

2024-2025



NEW MEXICO

DECA

**CHARTERED ASSOCIATION
EXECUTIVE COUNCIL
OFFICER HANDBOOK
& APPLICATION**



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 15.**
- NM DECA Officer Candidate Exam** will be administered in a closed book setting. The exam will be administered by January 31. 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 15.**

Good luck!

Christine Phipps
Chartered Association Director

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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 Chartered Association Career Development Conference (CDC). 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 six (6) officers who are elected annually at the Chartered Association Career Development Conference.

President
Vice President of Leadership
Vice President of Career Development
Vice President of Community Service
Vice President of Social Media
Vice President of Hospitality

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 chartered association 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 presentations
- 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:

President	
	<ul style="list-style-type: none"> Practices the “Entrepreneurial” and “Management” elements of DECA’s Mission Statement Responsible for connecting members and establishing the association’s vision, management, and organization that ensures each association officer has the training, support, accountability, and resources to deliver a powerful DECA experience for each DECA member Works closely with the Chartered Association Officer Coordinator and association officers to ensure that the program of leadership is being implemented Act as a student liaison for the New Mexico DECA Business Partnership Act as the primary brand ambassador and makes as many in-person and/or electronic appearances as possible on behalf of New Mexico DECA Works with the Chartered Association Coordinator to establish agendas prior to all meetings and training sessions and set meeting times and location Uses leadership skills and vision to inspire all New Mexico DECA members Attend meetings of the New Mexico DECA Board of Directors or appoint a delegate to attend in his/her place Maintain regular and timely communication with team members, Chartered Association Officer Coordinator, and Association staff Be prepared to represent New Mexico DECA as the student leader of the New Mexico delegation and carry the state flag at the International Career Development Conference at the end of his/her term Regular social media presence Workshop planning and presentations Attend, at the discretion of the Association Officer Coordinator and NM DECA, officer training opportunities Attend the monthly CTLP Presidents Meetings
Vice President of Leadership	
	<ul style="list-style-type: none"> Practices the “Emerging Leaders” element of DECA’s Mission Statement Responsible for all leadership activities Functions in the absence of the President and performs other duties as directed by the President Prepares to assume the duties and responsibilities of the President should the need arise Maintains documented records of discussions and decisions at meetings and training sessions, and records written minutes of all Association Officer Team group efforts Works closely with the Chartered Association Officer Coordinator and association officers to ensure that the program of leadership is being implemented Act as a student liaison for the New Mexico DECA Business Partnership Plans, organizes, and implements an association-wide community service project

	<p>including publicity needed in order to convey information to chapters, regions, and the business community</p> <ul style="list-style-type: none"> ● Maintain regular and timely communication with team members, Chartered Association Officer Coordinator, and Association staff ● Regular social media presence ● Workshop planning and presentations ● Attend, at the discretion of the Association Officer Coordinator and NM DECA, officer training opportunities
Vice President of Community Service	
	<ul style="list-style-type: none"> ● Practices the “Service” element of DECA’s Mission Statement ● Responsible for chapter participation, preparation, and performance in community service events ● Plans, organizes and implements an association-wide project which will lead to improving service skills DECA members across the association ● Act as a student liaison for the New Mexico DECA Business Partnership ● Maintain regular and timely communication with team members, Chartered Association Officer Coordinator, and Association staff ● Regular social media presence ● Workshop planning and presentations ● Works closely with the Chartered Association Officer Coordinator and association officers to ensure that the program of leadership is being implemented ● Attend, at the discretion of the Association Officer Coordinator and NM DECA, officer training opportunities
Vice President of Career Development	
	<ul style="list-style-type: none"> ● Practices the “Marketing” element of DECA’s Mission Statement ● Responsible for initial member recruitment, branding, and promotions at the local, association, and national levels ● Uses organizational skills in order to maintain a clear written record of the Association Officer Team’s efforts on an annual basis ● Act as a student liaison for the New Mexico DECA Business Partnership ● Plans, organizes, and implements association-wide integrated marketing communications strategy in order to convey information from chapters, regions, and the business community ● Maintain regular and timely communication with team members, Chartered Association Officer Coordinator, and Association staff ● Regular social media presence ● Workshop planning and presentations ● Works closely with the Chartered Association Officer Coordinator and association officers to ensure that the program of leadership is being implemented ● Attend, at the discretion of the Association Officer Coordinator and NM DECA, officer training opportunities

