



## **2020-2021 Issaquah High School DECA Club Constitution**

### **I. Objective/purpose**

The purpose of the DECA club is to prepare emerging leaders and entrepreneurs in the fields of marketing, finance, hospitality, and management.

### **II. Meeting Frequency/Procedures**

Executive Officer meetings will take place every Wednesday morning in Mr. Shanafelt's room (1603). (Online meetings are on a Zoom call every Wednesday at 11 AM) They will be run by the President. DECA information will be distributed to club members in the Sales and Marketing classes throughout the school day.

### **III. Amendment Process**

Any of these rules may be added or amended with a majority vote by the elected officers and approval of the advisor.

### **IV. Board Selection Procedure**

There are 12 positions that make up the Executive Officer Board: President, Vice President, Treasurer, Chief Operating Officer (COO), Chief Fundraising Officer (CFO), Chief Technology Officer (CTO), Community Service Chair(CSC), Chapter Awards Chair (CAC),THRIVE Chair, Director of Video Advertising, Director of communications, and School Based Enterprise Manager . The positions will be chosen by the previous year's Executive Officer Board following an application and interview process (detailed below).

There are 6 additional positions: 3 for the School-Based Enterprise Team (SBE) and 3 for the Chapter Awards Project Team (CAP). The positions for the SBE and CAP teams will be chosen by the previous year's SBE and CAP teams, respectively, along with the President and Vice President, following an application process.

Applicants for the Executive Officer Board will first need to submit an application confirming their interest and candidacy. If the application is approved, an interview will be scheduled. During the interview the candidate will sit in front of the Executive Officer Board and asked a series of questions. The officers will individually award the candidate

points; points will be awarded based on the candidate's performance in each section of a rubric, as well as the overall impression of their written application based on the rubric. The candidate with the highest average score will be chosen for the position.

The first round of applications and interviews will be for the President position. The applicant with the second-highest average score during this process will be chosen as Vice President. The next round of applications and interviews will be for all other Executive Officer Board positions. The final round of applications will be for SBE and CAP.

## **V. Maintenance of Membership**

- a. General Membership will be maintained by paying for the DECA dues associated with the Sales and Marketing class.
- b. If an officer or member is a coordinator of an event they are required to attend this event and put in double the time as other members.
- c. Officers must be available (aside from an excused absence) to attend all club and executive meetings on-time and in their entirety.
- d. All Officers are expected to organize and coordinate at least 1 planned DECA event, and must be able to attend and run that event on the scheduled date.
- e. Being a DECA Officer is a full time commitment and one must be ready to assume all of the responsibilities of the position. You will be working continuously throughout the entire school year to ensure effectiveness and smoothness. You must stay enthusiastic and cooperate with your fellow board members. You must also maintain a high level of ambition and desire throughout the school year. You are the elite of DECA and are expected to act as such.
- f. Officers are expected to attend weekly meetings and participate in most of the fundraisers and community service events.
- g. All officers are expected to assist other officers with projects when necessary and asked.
- h. Officers must attend DECA events unless a legitimate reason is provided or unless they are excused from attending.
- i. All Officers must inform the President of any conflicts and must be excused from any DECA events and meetings ahead of times, unless it is an emergency, or it will be counted as an unexcused absence.

## **VI. Loss of Membership**

- a. If a member has more than 5 unexcused absences from the meetings, a discussion may be held which may result to their membership being revoked
  - i. 10 minutes late to a meeting will count as an unexcused absence.  
(See the Declaration of Time Commitment Form for more details)

- b. Failure to COMPLETELY fulfill individual officer responsibilities (listed below) may result in one's membership being revoked.
- c. Failure of officers to attend DECA events without an excused absence from the president may result in one's membership being revoked.

## **VII. Officer positions**

- a. President
  - i. The president is responsible for overseeing all aspects of DECA. The president is required to create agendas for every meeting and choose start times. This officer is in charge of conducting and planning meetings and delegating assignments to other officers. In addition, the President must fill out any paperwork regarding the conferences. The president helps other officers when they need assistance.
- b. Vice President
  - i. The Vice President is responsible for aiding the President or any other officer when needed or asked. The Vice President will act on the President's behalf when he/she is unavailable. The Vice President is responsible for any note taking during the meetings.
- c. Treasurer
  - i. The treasurer is responsible for accounting and record keeping of money due, owed, and belonging to the IHS DECA chapter. The treasurer will also assist in planning DECA events and assisting other officers, when related to financial aspects.
- d. Chief Operational Officer
  - i. The COO must maintain great organizational skills and must be willing to be the behind-the-scenes officer. They must handle necessities for community service events, fundraiser proposals, etc. This requires a commitment to sacrifice time to come in after school to finish any necessary paperwork. The COOs are the backbone of the officer team and ensures that it is possible for all events to happen. The COOs are also in charge of attaining administration signatures and creating sign-up sheets when needed.
  - ii. The COO must focus on operating the Student Store, to be successful and profitable. They must make necessary changes to the purchases and invoices, and must keep track of the items sold. By working with SBE, they must ensure that the store is a success. They must be able to assist students that need help with Keystroke.

