



# POLICY HANDBOOK

Revised August 2024

## PREFACE

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

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## SECTION 1—CHAPTER ADVISORS

- 1 Chapter advisors appointed following the local school's hiring and placement procedures and teaching in an approved marketing program, are responsible for ensuring that all students are paid members of both the Chartered Association and International DECA before participation in the first level of competition (district).
- 2 Chapter advisors must accompany their delegation to conferences (except international conferences if other sponsors are approved by their school administration).
- 3 Chapter advisors must submit all required information by established deadlines.
- 4 Chapter advisors are responsible for reviewing and signing the NM DECA Adult Code of Conduct and submitting a signed copy to the Chartered Association Office before the Chartered Association conference each year. A copy of the Adult Code of Conduct can be found in the Appendix and/or online on the NM DECA website.

## SECTION 2—SPONSORS

- 1 Sponsors are persons designated by local chapter advisors and approved by local school administrations to guide and care for the well-being of DECA members while the members are attending district, Chartered Association, regional, and international functions.
- 2 Sponsors must be able to act in an adult capacity if the need arises and therefore must be of legal adult age.
- 3 Sponsors will be available to supervise students whose chapter advisors are working on their assigned responsibilities. Sponsors must be familiar with conduct guidelines.
- 4 Sponsors must sign and submit an Adult Code of Conduct before the Chartered Association Conference.

### SECTION 3—PUBLICITY

- 1 Any chapter conducting a campaign or project that would require publicity on a statewide or larger basis must secure prior approval from the NM DECA Board of Directors.
- 2 Individual chapters of NM DECA will not request proclamations from the Governor's office for any reason. If at any time a DECA activity is deemed of significant importance to NM DECA, a request for a proclamation will be made by the Board of Directors or Chartered Association Advisor.

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

## SECTION 4—DISTRICT STRUCTURE & DISTRICT CONFERENCES

- 1 NM DECA has two districts as follows:  
District 1 Schools outside of Albuquerque or as requested by schools  
District 2 Albuquerque regional schools or as requested by schools

Schools must submit a written letter to the NM DECA Office to be received no later than August 1, if they wish to be in a different District for the following year. If the chapter is new or has a new advisor to the chapter, the deadline to change districts is September 15.

- 2 District Level (Automatic Positions) – Membership Deadline

Chapters must declare the automatic positions they are taking by November 15. This declaration must be in the NM DECA Office by November 15 to be eligible for the automatic numbers.

Automatic positions are based on chapter size.

Chapter size 1-50—1 automatic position

Chapter size 51-100—2 automatic positions (any combination to total 2 students in Principles of Business Administration Events, Individual Series, Personal Financial Literacy, or Team Decision Making Events)

Chapter size 101-150—3 automatic positions (any combination to total 3 students in Principles of Business Administration Events, Individual Series, Personal Financial Literacy, or Team Decision Making Events)

Chapter size 151-200—4 automatic positions (any combination to total 4 students in Principles of Business Administration Events, Individual Series, Personal Financial Literacy, or Team Decision Making Events)

Chapter size 201-250—5 automatic positions (any combination to total 5 students in Principles of Business Administration Events, Individual Series, Personal Financial Literacy, or Team Decision Making Events)

Chapter size 251-above—6 automatic positions (any combination to total 6 students in Principles of Business Administration Events, Individual Series, Personal Financial Literacy, or Team Decision Making Events)

- 3 Competitive Events participation is explained below:

Principles of Business Administration Events are for first-year DECA members regardless of the course title or grade level in which the student is enrolled.

Team Decision-Making Events: if, after qualifying for a Chartered Association competition or international competition, one member of the

team is removed from competition, the ENTIRE team is removed from competition.

Individual Series Events are for any student enrolled in a Marketing Education Program.

The number to advance to the Chartered Association conference in each of the Principles of Business Administration Events will be 24. Numbers will be allocated to each district based on DECA membership on November 1, of the current school year after automatic positions taken by chapters are deducted from 24.

The number to advance to the Chartered Association conference in each of the Individual Series Events will be 24. Numbers will be allocated to each district based on DECA membership on November 1, of the current school year after automatic positions taken by chapters are deducted from 24.

- 4 District 1 will administer their test at local schools by the date required. Schools will be notified of the names of students who qualify to attend the state conference as soon as possible.
- 5 Administering district tests other than at local schools is strictly the responsibility of local chapters/schools/districts involved. These chapters/schools MUST adhere to NMAA rules regarding the scheduling of conferences/activities and state regulations established for the handling of funds if funds are involved. Any exception to NMAA-established policies must be approved by the NMAA in writing, and this letter must be on file with the NM DECA Board of Directors at least three months before the scheduled activity. NM DECA assumes no responsibility or liability for meetings/conferences planned or arranged by local chapters/schools/districts or for funds involved.

Advisors will protect the integrity of the testing process as mandated by NM DECA and International DECA.

In the event of a tie score in the last place allocated to a district in any area--the tie will not be broken and all students tied will be eligible to attend the Chartered Association Conference.

- 6 District Level Team Decision Making Events are explained below:

The number of teams to advance to the Chartered Association Conference in each of the Team Decision-Making Events is 21. Numbers will be allocated to each district based on DECA membership on November 1 of the current school year after automatic positions taken by chapters are deducted from 21.



Chapter advisors will determine which students will be on each team (there is no limit on the number of teams participating from each chapter) in each of the Team Decision-Making Event areas.

Chapter Advisors will set a testing time for all students based on the testing window as established by the Chartered Association Advisor.

Advisors will protect the integrity of the testing as mandated by NM DECA and International DECA.

## SECTION 5—CHARTERED ASSOCIATION CONFERENCE

- 1 The Board of Directors is responsible for the planning and operation of the Chartered Association conference.
- 2 The Chartered Association Conference will be held during the week identified on the NMAA calendar, or at another date if necessary and approved.
- 3 The Board of Directors will select the participating events from events supplied by International DECA.
- 4 Chartered Association Level: Principles of Business Administration Events and Individual Series Events are explained below:

A total of (36) students will advance to the state conference in each Principles of Business Administration Event. Three judging sections will be scheduled for each event.

A total of (24) students will advance to the state conference in each Individual Series Event and Personal Financial Literacy Event. Three judging sessions will be scheduled for each event.

Students using any resources, including online resources in the prep room (i.e. WiFi, apps, or other similar devices) will be immediately disqualified from the competition.

The top three students in each section of each event will advance to finals. The number to advance to ICDC will be based on prior year membership, as determined by International DECA.

- 5 Chartered Association Level: Team Decision-Making Events are explained below:

A total of (21) teams will advance to the Chartered Association conference in each Team Decision Making Event. Three judging sections will be scheduled for each event.

The top two teams from each of the three sections (identified by adding the average score of two team members' career area test scores to the judge score) in each event will advance to the finals. The number to advance to ICDC will be based on prior year membership, as determined by International DECA.

Students using any resources, including online resources in the prep room (i.e. WiFi, apps, or other similar devices) will be immediately disqualified from the competition.

- 6 Chartered Association Level: Written Events --Team and Individual are explained below:

The number to advance to ICDC in the team and individual written events will be based on prior year membership, as determined by International DECA.

All individual/team written event projects will be submitted by the deadline(s) established by the NM DECA Chartered Association Advisor. A 10-point penalty will be assessed for written event projects that do not meet the established deadline. Each advisor and each student is responsible for making sure that all guidelines are followed.

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

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

Project Management Events are explained below:

Refer to the current DECA Guide for a list of Project Management Events

Chapter Membership	Maximum Number of Entries per Chapter
1 - 150	1
151 - up	2

Business Operations Research Events, Professional Selling and Entrepreneurship Events, and Integrated Marketing Campaign Events are explained below:

Refer to the current DECA Guide a for list of Business Operations Research Events, Entrepreneurship Events, Professional Selling Events, and Integrated Marketing Campaign Events. The maximum number of entries for any one chapter for each event is three (3).

Quiz Bowl Teams Allowance

Chapter Membership	Number of Teams for Each Chapter
1 -150	1
151 - up	2

Competing members of the championship team will be offered a leadership academy position at that year's ICDC.

- 8 The number of events each student may enter is explained below:

Each student may enter no more than one event. Quiz Bowl and DECA Promotion Event will not count as the one event a student may enter.

9 Conference Registration Fees are explained below:

Conference registration fee(s) will be set by the Board of Directors. A budget will be presented to the Board of Directors for approval. Only the designated hotel may be used to house students during the Chartered Association competition. Schools that do not stay at any hotel where the conference is being held (if rooms are available) must pay an additional \$10.00 per person registration fee. Conference registration forms must be accompanied by a check or a purchase order. A \$10 penalty per person may be assessed if the registration form is not received by the deadline established. The \$10 penalty per person will also apply if payment is not received by the date established. Services will be considered to have been provided at the time of conference registration.

- 10 NM DECA will follow all laws, rules, and regulations regarding documented (IEP or 504 plan) special needs of students. NM DECA will not discriminate against any students regardless of needs. Please contact the NM DECA office if a modification needs to be made one month before the event.

NOTE: If an IEP evaluation/reevaluation occurs within the 30 days before the event, all new IEP modifications will be honored. When the re-evaluation takes place, immediately send the new documentation.

- 11 Crisis Management, Event Postponement/Cancellation Policy  
The following policies will apply when an NM DECA event needs to be postponed or canceled due to weather, transportation, or unforeseen circumstances:

In the event of bad weather, transportation issues, public health emergency, or a state or national crisis, before or during the NM DECA CDC:

All activities and competitive events scheduled during the NM DECA Chartered Association Career Development Conference will be altered if possible to accommodate schools.

Through consultation with the Board of Directors, the Chartered Association Advisor or designee will make the decisions regarding weather problems and if a postponement of the conference is needed.

If the state leadership conference is postponed or canceled for any reason including those stated above and not limited to the reasons stated above.

Schools will be notified immediately of the change and any other contingency plans regarding the conference.

All schools will be required to pay for the original submitted conference invoice or any revised invoice. Once all contractual commitments and

invoices have been paid, the NM DECA Board of Directors will authorize the reimbursement of any remaining funds that were already issued by the school.

Failure to pay the original invoice or any revised invoice approved by the board, even though the conference was canceled will result in the chapter not being able to register students for any meetings or events until the said invoice is paid in full.

Chapters will be refunded for canceled meetings for paid invoices to the extent possible after all unavoidable conference expenses have been paid.

## SECTION 6—INTERNATIONAL CONFERENCE

- 1 Student representation at International DECA Conferences will be limited to those students participating in their specific competitive events at the Chartered Association Conference, voting delegates, Chartered Association Officers, and others as may be identified by the Board of Directors. The total number eligible to attend will be based on the number of quotas established by International DECA.
- 2 Chartered Association Officers Elect will participate in the EMPOWER Academy. If entered in a competitive event, the officer will attend sessions outside of their competition times.
- 3 Chartered Association Allocations: The number of allocations is determined by the Chartered Association membership at the end of the fiscal year from the previous year. The allocations are sent by the International DECA office. A drawing may be held for each allocated position at the Chartered Association meeting at the end of the Chartered Association conference. Only one drawing per school, per category, is allowed for each of the ICDC Leadership Academies.
- 4 ICDC Leadership Academies: Students to attend the ICDC Leadership Academies will first be awarded to chapters meeting the membership/incentive programs established by the Board of Directors. The remaining positions will be chosen by a drawing to be held immediately after the Awards Session at the Advisor Meeting and advisors must be present to have their chapter in the drawing. Schools that competed but did not have a chartered association winner will be eligible to receive two (2) automatic slots to a leadership academy. The chapter advisor must be present to have their chapter allotted this position. The remaining positions will be filled through the drawing process. Students selected are expected to attend all of the leadership sessions identified in the International Conference Program. The number to attend from NM will be set by International DECA. If a school had allocations for academies in the previous year, but were “no shows” at ICDC, the chapter will not receive allocations in that academy.  
  
Special Permission slots will be awarded 1<sup>st</sup> to membership incentive programs established by the NM DECA Board of Directors.
- 5 Special Permission for the International Career Development Conference will be filled by a drawing to be held immediately after the Awards Session at the Advisor Meeting. The Advisor must be present to have their chapter in the drawing. The number to attend from NM will be set by International DECA.
- 6 Voting delegates will be the newly elected association officer team and then the DECA Promotion Event winning projects and if needed the outgoing officer team. The number of voting delegates is determined by

National DECA. The newly elected president will become the head voting delegate. Voting delegates will be expected to attend all meetings/sessions identified for voting delegates in the International Conference Program. The chapter advisor (or designee) for the Head Voting Delegate is responsible for attending all meetings of the Voting Delegates at the ICDC.

- 7 All chapter advisors are encouraged to attend the International Conference. The following are among the requirements and responsibilities of chapter advisors attending the Conference:

Each chapter advisor will work on competitive events as assigned by the Chartered Association Advisor.

Each chapter advisor will check the rooms of students under their supervision at curfew and will make sure the students stay in the rooms and are quiet.

Each chapter advisor is responsible for the supervision of their students at all times.

Each chapter advisor will abide by delegate conference rules/regulations set by International DECA and/or NM DECA.

Sponsors (other than chapter advisors) are encouraged to attend International DECA Conferences (school administrators, employers, spouses, judges, parents).

Chapter advisors will provide one sponsor for every eight (8) students attending the International Conference.

- 8 International Conference Finances: Each school/student is responsible for covering all expenses for the International Conference. All money for the conference must be received in the State Office by the deadlines established. Sponsorship money will be awarded as intended.

- 9 Crisis Management, Event Postponement/Cancellation Policy  
The following policies will apply when an NM DECA event needs to be postponed or canceled due to weather, transportation, or unforeseen circumstances:

In the event of bad weather, transportation issues, public health emergency, or a state or national crisis, before or during the DECA ICDC:

All activities and competitive events scheduled during the DECA International Career Development Conference will be altered if possible to accommodate schools.

Through consultation with the Board of Directors, the Chartered Association Advisor or designee will make the decisions regarding weather problems and if a postponement of the conference is needed. If the ICDC is postponed or cancelled for any reason including those stated above and not limited to the reasons stated above.

Schools will be notified immediately of the change and any other contingency plans regarding the conference.

All schools will be required to pay for the original submitted conference invoice or any revised invoice. Once all contractual commitments and invoices have been paid, the NM DECA Board of Directors will authorize the reimbursement of any remaining funds that were already issued by the school.

Failure to pay the original invoice or any revised invoice approved by the board, even though the conference was canceled, will result in the chapter not being able to register students for any meetings or events until said invoice is paid in full.

Chapters will be refunded for canceled meetings for paid invoices to the extent possible after all unavoidable conference expenses have been paid.

- 10 Competitors advancing to ICDC in Principles of Business Administration, Individual Series, Personal Financial Literacy, Team Decision Making, Business Operations Research, Project Management, Entrepreneurship, Integrated Marketing Campaign, Professional Selling, and Online Events shall be determined by the previous year's membership and calculated by National DECA.

Written events would not advance without meeting the minimum score of 65.



## SECTION 7—CHARTERED ASSOCIATION FINANCES

- 1 Conference registration fee(s) will be set by the Board of Directors. A budget will be presented to the Board of Directors for approval. Schools that do not stay at the designated hotel where the conference is being held (if rooms are available) must pay an additional \$10.00 per person registration fee. Conference registration forms must be accompanied by a check or a purchase order.
- 2 Refunds on registration will only be processed when the request to cancel the registration is requested (in writing/email) documentation (not text) and within the established deadline. The approved refund will be the registration cost minus non-refundable fees.
- 3 Registration fees for conferences must be received by the deadline established.
- 4 The Chairperson of NM DECA, Inc. and/or a representative approved by the Board of Directors shall have the authority to invest excess funds (in safe investments) in savings accounts and/or Certificates of Deposit. Signatures on investments and the checking account will be the Chairperson of NM DECA, Inc. and/or the Secretary/Treasurer of the Board of Directors. Total finances generated by fundraising, sponsorships, registration, and membership fees of NM DECA belong to NM DECA, Inc. The Board of Directors empowers the officers of NM DECA, Inc. to write checks on the scholarship checking account for usual and customary expenditures of the organization. The secretary/treasurer will submit a yearly budget outlining expected expenditures and receipts will arrange for a yearly audit of the checkbook and investments and will present the results of the audit to the Charter Association Advisor, Chairperson, and board members. NM DECA accounts managed by a fiscal agent will be audited by an external auditor provided by the fiscal agent. The results of this audit will be presented to the Board Chair and board members. If NM DECA no longer has a fiscal agent, the management and auditing of all NM DECA accounts falls to the organization.
- 5 The following expenses shall be covered for Chartered Association Officers during their term:
  - Travel expenses paid to advisor or parent designated to drive officer to a meeting—or bus ticket if applicable
  - DECA Officer Uniform (Blazer becomes the property of local chapter)  
Name Badge (purchased by DECA Office)
  - ELS (registration, hotel, and travel)
  - Western Region Conference/PowerTrip-registration only
  - Chartered Association Conference—Registration, housing, and meals.  
(Officers must travel with their chapter or have a travel form signed and filed with the NM DECA office).
  - CTSO Day at State Capitol—hotel and some meals.

- ICDC—each chapter with a newly elected Chartered Association officer will receive \$100 toward the cost of the International Conference. The Chartered Association Officer is required to attend the association officer leadership training and serve as a voting delegate (if not competing in an event). This is to be paid in the year the officer is elected. If the newly elected officer does not fulfill these obligations, the chapter will be billed for the registration cost for the officer.
  - State officer training (Summer)—Training, housing, and most meals.
- 6 Chartered Association officers are responsible for expenses for meetings attended outside their official term of office.
  - 7 There may be additional training opportunities, if approved by the board, these costs will be paid by NM DECA.

## SECTION 8—DEADLINES/PENALTIES

- 1 All established deadlines can be met by the material being postmarked three (3) days before the deadline or being delivered to the designated destination by the time established. The chapter advisor is responsible for seeing that a deadline item does not get "delayed" in an office waiting for a check. Advisors know the timelines required by their schools and must process paperwork promptly to ensure that the fee is paid by the deadline established.
- 2 Deadlines must be met. Missed deadlines will result in the competition or event being missed by that chapter.

Any item not meeting established deadlines may be returned to the chapter advisor or school. The chapter advisor/school may appeal the return of an item by:

A letter must be written to the Board of Directors by the school principal explaining the circumstances which prevented meeting the deadline. The Board of Directors will determine the appeal and notify all parties of the action to be taken.

If the appeal is postmarked within five (5) days after receipt of notification of the missed deadline--it shall be timely. Failure to appeal within the time specified is a waiver of any right to appeal.

Because of the necessity for NM DECA to meet deadlines established by other agencies or situations, certain deadlines are not subject to appeal.

- 3 Any chapter not meeting a payment deadline will have a financial hold placed on their account. Chapters will not be able to register for the next event until payment has been made in full and the financial hold removed.

## SECTION 9—DELEGATE CONDUCT GUIDELINES

- 1 The term “delegate” shall mean any member attending a Career and Technical Student Organization meeting or conference.
- 2 Delegates shall abide by all conference rules in a manner that will bring credit to their Career and Technical Student Organization.
- 3 Delegates shall keep their adult advisors and/or sponsors informed of their activities and whereabouts at all times.
- 4 Delegates must stay in housing designated by their chapter advisor during the conference.
- 5 Delegates shall use authorized transportation only.
- 6 Dates and escorts shall be permitted to authorized activities only and between official delegates only.
- 7 Delegates are permitted to attend authorized activities only.
- 8 No alcoholic beverages or illegal drugs shall be possessed or used by delegates at any time under any circumstances.
- 9 Delegates shall respect and abide by the authority delegated to the presiding officer, chapter advisors, sponsors, and state staff.
- 10 Delegates shall attend all general sessions and activities assigned, including workshops, competitive events, committee meetings, etc., for which they are pre-registered, unless, engaged in some other authorized assignments taking place at the same time.
- 11 Curfew each night will be designated in the program or as established by the chapter advisor, and all delegates will be in their rooms by curfew.
- 12 Dress regulations established for the conference/meeting functions shall be adhered to by all delegates.
- 13 Identification badges must be worn to all official functions and/or as directed.
- 14 Tobacco products of any kind will not be permitted.
- 15 Boys will not be in girls’ and/or girls’ will not be in boys’ rooms at any time unless an adult sponsor is present.
- 16 Delegates shall refrain from using inappropriate or profane language at all times.

- 17 Delegates shall refrain from verbal, physical, or sexual harassment, hazing, or name-calling.
- 18 Delegates shall respect the rights and safety of other hotel guests.
- 19 Delegates violating or ignoring the above conduct guidelines are subject to their chapter's entire delegation being unseated, its' candidates being disqualified, and any honors or offices being canceled and withdrawn from members of their delegation.
- 20 All high school or junior high (middle school) student delegates must meet the interscholastic requirements of the NM Activities Association.
- 21 Delegates shall represent their respective CTSO organization, chapter, and state with respect. This means that, while a member, any content posted on any social media site or on an email address, may be reviewed by an authorized adult such as an advisor, the officer coordinator, state staff, parent, or guardian. These websites will be monitored and a delegate may be requested to remove material. If a delegate fails to do so and posts inappropriate or unapproved material, the delegate may be placed on probation as a member and subject to the consequences of the advisor, school, or Chartered Association Advisor.

## SECTION 10—ELECTION PROCEDURES

- 1 All candidates will complete and submit an Officer Application by the deadline established on the NM DECA Chartered Association Calendar. A minimum score of 70% is required on the closed book NM DECA Officer Candidate Exam to remain eligible as a candidate. Advisors will be notified of the eligibility of the candidate two weeks after the submission deadline. NM DECA Officer Exams will be graded by a committee of members appointed by the board.
- 2 Each candidate will also submit a copy of their resume, a copy of their campaign speech via e-mail, and a list of expenditures/donations/receipts (\$100 cap on expenses) by the deadline established on the NM DECA Chartered Association Calendar. Candidates should refer to the NM DECA Chartered Association Officer Handbook for additional information.
- 3 Candidates are allowed to campaign at the designated time.
- 4 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.
- 5 A limit of 1 walk-around item and 1 handout (no stickers, chewing gum, open food, or perishable items) are allowed for the official campaign.
- 6 The candidates will be introduced by the current Chartered Association 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.
- 7 The official time for campaign speeches (not to exceed 3 minutes) will be kept by a board member. At the end of 3 minutes, the board member will stand and the candidate must conclude in 15 seconds—at which time the Chartered Association President will stand and introduce the next candidate.
- 8 After all campaign speeches are complete--the Chartered Association President will re-introduce all candidates (same order). Voting will then take place by 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.
- 9 Voting delegates must be seated before the campaign speeches. Only delegates seated by the established time will be allowed to vote.

- 10 Officer elections will be open. Disruptive or inappropriate behavior will not be tolerated. Persons who are demonstrating offensive behavior will be removed from the audience. A member of the board will video/audio record the audience during the session.
- 11 Dress Code: DECA Professional Dress (Must wear a DECA Blazer with dress pants)

## SECTION 11—INTERSCHOLASTIC ELIGIBILITY

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



## SECTION 12—GRIEVANCE PROCEDURE

- 1 Grievances will be submitted in writing to the Chartered Association DECA Advisor.
- 2 The Chartered Association DECA Advisor will take the matter into consideration and will determine when and how the grievance will be addressed.
- 3 Any grievance postmarked within five (5) days after the incident being questioned will be considered timely. Failure to appeal within the time specified is a waiver of any right to appeal.
- 4 If a party is not satisfied with a decision reached through the NM DECA grievance procedure--they may appeal to the NM Activities Association as follows:

Any decision of NM DECA by which a student and/or school is aggrieved shall be appealed to the Review Board of the NM Activities Association if appealed, and such appeals shall be heard de novo.

If aggrieved by the determination of NM DECA, the student and/or school shall have a right to appeal that decision to the Review Board of the NM Activities Association. Such appeal shall be initiated by a simple letter from the school. Such a letter, requesting the decision be reviewed by the Review Board, shall be sent to the NM Activities Association Executive Director within five (5) days after notification is received from the member organization indicating the determination of that organization. If such a letter or request is postmarked within five (5) days after receipt of notification, it shall be timely.

New evidence will not be allowed unless not in existence at the time of the decision by the member organization or which, although in existence at the time, was not discovered, although due diligence was exercised.

## SECTION 13—CHARTERED ASSOCIATION OFFICER TRAVEL

- 1 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 the 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.
- 2 Chartered Association Officers will not travel to or participate in conferences/activities other than scheduled by NM DECA unless written permission is obtained from the Board of Directors.
- 3 Chartered Association Officers who are participating in activities other than those scheduled by NM DECA for which approval has been obtained from their local school/advisor but under no circumstances will drive their vehicle or the vehicles of others. Approved transportation shall be public transportation or vehicle driven by teacher/advisor; vehicle driven by the adult sponsor (approved by the school); vehicle driven by parent/guardian of officer; or vehicle driven by chartered association officer coordinator.
- 4 Chartered Association Officers will be reimbursed the actual cost of bus tickets or mileage if required to travel other than to a DECA conference/activity in which their chapter is participating.
- 5 Chartered Association Officers are required to complete the Delegate Authorization Forms in the appendix for all conferences/activities in which they participate.
- 6 Chartered Association Officers living in the host city of a conference may drive their vehicles if they normally drive in that city with their parent's approval. The local school and the officer's parents are completely responsible for this decision. **UNDER NO CIRCUMSTANCES --** will another officer ride in this vehicle at any time during the conference/meeting. A waiver must be signed and on file in the chartered association office from the parent/guardian.

## SECTION 14—INTERNATIONAL OFFICER CANDIDATE

- 1 If NM DECA has a candidate or more than one candidate running for a national officer position, NM DECA will contribute a total of \$1.00 per paid member for that year (not to exceed \$1000 per candidate).
- 2 If there is more than one candidate, the contribution will be split evenly between the candidates.
- 3 The financial support will come from the membership dues paid by the membership.
- 4 Individual chapters may contribute financial support for the candidates.
- 5 Individual chapters may contribute support through “in-kind” donations.
- 6 Individual chapters may contribute support according to their school district policies.
- 7 The following items must be submitted to NM DECA by Dec. 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
  - The first draft of your 5-minute speech
  - Your biography
  - Your Resume
  - Your letter(s) of recommendation
- 8 The Board may conduct interviews if the following situations occur:
  - More than 2 candidates
  - More than 1 candidate per position

## SECTION 15—MEMBERSHIP REPORTING

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

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

## SECTION 16—DR. JAMES E. FINICAL NM DECA QUIZ BOWL

- 1 Purpose: The NM DECA Quiz Bowl Competitive Event is intended to stimulate and motivate teams of students to test their acquired knowledge on topics and situations related to marketing education programs.
- 2 Description of the Event: Two (2) teams, each composed of up to four (4) DECA members, will participate by giving appropriate responses to questions presented by a moderator. These items may be definitions, short answers, or spelling questions. The team responding correctly to the greatest number of questions within a designated time period wins the match. Overall winners will be determined by a series of elimination rounds.
- 3 Procedures

Each school, with a membership of 1-150 members, may enter one (1) team comprising up to four (4) DECA members. Each school, with a membership of 151 or more members, may enter two (2) teams comprising up to four (4) DECA members for each team. Initial membership is due to National DECA by November 1. To determine the number of teams each school may enter, only the initial membership roster will be considered. The members of the team may not change during the competition, and no new members may be added. Each school may select its team(s) in the manner that best suits its needs.

Team members may compete in one individual event or one team event and the Quiz Bowl at the NM Career Development Conference.

Teams will compete in the preliminary round(s) before the final 4 teams competing with schedules will be selected by random drawing and announced during the orientation meeting.

Only two (2) teams are allowed to compete at one time. All team members must report to the holding room at the time posted in the NM Career Development Conference program.

No study materials, of any kind, will be allowed in the holding room. During the NM DECA Quiz Bowl competition, no contact is allowed between any team member and their advisor(s), other participants at the NM Career Development Conference, or any audience member.

The questions will be developed using the MBA Research test bank and Learning Activity Packages, DECA Direct, National DECA Handbook, The Chapter Management System, and Robert's Rules of Order, Newly Revised. Questions will cover occupational areas taught

in marketing education programs and a knowledge of DECA. No study lists will be provided.

The questions will not be given to participating teams before the competitive event. Judges will be furnished with a copy of the questions.

The rulings of the judges will be final.

Buzzers will be tested before each round begins to ensure that all buzzers are working properly. The buzzers' system technology automatically sounds when the FIRST participant presses their button. Other buttons will not ring in after this occurrence until reset by the timekeeper.

The moderator will present all questions. Five (5) seconds will be allowed after the moderator has finished presenting the questions for a team member to strike the buzzer. The team member who strikes the buzzer first has five (5) seconds, once recognized by the moderator, to give his/her response, without discussion with other team members. No score shall be given unless the moderator first recognizes the team. If a team member strikes the buzzer before the moderator has finished presenting the question, the moderator will stop the reading and call for a response.

The timekeeper shall call "TIME" at the end of five (5) seconds after the team member has been recognized if no response is given. Teams will not be permitted to discuss the initial question.

If the question is not answered at the end of five (5) seconds or is answered incorrectly, the opposing team will be allowed to respond to the question. The question will be repeated for the other team. The opposing team will then have up to five (5) seconds for discussion to produce an answer. The team member striking the buzzer will then have five (5) seconds in which to answer the question. This situation is the only instance in which a question may be repeated unless the judges specifically ask for a question to be repeated.

Only the first answer given by the individual first striking the buzzer will be accepted.

In the event the judges need to discuss a response, the time clock will be stopped during the consultation and restarted at the end of the consultation.

One (1) point is given for each question answered correctly. The team with the highest number of points in the designated period will be declared the winner of that match. The points shall be kept by the

judges on a scoring sheet. An audience tote board also will be provided for the teams and the audience.

In the event of a tie score, five (5) tiebreaker questions will be asked, and the team with the highest score will be the winner. This process may be repeated if necessary.

If neither team can answer a question correctly during the preliminary rounds, the moderator will not give the correct response. The questions will be retained for further use.

Communication between team members and any member of the audience is not permitted. Any audience member who attempts to communicate with a team member will be required to leave the room.

Time periods will be consistent for all teams and based on the number of entrants at the conference. Standard time periods are: All rounds leading to the semi-final round will be three (3) minutes or 25 questions, whichever occurs first; the Semi-Final Round will be five (5) minutes or 50 questions, whichever occurs first and the Final Round is seven (7) minutes or 50 questions whichever occurs first.

Violations – One (1) warning will be given per team; additional offenses, regardless of the offense, will result in a point for the other team.

The chapter advisor may, at any point during the competition, remove a member of the team or the entire team from the competition.

The winning Quiz Bowl Team will be allowed to attend ICDC in special permission slots if the members did not qualify in their competitive events.

## SECTION 17—GOVERNANCE STRUCTURE

- 1 The governance structure of NM DECA has the charter being held by the Public Education Department and represented by the Board of Directors for NM DECA.



## SECTION 18—WHISTLEBLOWER PROTECTION POLICY

Objective: To encourage and provide an avenue for employees, volunteers, board members, and members of NM DECA, Inc. (NM DECA) to make internal reports of suspected wrongdoing by NM DECA employees, management, board members, and/or members; to explain the procedure for the handling of such reports, and to provide for protection against disciplinary or retaliatory action for such good faith reporting.

### 1 Content

- NM DECA encourages good faith reporting by employees of suspected wrongdoing by its employees, volunteers, board members, and members. It is the policy of NM DECA that no retaliation shall occur against employees, volunteers, board members, and members when good faith reports of suspected wrongdoing are made.
- Suspected wrongdoing may include any form of suspected illegal activity, accounting or auditing matters, violation of NM DECA ethics policies, violation of other NM DECA policies, or other wrongdoing against NM DECA or its employees, volunteers, board members, and members. Examples of such conduct include, but are not limited to:
  - Forgery or alteration of documents,
  - Unauthorized alteration or manipulation of computer files,
  - Fraudulent financial reporting,
  - Misappropriation or misuse of NM DECA resources such as funds, supplies, or other assets,
  - Authorizing or receiving compensation for goods not received or services not performed, and
  - Authorizing or receiving compensation for hours not worked.
  - Employment-related concerns should continue to be reported through normal channels, such as to your immediate supervisor.

### 2 Reporting procedure:

- Employees, volunteers, board members, and members shall report suspected wrongdoing to their supervisor; provided that, if the immediate supervisor is involved in the activity, the suspected wrongdoing shall be reported to the next level of authority, including the Chair of the Board of Directors.
- Reports will be used as the starting point for investigations. For that reason, reports should contain as much information as the reporting employees, volunteers, board members, and members have available so that NM DECA may investigate the allegations as thoroughly as possible. (Although the reporting employees, volunteers, board members, and members are not expected to

prove the truth of reported concerns, reports must be made in good faith and without significant omissions.)

### 3 Investigation:

- All good faith reports of suspected wrongdoing will be investigated with due diligence.
- All NM DECA employees, volunteers, board members, and members have a duty to cooperate with such investigation.
- The Board of Directors Chair may designate one or more employees, volunteers, board members, or members to complete the investigation. If the Board of Directors Chair is involved in the alleged wrongdoing, then the Board of Directors Vice-Chair will select a committee from the board to complete the investigation.
- The nature of the reported concern will affect the form of the investigation. Typically, the investigator shall interview the reporting employees, volunteers, board members, and members and any witnesses identified by the employees, volunteers, board members, and members, and shall review all documentary evidence identified by the reporting party or discovered through the investigation.
- Further, the investigator typically shall also interview the alleged wrongdoer, unless the allegations are of such a nature that a report should be made immediately to law enforcement authorities.
- An investigation may be concluded whenever appropriate. For example, if initial inquiries, interviews, and/or document review does not indicate that there is a reason to continue the investigation, it may be ended.
- During the investigation, NM DECA shall strive to the extent legally and reasonably possible to keep the identity of the reporting employee confidential.
- Unless involved in the alleged wrongdoing, the Board of Directors Chair and the board shall be kept regularly informed of the investigation and any resolutions or conclusions therefrom.
- The Board of Directors Chair, if not involved in the allegations, shall be responsible for the final determination of appropriate action upon receiving a full report of the investigation.
- The investigator should communicate with the reporting employees, volunteers, board members, and members. Among other things, the investigator:
  - Should let the reporting employees, volunteers, board members, and members know that they may report any additional information;
  - Should provide an estimate of the timeframe for the investigation; and
  - Should let the reporter know when the investigation is concluded.
  - Whether or not the specific results of the investigation are revealed to the reporting employees, volunteers, board

members, and members will depend on applicable legal constraints, including whether the matter is referred to law enforcement and whether employee confidentiality dictates that information should not be disclosed.

- Prohibition against retaliatory action and harassment.
    - NM DECA strictly prohibits and will not tolerate any form of retaliation or harassment against employees, volunteers, board members, and members who in good faith report suspected wrongdoing. Retaliatory and harassing conduct prohibited may take many forms, including but not limited to derogatory comments, disciplinary action, demotion, suspension, discharge, and/or threatening comments or actions. Any employees, volunteers, board members, and members who engage in prohibited retaliation or harassment shall be subject to disciplinary consequences up to and including termination of employment.
    - Employees, volunteers, board members, and members who make false or malicious reports shall be subject to disciplinary action up to termination and other legal action as appropriate.
- 4 Responsibility: The Board of Directors Chair shall be responsible for administering this policy.

## SECTION 19 -- APPENDIX

NM DECA Adult Delegate Code of Conduct

Dress Code

Chartered Association Officer Handbook

## ***NM DECA Adult Delegate Code of Conduct***

As leaders and teachers of emerging leaders and young professionals, we must prepare our students to have a safe, fulfilling experience at our conferences. NM DECA recognizes the importance of all adult conference delegates upholding the highest standards of behavior and decorum to model a positive example for our students and ensure the continued success of our organization. It is expected of all conference delegates, and especially our adult leaders, to live out the DECA values of Competence, Integrity, Teamwork, and Innovation in all our formal and informal interactions at DECA events.

To ensure these standards, the NM DECA Board of Directors has adopted the following Adult Delegate Code of Conduct. The rules stated below shall govern the conduct of all adult conference delegates throughout the duration of the time that the adult delegate could reasonably be expected to provide supervision or assistance to students during or in route to/from an NM DECA event.

1. Adult delegates shall attend all conference general sessions from start to finish with their entire chapter delegation. (Rarely, there may be travel situations which prevent this).
2. Adult delegates shall promote clean, powerful and positive usage of social media outlets utilized by their chapter members and themselves.
3. Adult delegates shall refrain from using inappropriate or profane language at all times.
4. Adult delegates shall refrain from verbal, physical or sexual harassment, hazing or name-calling during official conference dates.
5. Adult delegates shall fulfill conference assignments related to chaperoning duties and competitive event management roles (all advisors will receive event assignments for each conference they attend). **This includes attending all official advisor meetings.**
6. Adult delegates shall maintain the limits of professional, appropriate relationships with all student members.
7. There shall be no defacing of public property. Should any occur, the individual or chapter responsible must pay for any damage to any property or furnishing in the hotel rooms or conference facilities. Adult delegates shall ensure their students clean up private and public spaces they have occupied and/or utilized.
8. Adult delegates shall not possess or consume alcoholic beverages or illicit substances in any form at any time.
9. Adult delegates shall not possess weapons or other dangerous items at any time.

10. Adult delegates shall adhere to a professional dress code in line with conference policies.
11. Advisors (with the assistance of other adult delegates) shall conduct daily meetings with participants to review schedules and ensure students are prepared to participate in all appropriate conference activities.
12. Adult delegates shall make their best effort to ensure all student delegates remain in their sleeping room with the door closed and maintain a reasonable noise level throughout the duration of the published conference curfew.
13. Adult delegates should never extend curfew beyond the published conference curfew. Ensure students are quiet and respectful at the hotel in the evening hours leading up to and after curfew. Adult delegates shall check rooms at curfew to be sure all students are where they need to be and stay up at least 30 minutes past curfew to be sure all is quiet, and students remain in their rooms.
14. Adult delegates should ensure their chapter's delegates (including all adult delegates) are on time for all coordinated conference transportation (including charter buses and flights). Delegates who are not present for conference transportation at announced departure times may be left behind and will need to arrange alternative transportation at their own expense.
15. Chapters shall maintain an adult-to-student delegate ratio of one to eight for the duration of the entire event, including overnight, in compliance with conference policies. Chapters who share chaperoning duties shall enforce curfew and conference policies for members of both chapters.

Any violation of the Adult Delegate Code of Conduct shall be addressed using any or all of the following disciplinary actions:

1. Any NM DECA member, volunteer, or staff member may submit a formal written grievance detailing any violations by adult delegates with the NM DECA Board of Directors, as well as any actions taken to address the behavior on-site, up to one week after the conclusion of the conference in which the violation occurred. Any grievances will be addressed in compliance with NM DECA's Whistle Blower Policy. The subject of any grievance will be notified by the Board of Directors and given up to one week to respond in writing to the grievance. After reviewing the grievance and response, if deemed necessary, the Board of Directors may elect to send a formal written notice of violation to an adult delegate's school administrators detailing the violation. In severe circumstances, the Board may formally inform the school that the adult delegate is no longer allowed to attend NM DECA events for a specific period, up to indefinitely.
2. In extreme circumstances, and consultation with the Board of Directors, adult delegates may be instructed by conference staff to leave a conference activity or to leave the conference altogether. If an adult delegate is instructed to leave a conference, the chapter shall be responsible for arranging additional adult

supervision for student delegates in coordination with school administration, as well as covering any transportation costs that may be incurred.