Vice President of Social Media	
	<ul style="list-style-type: none"> Practices the “Communications” element of DECA’s Mission Statement Responsible for association social media presence and development of plan efforts Plans, organizes, and implements an association-wide project designed to stimulate stronger partnerships between DECA and business leaders across the association Act as a student liaison for the New Mexico DECA Business Partnership Maintain regular and timely communication with team members, Chartered Association Officer Coordinator, and Association staff Regular social media presence Workshop planning and presentations Works closely with the Chartered Association Officer Coordinator and association officers to ensure that the program of leadership is being implemented Attend, at the discretion of the Association Officer Coordinator and NM DECA, officer training opportunities
Vice President of Hospitality	
	<ul style="list-style-type: none"> Puts into practice the “Hospitality” element of DECA’s Mission Statement Responsible for connecting members to a welcome, value-filled and fun educational experience Act as a student liaison for the New Mexico DECA Business Partnership Plans, organizes, and implements an association-wide project in order to increase existing chapters’ activities and membership levels as well as establish new chapters in schools without current DECA chapters Creates an association-wide membership campaign Maintain regular and timely communication with team members, Chartered Association Officer Coordinator, and Association staff Regular social media presence Workshop planning and presentations Works closely with the Chartered Association Officer Coordinator and association officers to ensure that the program of leadership is being implemented Attend, at the discretion of the Association Officer Coordinator and NM DECA, officer training opportunities

APPLICATION PROCESS

Application

The Chartered Association Officer candidate must submit the following for the first round by January 15:

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

- Officer Candidate Checklist (*Signed by candidate and advisor*)
- Candidate Certification and Agreements
- Chartered Association Officer Calendar (*Chartered Association Officer Candidates only*)
- Local Advisor Guidelines
- Medical Information/Delegate Form
- Resume PDF
- Media Release Form
- Candidate Code of Ethics
- Social Media Contract
- Conditions of Understanding
- Officer Reasons for Removal Form
- Chartered Association Council Candidate Agreement
- Official School Transcript
 - The candidate exam will be administered in a closed book setting. The exam will be administered by January 31. 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 Officer by January 31.

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 15. 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 15**:

- 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. The exam will be administered by January 31. 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 Meetings, 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:

- April 27-30, 2024 | EMPOWER Academy at ICDC (if the officer is attending ICDC)
- June 2-6, 2024 | Chartered Association Officer Training-Summer after election
- TBD | Emerging Leader Summit Virtual training
- July 12-14, 2024 | Emerging Leader Summit
- October/November 2024 | Fall Leadership Conference
- November/December 2024 | Western Region Leadership Conference/Power Trip
 - 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.
- January 2025 | District 2 Awards Session, UNM Popejoy
- February/March 2025 | Chartered Association Career Development Conference
- April 26-29, 2025 | National Leadership Conference ICDC
- Monthly Meetings/Conference Calls-Set by Officer Team and Chartered Association Officer Coordinator
- Monthly CTLP Presidents Zoom Meeting for President only
- 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 Chartered Association Career Development Conference

- All candidates will complete a CTSO Chartered Association Officer Packet by **January 15**.
- 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 in PDF, and a typed, double-spaced copy of speech by **February 15**.
- Chartered Association Officer Candidates may not purposely campaign outside of their own chapters prior to being announced as an official candidate at the Chartered Association 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 CDC.
 - 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 Chartered Association CDC by a designated member of the board.
- 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 Chartered Association President in alphabetic order by last name. 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 Chartered Association President will stand and introduce the next candidate.
- After all campaign speeches are complete--the Chartered Association 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 Leadership, Vice President of Career Development, Vice President of Community Service, Vice President of Social Media and Vice President of Hospitality.

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, Chartered Association Advisor and/or local chapter advisor.

Officers will follow an Accountability Tracker Merit/Demerit system that is included in the attachments to this handbook. The merit/demerit system is a method that establishes structure and accountability. It holds the Chartered Association Officer responsible for their actions and helps maintain a dedicated officer who is taking care of their duties.

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 Chartered Association 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
 - 2 professional outfits—uniform for the team
 - Casual pants—khaki pants
 - DECA Blazer
- Name badges
- Registration allocation to be paid for 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/Power Trip Conference

NMAA Policy-Co-Curricular Activities

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 performances. 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 performances. 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 an Officer Candidate Packet by the set deadline. The submitted packet should include the following:

Officer Candidate Packet:

- Officer Candidate Checklist (*Signed by candidate and advisor*)
- Candidate Certification and Agreements
- Chartered Association Officer Calendar (*Chartered Association Officer Candidates only*)
- Local Advisor Guidelines
- Medical Information/Delegate Form
- Resume PDF
- Media Release Form
- Candidate Code of Ethics
- Social Media Contract
- Conditions of Understanding
- Chartered Association Council Candidate Agreement
- Officer Reasons for Removal Form
- Official School Transcript
- NM DECA Officer Candidate Exam Study Guide
 - Actual exam will be administered in a closed book setting. The candidate exam will be administered by January 31. Students select the day which best fits their needs. A minimum of 70% is required.

Note: Packets must be submitted by 5:00 pm MST ***January 15***. 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



Candidate Certification

I certify that I am a member in good standing of the _____ Chapter of NMDECA. 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 Office 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 NMDECA. 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 vocational business and/or office 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) which the Chapter Advisor shall attend as well and assist in obtaining finances to attend the required National Leadership Conference (approximately \$1,500). 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 tentative events:

Summer Leadership Training	Portales, New Mexico June 2-6, 2024 All Officers
Monthly Meetings	TBD All Officers
Monthly Presidents Meetings	Zoom TBD President Only
ELS Virtual Pre-Training	Virtual TBD All Officers
ELS In Person Training	Nashville, Tennessee July 12-14, 2024 All Officers
Fall Leadership Rallies	Varies October/November 2024 All Secondary Officers
Western Region Leadership/PowerTrip	Varies November 2024 All Officers (Airfare, hotel, food-chapter or officer pays)
District 2 Conference	UNM Popejoy January 2025 All Officers
State Planning Meeting	Santa Fe, NM January 2025 All Officers
CTSO Day-Santa Fe	Santa Fe, NM January/February 2025 All Officers
Career Development Conference (CDC)	Albuquerque, NM February/March 2025 All Officers
International CDC (ICDC)	Orlando, Florida April 26-29, 2025 All Officers

Monthly meetings will be set up by the Chartered Association Council Coordinator; these may be in person or via electronic means.

Other events may be added at the Chartered Association Council 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 Chartered Association 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 Chartered 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, chartered association 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 chartered association 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 chartered association conference in which the officer was elected until the end of the following association career development 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, Chartered 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 leadership.
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 Chartered Association officer may be declared “inactive” and/or removed from office in the following situations.

Officers will follow an Accountability Tracker Merit/Demerit system that is included in the attachments to this handbook. The merit/demerit system is a method that establishes structure and accountability. It holds the Chartered Association Officer responsible for their actions and helps maintain a dedicated officer who is taking care of their duties.

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 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 Trustees.
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 a 3.0 grade average or above 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 NMDECA 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!**

The candidate exam will be administered in a closed book setting. The exam will be administered by January 31. A minimum of 70% is required. Students select the day which best fits their needs.

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 Chartered Association Advisor of NM DECA? (1 point)	
3. Name the international officers of DECA. (5 points)	
4. Name the current NM DECA Chartered Association 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 2024? (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 considered 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		

Expenditures/Campaign Expenses

Candidate Name: _____

Officer Campaign Expense Report					
	Item Description	# of Units	Qty. Description	Cost per Unit	Total Cost
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
Total Expenses					

I verify this report is true and factual and that I will not receive reimbursements for my expenses.

_____ Date: _____
Officer Candidate Signature

_____ Date: _____
Campaign Manager Signature

_____ Date: _____
Local Advisor Signature

The completed Campaign Expense Report
needs to be emailed to deca@nmctso.com by February 15.

Chartered Association Council Candidate Agreement

Becoming a Chartered Association Council member requires a commitment on the part of all parties concerned. In order to make that commitment, each party must understand their responsibility to this leadership training experience. In order for a candidate to be eligible for office, all parties indicated must sign this agreement. Chartered Association Council candidates should understand that, if elected, attendance at all Chartered Association Council meetings and activities is mandatory and that failure to attend any of these meetings can result in their removal from office, with the exception of emergencies/unsafe traveling conditions. They should also understand that they may be removed from office if in the opinion of the State Management Team they fail to comply with Chartered Association Council responsibilities/assignments or participate in activities/conduct which would reflect negatively on New Mexico DECA or the Chartered Association Council Team.

If elected, the candidate agrees to:

- Attend and participate in all meetings (including, but not limited to, Chartered Association Council meetings, Chartered Association Council training's, district, regional, state and International conferences) and attest that; "I fully understand the responsibilities and obligations of the position I seek and, if elected, will carry them out to the very best of my ability. I further understand that if, in the opinion of the majority of the Management Team, Chartered Association Council Coordinator, or the State Director, if I fail to fulfill my responsibilities and obligations of office, and/or if I violate the New Mexico DECA Conduct Code, I can be removed from office.
- Perform to the best of his/her ability the duties of the elected office.
- Maintain a GPA of 3.0 or better based on a 4.0 scale during their term of office with no F's in any class.
- Maintain active membership in a Secondary chapter by signing up for membership and paying national and state dues
- Participate in ALL activities scheduled by the State Director, Chartered Association Officer Coordinator, or Local Chapter Advisor

The Parent(s) and Candidate Agree To:

1. Authorize the release of scores received for the Chartered Association Council Candidate Exam to the members and advisors.
2. Pay for certain costs associated with being a Chartered Association Council as may arise throughout the year.

The Parent(s) Agree To:

1. Permit the candidate to participate in all scheduled New Mexico DECA activities, Chartered Association Council meetings, chapter visits, and other official Chartered Association Council duties.
2. If the student is elected, permit, and in the case of parents, authorize the student to visit New Mexico schools and participate in New Mexico DECA chapter activities for the purpose of conducting official DECA Chartered Association Council business.

3. Encourage the candidate to take full benefit of the leadership development experience.
4. Attend any scheduled New Mexico DECA activities when they so desire.

The Advisor(s) and All School Officials Listed Below Agree To:

1. Recommend for state office only those candidates who are qualified. (See information provided.)
2. Ensure the candidate's attendance at all New Mexico DECA activities.
3. Permit the candidate to visit New Mexico schools and participate in DECA chapter activities for the purpose of conducting official DECA Chartered Association Council business.
4. Certify that the candidate has earned a GPA of 3.0 (4.0 base) with no F's in any class for the term preceding the election and that the officer maintains this during their term of office.
5. Read the Candidate Agreement and Participant Code of Conduct and discuss it with the student.

Candidate Signature

Date

Chapter Advisor Signature

Date

Candidate Signature

Date

Parent/Guardian Signature

Date

Administrator/Principal Signature

Date

Note:

If you change schools at any time during your Chartered Association Council term, this document must be signed again and resubmitted.



ACCOUNTABILITY TRACKER

Merit/ Demerit System

Explanation of Behavior Expectations: As an elected member of the New Mexico DECA Chartered Association Officer Council, each officer is responsible to the State association and local chapter at all times. Officers are expected to uphold the highest standards of personal conduct both in and out of school and during all events hosted by CTLP or New Mexico DECA. Being a Chartered Association Officer is an honor and it should be respected. An officer should strive to maintain high standards at school events and in private life. Chartered Association Officers should also strive to gain and maintain the respect and support of the State Association, school advisors and officials, and the community at large. The merit/demerit system is a method that establishes structure and accountability within the Chartered Association Council. It holds the Chartered Association Officer responsible for their actions and helps maintain a dedicated officer who is taking care of their duties as a Chartered Association Officer.

Please remember: Discipline is not a public matter and will be handled between the following parties only:

- CTLP Director-Christine Phipps
- CTLP Leadership and Marketing Coordinator-Leslie Ferris
- NMDECA Chartered Association Advisor-Debi Cline
- NMDECA Chartered Association Officer Coordinator-Ray Henderson
- Local Advisor
- Chartered Association Officer

A Chartered Association Officer will receive a demerit when they fail to satisfactorily complete any responsibility. Demerits accumulate but can be erased through the merit system, which will be discussed later on.

Each month counts as a new cycle for demerits/merits.

Demerits will accumulate throughout the cycle. As a Chartered Association Officer accumulates demerits, consequences will be incurred. Officers may erase demerits through the use of a merit system.


TWO merits will erase one demerit.

Demerits will not be erased by merits until the end of the last day of the cycle. Demerits not erased by merits will carry over to the following cycle. Unused merits will also carry over to the following cycle.

A merit system is implemented solely at the discretion of the Officer Coordinator and CTLP Staff. Merits are given for organization-related activities not required by the entire council and must be approved in advance by the Officer Coordinator. This could include attending extra activities or meetings, community service opportunities, or any other activity approved in advance by the Officer Coordinator. Merit forms must be turned in within 48 business hours of the activity in order to count.

At the beginning of the year, Chartered Association Officers will receive access to their individual spreadsheet which will be kept in the organization's Google Drive Folder. Only the Officer and appropriate parties will have access to the spreadsheet. This spreadsheet will keep track of the member's demerits and merits throughout the year.

Example of Spreadsheet:

			
FIRST AND LAST NAME			
Officer Title			
New Mexico Organization			
Demerits			
	Date	Description	Amount
1	8.15	Late to Monthly Meeting	1
2	9.7	Excused Absence from Monthly Meeting	3
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
Demerit Sub Total			4
Merits			
	Date	Description	Amount
1	9.15	Volunteered at American Heart Walk-2 hours	2
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
Merit Total			2
DEMERIT TOTAL			2
NOTES:			

Merits:
 The merit system is a series of rewards for appropriate behavior and academic/community excellence. Merits may be used to “work off” any demerits accumulated. Merits are carried over from cycle to cycle. All merits must be pre-approved by the Officer Coordinator.

