



Chartered Association Officer Handbook

2020-2021



1500 S Ave. K
ENMU-Station 61
Portales, NM, 88130
www.nmctso.com/deca

Dear Officer Candidate:

Congratulations on considering candidacy for one of New Mexico DECA's Chartered Association Officer Team positions. This is an excellent opportunity to continue to develop the knowledge and skills necessary to become an academically prepared, community oriented, professionally responsible, experienced leader. As an emerging leader, you will become empowered through a collection of experiences to provide effective leadership by practicing goal setting, consensus building and project implementation, while exhibiting ethics, integrity and high standards.

As our primary student brand ambassadors, New Mexico DECA Chartered Association Officers represent a variety of student members to a variety of key stakeholders, including fellow members, advisors, education administrators, business partners, public policymakers and more. Because the service of Chartered Association Officers to the organization is an important commitment, please strongly consider running for state office only if you are organized, are motivated, are eager to work as a team, show initiative and exhibit high moral and ethical standards. Be ready to make DECA your first priority and be willing to present a favorable image on behalf of our organization.

Please review this packet for important information about your role and obligations as a Chartered Association Officer, as well as the election process, and if you're ready to make a serious year-long commitment in a highly visible position, submit your application. Please note two important deadlines:

- Round 1: Official Application, Exam, and Official School Transcript, Resume and all other forms** no later than **January 1**.
- NM DECA Officer Candidate Exam** will be administered in a closed book setting at APS City Center, 6400 Uptown Blvd NE, Suite 100 West, Albuquerque NM 87110 on January 2 and 3, 2021 at 1:00 pm. Students select the day which best fits their needs. A minimum of 70% is required.

Round 2: List of Expenditures/Donations/Receipts, Speech no later than **February 1**.

Good luck!

Christine Phipps
Chartered Association Advisor

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GENERAL INFORMATION

Purpose

This handbook seeks to provide all important information and answer questions concerning eligibility, campaigning, and election procedures which govern the Chartered Association Officer Candidate Election for prospective candidates at the State Career Development Conference (SCDC). Electronic copies are provided to local chapters to distribute to Chartered Association Officer candidates, national officer candidates, campaign managers, voting delegates, and advisors.

Structure

The Chartered Association Officer Team is composed of up to four (4) officers who are elected annually at the State Career Development Conference.

President
Vice President of Membership
Vice President of Community Service
Vice President of Public Relations

Requirements

Based on the NM DECA Constitution and Policies, the following are required for Chartered Association Officers:

- Each school shall be allowed two candidates for state office.
- Chartered Association Officer candidates shall be currently enrolled in an approved marketing education program.
- Candidates may be freshmen, sophomores or juniors.
- Chartered Association Officers must maintain NMAA eligibility requirements.

The Role of a Chartered Association Officer

It is the duty of each of the New Mexico DECA Chartered Association Officers to serve this division in any capacity as directed by New Mexico DECA staff; to promote the growth and development of DECA in accordance with the Program of Leadership during his/her term of office; and to make him/herself available, as necessary, in promoting the general welfare of DECA. A Chartered Association Officer is expected to dedicate their social media networking outlets (Facebook, Twitter, LinkedIn, Instagram, etc.) to communicating messages to their members during his/her term in office.

The average Chartered Association Officer will spend time each week working on Chartered Association Officer program of leadership responsibilities. It is important to realize that although academics remain the number one priority, you will not be able to fall behind in your responsibilities to New Mexico DECA members. Below is a listing of typical responsibilities for Chartered Association Officers.

- Program of Leadership development and implementation
- Maintain regular and timely communication with assigned staff
- Maintain regular and timely communication with team members
- Maintain ongoing communications
 - Monthly individual reports
 - Social media presence

- Keynote address
- Welcome address
- Workshop presentation
- Participate in the monthly Chartered Association Officer meetings
- Travel, as requested, to promote New Mexico DECA at conferences and meetings

Chartered Association Officer Duties/Responsibilities

Below are the duties and responsibilities of each officer:

The President shall:

- Develop agendas for the officer team and for state meetings.
- Communicate regularly with the officer team.
- Delegate responsibilities as necessary.
- Attend meetings of the New Mexico DECA Board of Directors or appoint a delegate to attend in his/her place.
- Represent New Mexico DECA to local chapters and/or outside groups as requested and approved by the Chartered Association Officer Coordinator.
- Be prepared to represent New Mexico DECA as the student leader of the New Mexico delegation at the International Career Development Conference.
- Carry the state flag at the International Career Development Conference at the end of his/her term (at the discretion of the local chapter advisor another Chartered Association Officer may be appointed for this role).
- Develop, with the assistance of the Chartered Association Officers and Chartered Association Officer Coordinator, a program of work.
- Consult regularly with the Chartered Association Officer Coordinator on the progress of the program of work.
- Serve as a role model of ethical, professional, and responsible behavior.
- Attend, at the discretion of the local chapter advisor, the current year International Career Development Conference as a state-officer elect and participate in the Chartered Association Officer Leadership Academy.
- Attend, at the discretion of the local advisor, the Chartered Association Officer Banquet at the International Career Development Conference at the end of his/her term.
- Attend, at the discretion of the local advisor, officer training opportunities.

The Vice President of Membership shall:

- Develop, with the assistance of the Chartered Association Officers and the Chartered Association Officer Coordinator, a program of work.
- Consult regularly with the Chartered Association Officer Coordinator on the progress of the program of work.
- Promote attendance at DECA activities at the local, state and national levels.
- Promote DECA membership at the local, state, and national levels.
- Work with the Chartered Association Officers on statewide communication with local chapters.
- Perform any duties as deemed necessary by the president and/or the Chartered Association Officer Coordinator.
- Represent New Mexico DECA to local chapters and/or outside groups as requested and approved by Chartered Association Officer Coordinator.

- Follow up on activities and check on progress being made.
- Serve as a role model of ethical, professional, and responsible behavior.
- Attend, at the discretion of the local chapter advisor, the current year International Career Development Conference as a state-officer elect and participate in the Chartered Association Officer Leadership Academy.
- Attend, at the discretion of the local advisor, the Chartered Association Officer Banquet at the International Career Development Conference at the end of his/her term.
- Attend, at the discretion of the local advisor, officer training opportunities.

The Vice President of Community Service shall:

- Develop, with the assistance of the Chartered Association Officers and the Chartered Association Officer Coordinator, a program of work.
- Consult regularly with the Chartered Association Officer Coordinator on the progress of the program of work.
- Work with local chapters to encourage participation in chapter projects.
- Act, as necessary, as a student liaison with various charitable organizations
- Promote to local chapters the importance of community service.
- Perform any duties as deemed necessary by the president and/or the Chartered Association Officer Coordinator.
- Represent New Mexico DECA to local chapters and/or outside groups as requested and approved by Chartered Association Officer Coordinator.
- Serve as a role model of ethical, professional, and responsible behavior.
- Attend, at the discretion of the local chapter advisor, the current year International Career Development Conference as a state-officer elect and participate in the Chartered Association Officer Leadership Academy.
- Attend, at the discretion of the local advisor, the Chartered Association Officer Banquet at the International Career Development Conference at the end of his/her term.
- Attend, at the discretion of the local advisor, officer training opportunities.

The Vice President of Public Relations shall:

- Develop, with the assistance of the Chartered Association Officers and the Chartered Association Officer Coordinator, a program of work.
- Consult regularly with the Chartered Association Officer Coordinator on the progress of the program of work.
- Act as a student liaison for the New Mexico DECA Business Partnership.
- Promote New Mexico DECA activities with the media.
- Serve as student editor of the New Mexico DECA newsletter on Highwired.net.
- Perform any duties as deemed necessary by the president and/or the Chartered Association Officer Coordinator.
- Represent New Mexico DECA to local chapters and/or outside groups as requested and approved by Chartered Association Officer Coordinator.
- Follow up on activities and check on progress being made.
- Serve as a role model of ethical, professional, and responsible behavior.
- Attend, at the discretion of the local chapter advisor, the current year International Career Development Conference as a state-officer elect and participate in the Chartered Association Officer Leadership Academy.

- Attend, at the discretion of the local advisor, the Chartered Association Officer Banquet at the International Career Development Conference at the end of his/her term.
- Attend, at the discretion of the local advisor, officer training opportunities.

APPLICATION PROCESS

Application

The Chartered Association Officer candidate must submit the following for the first round by **January 1**:

All of the following materials should be emailed to deca@nmctso.com

- Officer Candidate Check List (*Signed by candidate and advisor*)
- Officer Application <https://tinyurl.com/NMDECAOfficerApp2020>
- Candidate Certification and Agreements
- Chartered Association Officer Calendar (*Chartered Association Officer Candidates only*)
- Local Advisor Guidelines
- Medical Information/Delegate Form
- Resume
- Media Release Form
- Candidate Code of Ethics
- Social Media Contract
- Conditions of Understanding
- Officer Reasons for Removal Form
- Official School Transcript – mailed to state office
 - NM DECA, 1500 S. Ave K, ENMU-Station 61, Portales, NM 88130
- The candidate Exam will be administered in a closed book setting at APS City Center, 6400 Uptown Blvd NE, Suite 100 West, Albuquerque NM 87110 on January 2 and 3, 2021 at 1:00 pm. Students select the day which best fits their needs. A minimum of 70% is required.

Once the entire application has been received and reviewed, students and advisors will be notified by email if they are eligible to continue as candidates for Chartered Association State Officer by January 15.

Only candidates fulfilling the above requirements and making 70% or better on the candidate Exam will be eligible to continue.

Note: Packets must be submitted **January 1. All applications must be submitted once and complete**, absolutely no exceptions will be made.

The Chartered Association Officer candidate must submit, via e-mail, the following for the second round by **February 1**:

- List of Expenditures/Donations/Receipts not to exceed \$100
- Typed, double-spaced copy of speech

These items should be submitted, via e-mail to deca@nmctso.com

Administration of the Candidate Exam

Chartered Association Candidate Exam will be administered in a closed book setting at APS City Center, 6400 Uptown Blvd NE, Suite 100 West, Albuquerque NM 87110 on January 2 and 3, 2021 at 1:00 pm. Students select the day which best fits their needs. Any candidates not passing the exam will be notified by email. A minimum score of 70% is required on the Candidate Exam in order to remain eligible as a candidate. Advisors and candidates will be notified of eligibility two weeks after the submission deadline. Candidate Exams will be administered and graded by a committee of members appointed by the board.

Required Meeting, Conferences and Trainings

The year of serving as a Chartered Association Officer begins as soon as they are elected at SCDC. They are required to attend a Summer Officer training the summer following their election. The officers shall serve from the beginning of the next school term following their election until the close of the international conference for that school term.

A Chartered Association Officer is required to attend several meetings throughout the year:

- Chartered Association Officer Training-Summer after Election
- Fall Leadership Conference (October/November)
- Western Region Leadership Conference-November
 - *Strongly encouraged but not mandatory for Chartered Association Officers to attend. (note: only registration is paid by NM DECA) All other expenses are on the student. If you are planning on running for a National Office, you are required to attend this meeting.*
- State Career Development Conference-February/March
- National Leadership Conference ICDC-April or May
- Monthly Meetings/Conference Calls-Set by Officer Team and Chartered Association Officer Coordinator
- Additional dates and obligations such as chartered association conferences will be provided throughout your year in office.

RULES, REGULATIONS & ELECTION PROCEDURES

All chapters are expected to encourage and observe good taste in the promotion of their candidates so as not to disrupt any planned event of the conference. Because of the “public eye” focused on this event annually, it is absolutely necessary delegates reflect the conduct expected and desired in “putting our best foot forward.”

The following will be strictly adhered to during officer campaigns:

Prior to the State Career Development Conference

- All candidates will complete a CTSO Chartered Association Officer Packet by **January 1**.
- A minimum score of 70% is required on the Chartered Association Candidate Exam in order to remain eligible as a candidate. Advisors and candidates will be notified of eligibility two weeks after the submission deadline. The exam will be graded by a committee of members appointed by the board.

- All candidates must submit a List of Expenditures/Donations/Receipts not to exceed \$100, one Interview-quality resume, and a typed, double-spaced copy of speech by **February 1**.
- Chartered Association Officer Candidates may not purposely campaign outside of their own chapters prior to being announced as an official candidate at the State Career Development Conference.
 - Candidates will be allowed the use of your chapter's DECA website, local newspapers, etc., to announce your candidacy. You are also allowed to mention candidacy on your own personal social networking page, meant for friends and close associates. However, going live with social networking pages, dedicated to your candidacy is not permitted until you are declared an official candidate at SCDC.
 - If you use these media, you must do so with the understanding/risk that these can be accessed by people outside of your chartered association, giving them an advantage in knowing their competition.

Interview

Candidates will interview, prior to campaigning, with a committee of NM DECA Board members or their designees. Candidates will be asked questions pertaining to DECA and their experiences prior to running for office.

Campaigning

- Chartered Association Officer Candidates are encouraged to focus their campaign efforts on their personal brand and qualifications for leadership.
- Candidates are allowed to campaign at the designated time.
- Candidates will have their campaign materials reviewed at the time of check-in at the NM DECA State CDC by a designated member of the board.
- A limit of 1 walk-around item and 1 handout (no chewing gum, open food or perishable items) are allowed for the officer campaign.
- Candidates will not be allowed to distribute any food or beverage items at any time (including having a bowl of candy, popcorn, fruit, etc.).
- **It is a DECA rule that no campaign material can be attached (taped, glued, tacked, hung, stuck) to the walls, floors or other property of the convention center** – even if the campaign team has received permission from convention services. No campaign materials are allowed anywhere in conference hotels (even on the door or window of the candidate's own room). **No stickers** will be allowed unless previously attached to your campaign promotional items.
- It is the responsibility of each candidate to see that ALL campaign material is picked up and removed from the convention center.

Election Sessions

- DECA Professional Dress (Must wear a DECA Blazer) and **all candidates must wear slacks during campaign speeches**.
- 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.

- 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.
- 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.
- Voting delegates must be seated prior to the campaign speeches. Only delegates seated by the established time will be allowed to vote.
- Each chapter shall be allowed two voting delegates.
- 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.
 - Audience will be recorded during the candidate speeches to ensure professional behavior.
- The Chartered Association Officers of this organization shall consist of a President, Vice President of Membership, Vice President of Community Service, and Vice President of Public Relations.

OTHER INFORMATION

Removal from Office

Any Chartered Association Officer can be removed from office at the discretion of the Board of Directors in the event that his/her conduct is in any way detrimental to the DECA organization including the local chapter. The officer may be removed at the discretion of the Chartered Association Officer Coordinator, State Advisor and/or local chapter advisor.

In the event of the removal of a Chartered Association Officer, the Chartered Association Officer Coordinator will either appoint a new officer, or leave the position vacant.

Travel

Chartered Association 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 Chartered Association 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 Chartered Association Officers.

Chartered Association 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.

Chartered Association 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 vehicles of others. Approved transportation shall be public transportation or vehicle driven by teacher/advisor; vehicle driven by adult sponsor (approved by school); or vehicle driven by parent/guardian of officer.

Chartered Association Officers will be reimbursed actual cost of bus ticket or mileage if required to travel other than to a DECA conference/activity in which their chapter is participating.

Chartered Association Officers living in the host city of a conference may drive their own vehicles if they normally drive in that city with their parents' approval on a regular basis. The local school and the officer's parents are completely responsible for this decision.

Financial Responsibilities

NM DECA will provide the following financial support for the Chartered Association Officers:

- DECA Officer Uniform (Blazer becomes the property of the local chapter)
- Small allowance as determined by the NM DECA Board of Directors each year for additional uniform needs
- Name badges
- \$100 allocation to be paid to the chapter for Chartered Association Officer training at ICDC
- All expenses for Chartered Association Officer Training (Emerging Leader Summit or other)
- Registration for Fall Conference
- Registration for Western Region Leadership Conference

New Mexico Activities Association

8.1.3 Co-Curricular Activities: Co-curricular activities are activities that are an extension of classroom instruction which are governed by the Educational Standards for New Mexico Schools or local board policy. Classroom instruction should require no more than twenty (20) hours per month of time for a student outside of the regularly scheduled instructional day for practice, meetings, events or performance. Co-curricular activities are required as part of the course work if a student is to receive credit for the course. Co-curricular activities do not require that students be absent from class other than the sponsoring class for practice, meetings, events or performance. Scholastic requirements do not apply to co-curricular activities held at the school. Students involved in co-curricular activities away from the school must adhere to the same scholastic requirements set forth by the Association for athletic participation. (See 6.2) EXAMPLES: Vocational, fine arts, club activities, field trips

Officer Candidate Checklist

Officer Candidates will be expected to submit a Chartered Association Officer Candidate Packet by the set deadline. The submitted packet should include the following:

- Officer Candidate Check List (*Signed by candidate and advisor*)
- Officer Application <https://tinyurl.com/NMDECAOfficerApp2020>
- Candidate Certification and Agreements
- Chartered Association Officer Calendar (*Chartered Association Officer Candidates only*)
- Local Advisor Guidelines
- Medical Information/Delegate Form
- Resume
- Media Release Form
- Candidate Code of Ethics
- Social Media Contract
- Conditions of Understanding
- Officer Reasons for Removal Form
- Official School Transcript – mailed to state office
 - NM DECA, 1500 S. Ave K, ENMU-Station 61, Portales, NM 88130
- NM DECA Officer Candidate Exam Study Guide (Actual exam will be administered in a closed book setting at APS City Center, 6400 Uptown Blvd NE, Suite 100 West, Albuquerque NM 87110 on January 2 and 3, 2021 at 1:00 pm. Students select the day which best fits their needs. If a student is from outside of the Albuquerque metro area, arrangements will be made for the student to test elsewhere.)

Note: Packets must be submitted by 5:00 pm MST **January 1**. Packets not meeting the deadline will be sent back. **All applications must be submitted once and complete**, absolutely no exceptions will be made.

Please keep copies of all forms for your records.

Candidate Signature

Advisor Signature

Officer Application

<https://tinyurl.com/NMDECAOfficerApp2020>

Candidate Certification

I certify that I am a member in good standing of the _____ Chapter of New Mexico DECA. I also certify that I will be returning as a member of the above chapter next year. I have read and understand **all of the requirements in my Chartered Association Officer Candidate Handbook**, and that all information submitted herein is accurate and correct.

Candidate's Signature

Date

Candidate/Parent Agreement

Candidate/Parent Agreement

If elected, I will attend the required National Leadership Conference, attend all national meetings, adhere to the Code of Ethics, actively serve in office to the best of my ability, abide by the Constitution and policies of the New Mexico DECA and be a student member.

My parents/guardians and I understand the obligations of serving as a New Mexico Chartered Association Officer/National Candidate - being enrolled in a Career Technical Education class which aligns with my organization or serving as a lab assistant for my chapter advisor during my term of office, attending all meetings or conferences as listed on the Officer Calendar or any other meetings called during my term of office. We further assume the responsibility for all personal expenses, and those not paid by the local, district, or state association. The state or local association will not be held responsible in the event of an accident. If elected, I will serve to the best of my ability and will resign if I fail to fulfill my responsibilities. **Failure to perform to expected standards will obligate repayment of all finances as indicated in my CTSO Policies and Procedures and/or removal from office at the Board's discretion.** I further understand that I will be a role model and spokesperson for my organization and will conduct myself accordingly throughout my term of office at all times. I will abide by the constitution and by-laws of my state organization. Furthermore, I will maintain the grade point delineated in the officer's application for my CTSO.

Candidate's Signature

Date: _____

Parent/Guardian's Signature

Date: _____

Advisor/Principal Agreement

Advisor/Principal Agreement

The above candidate is a member in good standing of the _____ Chapter of New Mexico DECA. To the best of my knowledge, all information submitted on, with, or attached to this nomination form is factual and exists as presented. The candidate is enrolled in a state-approved marketing education program.

We understand the commitments inherent in this office and pledge our support and assistance if the candidate is elected. Obligations include attendance at all required meetings (an estimated 22 days, counting those during the summer). By signing below, the advisor and administrator pledge to provide guidance and direction to the candidate during the tenure of office, and understand that the local chapter must remain in good standing with the State and National offices of the Association or the candidate will be asked to resign from office.

Local Advisor's Signature

Date

Principal's Signature

Date

Chartered Association Officer Calendar

If elected as a Chartered Association Officer, I agree to participate in the following events:

Summer 2021	Officer Training	All Officers
October/ November	Fall Conference	All Secondary Officers
November	Western Region Leadership (State covers registration only)	All Officers (Airfare, hotel, food chapter or officer pays)
January/February	CTSO Day Santa Fe	All Secondary Officers
February	State Career Development Conference (SCDC)	All Officers
April/May	International Career Development Conference (ICDC) (\$100 towards registration by state)	All Secondary Officers (Travel, hotel, meals by chapter or officer)

Monthly meetings will be set up by the Chartered Association Officer Coordinator; these may be in person or via electronic means. Other events may be added at the Chartered Association Officer Coordinator's discretion.

I have read and understand the information above.

_____ Date: _____
Student's Signature

_____ Date: _____
Local Advisor's Signature

_____ Date: _____
Administrator's Signature

_____ Date: _____
Parent/Guardian's Signature

Local Advisor Guidelines

We appreciate your support in running a candidate for office! You play a key role in developing our officer candidates. In fact, your student is most likely enthusiastic about leading our organization because of the encouragement they received from you! However, having an officer also requires the commitment and dedication of the local advisor. Please review the following and sign the form below to indicate you are aware of your advisor responsibilities in sponsoring an officer candidate:

1. I agree to run only candidates that I feel have the character and maturity to lead DECA as an officer. I also pledge to encourage our DECA chapter to fully support our officer during his/her term in office. I have discussed the CHARTERED ASSOCIATION OFFICER RESPONSIBILITIES with my candidate and feel confident that they are capable of successfully performing all the required tasks.
2. I agree that if my student is to win an office, we will review the officer schedule frequently and I will strongly recommend that he/she make DECA activities a top priority. We have reviewed the OFFICER CALENDAR and he/she understands that failure to attend required meetings may result in removal from office.
3. I will communicate in a timely manner with the State Advisor, Chartered Association Officer Coordinator, and Board of Directors to help my student fulfill his/her officers' duties.
4. I will assist my student in returning articles and other officer materials to the Chartered Association Officer Coordinator in a timely manner.
5. I will discuss travel arrangements with my officer (see the "Officer Calendar") and travel with him/her when necessary. I understand the school is responsible for providing transportation to activities. I have also discussed with this candidate's parent/guardian the travel requirements of the job and we feel that this candidate is capable of traveling unassisted on airlines or we agree to accompany them at our expense when traveling to required events.

We appreciate the valuable role DECA advisors have in forming our Chartered Association Officer team. The future success of DECA depends upon your ability to recognize leadership skills in your students! Thank you for your support!

Local Advisor's Signature

Date

Delegate Conduct and Medical Form

Please follow the link below to access the form

<http://nmctso.com/deca/officers/>

Media Release Form

I grant permission to DECA, New Mexico Association, to use my child's name and/or photographs for use in organization publications, such as, but not limited to, recruiting brochures, newsletters, and websites, and to use said name and/or photographs on display boards, and to use my name and/or photographs in electronic versions of the same publications or on the New Mexico DECA website or other electronic forms or media.

I hereby waive any right to inspect or approve the finished photographs or printed or electronic matter that may be used in conjunction with them now or in the future, whether that use is known to me or unknown, and I waive any right to royalties or other compensation arising from or related to the use of the photograph.

I hereby agree to release, defend, and hold harmless DECA, including any firm publishing and/or distributing the finished product in whole or in part, whether on paper or via electronic media, from and against any claims, damages and liability arising from or related to the use of the photographs or information, including, but not limited to, any misuse, distortion, blurring, alteration, optical illusion or use in composite form, either intentionally or otherwise, that may occur or be produced in taking, processing, reduction or production of the finished product, its publication or distribution.

I am the parent or legal guardian of the below named child. I have read this release before signing below, and I fully understand the contents, meaning, and impact of this release. I understand that I am free to address any specific questions regarding this release by submitting those questions in writing prior to signing, and I agree that my failure to do so will be interpreted as a free and knowledgeable acceptance of the terms of release.

Officer Candidate's First and Last Name: _____

Parent/Legal Guardian's Name (Please Print): _____

Parent/Legal Guardian's Signature: _____

Date: _____

Candidate Code of Ethics

As a Chartered Association Officer of a New Mexico Career and Technical Student Organization, I understand and agree to the following Code of Ethics:

- I will refrain from possessing or partaking of any illegal drug, alcohol or tobacco, vape pens (if prohibited by NMAA regulation and/or my organization) while participating in an official or assigned organization activity.
- I will not engage in any public display of affection with any person while attending any official function or performing a Chartered Association Officer duty.
- I will follow all instructions issued by any individual who is responsible for me.
- I will wear the official dress of my organization while representing my organization.
- I will maintain proper dress and good grooming on all occasions.
- I will maintain a cooperative attitude while participating in any official organization activity.
- I will use wholesome language in all speeches and informal conversations.
- I will avoid all places or activities in which my presence could raise questions of my moral integrity and character.
- I will avoid participating in and actively discourage any conversations which belittle or downgrade fellow CTSO members, officers and adults.
- I will treat all members equally and not favor one member or officer over another.
- I will behave in a manner which conveys and commands respect without any air of superiority.
- I will maintain dignity while being personable, concerned and interested in fellow members.
- I will abide by all policies and procedures relating to officers and members as indicated in my organization's Policies and Procedures Manual and Delegate Guidelines.
- I will abide by all rules and regulations established for my organization.
- I will not deface or steal property of any kind. I will pay for or replace any property damaged by my actions.
- I will not possess any type of weapon or take any action causing bodily harm or fear of life to any person.
- Students of the opposite sex shall not be permitted to be in the same room unless accompanied by school approved chaperone.
- Sexual conduct, material and/or behavior are prohibited.
- I will observe all curfews established for each activity.
- I will respect all persons with whom I come into contact. This includes keeping the noise level in my room inaudible to anyone passing in the hallway, ceasing all room-to-room telephone calls at curfew.
- I will immediately separate myself from any situation in which a violation of this code of ethic has occurred and report the violation to an adult. This includes situations in which I was not present, but have direct knowledge of.
- I will observe all penalties for violations of this code of ethics imposed at the discretion of my advisor, state management team, Chartered Association Officer coordinator, school officials and/or Board of Directors.
- As an officer of my CTSO, I will represent my organization, state with respect. This means that, for my term of office, any content I post on any social media sites and my email address must be reviewed by an authorized adult such as my advisor, parent or guardian. I also understand that these sites will be monitored and I may be requested to remove material. If I fail to do so and post inappropriate or unapproved material, I will be on probation as an officer and subject to the consequences of my advisor, school or state advisor.

