



GEORGIA
DECA™

POLICIES & PROCEDURES MANUAL

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MISSION:

DECA PREPARES EMERGING LEADERS AND ENTREPRENEURS FOR CAREERS IN MARKETING, FINANCE, HOSPITALITY AND MANAGEMENT IN HIGH SCHOOLS AND COLLEGES AROUND THE GLOBE.

GUIDING PRINCIPLES

OUR GUIDING PRINCIPLES EXPLAIN HOW WE FULFILL OUR MISSION BY ADDRESSING WHAT WE DO AND THE OUTCOMES WE EXPECT. DECA ENHANCES THE PREPARATION FOR COLLEGE AND CAREERS BY PROVIDING CO-CURRICULAR PROGRAMS THAT INTEGRATE INTO CLASSROOM INSTRUCTION, BY APPLYING LEARNING IN THE CONTEXT OF BUSINESS, CONNECTING TO BUSINESS AND THE COMMUNITY AND PROMOTING COMPETITION. OUR STUDENT MEMBERS LEVERAGE THEIR DECA EXPERIENCE TO BECOME ACADEMICALLY PREPARED, COMMUNITY ORIENTED, PROFESSIONALLY RESPONSIBLE, EXPERIENCED LEADERS.

I. GEORGIA DECA, INC. ORGANIZATIONAL STRUCTURE

A. GENERAL INFORMATION

The term “Georgia DECA, Incorporated” refers to an organization that should not be confused with the student organization of DECA. The full name Georgia DECA Incorporated is the legal identity of the adult group responsible for the management and operation of student programs under the direction and guidance of the Georgia Department of Education.

1. MEMBERSHIP

Members of Georgia DECA, Incorporated consist of chapter advisors that operate state and nationally recognized high school DECA chapters.

2. TERM OF OFFICE

The corporate representative for each office shall be designated annually.

3. VACANCIES

The Georgia DECA, INC Board of Directors shall be responsible for filling any vacancies. Any vacancy occurring in the six elected directors other than by expiration of term, shall be filled by special election within sixty days to serve the remainder of the unexpired term.

4. OFFICERS

The Officers of the corporation are specified in Article III, Section A-E, Georgia DECA, INC Bylaws.

5. QUORUM

A quorum shall be a simple majority of the members as specified in Article II, Section A, Georgia DECA, INC Bylaws.

6. MEETINGS

Annual Meetings of Georgia DECA, INC as specified in Article II, Section C, Georgia DECA, INC Bylaws, will be held at a time and place established by the Board of Directors. All members will receive a written notice of each meeting at least thirty (30) days prior to said meeting along with a tentative agenda. In the event a member is unable to attend, the member may designate, in writing, a person who will represent that member during said meeting.

7. VOTING

Voting privileges may be exercised by each member or by the appointed designee, each member having one vote. Balloting by mail may be carried out at the discretion of and by

the President as the need may arise for expediency in conducting corporate business. A quorum shall be a simple majority of the members.

B. BOARD OF DIRECTORS

1. PURPOSE

The Affairs of Georgia DECA, INC shall be managed by the Board of Directors.

2. ELECTED MEMBERSHIP

The method of electing the Board of Directors is set forth in Article II, Section B of the Georgia DECA, INC Bylaws. The qualifications for seeking elected membership on the Board are:

- a. Must be currently employed and actively engaged as a chapter advisor of the Georgia Association of DECA
- b. Must have a minimum of three years experience as a chapter advisor of the Georgia Association of DECA
- c. Must have attended at least two of the past three state conferences and at least one of the past four national conferences
- d. Must have written permission from his/her immediate supervisor

3. ELECTION

The elected members of the Georgia DECA, INC., Board of Directors shall be elected by the corporate members attending the annual Board retreat meeting and shall be determined by majority vote.

- a. The officers of the Board shall be President, President-Elect, Secretary, and Past President. The President-Elect and Secretary shall be elected annually by the Board of Directors. The President-Elect shall serve as President the following year. The responsibility of the officers shall be in keeping with their elected position.
- b. Process of Election: the current Board President shall serve as Nominating Committee Chair. The Nominating Chair for board officers shall prepare an acceptable slate for the election of board officers.
- c. Persons seeking to be elected to either President-Elect or Secretary must submit their intention in writing at least 2 weeks prior to the meeting where the election will take place.
- d. The Nominating Chair will review the applicants to determine if they are eligible and present a slate of candidates for the election.
- e. The board officers will be elected during the annual meeting. The Nominating Chair will present the candidates to the board at that time, allowing each candidate 3 minutes to give brief remarks. The board will then elect officers by paper ballot.

4. EX-OFFICIO MEMBERS

The ex-officio members are specified in Article II, Section B, Georgia DECA, INC. Bylaws. Ex-officio members serve the organization because of their current position or titles and are not elected by Georgia DECA or Georgia DECA, INC.

5. OFFICER DUTIES

a. The President shall:

- Preside over meetings of the Board of Directors as well as serve in an ex-officio status of all other committees
- Appoint committees of the Board of Directors
- Oversee the Executive Director in directing the activities of the corporation and otherwise represent the corporation

b. The President-Elect shall:

- Succeed the President at the expiration of the President's term
- Serve in the absence of the President
- Perform such duties as the President may direct

c. The Secretary shall:

- Issue notices of all official meetings of the corporation
- Keep accurate recordings of each meeting and distribute copies of such records to all corporate members within 2 weeks upon the conclusion of any official board meeting
- Perform such duties as the President may direct

d. The Executive Director shall:

- Be hired by the Georgia DECA, INC. Board of Directors
- Serve as the administrative representative of the corporation and at all times will be responsible for the employment and supervision of all employees of the corporation
- Secure financial support for the corporation
- Assist the Treasurer of the corporation by receiving, depositing, investing, and disbursing funds
- Perform such duties as the President may direct

6. VOTING

Each voting member of the Board of Directors shall be allowed one (1) vote.