All adult delegates shall review this form before each conference to be eligible to attend NM DECA events. The chapter advisor shall sign and return this form to NM DECA before the beginning of the conference.

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Chapter Name

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Advisor Name

By signing below, I certify that all adult delegates planning to attend the conference with my chapter have reviewed the Adult Delegate Code of Conduct and understand all of the rules and processes outlined in it.

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Advisor Signature

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School Year

## Dress Code

### ICDC QUALIFICATIONS

1. All participants must be active members of DECA with the current year's dues on file with DECA Inc. prior to February 15 of the current school year.
2. All participants and written entries must be approved and authorized for entering competition by their chartered association through official competitive events registration forms.
3. All participants and written entries must meet the specifications set forth for each activity.
4. All participants must have participated in chartered association, district and/or local competition, or qualified through online competition.
5. All entry forms and creative entries must be submitted by the chartered association advisor or designee according to announced deadlines.
6. A participant may enter only one of the competitive events with a participatory component during DECA's International Career Development Conference.
7. No additions or substitutions may be registered for competition after the deadline set forth by DECA Inc.
8. A written entry may not be entered in more than one ICDC competitive event during a given year.
9. Once a written entry is entered in ICDC competition, the identical content material may not be entered in ICDC competition again.
10. All participants must attend the briefing sessions scheduled for their competitive event during ICDC.
11. Participants are required to follow the official DECA dress code outlined on this page.
12. All written entries must include a signed copy of DECA's Written Event Statement of Assurances and Academic Integrity (page 59).
13. Participants must bring a photo ID to all event briefings, testing sessions and presentations. If a photo ID is not available, an advisor must verify the participant's identity.

### DRESS CODE

Professional appearance is an important aspect of the overall preparation of DECA members for the business world. To that end, DECA supports a dress code for its career-based functions that exemplifies the highest standards of professionalism while being non-discriminatory between genders.

DECA's board of directors has developed the following official dress standards for the International Career Development Conference. Students, advisors and chaperones must follow the dress code.

Competitors must wear an official DECA blazer during interaction with the judges. While official DECA blazers are not required during briefing and testing, professional business dress is required. Professional dress should also be worn to all conference sessions including workshops and special meal functions such as luncheons.

For a more polished, professional appearance, it is recommended that attendees wear appropriate hosiery/socks.

All skirts and dresses must be at or below the knee.

**AN OFFICIAL DECA BLAZER IS REQUIRED TO RECEIVE RECOGNITION OR AN AWARD ON STAGE.**

#### WHEN APPEARING BEFORE JUDGES AND ON-STAGE

- Official DECA blazer
- Dress slacks or dress skirt or business dress
- Collared dress shirt and appropriate neckwear or dress blouse
- Dress shoes

#### DECA GENERAL SESSIONS, MEAL FUNCTIONS, EVENT BRIEFING AND TESTING

- Business suit or sport coat or blazer (blazer optional)
- Dress slacks, dress skirt or business dress
- Collared dress shirt, dress blouse or dress sweater
- Dress shoes
- Necktie/scarf/ascot (optional)

#### DECA BUSINESS CASUAL

- Casual slacks (e.g., Dockers), blouse or shirt, socks and casual shoes.
- Jeans, t-shirts and athletic shoes are not included in business casual attire.

#### UNACCEPTABLE DURING DECA ACTIVITIES

- Skin-tight or revealing clothing
- Midriff-baring clothing
- Swimwear
- Athletic clothing
- Leggings or graphic designed hosiery/tights
- Clothing with printing that is suggestive, obscene or promotes illegal substances
- Unacceptable types of dress shoes include boat shoes, canvas or fabric shoes, flip flops or casual sandals, athletic shoes, industrial work shoes and hiking boots.

*When judging adherence to the dress code, DECA directs advisors, teachers and chaperones to use observation as the tool for assessing compliance. It is inappropriate to comment on a participant's appearance. Participants who are not appropriately dressed will have a negative impact on their performance.*



# DECA

## DRESS TO IMPRESS

DRESS CODE WHEN APPEARING BEFORE JUDGES AND ON-STAGE AT ICDC

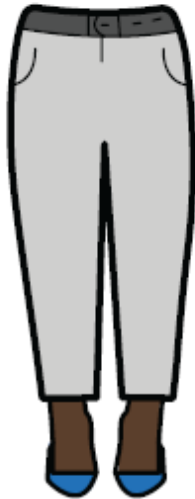
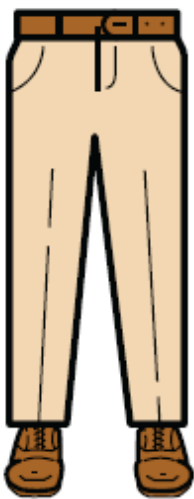
OFFICIAL DECA BLAZER WITH COLLARED DRESS SHIRT & APPROPRIATE NECKWEAR



OFFICIAL DECA BLAZER WITH DRESS BLOUSE



DRESS SLACKS



DRESS SKIRT



OFFICIAL DECA BLAZER WITH BUSINESS DRESS

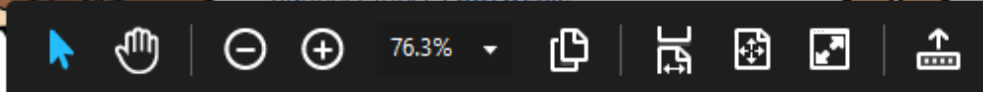


ALL SKIRTS & DRESSES MUST BE AT OR BELOW THE KNEE.

DRESS SHOES



BOAT SHOES ARE UNACCEPTABLE FOOTWEAR



**Chartered Association Officer Handbook**