Candidate's Signature

Date

Parent/Guardian's Signature

Date

Officer Social Media Contract

If elected as an officer, you will be representing not only the state and chapter you are from, but you also serve as a brand ambassador for New Mexico DECA and are expected to portray yourself, and the organization, in a positive manner at all times. You are also responsible for completing your assigned duties through DECA social media bases. As an officer, you must read and sign this contract acknowledging the Officer's Responsibility to use Social Media responsibly and with accountability as a member of the Officer Team.

All Officers are required to comply with the following:

- Responsibilities
 - Complete all assigned social media postings and planning in a timely manner
 - Maintain and reflect the positive professional image of New Mexico DECA
 - Interact with all membership on DECA Professional accounts
 - Post appropriately, respectfully, and thoughtfully
- Tentative Do's & Don'ts

Do's	Don'ts
Follow NM DECA social media platforms as well as allow NM DECA Staff to follow you	Block NM DECA Staff from viewing your posts
Positively interact with membership using professional and encouraging language	Use any derogatory language, remarks, or profanity
Keep personal views off of all DECA Accounts	Express any controversial viewpoints (ex. politics)
Immediately remove anything when asked to do so	Involve yourself with alcohol or drugs, including liking and quoting such references.
Complete all assigned postings	Forget and/or ignore your responsibilities
Be your professional self and share DECA news through all social media bases supported by DECA	Share any account information to those not on the team
Think twice before posting or putting yourself in inappropriate positions	Have incrimination, violence, any form of nudity, inappropriate gestures, etc. on social media
Other items may be added at the Chartered Association Officer Coordinator's discretion	

By signing this Social Media Agreement, you are stating that you will follow the rules indicated above and you understand that disciplinary actions may be imposed for failure to comply with those rules.

Officer Candidate Signature

Local Advisor Signature

Parent/Guardian Signature

Conditions of Understanding

We, the candidate, chapter advisor, parents and school administrator, understand that:

1. The official term of office will begin immediately following the state conference in which the officer was elected until the end of the following state conference.
2. At the local chapter advisor's discretion, the officer may attend the current year International Career Development Conference as a Chartered Association Officer-elect and participate in the Chartered Association Officer Leadership Academy. (An officer-elect may be able to attend only portions of the Academy if he/she is also competing in an event).
3. At the local chapter advisor's discretion, the officer may attend the Chartered Association Officer Banquet at the International Career Development Conference at the end of the officer's term of office.
4. The current New Mexico DECA Constitution/Policy Handbook defines financial reimbursement of Chartered Association Officers as well as other information pertaining to Chartered Association Officers. (Reference Section 8, State Association Finances)
5. Any activity attended outside of the official term will be the total responsibility of the local school.
6. The officer will meet with the other Chartered Association Officers at a time and place identified by the Chartered Association Officer Coordinator at the beginning of the official term to plan a program of work.
7. Regular meetings with the Chartered Association Officer Coordinator and the Chartered Association Officer team will occur throughout the term of office.
8. The officer candidate will adhere to the campaign rules and election procedures as stated in the New Mexico DECA Constitution/Policy Handbook. (Reference Section 11, Election Procedures and in the Chartered Association Officer Candidate Handbook).
9. The officer candidate will adhere to the NMAA regulations and policies. This includes a strict no smoking policy. E-cigarettes are included in no smoking policy. (Vape, Juul, etc.)
10. A candidate may be disqualified by a majority vote of the New Mexico DECA Board of Directors if any behavior or actions are deemed to be unethical, unprofessional, and/or irresponsible.
11. Approval for attendance of each individual Chartered Association Officer at DECA conferences is the total responsibility of the local chapter advisor.
12. The officer will adhere to the Chartered Association Officer Travel Policy as defined in Section 15 of the NM DECA Policy Handbook.