II. GEORGIA DECA ORGANIZATIONAL STRUCTURE

A. GENERAL INFORMATION

1. The name of the organization sponsored by Georgia DECA, Inc is Georgia DECA. Georgia DECA is a state affiliate of the national DECA organization of, by, and for students who are or were previously enrolled in secondary marketing or crossover courses or those students interested in marketing, management or entrepreneurship.
2. DECA Inc. is recognized and endorsed by all 50 state departments of education and the U.S. Department of Education.

3. Non-Discrimination Policy

Georgia DECA is committed to the principle of equal opportunity in education. Georgia DECA does not discriminate against individuals on the basis of race, color, sex, religion, disability, or national or ethnic origin.

4. Code of Conduct

The Georgia DECA, Inc. Board of Directors has adopted a Code of Conduct (Appendix A) and the consequences for violation. The code of conduct is presented as a written document to students and parents prior to Region, State, and International participation and requires parent and student signatures indicating their acceptance of the Code of Conduct. Failure to sign the code of conduct by student and parent negates the privilege of participation in the conference. The violations of the Code of Conduct are as follows:

- a. Violations of the Code of Conduct will initially be handled by the Georgia DECA Executive Director and any board members present at the time of occurrence.
 - b. If the violation is not resolved by the Executive Director, the Georgia DECA, Inc. Board of Directors Policies Committee will review the situation and recommend action to the Executive Director.
 - c. If the decision is to remove the person from the office or conference, the person may appeal the decision in writing to the Georgia DECA, Inc Board of Directors.
 - d. The Policies Committee will meet or conduct a conference call with the person on behalf of the Board of Directors and make a full written report to the Board Members.
 - e. A majority vote of the Board of Directors is required to overturn the decision. An email ballot can be used to poll the Board Members if time is an issue.
5. Reproduction of Photographs

As a delegate to any conference, permission is granted to make photographs, videotapes, broadcasts, and/or sound recordings, separately or in combination, available for reproduction for educational and promotional purposes by Georgia DECA unless it is

made known by the delegate prior to the conference. A release statement will be part of the DECA Code of Conduct Form

B. REGIONS

1. Georgia DECA is divided into ten (10) regions composed of local chapters.
2. All members of the region shall be members of local chapters in good standing with the state and national organizations. This means that DECA members must be members of both the state and national organizations.

C. LOCAL CHAPTERS

1. The total eligible members of the chartered local chapters shall comprise the membership of Georgia DECA.
2. Local DECA chapters shall be chartered by the Georgia DECA, Inc Board of Directors and may be composed of following divisions: Secondary Students, Advisors, Professionals, and Alumni.
3. Interested chapters shall contact the Georgia DECA State Office to express their interest in forming a local chapter.
4. There is no state/national charter fee for affiliating with DECA.
5. Georgia DECA allows only one chapter per school with at least one designated chapter advisor.
6. An active Georgia DECA chapter must have at least ten (10) members and a chapter advisor, and must pay affiliation dues.
7. All members of the local chapters should be in good standing with the state and national organizations. This means that DECA members must be members of both the state and national organizations.
8. All chapters must be in good standing with Georgia DECA in order to participate in statewide/regional events as described below:
 - a. Those who recognize the importance of all Marketing Students and local advisors being affiliated with the state and national organization.
 - b. Has no outstanding balances with Georgia DECA State Office.
9. Unless a student or advisor is affiliated with the local, state and national organization, he or she should not be regarded as a DECA member nor receive any rights or privileges thereof.

D. AFFILIATION DUES

1. Annual affiliation dues shall be established by the local, state and national organizations.
2. Members are not eligible for attendance/competition if they are not affiliated with the local, state or national organization prior to the respective event.
3. Initial and supplemental affiliation applications can be accepted throughout the entire membership year.
4. Chapters may not substitute names on the Chapter Affiliation Database. Once a chapter submits their affiliation, the chapter is obligated to pay the appropriate state and national dues for all members submitted.
5. Local chapter affiliation monies (for state and national dues) are sent directly to National DECA. Affiliation must be completed via the online affiliation system at www.deca.org.
6. All Board Members, competitive events program staff and state staff shall be affiliated members in good standing.
7. All delegates in attendance at all DECA events should be affiliated with DECA unless they are a guest who has paid the full conference registration fee.

E. STATE OFFICERS

1. Duties
 - a. Attend all required conferences: state officer training, fall leadership development conference, regional career development conference, state career development conference, international career development conference
 - b. Complete a Program of Work and also adhere to all deadlines set by the State Advisor, submit monthly documentation forms, and submit description and evidence of completed activities in his/her state officer notebook
 - c. Keep in close contact with the State Advisor throughout the year
 - d. Compete in a competitive event at the regional career development conference
 - e. Wear an official DECA blazer and professional attire according to the Georgia DECA Dress Code to all functions when representing Georgia DECA
 - f. Attend all State Action Team meetings and functions from start to finish
 - g. All State Officers must be an active and involved member in their local chapter
 - h. All correspondence must be approved by the State Advisor prior to being sent out to DECA chapters and members.
2. Specific Officer Duties
 - a. President
 - Practices the "Entrepreneurial" and Management" elements of DECA's mission Statement.

