



2024 – 2025
State Officer
Application

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Dear State Officer Candidate:

Congratulations!

You have taken the first step toward running for a South Dakota DECA State Office. Serving as a state officer is an honor and requires a substantial commitment on your part. Only the most dedicated and prepared students assume leadership roles and develop and carry forward a challenging Program of Work for South Dakota DECA.

It takes a special individual to serve as a SD DECA State Officer. SD DECA State Officers must be organized, motivated and eager to work as a team. SD DECA State Officers must have initiative and high moral and ethical standards. SD State Officers must make DECA a top priority and present a positive image on behalf of the organization.

This guide provides you with essential information and the steps required to become a South Dakota DECA State Officer. Running for state office is challenging, exciting and takes work.

You cannot become a State Officer alone. You need the support and encouragement of many people. As you read this guide, be sure to include those who will be supporting you. Read carefully to make sure you meet the qualifications and make sure to follow the directions listed.

I look forward to having you on the 2024-2025 State Officer team!

Best of luck!



Tina Miller
SD DECA State Advisor

Is Running for State Office Right for Me?

Serving as a SD DECA State Officer is a rewarding experience. Serving provides immeasurable opportunities. However, it is a substantial commitment and therefore, the decision to run for state office should be taken seriously.

A State Officer will spend on average one to two hours a week working on projects and responsibilities. Prior to state officer meetings, conferences and DECA events, the amount of time required increases. Academics must remain the number one priority, but you need to find a way to balance them with your responsibilities as a SD DECA State Officer.

State Officers are required to attend conferences, officer meetings and DECA events throughout the year. You are not allowed to leave early, arrive late, or miss any parts of these events (except in the case of an extreme emergency). This may mean you have to miss playoff games, dances, and other organization trips because they conflict with state officer responsibilities. The expectation is that your state officer responsibilities and commitments take priority, after your academics.

Before you commit to running for a state office, it is vital that you take an honest, personal inventory. Evaluate whether you have the time, resources, support, skills, and attitude to fulfill your duties as a SD DECA State Officer.

Please carefully review the documents and information in this guide to ensure you fully understand what is expected and required of you as a State Officer if you are selected. SD DECA members elected to a state office in another Career and Technical Student Organization (CTSO) (i.e. BPA, FBLA, FCCLA, FFA, HOSA, SkillsUSA, or TSA) may not serve as a SD DECA State Officer. In other words, if you are elected to a state office in DECA, you may not hold another state office in another CTSO.

If you are willing to make this commitment and you decide to run for office, rest assured that holding state office will be a memorable life experience and one of the most effective career preparations experiences you can have while in high school.

Dear Parent(s)/Guardian(s) of State Officer Candidates:

Thank you for your support of your state officer candidate during the selection process. Choosing to run for a state office indicates that they are charismatic individuals with the potential to achieve anything they set their mind to.

Your state officer candidate has undoubtedly been involved in other leadership roles. It is a great honor to represent the 200 plus DECA student members in South Dakota. However, with the office comes a lot of responsibility and an immense commitment. To support them, it is important you know what is expected should they be selected. Please read this guide as it covers mandatory events and activities, a list of duties and expenses for their office, and disciplinary procedures up to and including removal from office.


SD DECA State Officers are role models. With a few exceptions, they plan and conduct all SD DECA events and activities under mine and their chapter advisor's guidance. Your support is necessary in their journey as a SD DECA State Officer.

Serving as a SD DECA State Officer is a worthwhile learning experience. They will hone their skills in public speaking, time management, conflict resolution, event planning, teamwork and much more. They will grow professionally, build life-long friendships, and develop career contacts.

Your student desires to serve the South Dakota DECA organization. Their advisor finds them a worthy candidate. However, life happens. Students are not always that communicative about their commitments or forget to advise you of their schedule. Please know that I, like their chapter advisor, understand that. We must work together to make this a positive experience for everyone. Please feel free to reach out to their chapter advisor or myself if you have any questions or concerns, not only during this process, but at any time. If you have questions, please feel free to email me at tina.k.miller@k12.sd.us.

Your encouragement and guidance are appreciated and strengthens not only your student, but their chapter and by extension South Dakota DECA as a whole.

Sincerely,



Tina Miller
SD DECA State Advisor

South Dakota DECA Chapter Advisors:

The South Dakota DECA State Officer Program provides tremendous opportunities for students to gain 21st Century employability skills. These skills include critical thinking, goal setting, organizational skills, public speaking, and many more. In short, it is a unique and valuable experience that we are excited to share with your students.

You are encouraged to recruit applicants for state office from among the leaders in your DECA chapter. Along with the considerable benefits that come with being a state officer, there are important responsibilities that state officers accept. We need your help to ensure that students who plan to run for state office are aware of these responsibilities; and, if elected, that both you and they ensure those responsibilities are met.

As an advisor with a candidate, the expectation is that you will:

- Assist your candidate with completing the candidate application.
- Make a commitment to cooperate with the State Advisor to ensure that your state officer fulfills all their state officer responsibilities in a timely manner.
- Attend various meetings and functions with your state officer and arrange travel, including chaperoning at the National Leadership Conference unless replaced by a chaperone from your school or community.
- Serve as an ongoing mentor; arranging additional time to work with them.
- Review the State Officer Team Program of Work to ensure they are up to date on their assignments.
- Edit and review materials and communications before your state officer submits and distributes them; and
- Provide your state officer with workspace supplies, computer access, email access, and any necessary financial support.

By signing the forms included in this guide, you are making a commitment to your Candidate/State Officer and SD DECA. Training and encouraging our state officers is a team effort and it is essential that the state officer's chapter advisor is a part of that team.

Thank you for encouraging your student to seek a State Officer position.

Sincerely,



Tina Miller

SD DECA State Advisor

DECA State Officer Selection Procedure

South Dakota DECA State Officers are selected by the Candidate Screening Committee. Candidate interviews will take place during the South Dakota DECA State Career Development Conference on February 11, 2024, after written testing. Candidates will receive an email with more information about their interview closer to the date.

The candidate interview committee will consist of five to seven members of whom may include the State Advisor, Chapter Advisors, and others as assigned. Each candidate will have an equal amount of interview time.

Candidates will be asked questions related to character, DECA and leadership. Candidates must demonstrate high moral character, leadership traits, and knowledge of DECA.

The individual receiving the highest number of points will be named President. The next five highest point totals will be elected as Vice Presidents.

Appointed Officer Job Descriptions

All State Officers

1. All State Officers will fulfill the duties and responsibilities of their respective office with efficiency, dedication, and business-like conduct; meet all required deadlines established by the State Officer Team and the State Association; and promote the goals and objectives of DECA.
2. Work with the State Officer team to plan a Program of Work and do the work necessary to achieve the goals and objectives developed.
3. Complete assigned items on time and ensure it represents your best work.
4. All state officers are REQUIRED to attend meetings, trainings, and conferences whether virtual or in person as outlined in the State Officer Candidate Contract. Missing events, except in the case of emergency, may result in removal from office. State officers must have a working knowledge of parliamentary procedure.
5. As a state officer, you are a member of the team that plays a vital role in planning projects, workshops, and conferences. It is your duty to be a contributing team member and complete all assigned tasks. Remember, you provide support not only for your fellow officers, but for SD DECA.
6. State Officers must communicate with the State Officer Team, State Advisor, and other appropriate persons on a regular basis. State Officers must keep up to date on written and electronic correspondence and send a copy of all

official emails, memos, and letters to the State Advisor promptly. All correspondence must be approved by the State Advisor before sending to chapter advisors, business leaders, potential sponsors, etc.

7. State Officers must contribute content such as articles, social media posts, and other outlets as directed.
8. Prepare and update your state office binder and other transition materials to be shared with your successor at the end of your term. The binder is to be returned at the State Career Development Conference to be passed on to the next State Officer.
9. Be an exemplary member of SD DECA by abiding by the Code of Conduct, Dress Code and State Officer standards.
10. Conduct chapter visits and work with assigned chapters to assist with the growth and development of the DECA program. On these visits be enthusiastic and positive about DECA while providing support for other members and their activities.
11. A candidate for any office must agree that if they later enroll in a school in which there is not an active chapter, they will resign their state office.
12. As a State Officer you are to remain a fully active member of your chapter. If you hold a chapter office, you are responsible to your chapter advisor and must fulfill your chapter duties, follow chapter policies, and participate in your chapter activities.
13. State Officers must work with their chapter advisor on all State Officer assignments and keep their chapter advisor informed of their State Officer activities, assignments, and upcoming meetings.
14. State Officers must be paid members of DECA by January 15th.
15. State Officers must have the courage to think 'outside the box' and share ideas freely with members, advisors, and other officers.
16. Assist in the planning and execution of the State Career Development Conference held each February. Prepare and conduct workshops as necessary.
17. Promote DECA using the established Program of Work during DECA month in November and during CTE month in February.

State President

1. Serve as the communication link between the State Officer Team and other South Dakota DECA leadership; working closely with the State Advisor.

2. To initiate and maintain communications with the National Officer team.
3. Lead the State Officer Team in developing the Program of Work and ensure its completion. Encourage the team to meet assigned deadlines by checking in before deadlines, sending reminders and offering assistance.
4. Preside over and conduct state officer meetings according to parliamentary procedure, using the latest edition of *Robert's Rules of Order, Newly Revised*, and the SD DECA Bylaws. Preside over SD DECA Events including the State Career Development Conference.
5. After discussing agenda items with the State Advisor, send the agenda to the State Advisor who can send the Zoom link to all State Officers and their chapter advisors.
6. Message or email state officers at least one day before all meetings/ events.
7. Oversee DECA month (November) and CTE month (February) activities.
8. Assist the Vice President of Finance and Marketing with the South Dakota DECA Fundraiser.
9. Ensure the State Officer Team works together and promotes camaraderie.
10. International Career Development Conference duties:
 - a. Serve as the Association Representative in the Parade of Associations
 - b. Accept any state awards.
11. Serve as a model representative for SD DECA public relations and assist in the promotion and development of SD DECA. The president may be called upon to make presentations before adult and student organizations, which may on occasion, require an absence from school.
12. Working with the Vice Presidents of Leadership and Competition, Membership, and Community Service, establish contacts with local chapters to complete one of the five unique chapter campaigns.
13. Prepare a year-end report of all your activities during your term in office.

Vice President of Leadership and Competition

1. Assist the President as needed and be prepared to act in the President's place, if necessary.
2. Assist with DECA month (November) and CTE month (February) activities.
3. Organize and execute study sessions, best practices presentations and other events relating to SCDC/ICDC competitions.

4. Assist the Vice President of Finance and Marketing with the South Dakota DECA Fundraiser.
5. Help your assigned chapter with recruitment projects to secure new members.
6. Working with the Vice Presidents of Membership and Community Service, and the State President establish contacts with local chapters to complete one of the five unique chapter campaigns.
7. Prepare a year-end report of all your activities during your term in office.
8. Perform additional duties assigned by the State Advisor or State President.

Vice President of Public Relations and Communications

1. Prepare and read minutes from all meetings. Preparation of minutes means to take accurate notes of motions, keep accurate membership and attendance, as well as count and record votes when taken.
2. After the meeting, type the minutes according to Robert's Rules of Order Format Guide. Email the minutes within ten working days after the meeting to the State Advisor for distribution to State Officers and chapter advisors.
3. Keep accurate records at all state officer meetings and conferences. Maintain a copy of all minutes in a permanent book that should be available at all meetings.
4. Prepare thank you letters, and other correspondence as instructed by the State Advisor and mail within one week.
5. Work with State Officers and chapters to update social media with upcoming events and pictures. Ensure updates are posted periodically.
6. Using the Program of Work, create social media posts to promote DECA month and CTE month.
7. Assist the Vice President of Finance and Marketing with the South Dakota DECA Fundraiser.
8. Prepare a year-end report of all your activities during your term in office.
9. Perform additional duties assigned by the State Advisor or State President.

Vice President of Community Service

1. Plan one Community Service Project for all state chapters to be completed during DECA month in November.
2. Assist with DECA month (November) and CTE month (February) activities.

3. Assist the Vice President of Finance and Marketing with the South Dakota DECA Fundraiser.
4. Enter the State Community Service project in the ICDC Community Giving Project Competition.
5. Working with the State President and Vice Presidents of Leadership and Competition and Membership establish contacts with local chapters to complete one of the five unique chapter campaigns.
6. Prepare a year-end report of all your activities during your term in office.

Vice President of Finance and Marketing

1. Working with the Vice President of Membership create the marketing campaign for 2024-2025 membership recruitment.
2. Create the DECA membership brochure used at the local chapter level.
3. Plan and execute with the State Officers the South Dakota DECA fundraiser. This includes assigning other State Officers where they are needed.
4. Promote SD DECA to business and industry.
5. Using the Program of Work, create materials to promote DECA month and CTE month.
6. Assist with DECA month (November) and CTE month (February) activities.
7. Working with the Vice Presidents of Membership and Public Relations and Communications prepare two conference slide shows for State Career Development Conference. One slide show for all members and events. One slide show for the graduating seniors.
8. Prepare a year-end report of all your activities during your term in office.
9. Perform additional duties assigned by the State Advisor or State President.

Vice President of Membership

1. Working with the Vice President of Finance and Marketing prepare the 2024 – 2025 Membership Campaign to include brochures, presentations, and contests to increase membership.
2. Take pictures at every state event and working with the Vice President of Public Relations and Communications post them to social media.
3. Find a contact within local chapters to ensure someone is taking pictures of their events and forwarding them so they may be posted on the state social media channel.

4. Maintain a folder of DECA chapter and state event pictures to be shared on social media and at the State Career Development Conference.
5. Assist the Vice President of Finance and Marketing with the South Dakota DECA Fundraiser.
6. Assist with DECA month (November) and CTE month (February) activities.
7. Working with the State President and Vice Presidents of Leadership and Competition and Community Service, establish contacts with local chapters to complete one of the five unique chapter campaigns.
8. Prepare a year-end report of all your activities during your term in office.
9. Perform additional duties assigned by the State Advisor or State President.

State Officer Candidate Eligibility

1. To be eligible to run for a state office, each candidate must complete and email all the necessary forms and documentation provided in this guide by midnight, Wednesday, February 7, 2024, to the State Advisor at tina.k.miller@k12.sd.us.
2. Candidates must be a paid member by January 15 of the current school year and be a member in good standing in their DECA school chapter.
3. Candidates must be a freshman, sophomore or junior and have at least one year remaining in high school and have taken or are planning to take a business course.
4. Candidates may not hold a state office in another CTSO while serving as a SD DECA State Officer.
5. Candidates must have earned a 2.5 GPA in the semester (two quarters) prior to application for state office. Candidates must maintain a 2.5 GPA while holding a state office. If any State Officer does not maintain a 2.5 GPA in each grading period, they may be removed from the office and the office declared vacant.
6. Candidates must always be eligible to participate in the South Dakota High School Activities Association approved activities. Any officer suspended from participating in activities may be removed from the office and the office declared vacant.
7. Candidates will be interviewed following their written test on Sunday, February 11, 2024. The interview screening committee can be composed of Chapter Advisors, the State Advisor, and others deemed appropriate.

8. Candidates for national office must follow the application procedures defined on the National DECA website.
9. All requirements and regulations governing SD DECA state officers are also applicable to national officer candidates or members who have been elected or appointed to a national office.
10. Any candidates that fail to comply with the procedures outlined above will not be allowed to run for state office.

National Officer Candidates

DECA members wishing to apply for a National Office must apply through the DECA national website. If elected to serve as a National Officer, they will serve as an ex-officio member of the State Officer Team for the school year.

