grievances must be made in writing. (Including supporting documentation)

11.02 (a) If a complaint or concern originates at the district level, the District Director should be notified immediately. 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 occurs at the state level, the matter should be addressed directly to the Executive Director.

(c) The Executive Director will notify the chairman of the Board of Directors and the Business, Technical, and Marketing Director of the grievance/complaint. If the complaint/grievance involves the chairman, then the matter will be referred to the entire Board of Directors.

(d) 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, 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

Chairpersons

Chairperson Elect

Conduct Review Chair

Non-voting Members

Recording Secretary

Executive Director

Marketing Education 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 Texas DECA Board of Directors decision.

11.06 The decision of the Texas DECA Board of Directors is final.

12.0 Conflict of Interest (See Appendix C for Conflict of Interest Disclosure Form)

The purpose of the following policy and procedures is to complement DECA, Texas Association bylaws to prevent the personal interest of staff members, board members, and volunteers from interfering with the performance of their duties to, or resulting in, personal, financial, professional, or political gain on the part of such persons at the expense of DECA Texas Association or its members, supporters, and other stakeholders.

Definitions: Conflict of Interest (also Conflict) means a conflict, or the appearance of a conflict, between the private interests and official responsibilities of a person in a position of trust. Persons in a position of trust include staff members, officers, and board members of DECA, Texas Association. *Board* means the Board of Directors. *Officer* means a state or district elected representative. *Volunteer* means a person -- other than a board member -- who does not receive compensation for services and expertise provided to DECA, Texas Association and retains a significant independent decision-making authority to commit resources of the organization. *Staff Member* means a person who receives all or part of her/his income from the payroll of DECA, Texas Association. *Member* means a Member of DECA, Texas Association, which shall be a state association of nonprofit organizations that represent a statewide and multi-sector or subsector 501 (c) (3) constituency with a diverse range of corporate identities, or a regional association of nonprofit organizations that represent a specific region within a state or multi-state geographic area and a multi-sector or subsector constituency with a diverse range of corporate identities. *Supporter* means corporations, foundations, individuals, 501 (c) (3) nonprofits, and other nonprofit organizations who contribute to DECA, Texas Association.

POLICY AND PRACTICES

1. Full disclosure, by notice in writing, shall be made by the interested parties to the full Board of Directors in all conflicts of interest, including but not limited to the following:
 - a. A board member is related to another board member or staff member by blood, marriage or domestic partnership.
 - b. A staff member in a supervisory capacity is related to another staff member whom she/he supervises.
 - c. A board member or their organization stands to benefit from a transaction or staff member of such organization receives payment from DECA, Texas Association for any subcontract, goods, or services other than as part of her/his regular job responsibilities or as reimbursement for reasonable expenses incurred as provided in the bylaws and board policy.
 - d. A board member's organization receives grant funding from DECA, Texas Association.
 - e. A board member or staff member is a member of the governing body of a contributor to DECA, Texas Association.
 - f. A volunteer working on behalf of DECA, Texas Association who meets any of the situations or criteria listed above.
2. Following full disclosure of a possible conflict of interest or any condition listed above, the Board of Directors shall determine whether a conflict of interest exists and, if so the Board shall vote to authorize or reject the transaction or take any other action deemed necessary to address the conflict and protect DECA, Texas Association's best interests. Both votes shall be by a majority vote without counting the vote of any interested director, even if the disinterested directors are less than a quorum provided that at least one consenting director is disinterested.
3. A Board member or Committee member who is formally considering employment with DECA, Texas Association must take a temporary leave of absence until the position is filled. Such a leave will be taken within the Board member's elected term which will not be extended because of the leave. A Board member or Committee member who is formally considering employment with, DECA, Texas Association must

submit a written request for a temporary leave of absence to the Secretary of the Board, c/o DECA, Texas Association, indicating the time period of the leave. The Secretary of, DECA, Texas Association will inform the Chair of the Board of such a request. The Chair will bring the request to the Board for action. The request and any action taken shall be reflected in the official minutes of the DECA, Texas Association Board meeting.

4. An interested Board member, officer, or staff member shall not participate in any discussion or debate of the Board of Directors, or of any committee or subcommittee thereof in which the subject of discussion is a contract, transaction, or situation in which there may be a perceived or actual conflict of interest. However, they may be present to provide clarifying information in such a discussion or debate unless objected to by any present board or committee member.
5. Anyone in a position to make decisions about spending 's resources (i.e., transactions such as purchases contracts) – who also stands to benefit from that decision – has a duty to disclose that conflict as soon as it arises (or becomes apparent); s/he should not participate in any final decisions.
6. A copy of this policy shall be given to all Board members, staff members, volunteers or other key stakeholders upon commencement of such person's relationship with DECA, Texas Association or at the official adoption of stated policy. Each board member, officer, staff member, and volunteer shall sign and date the policy at the beginning of her/his term of service or employment and each year thereafter. Failure to sign does not nullify the policy.
7. This policy and disclosure form must be filed annually by all specified parties.