- Responsible for connecting with members and establishing the state's vision, management, and organization that ensures each State Officer has the training, support, accountability, and resources to deliver a power DECA experience for all DECA members.
- b. Vice President of Leadership
- Functions in the absence of the President and performs other duties as directed by the President
 - Practices the "emerging leaders" element of the DECA mission Statement.
 - Responsible for all non-competitive event and career activities.
 - Responsible for the planning, organization, and implementation of a statewide community service project including publicity needed in order to convey information from chapters, regions, and the business community
- c. Vice President of Career Development
- Practices the "careers" element of the DECA mission.
 - Responsible for chapter presentation, preparation and performance in Competitive Events.
- d. Vice President of Marketing
- Practices the "marketing" element of the DECA mission.
 - Responsible for initial member recruitment, branding, and promotions.
 - Maintains all written records for the State Action Team
 - Responsible for the planning, organization, and implementation of statewide publicity in order to convey information from chapters, regions, and the business community
- e. Vice President of Finance
- Practices the "finance" element of the DECA mission
 - Responsible for and fund development efforts
 - Responsible for assisting the GA DECA Foundation with fundraising efforts and potential business partners.
- f. Vice President of Hospitality
- Puts into practice the "hospitality" element of the DECA mission.
 - Responsible for connecting members to a welcome, value-filled, fun, educational experience.
 - Responsible for the planning, organization, and implementation of a statewide project in order to increase existing chapters' activities and membership levels as well as establish new chapters in schools without current DECA and/or marketing education programs

3. Candidates

- a. Eligibility
 - May be a freshman, sophomore, or junior currently enrolled in the Marketing Education Program.
 - Must have participated in DECA for at least one semester (August to December or January to June)
 - Must have a 3.0 cumulative scholastic average or higher beginning with the 9th grade and be on track for graduation
 - Candidates must take the State DECA Officer Examination and obtain a score of at least 80%
 - Candidates will be interviewed by a nominating committee and exam scores will be combined with the interview scores to select qualified candidates
 - Candidates selected must attend the election session and give a campaign speech in front of voting delegates, not to exceed 2 minutes

4. Georgia DECA Nominating Committee

The Screening Committee will consist of a mix of Georgia DECA State Staff, current State Officers, representatives from the Georgia DECA Board of Directors, and third party representatives.

5. Term of Office

- a. Student officers shall be elected by ballot during the election session at the State Career Development Conference to serve one year or until their successors are selected
- b. Voting will be done by designated voting delegates. Delegates' votes will represent 40 points of 100 points in the election process

6. Removal

- a. If any of the following occur, the officer will be removed from the State Action Team:
 - Missing one state or national conference
 - Missing more than one state officer meeting
 - Violations of the Code of Conduct
 - Grades failing below the standard 3.0 cumulative GPA
- b. Violations of the Code of Conduct will initially be handled by the Georgia DECA Executive Director

7. Finances

Georgia DECA covers most travel expenses for the State Action Team attending state officer trainings, Fall Leadership Development Conference, and State Career Development Conference

F. DECA DIVISIONS

1. **Secondary Division**
The Secondary Division shall be composed of secondary students who are or have been enrolled in a Marketing course/program or are interested in marketing, management, or entrepreneurship.
2. **Alumni Division**
The Alumni Division shall be composed of persons who have been enrolled in Marketing Programs and were members of DECA. Alumni members shall pay affiliation dues, but may not vote, make motions, hold office or compete in events
3. **Professional Division**
The Professional Division shall be composed of persons who are associated with or participating in Marketing in a professional capacity. These may include professionals or other adult members of the community who wish to assist and support the DECA program and its growth and development. Professional members shall pay affiliation dues, but may not vote, make motions, hold office or compete in events

III. GEORGIA DECA ACTIVITIES & DEVELOPMENT

A. GENERAL INFORMATION

1. Georgia DECA will provide leadership and professional development as outlined below.
2. All policies set forth must be adhered to by advisors and students.
3. All deadlines must be met as designated. Failure to meet predetermined deadlines may result in forfeiture of participation in the activity.
4. In order to assist chapters in maintaining timely payment of funds and remaining a Chapter in Good Standing a report of Chapters in Good Standing will be issued in June and January. All Chapters in Good Standing will be sent via email. Chapters not in Good Standing will be notified via private email and traditional mail. All fees must be paid by the deadline as stated or late fees will be incurred as follows:
 - a. Step 1: Thirty (30) Days Past Due:
 - Once a school is thirty (30) days past due, an invoice will be sent to the school to the attention of the advisor and to the principal.
 - The invoice will address the balance due.

- The invoice will inform the advisor of a 1 % late fee (on the total amount past due), with a minimum late fee of \$25 per month. All disputes should be sent, in writing, to Georgia DECA State Office.
 - A letter will be included addressed to both the chapter advisor and the school principal indicating that chapter registration for any DECA activity has been cancelled.
 - Advisors will not be allowed to register on the online system
 - Chapters arriving at DECA events without all fees paid or prior approval from the DECA State Advisor will be sent home and not allowed to participate.
 - Checks may not be brought to the DECA event on the day of the event without prior approval from the DECA State Advisor. Chapters doing so will not be allowed to participate.
 - Checks must be received by the State Office prior to the event or chapters will not be allowed to participate (if the advisor is in doubt that the check will reach the office in time through traditional mail should send payment overnighted or hand-delivered to the State Office).
 - All disputes should be sent, in writing, to the Georgia DECA State Office.
- b. Step 2: Over Thirty (30) days past due
- Any chapters with financial obligations past due over 30 days will be referred to the DECA State Office for collections and the chapter will be denied participation in all events at the Region, State, and International Level.
- c. Step 3: Over Ninety (90) days past due
- Nonpayment is deemed to be a violation of fiduciary responsibilities. If an account is over 90 days past due, a certified letter will be sent stating the account must be paid in full within 20 days. Partial payments will not be accepted unless otherwise negotiated. If a balance remains unpaid after the notified 20 days, the account will be referred to a collection agency and the chapter will not be allowed to participate in future events and conferences until the payment is collected.

