



NEW MEXICO
DECA[™]

NATIONAL OFFICER
HANDBOOK

2022-23

General Information

Purpose

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

At the CDC, candidates will campaign to be a National Officer Candidate from New Mexico. At the conference, up to two National Officer Candidates from the Secondary Division will be elected to represent NM DECA as National Officer Candidates at the International Career Development Conference. Those elected candidates will then campaign at the ICDC and follow all campaigning rules and guidelines in the National Officer Handbook. The handbook will be posted on www.deca.org.

Executive Officer Team

Elected representatives for the Collegiate and High School Divisions; act as liaisons between DECA Inc. and the student members and serve as ambassadors for DECA programs and membership development. Offices available for the high school division include president and a vice president representing each of the four regions.

Executive Council

Made up of the executive student officers of the High School and Collegiate Divisions, this council makes recommendations to DECA staff and to the Board of Directors of DECA Inc. regarding student programs and services.

Structure

National Secondary Division: The Executive Council is composed of five officers, President, Western Region Vice President, Central Region Vice President, North Atlantic Vice President and Southern Region Vice President.

New Mexico National Officer Candidates: New Mexico DECA can send up to two National Officer Candidates. All NM National Officer Candidates must have approval from the Chartered Association Advisor and the Board of Directors to run.

The Board may conduct interviews if the following situations occur:

- More than 2 candidates
- More than 1 candidate per position

Candidates for NM National Officer Candidate must be a Junior or Senior when running for office.

Each chapter may have a maximum of one National Officer Candidate per school. The Chapter Advisor is the only person authorized to determine which students may be declared applicants for NM National Officer Candidate.

Candidate Information

Application Qualifications

The student candidate for National Officer Candidate must meet the specific qualifications below:

Paperwork Deadline

The candidate must submit the following items to the Chartered Association Office by January 1:

- 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
- Leadership Experience at the state level. A summary of what you have done as a chapter or state officer. Including but not limited to chapter outreach, social media participation, and officer meetings.
- List of Leadership Training/Development that you have attended.

Approval of Local Chapter

The candidate must have written approval from their Local Chapter Advisor and Principal.

Approval of Chartered Association

The candidate must have written approval of the Chartered Association through the Chartered Association Advisor. All Candidates must be approved by the Chartered Association Advisor before being recognized as a NM National Officer Candidate.

Membership

The candidate must be a current, dues-paid, active member in good standing at the Chartered Association and National levels.

Leadership Experience

The candidate must be currently serving (or have served) as an elected officer of DECA at one of the following levels: (1) Chapter or (2) Chartered Association. A National Officer may not serve as a chartered association officer in conjunction with the national officer team. Attendance at the Western Region Leadership Conference is required.

Enrollment

The candidate must be currently enrolled, or previously enrolled, in a marketing program.

Application Procedures

- Candidates will campaign for the opportunity to serve New Mexico DECA.
- The candidate will present to the NM DECA Board of Directors at the January Board meeting.
- The candidate will keep a copy of all paperwork and bring with them to the January Board Meeting.

Application Process

- A slate of up to two Secondary National Officer Candidates will be chosen to represent NM DECA.
- National Officer Candidates will be evaluated on the following criteria:
 - Officer Election Packet
 - Presentation to the NM DECA Board
 - Interview
 - DECA Knowledge Test
 - Delegation Votes
 - Campaign Speech

Application Review

- Each candidate's application form and materials will be carefully reviewed for accuracy and completeness.
- Candidates who submit an **incomplete** or **late** application forms and materials **WILL BE automatically eliminated from consideration as a candidate.**

Notification of Eligibility

- All candidates will receive notification from the Chartered Association Office concerning the status of their application for National Officer Candidate candidacy.
- Notification will be made by the Chartered Association Office to the national officer candidate and the Local Chapter Advisor via email correspondence.
- Notification will be made **two weeks prior to the set Board Meeting in January.**

Following notification of eligibility, the candidate will:

- Again, thoroughly review all information contained within this Handbook;
- Prepare campaign materials, including speech.
- Prepare and type a list of detailed expenditures for campaign materials.
- Attend all campaign/election sessions and activities at the Chartered Association Career Development Conference.
- Be prepared to give campaign speech during the Officer Election Session during the Chartered Association Career Development Conference.

Officer Candidate Checklist

Officer candidates will be expected to submit an Officer Candidate Packet by **January 1**. The submitted packet should include the following:

Officer Candidate Packet:

- Officer Candidate Checklist (signed by candidate and advisor)
- 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
- Candidate Certification and Agreements

Note: Packets must be sent to the chartered association office by **January 1**. Packets not meeting deadline will be returned. **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

Candidate Certification

I certify that I am a member in good standing of the _____ Chapter of 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 National 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 International 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 DECA and be a student member.

My parents/guardians and I understand the obligations of serving as a New Mexico State 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 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 business/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. 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: _____