My signature below certifies that I have read and understand the entire DECA Chartered Association Officer Candidate Handbook.

Candidate Signature

Date

Parent/Guardian Signature

Date

Local Chapter Advisor Signature

Date

School Administrator Signature

Date

Officer Reasons for Removal Form

Any officer may be declared “inactive” and/or removed from office in the following situations.

Declaration of “inactive” status and possible removal from officer for:

1. Any Chartered Association Officer who fails to adequately perform the duties of the office will be removed from office.
2. Any Chartered Association Officer member who fails to attend any announced meeting without just cause (illness, death in immediate family, or an unforeseen emergency) shall be placed on probation for a period of time to be determined by the Board of Directors.
3. Any Chartered Association Officer whose behavior, while in the performance of duties, is contrary to published rules of conduct or whose behavior is injurious to the image of this association shall be removed from office.
4. A Chartered Association Officer who fails to maintain NMAA requirements shall be placed on probation for one grading period. Failure to bring up grades shall result in removal from office.
5. Removal from office carries the obligation of repayment of chapter, district, and state funds used to maintain the executive council member in office.
6. The executive board members shall be convened to assess each case which may result in removal from office.
7. Any Chartered Association Officer who resigns or is removed from office, and wishes to run again will need to submit an appeal to the NM Board of Directors prior to the application deadline.

Immediate and automatic removal from office for:

1. Failure to adhere to the Code of Ethics
2. Failure to adhere to Policy and Procedures.

I fully understand the possible causes for removal from office, rules, regulations, conditions, and directions set forth by the Policies and Procedures for DECA as well as the Chartered Association Officer Coordinator.

I understand, if removed, I will immediately return all materials purchased by NM DECA. This includes: Chartered Association Officer uniform, Chartered Association Officer pin, polo’s, etc.

Date: _____

Officer Candidate Signature

Parent/Guardian Signature

Local Advisor Signature

NM DECA OFFICER CANDIDATE EXAM STUDY GUIDE

INSTRUCTIONS:

Complete your answers on this guide. THIS IS NOT THE EXAM!

Exam administration will take place at 1:00 pm on January 2 and 3, 2020. Students select the day which best fits their needs.

Location to complete exam: APS City Center, 6400 Uptown Blvd NE, Suite 100 West, Albuquerque NM 87110

If the candidate is not local to the Albuquerque-Rio Rancho area, chapter advisor and the advisor mentor will come to an agreement on the administration of the exam.

PART I:

Questions	Answers
1. What is the name of the Executive Director of International DECA? (1 point)	
2. What is the name of the Association Advisor of NM DECA? (1 point)	
3. Name the five (5) international officers of DECA. (5 points)	
4. Name the current NM DECA officers. (4 points)	
5. How many active chapters are in NM DECA? (1 point)	
6. How many districts are in NM DECA? (1 point)	
7. Name four (4) of the CTSOs in NM (4 points)	
8. Name the four (4) regions of DECA (4 points)	
9. What region is NM DECA in? (1 point)	
10. Where is the International Career Development Conference (ICDC) in 2021? (1 point)	
11. Name 2 of the Principles of Business Administration Events. (2 points)	
12. Name 3 of the Team Decision Making Events (3 points)	

13. Name 5 of the Individual Series Events (5 points)	
14. Name 2 of the Business Operations Research Events (2 points)	
15. Name 2 of the Project Management Events. (2 points)	
16. Name 2 of the Entrepreneurship Events. (2 points)	
17. Name 2 of the Integrated Marketing Campaign Events (2 points)	
18. Name 2 of the Professional Selling and Consulting Events, (2 points)	
19. Name 2 of the Online Events. (2 points)	

PART II: SHORT ESSAY- Grammar and punctuation will be taken into account as part of the grade, since excellent written communication skills are an important part of a Chartered Association Officer's job. Answer the following in the space provided.

When DECA creates recruiting materials, there are at least 4 groups that need to be addressed: students, parents, school administrators and potential DECA advisors. All of these need to be convinced that joining DECA or having a DECA presence at the school is beneficial. What do you think is the most important message for each of these groups? Make sure that you have at least one different message for each. Back each message up with the reasons it is important. Are there any other stakeholders that should be addressed as far as explaining the importance of DECA is concerned? If so, add to the list.

Rubric for Essay	Yes	No
Addressed Students	0	5
Addressed Parents	0	5
Addressed School Administrators	0	5
Addressed potential DECA Advisors	0	5
Mechanics of writing (grammar, punctuation, spelling)	0	5
TOTAL POINTS		