5. Code of Conduct

- a. Members are expected to adhere to the Code of Conduct at all times.
- b. Members are expected to attend all general sessions and other scheduled conference activities.
- c. During General Sessions:
 - Members are to be prompt and show respect to those in the audience and on stage.
 - The general sessions should be enthusiastic but we must not be rude or obnoxious to those in the audience or on stage.
 - All members are to remain seated until the end of the session.
 - Chapters that do not adhere to general session protocol will be asked to leave the session.

B. FALL LEADERSHIP DEVELOPMENT CONFERENCE

1. Purpose

The purposes of the Fall LDC are to:

- a. Provide a variety of educational and social learning activities at a state level for DECA members.
- b. Provide DECA members the opportunity to share common experiences in leadership development, community service, career exploration, and understanding of their marketing programs.
- c. Provide the opportunity for participation in and recognition of leadership development
- d. Provide educational workshops that promote the development of students and further Georgia DECA purposes
- e. Provide competitive events that highlight skills and projects completed in marketing programs.

2. Finances

- a. The DECA LDC should be a self-supporting conference. All income and expenses relating to Fall LDC should be recorded separately to determine the actual cost of this member service.
- b. A Fall LDC registration fee shall be established by the Georgia DECA, Inc Board of Directors and shall be based upon the proposed budget submitted by the Executive Director for approval by the Georgia DECA, Inc Board of Directors.
- c. Registration fees for the Fall LDC shall be in the State DECA Office one week prior to the conference start date.
- d. Local Chapters must pay the full amount owed to Georgia DECA, Inc by the published deadline.
- e. Late fees will be incurred as described above if the full amount is not paid by the published deadline.

3. Attendance Eligibility

- a. All Georgia DECA members in good standing, as defined in the Georgia DECA bylaws, are eligible to attend the Fall LDC. A chapter in good standing is defined as a chapter with all obligations paid to the state and the national organization in a timely manner. Student members in good standing are members with all obligations paid to the state and national organization and who are members of Chapters in Good Standing.
- b. Each DECA member attending shall:
 - Have approval of parent or guardian unless the student is of legal age
 - Have approval of chapter advisor
 - Have approval of school administration
 - Have approval of local chapter

4. Registration

- a. The Chapter Advisor and/or designee is responsible for registering the state delegation. The deadline for delegate registration will be 10 days prior to the conference start date.
- b. Chapters complete conference registration via the Georgia DECA Fall LDC Online Registration System.
- c. All affiliation fees must be paid prior to the conference start date to avoid jeopardizing participation.
- d. Each delegate listed on the registration form **MUST** have a completed Professional Standards Form and Permission Form with appropriate signatures. These forms are due upon conference check-in.
- e. Family members are required to pay the registration fee as approved by the Board of Directors.
- f. Chaperones are required to pay the registration fee as approved by the Board of Directors.
- g. The registration fee includes: all general sessions, socials, entertainment, speakers, workshops, media presentations, rentals, conference insurance, registration information, conference program materials, recognition program awards, and other general conference operating expenses.

5. Refund Policy

- a. No refunds will be made

6. Hotel Registration

- a. The Chapter Advisor or designee must submit the hotel reservation by the deadline date to take advantage of the room block. The hotels will release the rooms after the deadline date. Those chapters not complying with the deadline date may not be provided rooms.
- b. All registrations must follow the process established by the Georgia DECA Board of Directors in cooperation with the conference headquarters hotel, as published in the Fall LDC Advisor's Guide.
- c. All attendees must stay in the official Georgia DECA property assigned in order to participate. Minimum is 1 night for Fall LDC.
- d. If for some reason the Chapter Advisor or designee will not be accompanying his/her local chapter at the time of arrival, a replacement local advisor designee should be selected. Both the Conference Hotel and the Georgia DECA State Office should be informed prior to the conference as to the identity of the Designee.

7. Transportation

For arrival and departure purposes, each chapter is responsible for its own transportation to and from the hotels. The local chapter accepts all liability for travel to, during and from state and national meetings.

8. Code of Conduct Form

Each delegate to the Fall LDC must have a completed and signed “Professional Standards Form.” Refer to the Georgia DECA website for a copy.

9. Permission Form

Each delegate to the Fall LDC must have a completed and signed Permission Form. Medical attention may be delayed by the attending physician or institution unless the delegate is of legal age to authorize his/her own treatment. Refer to the Georgia DECA website for a copy.

10. Awards and Recognition

The following are the award categories at the Fall Leadership Development Conference

- a. Chapter Recognition
- b. Statesman Award Recognition
- c. Special Recognition
- d. Award winners will not be allowed on stage if they are not in appropriate attire

11. Dress Code

- a. Conference delegate attire should be proper and appropriate since it reflects directly upon the local chapter and Georgia DECA.
- b. Conference delegates are strongly encouraged to wear official Georgia DECA uniforms or appropriate business attire to business sessions, general sessions, workshops, and other conference activities unless otherwise indicated in the conference agenda.
- c. Award winners will not be allowed on stage if they are not in appropriate attire.

12. Insurance

- a. Conference insurance shall be provided to all delegates
- b. Each local advisor, for his/her own protection, should secure insurance against accident and/or liability claims while traveling with students.
- c. Each advisor should inform his/her delegates about the availability of insurance and the advisability of adequate insurance.

13. Advisor Orientation

During conference check-in, chapter advisors will receive a brief orientation covering any conference updates.