APPENDIX

A

DECA, Texas Association

P. O. Box 30575, Austin, TX 78755

Travel Expense Voucher

Name _____ Date _____

Address _____ Purpose of claim: _____

List all charges made by you against DECA relating to this claim. Include date and type of charge:

Date	From	To	Transportation		Lodging	Meals			Misc.	TOTALS
			Plane, Auto, Train, etc.	Taxi		Morning <small>Depart prior to 7am</small>	Noon	Evening <small>Return home after 6pm</small>		
TOTALS										

See the reverse side of this form for allowable expenses and travel guidelines/regulations.

Less: Advance \$ _____
Amount Due \$ _____

For office use only			
Amounts	Acct. #	Amounts	Acct. #
\$ _____	_____	\$ _____	_____
\$ _____	_____	\$ _____	_____

All miscellaneous or unusual expenses must be itemized. Use reverse side of this form, if necessary.

I hereby certify that all the items of expense claimed above were incurred in the discharge of official DECA business and are proper charges against DECA. Receipts for hotel bills and transportation are attached.

Total amount to be reimbursed directly to you: \$ _____ Person making claim: _____
(Signature)

Payment approved by: _____ Date _____

APPENDIX

B



DECA, Texas Association Payment Voucher

Date: _____

Please issue payment to: _____ \$ _____

This pay voucher, with attached invoice or other source of documentation, is approved for payment and will be retained for audit and financial purposes. The executed voucher shall be returned to the Executive Director for filing of financial records.

Approved _____ Charge to Account Number _____ Check Number _____

Purpose _____ Date Paid _____

Remarks: _____



DECA, Texas Association Payment Voucher

Date: _____

Please issue payment to: _____ \$ _____

This pay voucher, with attached invoice or other source of documentation, is approved for payment and will be retained for audit and financial purposes. The executed voucher shall be returned to the Executive Director for filing of financial records.

Approved _____ Charge to Account Number _____ Check Number _____

Purpose _____ Date Paid _____

Remarks: _____

APPENDIX C

DECA, Texas Association

Employee Conflict of Interest Disclosure Form

This form must be filed annually by all specified parties, as identified in the DECA, Texas Association Conflict of Interest policy Statement ratified by the DECA, Texas Association Board of Directors on (Date of ratification).

- I have no conflict of interest to report
- I have the following conflict of interest

The undersigned by their affixed signature note their understanding of the implications of this policy.

Signature

Printed Name

Date

All complaints/grievances must be made in writing. (Including supporting documentation)

APPENDIX D

DECA, Texas Association Destruction and Retention Policy

The Sarbanes-Oxley Act addresses the destruction of business records and documents and turns intentional document destruction into a process that must be carefully monitored.

Nonprofit organizations should have a written, mandatory document retention and periodic destruction policy. Policies such as this will eliminate accidental or innocent destruction. In addition, it is important for administrative personnel to know the length of time records should be retained to be in compliance.

The following table provides the minimum requirements.

This information is provided as guidance in determining your organization's document retention policy.

Type of Document	Minimum Requirement
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank Reconciliations	2 years
Bank statements	3 years
Checks (for important payments and purchases)	Permanently
Conference Registration	3 years
Contracts, mortgages, notes and leases (expired)	7 years
Contracts (still in effect)	Permanently
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Deeds, mortgages, and bills of sale	Permanently
Depreciation Schedules	Permanently
Duplicate deposit slips	2 years
Employment applications	3 years
Expense Analyses/expense distribution schedules	7 years
Year End Financial Statements	Permanently
Insurance Policies (expired)	3 years
Insurance records, current accident reports, claims, policies, etc.	Permanently
Internal audit reports	3 years
Inventories of products, materials, and supplies	7 years
Invoices (to customers, from vendors)	7 years
Minute books, bylaws and charter	Permanently
Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years
Retirement and pension records	Permanently
Tax returns and worksheets	Permanently
Timesheets	7 years
State Winner documentation	3 years
Withholding tax statements	7 years

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The National Council of Nonprofit Associations (NCNA) is the network of state and regional nonprofit associations serving over 22,000 members in 46 states and the District of Columbia. NCNA links local organizations to a national audience through state associations and helps small and mid-sized nonprofits: manage and lead more effectively; collaborate and exchange solutions; save money through group buying opportunities; engage in critical policy issues affecting the sector; and achieve greater impact in their communities.