



# POLICY HANDBOOK

Revised November 2018

## PREFACE

Any effective organization must establish regulations and policies to guide the administration and protect the integrity of the organization and the members. The New Mexico DECA Policy Handbook was developed and approved by the New Mexico DECA Board of Directors. The Board of Directors is responsible for the direction and policies for New Mexico DECA. The spirit of the handbook is to ensure the sound operation of this organization. Any advisor or school encountering a problem with a policy should contact the Chairman of the Board of Directors for clarification.

## Table of Contents

Section 1	Chapter Advisors .....	Page 4
Section 2	Sponsors.....	Page 5
Section 3	Publicity .....	Page 6
Section 4	District Structure & District Conferences.....	Page 7
Section 5	State Conference .....	Page 9
Section 6	Leadership Conference.....	Page 12
Section 7	International Conference.....	Page 13
Section 8	State Association Finances.....	Page 15
Section 9	Deadlines/Penalties .....	Page 17
Section 10	Delegate Conduct Guidelines .....	Page 18
Section 11	Election Procedures.....	Page 20
Section 12	Interscholastic Eligibility .....	Page 22
Section 13	Grievance Procedure.....	Page 23
Section 14	State Officer Travel.....	Page 24
Section 15	National Officer Candidate.....	Page 25
Section 16	Membership Reporting.....	Page 26
Section 17	DECA Quiz Bowl.....	Page 27
Section 18	Governance Structure.....	Page 30
Section 19	Appendix.....	Page 31

## SECTION 1----CHAPTER ADVISORS

- 1.1 Chapter advisors appointed in accordance with the local school's hiring and placement procedures and teaching in an approved marketing program, are responsible to ensure that all students are paid members of both state and national DECA PRIOR to participation in the first level of competition (district).
- 1.2 Chapter advisors must accompany their delegation to conferences (except international conferences if other sponsors are approved by their school administration).
- 1.3 Chapter advisors must submit all required information by established deadlines.
- 1.4 Chapter advisors are responsible for reviewing and signing the New Mexico DECA Adult Code of Conduct and turning a signed copy in to the State Office by December 1 of the current year. A copy of the Adult Code of Conduct can be found in the Appendix or online on the NM DECA website.

## SECTION 2----SPONSORS

- 2.1 Sponsors are persons designated by local chapter advisors and approved by local school administrations to guide and care for the well-being of DECA members while the members are attending district, state and national functions.
- 2.2 Sponsors must be able to act in an adult capacity if the need arises and therefore must be of legal adult age.
- 2.3 Sponsors will be available to supervise students whose chapter advisors are working their assigned responsibilities. Sponsors must be familiar with conduct guidelines.

### SECTION 3----PUBLICITY

- 3.1 Any chapter conducting a campaign or project which would require publicity on an area or statewide basis must secure prior approval from the Board of Directors.
- 3.2 Individual chapters of New Mexico DECA will not request proclamations from the Governor's office for any reason. If at any time a DECA activity is deemed of significant importance to New Mexico DECA, a request for a proclamation will be made by the Board of Directors or State Advisor.

NOTE: These policies were established in order to avoid confusion and duplication regarding publicity and proclamations.

## SECTION 4----DISTRICT STRUCTURE & DISTRICT CONFERENCES

- 4.1 Two districts are as follows:
  - District 1 Schools outside of Albuquerque or as requested by schools
  - District 2 Albuquerque Schools
- 4.1.1 Schools must submit a written letter to the DECA State Office to be received in the state office no later than August 1 if they wish to be in a different District for the following year. If the chapter is new, or has a new advisor to the chapter, the deadline to change districts is September 15.
- 4.2 District Level (Automatic Positions) – Membership Deadline
  - 4.2.1 Chapters must declare the automatic positions they are taking by November 1. This declaration must be in the State DECA Office by November 1 to be eligible for the automatic numbers.
  - 4.2.2 Automatic positions are based on chapter size.
    - Chapter size (1-150) - - 3 automatic positions (any combination to total 3 students in Principals, Individual, or Team Events).
    - 4.2.3 Chapter size (151 – higher) - - 6 automatic positions (any combination to total 6 students in Principals, Individual, or Team Events).
- 4.3 Competitive Events participation is explained below:
  - 4.3.1 Principles of Business Administration Events are for first year DECA members regardless of the course title in which the student is enrolled.
  - 4.3.2 Team Decision Making Events: if, after qualifying for state competition or national competition, one member of the team is removed from competition, the ENTIRE team is removed from competition.
  - 4.3.3 Individual Series Events are for any student enrolled in a Marketing Education Program.
  - 4.3.4 The number to advance to the state conference in each of the Principles of Business Administration Events will be 36. Numbers will be allocated to each district based on DECA membership on November 1 of the current school year after automatic positions taken by chapters are deducted from 36.
  - 4.3.5 The number to advance to the state conference in each of the Individual Series Events will be 36. Numbers will be allocated to each district based on DECA membership on November 1 of the current school year after automatic positions taken by chapters are deducted from 36.

- 4.4 District 1 will administer their test at local schools by date required. Schools will be notified of the names of students who qualify to attend the state conference as soon as possible.
- 4.5 Administering district tests other than at local schools is strictly the responsibility of local chapters/schools/districts involved. These chapters/schools MUST adhere to NMAA rules regarding scheduling of conferences/activities and state regulations established for handling of funds if funds are involved. Any exception to NMAA established policies must be approved by the NMAA in writing, and this letter must be on file with the New Mexico DECA Board of Directors at least three months prior to the scheduled activity. New Mexico DECA assumes no responsibility or liability for meetings/conferences planned or arranged by local chapters/schools/districts or for funds involved.
  - 4.5.1 Advisors will protect the integrity of the testing process as mandated by New Mexico DECA and National DECA.
  - 4.5.2 In the event of a tie score in the last place allocated to a district in any area--the tie will not be broken and all students tied will be eligible to attend the State Conference.
- 4.6 District Level Management Team Events are explained below:
  - 4.6.1 The number of teams to advance to the State Conference in each of the Team Decision Making Events is 21. Numbers will be allocated to each district based on DECA membership on November 1 of the current school year after automatic positions taken by chapters are deducted from 21.
  - 4.6.2 Chapter advisors will determine which students will be on each team (no limit on number of teams participating from each chapter) in each of the event areas.
  - 4.6.3 Chapter Advisors will set a testing time for all students based on the testing window as established by the state DECA Advisor.
  - 4.6.4 Advisors will protect the integrity of the testing as mandated by New Mexico DECA and National DECA.



## SECTION 5--STATE CONFERENCE

- 5.1 The Board of Directors is responsible for the planning and operation of the state conference.
- 5.2 The State Conference will be held during the week identified on the NMAA calendar, or at another date if necessary and approved.
- 5.3 The Board of Directors will select the participating events from events supplied by National DECA.
- 5.4 State Level: Principles of Business Administration Events and Individual Series Events are explained below:
  - 5.4.1 A total of (36) students will advance to the state conference in each Principles of Business Administration Event and each Individual Series Event. Three judging sections will be scheduled for each event.
  - 5.4.2 The top four students in each section of each event will advance to finals. The number to advance to ICDC will be based on membership.
- 5.5 State Level: Team Decision Making Events are explained below:
  - 5.5.1 A total of (21) teams will advance to the state conference in each Team Decision Making Event. Three judging sections will be scheduled for each event.
  - 5.5.2 The top two teams from each of three sections (identified by adding the average score of two team members career area test scores to the judge score) in each event will advance to finals. The number to advance to ICDC will be based on membership.
- 5.6 State Level: Written Events --Team and Individual are explained below:
  - 5.6.1 The number to advance to ICDC in team and individual written events will be based on membership.
  - 5.6.2 All individual/team written event projects will be submitted by the deadline(s) established by the New Mexico DECA State Advisor. The written event projects will be in designated area(s) by 3:00 pm of the deadline or postmarked/shipped by 5:00 pm of set-date. NO WRITTEN EVENT PROJECTS WILL BE PICKED UP AT THE BUS STATION OR ANY OTHER AREA! A 10 point penalty will be assessed for written event projects that do not meet the established deadline. One, two or three copies (as indicated on guidelines) of each written event project will be submitted. Each copy must be in the official cover (or other as directed by the Board of Directors) as listed in the competitive event guidelines and appropriate penalty will

apply if not in official cover. Each advisor and each student is responsible for making sure that all guidelines are followed.

5.7 Numbers each chapter may enter in written events and Quiz Bowl are indicated below:

5.7.1 Written events will advance directly from chapters to the State Conference. The Board of Directors has set guidelines that regulate the number of entries from each chapter.

5.7.2 Chapter Team Events are explained below:

5.7.3 Refer to current DECA Guide for list of Chapter Team Events

Chapter Membership	Number of Entries per Chapter to advance to State in Each Event
1 - 150	1
151 - up	2

5.7.4 Business Operations Research Events, Professional Selling and Entrepreneurship Events, and Marketing Representative Events are explained below:

5.7.5 Refer to current DECA Guide for list of Business Operations Research Events, Entrepreneurship Events, Professional Selling Events and Marketing Representative Events. The maximum entries for any one chapter for each event are three (3).

5.7.6 Quiz Bowl

Chapter Membership	Number of Entries - Each Chapter
1 - 150	1
151 - up	2

5.7.7 Competing members of the championship team will be offered leadership academy position at that years ICDC.

5.8 Number of events each student may enter is explained below:

5.8.1 Each individual student may enter no more than one event. Quiz Bowl and Public Speaking will not count as the one event a student may enter.

5.9 Conference Registration Fees are explained below:

5.9.1 Conference registration fee(s) will be set by the Board of Directors. A budget will be presented to the Board of Directors for approval. Only the designated hotel may be used to house students during the state competition. Schools that do not stay at any hotel where the conference is being held (if rooms available) must pay an additional

\$10.00 per person registration fee. Conference registration forms must be accompanied by a check or a purchase order. In all cases, a check must be in the DECA state office 10 days prior to the start of the conference. A \$10 penalty per person may be assessed if the registration form is not received by the deadline established. The \$10 penalty per person will also apply if payment is not received by the date established. Students will be ineligible to participate in the conference if payment is not in the hands of the Board of Directors at the close of conference registration. Services will be considered to have been provided at the time of conference registration.

- 5.10 Students using any resources including online resources in the prep room (i.e. Wifi, apps or other similar devices) will be immediately disqualified from competition.
- 5.11 New Mexico DECA will follow all laws, rules, regulations regarding documented (IEP or 504 plan) special needs of students. New Mexico DECA will not discriminate against any students regardless of needs.

## SECTION 6--LEADERSHIP CONFERENCE

- 6.1 New Mexico DECA may participate in a statewide leadership conference. New Mexico DECA may attend and participate in the WRLC.
- 6.2 State Officers are expected to attend ELS, WRLC, New Mexico Fall Leadership Conference and Summer Officer Training.

## SECTION 7-- INTERNATIONAL CONFERENCE

- 7.1 Student representation at International DECA Conferences will be limited to those students participating in their specific competitive events at the State Conference, voting delegates, State Officers and others as may be identified by the Board of Directors. Total number eligible to attend will be based on sponsor/student quota and number quotas established by National DECA. Up to three (3) students may represent a chapter entry from New Mexico - but they must have participated in the interview at the State Conference in order to attend that specific event at the International Conference.
- 7.2 State Officers Elect not participating in a competitive event at the National Conference will participate in the State Officer Leadership Academy. If entered in a competitive event, the officer will attend sessions outside of their competition times.
  - 7.2.1 State Allocations
  - 7.2.2 The number of state allocations is determined by the state membership at the end of the fiscal year from the previous year. The allocations are sent by the National DECA office. A drawing may be held for each allocated position at the State Meeting at the end of the State conference. Only one drawing per school, per category is allowed for each of the ICDC Leadership Academies.
- 7.3 ICDC Leadership Academies:
  - 7.3.1 Students to attend the ICDC Leadership Academies will first be awarded to chapters meeting the membership/incentive programs established by the Board of Directors. Remaining positions will be chosen by a drawing to be held immediately after the State Awards Session at the Advisor Meeting and advisors must be present to have their chapter in the drawing. Schools that competed but did not have a state winner will be eligible to receive one (1) automatic slot to a leadership academy. The remaining positions will be filled through the drawing process. Students selected are expected to attend all of the leadership sessions identified in the International Conference Program. The number to attend from New Mexico will be set by National DECA.
  - 7.3.2 Special Permission slots will be awarded 1<sup>st</sup> to membership incentive programs established by the Board.
- 7.4 Special Permission for the International Career Development Conference will be filled by a drawing to be held immediately after the State Awards Session at the Advisor Meeting. The Advisor must be present to have their chapter in the drawing. The number to attend from New Mexico will be set by National DECA.
- 7.5 Voting delegates will be the top places in the Public Speaking Event (total number to

be determined by National DECA). The Head Voting Delegate will be the first place winner in the Public Speaking Event. Voting delegates will be expected to attend all meetings/sessions identified for voting delegates in the International Conference Program. The chapter advisor (or designee) for the Head Voting Delegate is responsible for attending all meetings of the Voting Delegates at the ICDC.

- 7.6 All chapter advisors are encouraged to attend the International Conference. The following are among requirements and responsibilities of chapter advisors attending the Conference:
  - 7.6.1 Each chapter advisor will work competitive events as assigned by the State Advisor.
  - 7.6.2 Each chapter advisor will check rooms of students under their supervision at curfew and will make sure the students stay in the rooms and are quiet.
  - 7.6.3 Each chapter advisor is responsible for the supervision of their students at all time.
  - 7.6.4 Each chapter advisor will abide by delegate conference rules/regulations set by National DECA and/or New Mexico DECA.
  - 7.6.5 Sponsors (other than chapter advisors) are encouraged to attend International DECA Conferences (school administrators, employers, spouses, judges, parents).
  - 7.6.6 Chapter advisors will provide one sponsor for every eight (8) students attending the International Conference.
- 7.7 International Conference Finances
  - 7.7.1 Each school/student is responsible for covering all expenses for the International Conference. All money for the conference must be received in the State office by deadlines established. Sponsorship money will be awarded as intended.

## SECTION 8--STATE ASSOCIATION FINANCES

- 8.1 Conference registration fee(s) will be set by the Board of Directors. A budget will be presented to the Board of Directors for approval. Schools that do not stay at the designated hotel where the conference is being held (if rooms available) must pay an additional \$10.00 per person registration fee. Conference registration forms must be accompanied by a check or a purchase order. In all cases, a check must be in the DECA state office 10 days prior to the start of the conference. A \$10 penalty per person will be assessed if the registration form is not received by the deadline established. The \$10 late fee per person will also apply if payment is not received by the date established.
- 8.2 Refunds on registration canceled (in writing) at any time prior to a conference will be meals and registration less cost of non-refundable fees (if determined necessary by the State Advisor).
- 8.3 No refunds on registration canceled (in writing) with less than two weeks prior to a conference.
- 8.4 Registration fees for conferences must be received by deadlines established.
- 8.5 The Chairperson of New Mexico DECA, Inc. and/or a representative approved by the Board of Directors shall have the authority to invest excess funds (in safe investments) in savings accounts and/or Certificates of Deposit. Signatures on investments and the checking account will be the Chairperson of New Mexico DECA, Inc. and/or the Secretary/Treasurer of the Board of Directors. Total finances generated by fundraising, sponsorships, registration and membership fees of New Mexico DECA belong to New Mexico DECA, Inc. The Board of Directors empowers the officers of New Mexico DECA, Inc. to write checks on the scholarship checking account for usual and customary expenditures of the organization. The secretary/treasurer will submit a yearly budget outlining expected expenditures and receipts and will arrange for a yearly audit of the checkbook and investments and will present the results of the audit to the State Advisor, President and board members. New Mexico DECA accounts managed by a fiscal agent will be audited by an external auditor provided by the fiscal agent. Results of this audit will be presented to the President and board members. In the event that New Mexico DECA no longer has a fiscal agent, the management and auditing of all New Mexico DECA accounts falls to the organization.
- 8.6 The following expenses shall be covered for State Officers during their term: (travel expenses paid to advisor or parent designated to drive officer to meeting - or bus ticket if applicable).
  - DECA Officer Uniform (Blazer becomes the property of local chapter)
  - Name Badge (purchased by DECA Office)
  - ELS
  - Western Region Conference - registration only.

- State Conference - Registration, housing and meals. . (Officers must travel with their own chapter or have a travel form signed and filed with the state office).
  - CTSO Day - hotel and some meals.
  - ICDC - - each chapter with a newly elected state officer will receive \$100 toward the cost of National Conference. State Officer is required to attend the leadership training. This is to be paid in the year the officer is elected.
  - State officer training (Summer) - Training, housing, and some meals.
- 8.7 State officers are responsible for expenses for meetings attended outside their official term of office.
- 8.8 There may be additional training opportunities, if approved by the board, these costs will be paid by New Mexico DECA.



## SECTION 9--DEADLINES/PENALTIES

- 9.1 All established deadlines can be met by the material being postmarked three (3) days prior to the deadline or being delivered to the designated destination by the time established. The chapter advisor is responsible to see that a deadline item does not get "delayed" in an office waiting for a check. Advisors know the time lines required by their schools and must process paperwork in a timely manner to insure that the fee is paid by deadline established.
- 9.2 Deadlines must be met. Missed deadlines will result in the competition or event being missed by that chapter.
  - 9.2.1 An item not meeting established deadlines may be returned to the chapter advisor or school. The chapter advisor/school may appeal the return of an item by:
    - 9.2.2 A letter must be written to the Board of Directors by the school principal explaining the circumstances which prevented meeting the deadline. The Board of Directors will make a determination of the appeal and notify all parties of action to be taken.
    - 9.2.3 If the appeal is postmarked within five (5) days after receipt of notification of the missed deadline--it shall be timely. Failure to appeal within the time specified is a waiver of any right to appeal.
    - 9.2.4 Because of the necessity for New Mexico DECA to meet deadlines established by other agencies or situations, certain deadlines are not subject to appeal.

## SECTION 10--DELEGATE CONDUCT GUIDELINES

- 10.1 The term "delegate" shall mean any member attending a Career and Technical Student Organization meeting or conference.
- 10.2 Delegates shall abide by all conference rules in a manner that will bring credit to their Career and Technical Student Organization.
- 10.3 Delegates shall keep their adult advisors and/or sponsors informed of their activities and whereabouts at all times.
- 10.4 Delegates must stay in housing designated by their chapter advisor during the conference.
- 10.5 Delegates shall use authorized transportation only.
- 10.6 Dates and escorts shall be permitted to authorized activities only, and between official delegates only.
- 10.7 Delegates are permitted to attend authorized activities only.
- 10.8 No alcoholic beverages or illegal drugs shall be possessed or used by delegates at any time under any circumstances.
- 10.9 Delegates shall respect and abide by the authority delegated to the presiding officer, chapter advisors, sponsors and state staff.
- 10.10 Delegates shall attend all general sessions and activities assigned, including workshops, competitive events, committee meetings, etc., for which they are pre-registered, unless, engaged in some other authorized assignments taking place at the same time.
- 10.11 Curfew each night will be designated in the program or as established by the chapter advisor, and all delegates will be in their rooms by curfew.
- 10.12 Dress regulations established for the conference/meeting functions shall be adhered to by all delegates.
- 10.13 Identification badges must be worn to all official functions and/or as directed.
- 10.14 Tobacco products of any kind will **not** be permitted.
- 10.15 Boys will not be in girls' and/or girls' will not be in boys' rooms at any time unless an adult sponsor is present.
- 10.16 Delegates shall refrain from using inappropriate or profane language at all times.

- 10.17 Delegates shall refrain from verbal, physical, or sexual harassment, hazing or name calling.
- 10.18 Delegates shall respect the rights and safety of other hotel guests.
- 10.19 Delegates violating or ignoring the above conduct guidelines are subject to their chapter's entire delegation being unseated, its candidates being disqualified, and any honors or offices being cancelled and withdrawn from members of their delegation.
- 10.20 All high school or junior high (middle school) student delegates must meet the interscholastic requirements of the New Mexico Activities Association.
- 10.21 Delegates shall represent their respective CTSO organization, chapter and state with respect. This means that, while a member, any content posted on such things as MySpace, Facebook, Twitter, Instagram, YouTube or other sites and email address may be reviewed by an authorized adult such as an advisor, parent or guardian. These websites will be monitored and a delegate may be requested to remove material. If a delegate fails to do so and posts inappropriate or unapproved material, the delegate may be placed on probation as a member and subject to the consequences of the advisor, school or state advisor.

