



State Officer Application and Information

Deadline Dates

| | |
|--------------------|---|
| February 13, 2017: | On-line Application Form Submitted Photo (in DECA Blazer) Submitted Electronically Must have plain white background |
| February 24, 2017: | State Officer Test Completed and Submitted (Minus 10 points if not postmarked by this date) |
| March 1, 2017: | Portfolio Submitted |
| March 12, 2017: | Campaign Booth Constructed Interview Campaign Speech |
| March 12-13, 2017: | Campaign Booths Open Election by Voting Delegates |
| March 14, 2017: | New Officers Announced |
| June 11-14, 2017: | State Officer Training (Bismarck) |

NORTH DAKOTA DECA STATE OFFICER CANDIDATE INFORMATION

It is a privilege to serve as a state officer for North Dakota DECA. Only those members who feel they can apply themselves to the goals they set as an officer should complete the application form and run for office.

ELIGIBILITY FOR CANDIDACY

1. Only active members will be eligible for state office.
2. A candidate must submit the application no later than February 13, 2017.
3. A candidate must pass the state officer test with a 70% or higher score.
4. A candidate must have a 2.0 GPA or higher.
5. No more than three candidates from one chapter may apply for office.
6. Candidates must be a sophomore or junior in high school (serving as a junior or senior during their term of office)
7. Candidate must be a member of DECA on an official DECA Roster.

Election for the 2017-2018 State Officers for the North Dakota Association of DECA will be held at the 2017 Career Development Conference.

APPLICATION PROCEDURE

Those DECA members interested in seeking a State DECA office must complete and submit the on-line application include a photo in a DECA blazer (white background) by February 13, 2017.

Those DECA members who are official candidates must submit the following information in a **DECA portfolio** by March 1, 2017. The portfolios will be returned to the officer candidates during the officer candidate orientation session on Sunday, March 12, 2017. Portfolios may be displayed at the officer candidates' campaign booth during the conference.

1. The State Officer Application Form
2. Photo of officer candidate
3. Transcript (candidates must have a 2.0 GPA or higher)
4. State Officer Code of Conduct Form, with all signatures
5. Letter of Recommendation from DECA Chapter Advisor
6. Letter of Recommendation from a business person or teacher
7. Goals for running for office

The transcript is to verify the required GPA of the candidate and will be kept at the state office.

CANDIDATES FOR PRESIDENT AND VICE PRESIDENT

Candidates may run for the office of president or vice president for North Dakota DECA. Candidates may choose to run only for president or only vice president positions, but this information will be confidential to the state advisor and tabulation team only. Candidates **MUST** check the office(s) seeking on the application form. Candidates are not required or encouraged to campaign for a specific office.

The candidate with the highest score (portfolio, interview, and voting delegate vote) will be the president; the next six candidates will be vice presidents. If the candidate with the highest score has selected "vice president only" they will become a vice president and the candidate with the second highest score will become the president.

The president must be a senior in the 2017-2018 school year. Vice Presidents may be juniors or seniors during their term of office.

OFFICER CANDIDATE TESTING PROCESS

Candidates must successfully complete and submit the required materials by the deadline date. Official candidates will then be provided information about DECA. A test will be mailed to your school counselor and must be returned by February 24, 2017 (10 points will be deducted from the test score if not postmarked by this date). Candidates must receive at least a 70% or higher on the test. Those candidates will be notified and will be the official candidates for office.

CAMPAIGNING

1. Candidates will be allowed to campaign at the conference beginning March 12, 2017. Campaign booths will be up on Sunday March 12 and Monday March 13. Campaign booths must be removed by 5:00 pm, Monday, March 13.
2. Campaign material must be kept in courtyard area of the hotel.
3. Each candidate will be allowed to place two posters in the courtyard besides their booth materials. Easels will not be provided by North Dakota DECA or by the hotel. You must provide them. The posters must be removed by 5:00 p.m. on Monday, March 13, 2017.

CANDIDATE INTERVIEWS

Sunday, March 12, 2017

Each candidate will be interviewed by a panel. This score will count for 40% of the elected point total. The interviews will be conducted from a panel of 2 to 4 business or educational professionals who are not currently advisors or members of DECA. The interviews will be conducted privately and will include 3 to 6 questions in two specific categories: leadership and DECA. Sample questions may be, "What kind of a leader are you?" or "Tell us how you would work with a local DECA chapter to encourage community service activities."