14. General Sessions

- a. Delegates are expected to attend all General Sessions. Session agendas are subject to change after the conference program is printed.
- b. Georgia DECA cannot be held responsible for delegates who miss recognition because they failed to attend the entire session.

C. REGIONAL COMPETITIONS

1. Purpose

Regional competitions serve as a qualification round to advance to the State Career Development Conference (State CDC).

2. Attendance Eligibility

- a. All Georgia DECA members in good standing, as defined in the Georgia DECA bylaws, are eligible to compete at the Regional level. A chapter in good standing is defined as a chapter with all obligations paid to the state and the national organization in a timely manner. Student members in good standing are members with all obligations paid to the state and national organization and who are members of Chapters in Good Standing.
- b. Each DECA member competing shall:
 - Have approval of parent or guardian unless the student is of legal age.
 - Have approval of chapter advisor
 - Have approval of school administration
 - Have approval of local association

3. Registration

- a. The Chapter Advisor and/or designee is responsible for registering the local delegation by the deadline date.
- b. Chapters complete conference registration via the Georgia DECA Regional Competition Online System under their appropriate region.
- c. All affiliation fees and conference fees must be paid prior to the competition to avoid jeopardizing participation.
- d. Registration fees must be paid by school check to the Regional Host.
- e. Late fees will be incurred as described above if the full amount is not paid by the published date.

4. Refund Policy

No refund will be made

D. GEORGIA DECA STATE LEADERSHIP DEVELOPMENT CONFERENCE

1. Purpose

The purposes of the State CDC are to:

- a. Provide a variety of educational and social learning activities at a state level for DECA members.
- b. Provide DECA members the opportunity to share common experiences in leadership development, community service and understanding of their marketing programs.
- c. Provide the opportunity for participation in and recognition of leadership and skill development through competitive learning activities.
- d. Conduct the necessary annual business of the state career and technical student organization of Georgia DECA by the state voting delegates and Georgia DECA, Inc Board of Directors.
- e. Provide educational workshops that promote the development of students and further Georgia DECA purposes.
- f. Provide competitive events that highlight skills and projects completed in marketing programs.

2. Finances

- a. The Georgia DECA State CDC should be a self-supporting conference. All income and expenses relating to the State CDC should be recorded separately to determine the actual cost of this member service.
- b. A State CDC registration fee shall be established by the Georgia DECA, Inc Board of Directors and shall be based upon the proposed budget submitted by the Executive Director for approval by the Georgia DECA, Inc Board of Directors.
- c. Registration fees for the State CDC shall be in the State Office one week prior to the conference start date.
- d. Local chapters must pay the full amount owed to Georgia DECA, Inc by the published deadline.
- e. Late fees will be incurred as described above if the full amount is not paid by the published deadline.

3. Attendance Eligibility

- a. All Georgia DECA members in good standing, as defined in the Georgia DECA bylaws, are eligible to attend the State CDC. A chapter in good standing is defined as a chapter with all obligations paid to the state and the national organization in a timely manner. Student members in good standing are members with all obligations paid to the state and national organization and who are members of Chapters in Good Standing.
- b. Each DECA member attending shall:
 - Have approval of parent or guardian unless the student is of legal age
 - Have approval of chapter advisor
 - Have approval of school administration
 - Have approval of local chapter

4. Registration

- a. The Chapter Advisor and/or designee is responsible for registering the local delegation. The deadline for delegate registration will be 2 weeks prior to the conference start date.
- b. Chapters complete conference registration via the Georgia DECA State CDC Online System.
- c. All affiliation and conference fees must be paid prior to the conference start date to avoid jeopardizing participation.
- d. Each delegate listed on the registration form MUST have a complete Professional Standards Form and Permission Form with appropriate signatures. These forms are due upon conference check-in.
- e. Family members are required to pay the registration fee as approved by the Board of Directors
- f. Chaperones are required to pay the registration fee as approved by the Board of Directors
- g. The registration fee includes: all general sessions, socials, entertainment, speakers, workshops, industry tours, media presentations, rentals, transportation as determined by Georgia DECA, Awards Ceremony, conference insurance, registration information, conference program materials, recognition program awards and other general conference operating expenses.

5. Refund Policy

No refunds will be made

6. Hotel Registration

- a. The Chapter Advisor or designee must submit the hotel reservation by the deadline date to take advantage of the room block. The hotels will release the rooms after the deadline date. Those chapters not complying with the deadline date may not be provided rooms.
- b. All registrations must follow the process established by the Georgia DECA Board of Directors in cooperation with the conference headquarters hotel, as published in the State CDC Advisor Guide.
- c. All attendees must stay in the official Georgia DECA property assigned in order to participate. Minimum is 2 nights for State CDC.
- d. If for some reason the Chapter Advisor or designee will not be accompanying his/her local chapter at the time of arrival, a replacement Local Advisor Designee should be selected. Both the Conference Hotel and the Georgia DECA State Office should be informed prior to the conference as to the identity of the Designee.

7. Transportation

For arrival and departure purposes, each delegation is responsible for its own transportation to and from the hotels. The local chapter accepts all liability for travel to, during and from state and national meetings.

8. Professional Standards

Each delegate to the State CDC must have a completed and signed Professional Standards Form. Refer to the Georgia DECA website for a copy.

9. Permission Form

Each delegate to the State CDC must have a completed and signed Permission Form. Medical attention may be delayed by the attending physician or institution unless the delegate is of legal age to authorize his/her own treatment. Refer to the Georgia DECA website for a copy.

10. Competitive Events

- a. The primary authority for Competitive Events is the current National DECA Guide.
- b. Policies and procedures for the National Competitive Events Program is provided in the current DECA Guide. Refer to the Guide for the following information.
 - Event Preparation
 - Basic Event Regulations
 - General Rules and Regulations
- c. Events offered by Georgia DECA at the Region and State conference can be found on the Georgia DECA website.
- d. Awards will not be presented if the competitor (s) do not meet the established level of competency in the event.