## SECTION 11--ELECTION PROCEDURES

- 11.1 All candidates will complete and submit a CTSO State Officer Application by deadline established on the DECA State Calendar. A minimum score of 85% is required on the New Mexico DECA Officer Candidate Exam in order to remain eligible as a candidate. Advisors will be notified of eligibility of the candidate two weeks after the submission deadline. New Mexico DECA Officer Exams will be graded by a committee of members appointed by the board.
- 11.2 Each candidate will also submit a copy of their resume, a copy of their campaign speech via e-mail and a list of expenditures/donations/receipts (\$100 cap on expenses) by the deadline established on the DECA State Calendar. Candidates should refer to the New Mexico DECA State Officer Handbook for additional information.
- 11.3 Candidates are allowed to campaign at the designated time.
- 11.4 Candidates will have their campaign materials reviewed at the time of check-in at the New Mexico DECA State CDC by a designated member of the board.
- 11.5 A limit of 1 walk-around item and 1 handout (no chewing gum, open food or perishable items) are allowed for the officer campaign.
- 11.6 The candidates will be introduced by the current State President in random order. All candidates will remain at the front of the meeting room until all campaign speeches are given. No props of any kind will be allowed, nor asking the audience to participate.
- 11.7 The official time for campaign speeches (not to exceed 3 minutes) will be kept by a board member. At the end of 3 minutes the board member will stand and the candidate must conclude in 15 seconds--at which time the State President will stand and introduce the next candidate.
- 11.8 After all campaign speeches are complete--the State President will re-introduce all candidates (same order). Balloting will then take place by written ballot--and the ballots will be counted by the Board of Directors or designee, excluding those board members who have an officer candidate. Delegates may vote for four candidates. The candidates receiving the most votes on the first ballot will be elected. A second ballot will be held only in the case of a tie.
- 11.9 Voting delegates must be seated prior to the campaign speeches. Only delegates seated by the established time will be allowed to vote.
- 11.10 Officer elections will be open. Disruptive or inappropriate behavior will not be tolerated. Persons who are demonstrating the offensive behavior will be removed from the audience.

11.11 Dress Code: DECA Professional Dress (Must wear a DECA Blazer)

## SECTION 12--INTERSCHOLASTIC ELIGIBILITY

- 13.1 Students who participate in New Mexico DECA activities are required to meet the interscholastic eligibility requirements of the New Mexico Activities Association. It is each school's and each advisor's responsibility to ensure that students meet these requirements before participating in DECA activities.
- 13.2 Each chapter advisor certifies that their students are eligible by registering them for a conference or activity.

## SECTION 14--GRIEVANCE PROCEDURE

- 14.1 Grievances will be submitted in writing to the State DECA Advisor.
- 14.2 The State DECA Advisor will take the matter under consideration and will determine when and how the grievance will be addressed.
- 14.3 Any grievance postmarked within five (5) days after the incident being questioned will be considered timely. Failure to appeal within the time specified is a waiver of any right to appeal.
- 14.4 If a party is not satisfied with a decision reached through the New Mexico DECA grievance procedure--they may appeal to the New Mexico Activities Association as follows:
  - 14.4.1 Any decision of New Mexico DECA by which a student and/or school is aggrieved shall be appealed to the Review Board of the New Mexico Activities Association, if appealed, and such appeals shall be heard de novo.
  - 14.4.2 If aggrieved by the determination of New Mexico DECA, the student and/or school shall have a right to appeal that decision to the Review Board of the New Mexico Activities Association. Such appeal shall be initiated by a simple letter from the school. Such a letter, requesting the decision be reviewed by the Review Board, shall be sent to the New Mexico Activities Association Executive Director within five (5) days after notification is received from member organization indicating determination of that organization. If such letter or request is postmarked within five (5) days after receipt of notification, it shall be timely.
  - 14.4.3 New evidence will not be allowed unless not in existence at the time of the decision by the member organization or which, although in existence at the time, was not discovered, although due diligence was exercised.