CANDIDATE SPEECHES

Sunday, March 12, 2017

Each candidate will be given time to give a prepared speech to the members at the conference. No one else is allowed on stage as part of the speeches. Only the candidate is to be a part of the speech. Candidates will be allowed 1 ½ minutes for their speech.

CAMPAIGN BOOTHS AT THE STATE DECA CONFERENCE

Sunday, March 12 & Monday, March 13 - Meet the Candidates

1. Candidates will be allowed one booth/table at the State DECA Career Development Conference. A single table will be provided for each candidate. Campaign booths will be open to ALL members attending the State DECA Career Development Conference on Sunday and Monday.
2. It is recommended that the campaign booths relate to the conference theme – "OWN YOUR FUTURE" or tied to a theme related to Anaheim, California, as the International Conference will be held in Anaheim this year.
3. Wrapped candy items may be distributed but no home-made food items. Beverages distributed must be sealed (no open servings).
4. Printed materials should be kept to a minimum, but are allowed at the campaign booths.
5. It is recommended that a candidate limit their campaign spending to \$50.00 or less.
6. Campaign material must be kept in the assigned area of the hotel.

MEETING THE VOTING DELEGATES

Sunday, March 12, and Monday, March 13, 2017

1. Candidates are encouraged to meet with voting delegates in a "caucusing session" on Sunday and/or Monday. This may take place during the "Meet the Candidate Social" on Sunday evening or during another time (not during curfew times) on Sunday or Monday.
2. Candidates should meet with as many voting delegates from each of the DECA Chapters in order to discuss issues relating to DECA.
3. Voting Delegates are to structure these caucuses in a professional manner. Voting delegates may lose their right to vote if policy is not followed.

ELECTION SESSION

Monday, March 13, 2017 – Annual Business Meeting

1. The election of officers will take place on Monday, March 13, 2017.
2. Voting Delegates must be seated at time of roll call.
3. Each candidate will be brought to the stage during the election session.
4. Voting Delegates will cast their vote by secret ballot.
5. The student election will count for 50% of the election

DETERMINING VOTES PER CHAPTER

1. Each chapter will be allowed voting delegates based on state membership. Every chapter will be allowed three voting delegates. *A chapter with 100% membership will be allowed one additional vote.*

| Number of Members | Voting Delegates | Number of Members | Voting Delegates | Additional Benefits | Voting Delegates |
|-------------------|------------------|-------------------|------------------|-----------------------------------|------------------|
| 1-24 | 2 | 85-104 | 6 | Completed 3 Chapter Campaigns | 1 |
| 25-44 | 3 | 105-124 | 7 | 10 Professional or Alumni Members | 1 |
| 45-64 | 4 | 125-144 | 8 | 20 Professional or Alumni Members | 2 |
| 65-84 | 5 | 145 + | 9 | 30 Professional or Alumni Members | 3 |

OFFICER TRAINING AND SERVING AS AN OFFICER

1. Officers will be expected to attend officer training in June. Officer Training will be held June 11-14, 2017. If you are unable to attend the Officer Training, you are not eligible to be a candidate for office. Please pay close attention to this date.
2. Officers are expected to represent DECA, North Dakota, and their high school in a professional manner. Officers must abide by the Code of Conduct. This form must be submitted prior to running for office. Officers may be removed from office at any time during their term of office.
3. Officers are required to attend officer training, fall leadership conference, mid-winter meeting and the state conference.
4. Officers should consider attending the central region conference and the international conference.

For more information about the process of running for office or serving as an officer, contact the State Advisor at kreisena@nd.gov or your local DECA Advisor.

North Dakota DECA ~ State Officer Bylaw

President

1. Must be a senior in high school during the term of office.
2. Preside over and conducts state meetings in accordance with accepted parliamentary procedure.
3. Keeps the meeting to its order of business.
4. Sees that time limits are observed.
5. Works with other officers on state goals, to determine completion.
6. Responsible for article in state newsletter.
7. Responsible for communication with chapter advisors and chapter presidents.
8. Writes and submits article for each printed newsletter.
9. Prepares a list of promotional activities for each chapter to promote DECA.