State Officer Candidate Application Process

1. Candidates must complete and submit the application, with all necessary signatures to the State Advisor via email (tina.k.miller@k12.sd.us) by midnight, Wednesday, February 7, 2024.
2. Forms to be completed and submitted by the State Officer Candidate prior to the deadline are:
 - a. State Officer Candidate Application Cover
 - b. State Officer Candidate Recommendation Form
 - c. State Officer Candidate Contract for All Parties
 - d. State Officer Candidate Code of Conduct
 - e. State Officer Candidate Code of Conduct Disciplinary Regulations

State Officer Candidate Interview

South Dakota DECA State Officers are selected by the Candidate Screening Committee. Candidate interviews will take place during the South Dakota DECA State Career Development Conference on February 11, 2024, after written testing. Candidates will receive an email with more information about their interview closer to the date.

The candidate interview committee will consist of five to seven members of whom may include the State Advisor, Chapter Advisors, current State Officers, and others as assigned. Each candidate will have an equal amount of interview time.

Candidates will be asked questions related to character, DECA and leadership. Candidates must demonstrate high moral character, leadership traits, and knowledge of DECA.

The individual receiving the highest number of points will be named President. The next five highest point totals will be elected as Vice Presidents.

Sample Questions

DECA

- What is your DECA story and why are you running for State Office?
- What is the greatest contribution you can make to South Dakota DECA?
- How would you balance your officer position with other obligations?
- What qualities are necessary to become a responsible business leader?
- What are the DECA chapter campaigns and why are they important?

Character

- Do you have a favorite quote or saying? Why is it important to you?
- What would your DECA Advisor say is your greatest strength?
- Why is a "positive attitude" important to a State Officer?

Leadership

- Do you feel everyone has the same capacity for leadership? Why?
- How are leadership and responsibility related?
- What significant contributions have you made to your DECA chapter?
- Are you employed? What are your responsibilities at work?
- What kind of Program of Work have you established for yourself?
- What should be the most important goal of South Dakota DECA?

State Officer Candidate Interview Scoring Grid

	Points	Points
<p>Pre-Interview Introduction Introduced self properly. Physically poised and ready. Spoke clearly and forcefully. Stated the office sought. Good first impression.</p>	10 points	
<p>Character Question Response Candidate's answers show a strong sense of character, genuineness, and honesty. Answers suggest the candidate will work well with fellow DECA members and model good citizenship. Answers are organized, logical, and reasonable. Candidate maintains composure, uses precise words, is interesting to listen to and thinks questions through.</p>	15 points	
<p>DECA Question Response Candidate's answers show a strong understanding of SD DECA. Ideas and plans for the future of SD DECA are strong and reasonable. Answers show the candidate has a strong sincerity in the organization. Candidate maintains composure, uses precise words, is interesting to listen to and thinks questions through.</p>	15 points	
<p>Leadership Question Response Candidate's answers show understanding of the traits of a good leader. Answers suggest the candidate has self-initiative, dedication, and the ability to motivate many people to accomplish a common goal. Candidate maintains composure, uses precise words, is interesting to listen to and thinks questions through.</p>	15 points	
<p>Appearance Hair clean and neat. Good posture. Clothing clean and pressed. Facial appearance is natural. Conservative business attire. Pleasant smile.</p>	10 points	
<p>Attitude Attentive, alert, and responsive. Self-confident. Enthusiastic. Competitive and open-minded. Sincere and conscientious. Socially at ease and comfortable.</p>	15 points	
<p>Professionalism Courteous. Ability to remember names. Ability to take criticism. Poise. Sense of humor. Conversational.</p>	10 points	
<p>Post-Interview Thanked the committee. Left promptly. Remained poised.</p>	10 points	
<p>Total Points</p>	100 points	

State Officer Candidate Application Cover Sheet

School: _____

Chapter Advisor: _____

Student First and Last Name: _____

Student Home Address: _____

City: _____ State: _____ Zip Code: _____

Student Cell: _____ Student Email: _____

Student birthday: _____ Current Grade (2023-2024): 9 10 11

Parent/Guardian First and Last Name: _____

Cell Number: _____ Email: _____

Parent/Guardian First and Last Name: _____

Cell Number: _____ Email: _____

The candidate with the highest score will be appointed State President. Please rank the remaining Vice President positions by your interest in them. One being the most interested and 5 being the least interested.