11. Awards and Recognition

- a. The following are the award categories at the State CDC
 - Individual Recognition
 - Team Recognition
 - Chapter Recognition
 - Special Recognition
- b. Award winners will not be allowed on stage if they are not in appropriate attire.

12. Officer Elections

All election procedures are followed as delineated in the Georgia DECA bylaws. The election of the state action team occurs during the election session by the voting delegation of the State Career Development Conference. The State Officer Guide is published on the Georgia DECA website in the winter of every year for interested candidates.

13. Dress Code

- a. Conference delegate attire should be proper and appropriate since it reflects directly upon the local chapter and Georgia DECA.

- b. Conference delegates are strongly encouraged to wear official Georgia DECA uniforms or appropriate business attire to business sessions, general sessions and other conference activities unless otherwise indicated in the conference agenda.
- c. Award winners will not be allowed on stage if they are not in appropriate business attire.

14. Insurance

- a. Conference insurance shall be provided to all delegates
- b. Each local advisor, for his/her own protection, should secure insurance against accident and/or liability claims while traveling with students.
- c. Each advisor should inform his/her delegates about the availability of insurance and the advisability of adequate insurance.

15. Voting Delegates

Each chapter which has affiliated at least 10 members with Georgia DECA and National DECA will receive one vote. Additional votes will be apportioned for every additional fifty paid members. A chapter may only cast votes for the number of delegates present at the election session. A chapter will forfeit votes if delegates are not present in the chairs on time.

16. General Sessions

Delegates are expected to attend all General Sessions. Session agendas are subject to change after the conference program is printed. Georgia DECA cannot be held responsible for delegates who miss recognition because they failed to attend the entire session.

E. ADDITIONAL PROFESSIONAL ACTIVITY

It shall be the policy of the Georgia DECA Board of Directors to continue to seek and sponsor leadership development and training as necessary.

IV. FINANCIAL STRUCTURE AND RELATED ACTIVITIES

A. BUDGET PLANNING AND PREPARATION

1. Responsibility

It shall be the responsibility of the Executive Director and the Board Treasurer to prepare an annual budget and such other financial resumes and reports as requested by the Georgia DECA, INC., Board of Directors. An annual narrative plan of work shall be developed and presented with the annual budget. This narrative shall present the program of work in terms of anticipated income and expenditures.

2. Procedures

- a. The proposed fiscal year budget shall be presented to the members of the Georgia DECA, INC., Board of Directors at the annual Board meeting.
- b. The Georgia DECA, INC., Board of Directors shall adopt the budget for the next fiscal year at the annual board meeting.

3. Income

- a. Income shall be derived from affiliation fees as recommended by the Georgia DECA, INC., Board of Directors.
- b. The Executive Director shall be charged with the responsibility of soliciting additional income sources.
- c. All income derived from the State CDC and Fall LDC shall be recorded as reflected in the budget approved by the Georgia DECA, INC. , Board of Directors.

B. FINANCIAL REPORTING

1. Financial Advisor

The Georgia DECA, INC., Board Treasurer shall serve as financial advisor to the state association and shall designate responsibility for and oversee the receiving, depositing, investing and disbursing of funds to the Executive Director in accordance with the budget approved by the Georgia DECA, INC., Board of Directors.

2. Income and Expense Summary with Budget Comparison

It shall be the responsibility of the Georgia DECA, INC., Board Treasurer and the Executive Director to prepare an income and expense summary to include a comparison of budget and actual income and expenses. This report shall be presented in the Treasurer's Report at each Georgia DECA, INC., Board Meeting.

3. **Annual Review**
The Georgia DECA, INC Board Treasurer and the Executive Director shall arrange for an annual Financial Review by an independent accountant who will review all accounts, prepare a balance sheet and file a Form 990 with the Internal Revenue Service.

C. OPERATIONAL PROCEDURES

1. **Handling of Monies**

The Georgia DECA State Office shall receive and disburse all monies of the national association.

2. **Excess Expenses**

a. The Georgia DECA, INC., Board President and/or Executive Director may approve and pay expenditures not to exceed ten percent (10%) of the budget amount within any category.

b. When category budget amounts exceed the 10% limitations, the Georgia DECA, INC Board President, Executive Director and the Board Treasurer shall indicate a transfer of funds from another category. This recommendation shall be made by the Board Treasurer as a part of his/her financial report to the Board of Directors.

APPENDIX A GEORGIA DECA PROFESSIONAL STANDARDS

For each person attending any Georgia DECA sponsored conference, he/she must read and sign the code of conduct. A copy of the code of conduct must be turned in for each person attending the conference. Deviation from this Code of Conduct could result in the student/school being sent home from the DECA activity.

Georgia DECA wants every person to have an enjoyable experience with every attention paid to safety and comfort. All participants will be expected to conduct themselves in a manner best representing the nation=s greatest student organization.

Note that attendance is not mandatory. By voluntarily participating, you agree to follow the official conference rules and regulations or forfeit your personal rights to participate. We are proud of our students and know that by signing this Code of Conduct, you are simply reaffirming your dedication to be the best possible representative of Georgia DECA.