## SECTION 14--STATE OFFICER TRAVEL

- 15.1 State Officers shall travel with their chapters to conferences/activities in which their chapter is participating. Local schools and/or parents are responsible for transportation of State Officers to meetings/activities in which the local chapter does not participate. In all cases, local schools/advisors/parents are responsible for the transportation and supervision of their State Officers.
- 15.2 State Officers will not travel to or participate in conferences/activities other than scheduled by New Mexico DECA unless written permission is obtained from the Board of Directors.
- 15.3 State Officers who are participating in activities other than those scheduled by New Mexico DECA for which approval has been obtained from the State DECA Advisor, shall travel by means approved by their local school/advisor but under no circumstances will drive their vehicle or vehicles of others. Approved transportation shall be public transportation or vehicle driven by teacher/advisor; vehicle driven by adult sponsor (approved by school); vehicle driven by parent/guardian of officer; or vehicle driven by state officer coordinator.
- 15.4 State Officers will be reimbursed actual cost of bus ticket or gasoline costs if required to travel other than to a DECA conference/activity in which their chapter is participating.
- 15.5 State Officers are required to complete the Delegate Authorization Forms in the appendix for all conferences/activities in which they participate.
- 15.6 State officers living in the host city of a conference may drive their own vehicles if they normally drive in that city with their parent's approval on a regular basis. The local school and the officer's parents are completely responsible for this decision. UNDER NO CIRCUMSTANCES -- will another state officer ride in this vehicle at any time during the conference/meeting. A waiver must be signed and on file in the state office from the parent/guardian.



## SECTION 15----NATIONAL OFFICER CANDIDATE

- 16.1 In the event that New Mexico DECA has a candidate or more than one candidate running for a national officer position, New Mexico DECA will contribute a total of \$1.00 per paid member for that year (not to exceed \$1000 per candidate).
- 16.2 In the event that there is more than one candidate, the contribution will be split evenly between the candidates.
- 16.3 The financial support will come from the membership dues paid by the membership.
- 16.4 Individual chapters may contribute financial support for the candidates.
- 16.5 Individual chapters may contribute support by “in-kind” donation.
- 16.6 Individual chapters may contribute support according to their school district policies.
- 16.7 The following items must be submitted to New Mexico DECA by Dec. 1<sup>st</sup>
  - Your platform
  - Your campaign plans and who will assist you
  - Your campaign booth design
  - Your budget including giveaways and any donations you have secured
  - A first draft of your 5 minutes speech
  - Your personal biography
  - Your resume
  - Your letter(s) of recommendation
- 16.8 The Board may conduct interviews if the following situations occur:
  - More than 2 candidates
  - More than 1 candidate per position

## SECTION 16----MEMBERSHIP

- 17.1 The initial roster will be completed online and submitted to the National DECA Office by November 1 with a CHECK submitted (or purchase order). Advisors will process paperwork in a timely manner.
- 17.2 Additional rosters will be handled in the same manner.
- 17.3 Final membership rosters must be postmarked by the third Monday in January and sent directly to National DECA.
- 17.4 Advisors certify that all students are paid members of both the state and national levels of DECA by submitting their names on conference registration forms. Students deemed to not be members of state and national DECA may be ineligible to advance to the next level of competition - depending on documentation supporting membership. National DECA will make all decisions on eligibility to participate at the national level - assuming a student has competed at the district and state levels and is then discovered to not be a member.

NOTE: It is the responsibility of the chapter advisor to ensure that all students are members and that the dues are paid. DO NOT rely on a bookkeeper or business office to mail check. Although purchase orders are acceptable - students are not members until the check is received in the National Office!

## SECTION 17 -- DR. JAMES E. FINICAL NEW MEXICO DECA QUIZ BOWL

- 18.1 Purpose: The New Mexico DECA Quiz Bowl Competitive Event is intended to stimulate and motivate teams of students to test their acquired knowledge on topics and situations related to marketing education programs.
- 18.2 Description of the Event: Two (2) teams, each composed of up to four (4) DECA members, will participate by giving appropriate responses to questions presented by a moderator. These items may be definition, short answer, or spelling questions. The team responding correctly to the greatest number of questions within a designated time period wins the match. Overall winners will be determined by a series of elimination rounds.
- 18.3 Procedures
- 18.3.1 Each school, with membership of 1-150 members, may enter one (1) team comprising up to four (4) DECA members. Each school, with membership of 151 or more members, may enter two (2) teams comprising up to four (4) DECA members for each team. Initial membership is due to National DECA by November 1. To determine the number of teams each school may enter, only the initial membership roster will be considered. The members of the team may not change during the competition, and no new members may be added. Each school may select its team(s) in the manner that best suits its needs.
- 18.3.2 Team members may compete in one individual event or one team event and the Quiz Bowl at the New Mexico Career Development Conference.
- 18.3.3 Teams will compete in preliminary round(s) prior to the final 4 teams competing with schedules will be selected by random drawing and announced during the orientation meeting.
- 18.3.4 Only two (2) teams are allowed to compete at one time. All team members must report to the holding room at the time posted in the New Mexico Career Development Conference program.
- 18.3.5 No study materials, of any kind, will be allowed in the holding room. During the New Mexico DECA Quiz Bowl competition, no contact is allowed between any team member and their advisor(s), other participants at the New Mexico Career Development Conference, or any audience member.
- 18.3.6 The questions will be developed using the Marketing Education Resource Center test bank and Learning Activity Packages, DECA Direct, National DECA Handbook, The Chapter Management System, and Robert's Rules of Order, Newly Revised. Questions will cover occupational areas taught in marketing education programs and a knowledge of DECA. No study lists will be provided.

