

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 assigned communication with officers and members.
7. Responsible for communication with chapter advisors and chapter presidents.
8. 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 social media.
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. Works with the state advisor to prepare material for the web site or social media.
10. Promote DECA in a positive manner on all social media sites.

* All Officers will also sign and comply with the North Dakota DECA Officer Code of Conduct.

NORTH DAKOTA DECA STATE OFFICER CODE OF CONDUCT

Must be submitted with candidate exam 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. Contact state advisor for contracts or forms for securing sponsors for DECA.
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. Local permission may be granted by the state advisor with agreement from local school 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.

Conduct unbecoming of a North Dakota Association Officer will result in travel and representation restrictions or removal from office. A violation of the Conduct Unbecoming of a State Officer does not necessarily have to be associated with the officer’s representation of DECA. Violations will be documented and penalties assessed by the State Advisor or local advisor.

If a North Dakota Association Officer violates the law they will be removed from office. The following are violations that will result in removal from office.

1. No use of tobacco products or e-cigarettes.
2. No consumption or possession of alcoholic beverages.
3. No use of narcotics or illegal drugs.
4. May not violate of LAW, including but not limited to: consuming or possessing alcoholic beverages or other controlled substance, theft, or other felony crimes.
5. No stealing.
6. Speeding, parking, etc. violations are not considered for removal.

Officers must attend the following. Check your school and personal/family calendars to make sure you can attend these dates before submitting your application.

Officer Training: June 8-11, 2025, Bismarck (Sunday, Monday, Tuesday, Wednesday) Fall
Leadership Conference: October 25-27, 2025, Fargo (Saturday, Sunday, Monday)
State Conference: February 28 - March 3, 2026, Bismarck (Saturday, Sunday, Monday, Tuesday)
Central Region and International DECA Conferences are optional.

The chapter advisor and officer will be notified in writing of any violation when the penalty is assessed.

I _____, a state officer candidate of the high school division of North Dakota DECA, understand and agree to this Code of Professional Conduct.

Signature of candidate

date

Signature of chapter advisor

date

Signature of parent or guardian of candidate

date

Signature of school administrator

date

This form must be signed and included in the officer candidate exam. It is effective when signed. Candidates violating any policy prior to election will be disqualified as a candidate.