1. I will, at all times, respect all public and private property, including the hotel/motel in which I am housed.
2. I will spend each night in the room of the hotel/motel to which I am assigned.
3. I will strictly abide by the curfew established and shall respect the rights of others by being as quiet as possible after curfew.
4. I will not visit in the sleeping room of the opposite sex.
5. I will not use alcoholic beverages. I will not use drugs unless I have been ordered to take certain prescription medications by a licensed physician. If I am required to take medication, I will at all times, have the orders of the physician on my person.
6. I will not leave the hotel/motel without the express permission of my advisor. Should I receive permission, I will leave a written notice of where I will be. My conduct shall be exemplary at all times.
7. I will keep my advisor informed of my whereabouts at all times.
8. I will, when required, wear my official identification badge.
9. I will respect official DECA dress and not smoke while wearing it.
10. I will attend & be on time for, all general sessions & activities that I am assigned to and registered for.
11. I will adhere to the dress code at all required times.
12. I will act respectfully at the dance or I understand that I will be ask to leave.

Attending the DECA Dance is a privilege. All attendees must abide by the following guidelines:

- Sexually explicit dancing also known as “dirty dancing”, “freaking”, or “sandwich dancing” is not permitted. Any dance simulating sexual moves is not allowed.
- At the discretion of the DECA advisors, chaperones, or security, a student may be asked to leave the dance for inappropriate dancing or inappropriate behavior.
- School dress codes apply to the DECA dance. Jeans and a DECA t-shirt would be considered appropriate attire. Midriffs, spaghetti straps, muscle shirts, pajamas, and mini skirts ARE NOT considered appropriate. Students in dress code violation will be ask to leave the dance.

Code of Conduct Agreement

I agree that if, for any reason, I am in violation of any of the rules of the conference, I may be brought before the appropriate discipline committee for an analysis of the violation. I also agree to accept the penalty imposed on me. I understand that any penalty and reasons for it will be explained to me before it is carried out. I further realize that this conference is designed to be an educational function and all plans are made with that objective.

Student Attendee Signature

Advisor Signature

Copies of this form must be kept on hand by the DECA Chapter Advisor during the conference.

**APPENDIX B
GEORGIA DECA
CONFERENCE ATTENDANCE PERMISSION FORM**

This is to certify that _____
(Print Student's Name)

has my permission to attend the DECA activity on _____
(Print Date)

I also do hereby, on behalf of _____
(Print School Name)

absolve and release the school officials, the DECA chapter advisors and the assigned state DECA staff from any claims for personal injuries which might be sustained while in route to and from or during the DECA sponsored activity. I understand that during the conference, Georgia DECA will be taking pictures of students and advisors to use in promotional material. It is also my understanding that the mode of transportation will be _____
(Print Mode of Transportation)

EMERGENCY

I authorize the advisor to secure the services of a physician or hospital, and to incur the expenses for necessary services in the event of accident or illness, and I will provide for the payment of these costs.

We have read and agree to abide by the DECA Professional Standards. We also agree that the school officials, the DECA chapter advisors and/or the state DECA staff have the right to send the above name student home from the activity, provided that he/she has violated the DECA Professional Standards and/or his/her conduct has become a detriment to the success of the conference. We also understand he/she will not be allowed to attend another GA/National DECA Event.

Print Name of Student Attending

Student Signature

Insurance Company Name

Policy Number

If insurance information is not provided, all signatures below are made in acknowledgement of the fact.

Parent/Guardian Signature

Home Phone Number

Chapter Advisor

School Official Signature

Please note: Copies of this form must be kept on hand by the DECA Chapter Advisor during the conference.

APPENDIX C GEORGIA DECA CALCULATOR POLICY

- Calculators may be used in the competitive events testing and role play.
- Only basic calculators, like pictured below, can be used at Region and State Competitive Events.



- Because text can be stored or other buttons might give someone an advantage over others:
 - NO graphing calculators can be used
 - NO scientific calculators can be used
 - NO financial calculators can be used
 - NO cell phones can be used

Revised February 2007

APPENDIX D GEORGIA DECA TESTING POLICY

In keeping with all guidelines and standards of National DECA, the following will be enforced:

- Students may not take any extra materials in the testing area (no old tests, portfolios, papers, etc)
- Students must use a #2 pencil to complete the scantron form
- Plain white paper will be provided in the testing room if needed by the students. Students are expected to use a cover sheet if arrangements call for it.
- A basic calculator can be used if needed. Refer to Georgia DECA's Calculator Policy for additional information. No iPods, cell phones, or other electric devices may be used. Members **may NOT** share calculators.
- Students from the same school may not sit next to each other.
- Students **are NOT allowed** to take any testing materials out of the testing area and once the test has begun will NOT be allowed to leave the area until finished. Talking during the test will result in a student being disqualified.
- Please make sure you are taking the **correct test** for which you were registered. If a student takes the incorrect test, he/she will be disqualified.
- Professional dress is required. DECA members not in professional dress will be disqualified.
- A student can **ONLY** compete in **ONE** category on the Regional level.
- Once testing is finished, we ask all competitors to please leave the testing area. Do not hang around as others are still taking their test.
- You will have a **MAXIMUM** of 90 minutes to take the test.
- Please make sure you identify the **FULL NAME** of the testing event on your scantron form.

January 2008

APPENDIX E GEORGIA DECA ROLE PLAY POLICY

In keeping with all guidelines and standards of National DECA, the following will be enforced:

- Students may not take any extra materials in the role play area.
- Students may use a pencil and/or blue/black pen during the prep for their role play. NO colored pencils, markers, etc. may be utilized.
- Plain white paper will be provided in the prep room if needed by the students. Students MAY NOT take their own paper in. Note cards, lined paper, portfolios, etc. MAY NOT be utilized.
- A basic calculator can be used in the role play prep area if needed. Refer to Georgia DECA's Calculator Policy for additional information.
- If more than one student from a school is in a particular event due to "extra competitor slots" then all students from that school will need to remain in the prep area UNTIL all students from that school have completed their role play with the judges. This will help ensure that one student does not compete and then give another student an advantage by letting them know what the role play event is. THE EVENT MANAGER will need to make sure this does NOT happen.
- Students **are allowed** to take notes **made** during preparation time and/or their actual role play papers into the judging area.

January 2008

APPENDIX F GEORGIA DECA HOTEL POLICY

In keeping with all guidelines and standards of National DECA, the following will be enforced:

- All attendees must stay in the official Georgia DECA property assigned in order to participate in Georgia DECA Overnight Conferences. Minimum is 1 night for Fall LDC and 2 nights for State CDC.
- Due to the limited number of multiple housing rooms in the hotels, double/double rooms will be used first as a quad for students, then as a twin for adults. Two adults may be assigned to a king or queen room. A rollaway may be available depending upon the property.
- Because of the large number of students involved, chapter advisors are asked to assume the responsibility for all charges incurred by their chapter.

June 2014

APPENDIX G GEORGIA DECA CRISIS PLAN

Georgia DECA Crisis Plan

I. Destruction of the Georgia DECA Office (fire or weather-related catastrophe)

A. Contact insurance company to file a claim

The Ruboyianes Company
3360 N Country Club
Tucson, AZ 85716
Amanda Ruboyianes
amanda@ruboyianes.com
Phone: (520) 577-1313

B. Georgia DECA Computer Files

1. Executive Director Laptop- backup of all files are located in an external hard drive located in the Georgia DECA Storage Unit. Safeguard Storage- 2505 Bryant Rd, Oxford, GA 30054 Unit #98
2. Board President has a key to the Storage Unit
3. External Hard Drive is updated once per month

C. Website

1. Georgia DECA website is hosted by 11 Fingers:
Nancy Long
11 Fingers
2865 Lenox Road #102
Atlanta, GA 30324
n.long@elevenfingers.com

D. Membership Database

1. Georgia DECA membership database is hosted by National DECA
Michael Mount
National DECA
Michael_mount@deca.org

E. Bank Account Details

1. Checking & Savings Account
WellsFargo
Account Number: _____
Tax ID Number: 58-6053488

Local Contact: Lydia Blakely, Loganville Crossing
770-554-3392

2. Investment Account
WellsFargo Securities
Perno Burns Financial Advisory Group
Local Contact: Michael Burns
706-559-4120
3. Checks & Deposit Slips are located in a locked drawer

F. Payroll Information

Quickbooks
Employee- Shannon Aaron
Paid Monthly
Payroll Taxes Monthly: State & Federal
Filed Quarterly

II. Incapacitating Illness or Death of Individual Staff Member

(with assumption that the person is unable to resume duties)

A. Executive Director

1. Contact CTSO Coordinator, Sylvia Phillips to see if she would assume duties during the search for a permanent replacement
2. Begin a general search using all the methods employed before
3. A list of passwords is available in locked office drawer

Georgia DECA State Meeting Crisis Plan

Purpose:

To develop a plan to respond to events outside of Georgia DECA's control that occur prior to or during the State Meeting that have the potential to imperil the attendees.

Principles:

- Appreciate the importance of people and their safety
- Keep a perspective of the big picture
- Recognize that there are risks to manage and choices to make that are not always clear
- Maintain good relationships and communication with supplies (vendors and exhibitors)

Authority:

Depending upon time, decisions will be made in this order (from most time to least time available):

- Board of Directors
- Board President

The Executive Director should provide as much information as is available and offer advice when called upon.

Types of Emergencies:

- Natural, such as hurricanes, earthquakes, tornadoes
- National emergency, such as terrorist activities
- Facility impairment due to flood, etc. which makes it impossible to have the meeting at an acceptable standard before or during the meeting.
- Interruption of transportation system such as airline strike, air traffic controller strike, etc.
- Cancellation of major speaker
- Staff injury or death on way to meeting
- Destruction of the Georgia DECA office prior to meeting

Pre Meeting Steps to Take:

- Gather emergency plans that have already been developed
 - ✓ Hurricane Evacuation Plan
 - ✓ Hotel and/or Convention Center Evacuation Plan
- Anticipate communication tools to inform membership in the shortest possible time
 - ✓ Website
 - ✓ Email broadcast
 - ✓ Social Media Broadcast

Thirty days before meeting, staff will develop files that would have email addresses and fax numbers so that broadcasts could be sent within four hours of decision to do so. Staff will have all contact information on site.

- Distribute Crisis Plan to:
 - ✓ Board of Directors
 - ✓ Facility Contacts

Georgia DECA Public Relations Plan

It is important for an organization to acknowledge an inquiry by a member of the media. A “no comment” response does not benefit the organization. Without an explanation or at least an acknowledgement of the crisis, the organization may receive adverse publicity. It is better to acknowledge that the appropriate response will be taken. An immediate response that demonstrates the organization’s concern allows the public to suspend judgment temporarily.

A public relations plan gives the organization a better chance of avoiding media coverage that could embarrass the organization. The Board of Directors may want to involve legal counsel in developing the plan or plan or planning the response.

The Board of Directors will follow these steps for public relations contacts:

- ✓ Designate responsibility of individuals to work with attorney/public relations personnel. This will probably be the Board President and Executive Director in most cases.
- ✓ Select one or two representatives to handle inquiries. The message must be consistent and that only the proper person responds. This helps to ensure credibility.
- ✓ Keep Legal Counsel informed.
- ✓ Anticipate and prepare media comments.

- ✓ Be truthful. Say only what you know is fact. Do not speculate if you do not know the answer.
- ✓ Document procedures and programs. For example, display an antitrust policy at each meeting.
- ✓ Review the crisis plan. Review the plan annually or more often if legal counsel has changed or a new situation arises.