- 18.3.7 The questions will not be given to participating teams prior to the competitive event. Judges will be furnished with a copy of the questions.
- 18.3.8 Rulings of the judges will be final.
- 18.3.9 The moderator will present all questions. Five (5) seconds will be allowed after the moderator has finished presenting the questions for a team member to strike the buzzer. The team member who strikes the buzzer first has five (5) seconds, once recognized by the moderator, to give his/her response, without discussion with other team members. No score shall be given unless the moderator first recognizes the team. If a team member strikes the buzzer before the moderator has finished presenting the question, the moderator will stop the reading and call for the response.
- 18.3.10 The timekeeper shall call "TIME" at the end of five (5) seconds after the team member has been recognized if no response is given. Teams will not be permitted to have discussion during the initial question.
- 18.3.11 If the question is not answered at the end of five (5) seconds or is answered incorrectly, the opposing team will be given the opportunity to respond to the question. The question will be repeated for the other team. The opposing team will then have up to five (5) seconds for discussion to produce an answer. The team member striking the buzzer will then have five (5) seconds in which to answer the question. This situation is the only instance in which a question may be repeated unless the judges specifically ask for a question to be repeated.
- 18.3.12 Only the first answer given by the individual first striking the buzzer will be accepted.
- 18.3.13 In the event the judges need to discuss a response, the time clock will be stopped during the consultation and restarted at the end of the consultation.
- 18.3.14 One (1) point is given for each question answered correctly. The team with the highest number of points in the designated time period will be declared the winner of that match. The points shall be kept by the judges on a scoring sheet. An audience tote board also will be provided for the teams and the audience.
- 18.3.15 In the event of a tie score, five (5) tiebreaker questions will be asked, and the team with the highest score will be the winner. This process may be repeated if necessary.
- 18.3.16 If neither team can answer a question correctly during the preliminary rounds, the moderator will not give the correct response. The questions will be retained for further use. Answers may be given during the final rounds.

- 18.3.17 Communication between team members and any member of the audience is not permitted. Any audience member who attempts to communicate with a team member will be required to leave the room.
- 18.3.18 Time periods will be consistent for all teams and based on the number of entrants at the conference. Standard time periods are: All rounds leading to the semi-final round will be three (3) minutes or 25 questions, whichever occurs first; Semi-Final Round will be five (5) minutes or 50 questions, whichever occurs first and Final Round is seven (7) minutes or 50 questions whichever occurs first.
- 18.3.19 Violations – One (1) warning will be given per team; additional offenses, regardless of the offense, will result in a point for the other team.
- 18.3.20 The Chapter Advisor has the authority to remove any member of their Quiz Bowl Team at any time.
- 18.3.21 The winning Quiz Bowl Team will be allowed to attend ICDC in special permission slots if the members did not qualify in their competitive events.

## SECTION 18 -- GOVERNANCE STRUCTURE

- 19.1 The governance structure of New Mexico DECA has the state charter being held by the Public Education Department and represented by the Board of Directors for New Mexico DECA.

## SECTION 20 -- APPENDIX

State Officer Application Information

Delegate Conduct & Medical Forms

New Mexico Competitive Events Guidelines:

Quiz Bowl

Public Speaking Topic

New Mexico Banner Contest Guidelines

Professional Selling Event Guidelines (New Mexico ONLY)

Hospitality & Tourism Professional Selling Event Guidelines (New Mexico ONLY)

Chapter of the Year Application