- e. Chief Technology Officer
  - i. The tech specialist is in charge of all social media and tech aspects of IHS DECA. This officer needs to be savvy with electronics and run the email inbox of the DECA officer team. The CTO is responsible for notifying Sales and Marketing students of upcoming events via social media outlets. The CTO must assist other officers when planning events.
- f. THRIVE Chair
  - i. The THRIVE Chair is tasked with organizing all outreach events. This includes the events going on throughout Global Entrepreneurship Week. This officer is to make sure that we qualify students for the International Career Development Conference through the chapter campaigns that are DECA organized.
- g. School-Based Enterprise Team and Chair
  - i. School Based Enterprise is a yearlong competitive project. It entails writing a paper that proves our DECA store meets certain certification requirements. SBE is a straight to ICDC event if the DECA store is certified as a gold level store. If certified as bronze or silver the DECA store will get mentioned in the awards program at the State Career Development Conference. The SBE team must try to maintain the certification as gold level store. This position entails overseeing the DECA store and coming up with ideas to improve it. SBE's main goal is to ensure that our DECA store is successful. One student will be chosen as the SBE chair and will be in charge of attending meetings to represent the team. The SBE Chair also is in charge of taking care of accounting and overseeing general store operations.
- h. Chapter Awards Project and Chair
  - i. The Chapter Awards Project is a yearlong project. It is a competitive event at the State Career Development Conference and an opportunity to go to ICDC. This project calls for individuals who are driven and creative and willing to document and log all of the DECA activities and achievements over the course of the year. Through pictures, organized events, community service involvement and articles, CAP officers will produce a scrapbook of all the DECA activities accumulated over the school year. This position requires consistent attendance of officer meetings and DECA events. CAP officers must attend all events unless they have cleared a reason for missing an event with the President and Vice President. The chair for this event is in charge of attending all meetings of the officer board and ensuring that all mentor and roleplay nights are running smoothly.
- h. Class Representative
- A. Class representatives act as a liaison between the Executive Officer Board and

their respective class periods. They are also responsible for informing the officer team of questions, concerns, and ideas of the Sales and Marketing classes. Class representatives are also expected to assist the officers with projects and attend meetings when asked to.

IX. Lettering

A. This year, for the first time, students can Letter in DECA. The purpose of the Issaquah DECA Letter Award is to provide recognition of Marketing students for their academic achievements; involvement in DECA; leadership within the DECA chapter, the school, and the community; and their service to the school and the community. DECA Letter Awards will be presented once a year at the end of the spring semester. To receive the award, a student must meet or exceed the following criteria during the current school year:

1. Be a member in good standing of Issaquah, Washington, and International DECA;
2. Have a cumulative GPA of 2.5 at Issaquah High School;
3. Currently owe no fines to DECA;
4. Turn in the completed form with all signatures to Mr. Shanafelt by May 19, 2016.
5. Complete 4 of the 7 DECA Activities outlined in the Lettering Form
  - a) Attend at least ten (10) DECA after school meetings
  - b) Compete in two (2) qualifying DECA events or qualify for SCDC in any one (1) event
  - c) Attend at least one (1) DECA outreach event
  - d) Meet the fundraising goal in at least one (1) DECA Fundraiser
  - e) Attend half of the offered DECA Mentor Nights (typically offering 6-8 a year in the evening after school)
  - f) Qualify for the International Career Development Conference
  - g) Other DECA activities (Advisor approval required)
6. Tracking the lettering progress will be the student's responsibility.

B. The complete form can be found in the Constitution folder on the ASB Shared Drive.

DECA Chapter Constitution

Issaquah High School

We have read and now approve these requirements. These regulations apply to anything DECA related that the 2020-2021 DECA board does. Any of these rules may be added or amended with a majority vote by the elected officers and approval of the advisor.

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President: NAME

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Vice President: NAME

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Treasurer: NAME

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Chief Operational Officer: NAME

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Director of Competition: NAME

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Director of Outreach: NAME

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Public Relations Director: NAME

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Director of Career Development: NAME

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Director of Community Service: NAME

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Director of Chapter Affairs: NAME

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Chief Fundraising Officer: NAME

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IHS DECA Advisor: Andrew Shanafelt

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Date: