

## 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 website 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.