_____ Vice President of Leadership and Competition

_____ Vice President of Finance and Marketing

_____ Vice President of Public Relations and Communication

_____ Vice President of Membership

_____ Vice President of Community Service

State Officer Candidate Chapter Advisor Recommendation

State Officer Candidate: _____

School: _____

Mentor is defined as a trusted counselor or guide, a tutor or coach. This definition aptly describes the role of a state officer's chapter advisor. From the moment a student considers running until their term of office ends, the chapter advisor is a key figure.

As the Chapter Advisor:

- I have counseled the student on the qualifications and duties of a state officer;
- I am willing to support this State Officer Candidate through the selection process;
- I am willing to serve as tutor and coach during the state officer's term of office and;
- I am willing to secure the endorsement and support of the candidate's parent(s)/ guardian(s), and school officials.

Your signature verifies that you approve this State Officer Candidate to run for a South Dakota DECA State Office; and if they are elected, you will support and assist them with their responsibilities through their term in office.

Chapter Advisor Signature

Date

Printed Chapter Advisor Name

State Officer Candidate Contract for All Parties

Becoming a SD DECA State Officer requires a commitment by all concerned parties. To make that commitment, all parties must understand their responsibility to this leadership experience. For a State Officer Candidate to be eligible for office, all parties **must** sign this agreement. State Officer Candidates should understand that, if elected, attendance at all state officer meetings and activities is mandatory and that failure to attend any of these meetings may result in their removal from office, except for emergencies/unsafe traveling conditions. They should also understand that they may be removed from office if, in the opinion of the State Advisor and the Board of Directors, they fail to comply with state officer responsibilities/assignments or participate in activities that reflect negatively on South Dakota DECA or the State Officer Team.

IF ELECTED, THE CANDIDATE AGREES TO: *Please initial next to each item below.*

- _____ 1. Perform to the best of their ability the duties of their office. (Review the State Officer Job Description section of this guide for a partial listing.)
- _____ 2. Maintain a 2.5 GPA or better (4.0 scale) during their term of office and be willing to provide supporting documentation when requested by the State Advisor.
- _____ 3. Fully participate in the development and execution of South Dakota Program of Work. All State Officers will be required to accept assignments for project work, chapter visitations, etc. State Officers are required to submit a written report of activities each month.
- _____ 4. Attend and participate in all meetings (including, but not limited to, state officer meetings, state officer trainings, regional and state conferences) and attest that:

“I fully understand the responsibilities and obligations of the position I seek; and, if elected, will carry them out to the very best of my ability. I further understand that if, in the opinion of the majority of the Board of Directors or the State Advisor, I fail to fulfill my responsibilities and obligations of office, and/or I violate the South Dakota DECA Code of Conduct, I can be removed from office. Should I fail to complete the duties of my office, I will be liable to return to DECA the amount expended for my participation during my term in office.”
- _____ 5. Agree to authorize South Dakota and National DECA to use my name and likeness (including photographs, video footage, silhouettes, and audio clips) in South Dakota DECA and National DECA publications, productions, social media and websites for informational, promotional and other related purposes.

Please Note: Every effort is made to avoid scheduling conflicts. However, often the chosen dates conflict with other school and personal activities such as proms or playoff games. If you choose to be a State Officer, you will be required to attend all the scheduled state officer activities no matter what other conflicts arise. If you are not willing to put DECA activities ahead of local and personal activities (not including family and religious obligations), please do not apply to be a State Officer.