Merits will be kept on file and assigned by the Officer Coordinators..

These include, but are not limited to the following.

Below are examples of ways to get merits.. More can be added by the CTLP Staff and/or Coordinator.

All grades on report cards 90-100	1 merit
1 hour Community Service (up to 5 for the year)*(Must complete the form at https://tinyurl.com/CTLPCommunityService)	1 merit
Attendance at National Organization Meeting/Webinar	1 merit
Creation of Recorded Lessons, Guide, and Webinar for Members	2 merits
Extra Social Media Posts (up to 5 per year)	1 merit

* Must be signed by a local advisor.

Merits can be turned in through our online system at:
<https://tinyurl.com/CTLPAccountability23>

Demerits:

The demerit system is a series of consequences for inappropriate behavior and infractions of the New Mexico DECA Officer Handbook, Program of Leadership, Monthly Meeting Dates, etc. Demerits are assigned by the Coordinator and CTLP Staff based on the disciplinary action taken for the behavior.

Demerits may be worked off by accumulating merits. **For every 1 demerit given, it will take 2 merits to work off.**

Refusal to acknowledge the demerit by the Officer does not mean that the demerit does not exist.

Below are examples of demerits. More can be added by the CTLP Staff and/or Coordinator.

Tardy/Late to meeting/event	1 demerit
Leave early from meeting/event	1 demerit
Excused absence from a meeting (must be granted by the Officer/Coordinator at least 24 hours in advance)	3 demerits
Unexcused absence from meeting	4 demerits
Absence from event	5 demerits
Failure to complete weekly Social Media Post	1 demerit
Lack of Communication on Email or Text within 24 business hours	1 demerit
Absence from Summer Officer Training	5 demerits per day
Absence from at least ONE Fall Rallies Session	5 demerits
Absence from State Planning/Roundhouse	5 demerits
Absence from a CTLP Meeting	3 demerits
Absence from National event/meeting	3 demerits
Insubordinate behavior towards Coordinator**	3 demerits
Lack of respect for Council members**	2 demerits
Bad Attitude/Lack of Effort**	2 demerits
Ungraceful acceptance of discipline or demerits**	1 demerit
Disciplinary issue in the classroom**	2 demerits
Office Referral**	3 demerits
Local Sponsor Concerns**	3 demerits

*** More demerits may be issued depending on the severity of the incident; up to the Coordinator's discretion*

Consequences of Demerits:

1. A Chartered Association Officer will be put on a Probation period of two months when they receive their **FIFTH** demerit.
 - a. During the two month Probation period:
 - i. The Chartered Association Officer will have opportunities to remove the demerits from their record.
 - ii. The Chartered Association Officer cannot accumulate any further demerits. If an officer receives any additional demerits during the probation period, they will incur consequences up to and including removal from the Chartered Association Officer Council.
 - iii. The Chartered Association Officer will still be required to complete all regular duties and attend all events and meetings.
2. Chartered Association Officers who are put on probation **2 times** due to demerits at any time during the year will incur consequences up to and including removal from the Chartered Association Officer Council.

NOTE: The merit and demerit system may be changed or amended by the CTLP Staff and/or Coordinator, as needed. Merits and demerits are not limited to the examples listed in this document. This overview is merely a guide to expected behavior and rewards or consequences for the Chartered Association Officer Council.

Probation:

If a Chartered Association Officer is placed on Probation, a virtual meeting will be set up with the Probation Committee for your organization and the Chartered Association Officer.

This Committee will include the following:

- CTLP Director-Christine Phipps
- CTLP Leadership and Marketing Coordinator-Leslie Ferris
- NMDECA Chartered Association Advisor-Debi Cline
- NMDECA Chartered Association Officer Coordinator-Ray Henderson
- Local Advisor
- Chartered Association Officer

During this meeting, the Probation Committee will review the terms of the probation period. At the end of the meeting, the Chartered Association Officer will be emailed an official Probation Letter that outlines the terms of the probation and what action items are needed to be completed during the probation period.

Throughout the probation period, the Chartered Association Officer will have the opportunity to remove demerits from their record by completing the action items outlined in the Probation Letter.

Failure to complete the action items listed in the letter may result in the Chartered Association Officer incurring consequences up to and including removal from the Chartered Association Officer Council.

If an officer receives any additional demerits during the probation period, they will incur consequences up to and including removal from the Chartered Association Officer Council.