Vice President

1. Assist the president in any activity.
2. Seeks information from chapter each month and compiles information for the website.
3. Communicate through email and mail with all chapter advisors and chapter presidents/vice presidents as determined.
4. Keep accurate records of each meeting, including the minutes.
5. Minutes are to be typed, printed, and distributed to the state officers and state advisor no more than 14 days after the meeting.
6. Provides the state advisor and the state president with a list of potential business partners for each meeting, no later than 14 days prior to each meeting.
7. Reports financial information at state meetings.
8. Seeks, gathers, and classifies news from chapter reporters/advisors/presidents for printed newsletter or social media.
9. Typesets, and prepares the newsletter for print.
10. Prepares four (minimum) on-line newsletters each year; September/October, November/December, January/February, March/April/May. Depending on team goals.
11. Works with the state advisor to prepare material for the web site.
12. Creates innovative components to the website to attract visitors.
13. Updates the web site at least every four weeks or more often if required by the state advisor.

Officers are also responsible for monthly reports and completing goals set at the State Officer Leadership Training or personal goals set as a state officer.

* All Officers will also sign and comply with the State Officer Code of Conduct.

NORTH DAKOTA DECA STATE OFFICER CODE OF CONDUCT

Must be submitted with candidate portfolio with all appropriate signatures.

North Dakota DECA State Officer Action Team

As the elected representatives of the student members of DECA's High School Division, North Dakota officers assume and accept a high degree of responsibility to conduct in a manner that brings credit to themselves, the organization, and the members.

The ultimate responsibility for DECA's finances remains the sole responsibility of the State Advisor and local advisors. The state officers are prohibited from:

1. Entering into any contractual relationship on behalf of the organization.
2. Committing the organization to any policy without specific authorization of the state advisor.
3. Officers are able to secure sponsors for DECA using the official DECA Sponsor Form.

By signing the North Dakota Code of Professional Conduct, individual officers agree to abide by the policies prescribed in the contract and to assume responsibility for their conduct while serving as a state officer. The specific areas of violation are listed to provide guidance to the officer and are not to be considered all-inclusive.

Professional Responsibilities and Standards include but are not limited to:

1. Abide by the rules of the North Dakota High School Activities Association.
2. Abide by the North Dakota Officer Dress Code while representing the association.
3. Complete and submit all reports and assignments on time and correctly formatted.
4. Attend and participate in all called meetings, conferences, and appointments. Comply with all conference rules and regulations including curfews, dress codes, etc.
5. Follow instructions given by the State Advisor or his/her designee.
6. No use of profanity or other vulgar language or inappropriate language or behavior while serving as an officer.
7. No lying, cheating, or stealing.
8. No engagement in any activity that may be perceived as violating the rules of conduct of the function you are attending.
9. Must obtain advance approval from the State Advisor or the State Officer Consultant for all activities where the officer is representing DECA.
10. May not drive to or from any DECA function. This is the responsibility of the local advisor and parents.
11. May not represent someone else's work as your own.
12. May not engage in any manner of sexual conduct or harassment, or other activities that may discredit the organization (includes written and oral comments and all forms of physical contact). This includes social media.
13. May not discriminate against others.
14. Violate one or more of the Professional Responsibilities to a degree deemed as extreme by the State Advisor.
15. Officers must maintain clean and appropriate social media as they are role models and the image for DECA.

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North Dakota DECA State Officer Action Team Application Form

DUE: February 13, 2017

Candidates must submit a photo of the candidate in a DECA Blazer with a white background, with this Application form, via e-mail no later than February 13, 2016.

TYPE or PRINT !!!

Email to: kreisena@nd.gov

| | |
|---|--|
| Name of Candidate | |
| Name of DECA Chapter | |
| Grade (this year) | |
| Home Phone Number of Candidate | |
| Cell Phone Number of Candidate | |
| Birthdate – month, day, year | |
| Mailing Address of Candidate | |
| City, State, Zip Code | |
| Email Address of Candidate | |
| Parent's Names | |
| Please Check One: | |
| I will accept president only | |
| I will accept vice president only | |
| I will accept president or vice president | |
| Polo Size: (small, medium, large, x-tra large, xx-large) | |
| T-shirt Size: (small, medium, large, x-tra large, xx-large) | |
| Guys: Dress shirt size (neck and sleeve length) and Dress pants size (waist and inseam) | |
| Girls: Skirt size (misses or petite and size), blouse size (s, m, l, xl) | |

Tests will be mailed on February 13, 2017 and must be returned (postmarked) by February 24, 2017. Portfolios with the appropriate materials are due no later than March 1, 2017.