IF ELECTED, THE CANDIDATE AGREES TO: *Please initial next to each item below.*

_____ All State Officers must participate in **EVERY** activity scheduled by the South Dakota DECA Board of Directors or State Advisor. A tentative schedule of activities includes:

April 27-30, 2024,	International Career Development Conference, Anaheim, CA
June 2024	Summer State Officer Training
June 2024	Summer State Officer Program of Work day
July 2024	Possible Summer Chapter Officer Training
October 2024	Fall State Leadership Conference
November 2024	First-timers Conference
February 9-10, 2025,	State Career Development

ADDITIONAL EVENTS

- _____ All State Officers are required to attend virtual team meetings.
- _____ Other events and activities may be determined in the SD Program of Work.

STATE OFFICER EXPENSES

- _____ Travel to and from all workshops, trainings, and conferences is the state officer's and chapter advisor's responsibility.
- _____ Name badges and business cards will be provided for newly elected officers. It is the responsibility of the newly elected officer to purchase the required uniform and officer polo (if voted to purchase).
- _____ I have read and understand the State Officer Code of Conduct and the Code of Conduct Disciplinary regulations.

Your signature verifies that if elected, you will abide by the National and South Dakota DECA Rules and Regulations, Code of Conduct and understand the Code of Conduct Disciplinary Regulations.

State Officer Candidate Signature

Date

Printed Name

Attention Advisors, Parents and School Officials:

The preceding South Dakota DECA schedule of required events may result in the student missing some school days plus additional days of weekend and vacation time. All expenses for required activities will be reimbursed as the budget permits by the state association. Non-required activities may be partially reimbursed upon approval of the State Advisor and the Board of Directors.

ADVISOR AND SCHOOL OFFICIALS AGREE TO: Advisor please initial next to each item.

_____ Recommend the student as one who can fully participate as a State Officer. There are no academic restrictions on participation in extra-curricular activities that would prevent them from being able to fulfill their state officer duties.

_____ Host SD DECA activities at the request of State Advisor and/or Board of Directors.

_____ Ensure the candidate's attendance at all South Dakota DECA activities. Please read the candidate agreement on previous page.

_____ Read the Candidate Contract, Code of Conduct and Code of Conduct Disciplinary Regulations and discuss their implications with the student.

_____ Actively support and advise the State Officer during their term of office.

_____ Permit the State Officer to visit South Dakota schools and participate in DECA chapter activities for conducting official SD DECA State Officer business.

_____ Certify the State Officer Candidate has earned a GPA of 2.5 (4.0 base) or greater for the preceding semester prior to the election and that the State Officer maintains it during their term of office.

_____ I have read and understand the State Officer Code of Conduct and the Code of Conduct Disciplinary regulations.

Your signature verifies that if elected, you will support and assist the student with their responsibilities through their term in office.

Chapter Advisor Signature

Date

Printed Name

THE PARENT(S)/GUARDIAN(S) AGREE TO: Please initial next to each item below.

_____ Permit the State Officer Candidate to participate in all scheduled SD DECA activities, state officer meetings, chapter visits, and other official duties.

_____ Encourage the candidate to take advantage of the leadership experience.

_____ Agree to be responsible for providing/coordinating safe transportation of their State Officer to and from all state officer meetings, state conferences, and state sponsored events that their State Officer is required to attend. Required meetings, conferences, and events will be held primarily in Sioux Falls.

_____ Support the student fully in their pursuit of scholastic achievement.

_____ Parent(s)/Guardian(s) understand that it is possible for their student to be removed from state office at any time if the student conducts themselves in any way that is harmful/detrimental to the State Officer Program or South Dakota DECA.

_____ Agree to authorize National and South Dakota DECA to use the student's name and likeness (including photographs, video footage, silhouettes, and audio clips) in publications, productions, social media, and websites for informational, promotional, and other related purposes.

_____ If the student is elected, permit, and in the case of parent(s)/guardian(s), authorize the student to visit South Dakota schools and participate in South Dakota DECA chapter activities for conducting official DECA State Officer business.

_____ I may attend any scheduled South Dakota DECA activities when I desire.

_____ I have read and understand the State Officer Code of Conduct and the State Officer Code of Conduct Disciplinary Regulations.

Your signature verifies that if selected, you will support and assist the candidate with their responsibilities throughout their term in office.

Parent/Guardian Signature

Date

Printed Name

State Officer Candidate Code of Conduct

Attendance at any DECA sponsored conference or activity is a special privilege. Knowing that any organization is judged largely by the behavior of its individual participants, the following Code of Conduct is to be subscribed to by not only South Dakota State Officers, but by anyone associated with local, state, or national chapters who attend any DECA conference or sponsored activity.

South Dakota State Officers shall:

1. Show respect for authority and act professionally not only during DECA functions, but in all instances where the State Officer represents their school.
2. Not consume alcohol or use tobacco while involved in official or unofficial DECA activities from the day the officer is elected until he or she installs a new state officer. This means 24 hours a day, 7 days a week and 365 days a year. This also means anywhere in the USA and on any international travel. The use of tobacco or alcohol is strictly forbidden and will result in termination of any position within the SD DECA organization. A person(s) does not need to be convicted to be removed from office, but rather a determination made by school officials that such conduct occurred is enough.
3. To behave in a manner that conveys respect without an air of superiority.
4. State Officers will not be allowed to drive their own cars or motorbikes during DECA activities without prior consent by parent(s)/guardian(s) and the State Advisor. Contact the State Advisor for the appropriate consent forms.
5. State Officers involved with/in fighting may be suspended from their state office for up to 3 months. If the situation is severe, they may be removed from their state office.
6. State Officers are reminded that distasteful and offensive language has no place in a group setting. Any infractions of this rule may result in suspension from their position for up to 3 months.
7. Using electronic devices is NOT ACCEPTABLE and they must be completely shut off during any DECA activity, except in special circumstances. The use of cell phones and other electronic devices is permitted outside of DECA activities. Infractions may result in suspension for up to 3 months.

Your signature verifies that if selected, you will abide by the National and South Dakota DECA Rules and Regulations, State Officer Candidate Code of Conduct and understand the State Officer Candidate Code of Conduct Disciplinary Regulations.

State Officer Candidate Signature

Date

State Officer Candidate Code of Conduct Disciplinary Regulations

State Officers are required to conduct themselves with respect for themselves and others through their actions, their language, and their dress. Student behavior will reflect favorably on the individual, SD DECA, and their school. Students will show consideration for others and will create a learning atmosphere for all individuals involved. Students must recognize their individual responsibilities and obligations and discharge them in accordance with SD DECA and local school regulations.

1. The consequences are designed to be fair, firm, and consistent for all State Officers. The rules apply in any building, property, vehicles or at events. The State Advisor, chapter advisor, and/or the Board of Directors have the right to enforce reasonable disciplinary action found to be warranted by the situation.
2. Because it is impossible to list every infraction that may occur, the State Advisor and Board of Directors reserve the right to respond to infractions not included in this guide. Infractions are to be dealt with by chapter advisors, chaperones, and school administrators.
3. Progressive discipline may be used, when possible, in conjunction with school policies. SD DECA reserves the right and sole discretion as to its use, including whether progressive discipline will be used.
4. Actions which may be used by chapter advisors, State Advisor and Board of Directors to discipline students and/or encourage them to modify their behavior include but are not limited to student conference, parent or guardian notification, parent or guardian conference, fine, restitution, removal from state office, suspension of state office, exclusion from activities, or expulsion from DECA events, and referral to law enforcement.
5. Due Process: State officers shall be afforded the rights of fair procedure or due process. This includes the right to (1) be informed of conduct which would result in disciplinary action; (2) notice of any rule violation; (3) explanation of the evidence supporting the charge; (4) an opportunity to present the student's side of the story; and (5) a penalty that is proportionate to the violation.
6. At any point if a school official, adult or law enforcement officer has evidence that a State Officer has used alcohol, drugs or other illegal substances, the State Officer will be dismissed, and the office left vacant. If the account or violation was "forgiven" by the school district or the justice system, the fact that the State Officer was caught, convicted, or admitted to the violation, still warrants dismissal.

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Date