

**BY-LAWS
OF THE OHIO ASSOCIATION OF THE
DISTRIBUTIVE EDUCATION
CLUBS OF AMERICA – Ohio DECA**

(High School Division)
Revised 6-1-11

ARTICLE I – NAME AND PURPOSE

Section 1

The official name of this organization shall be “The Ohio Association of the Distributive Education Clubs of America” and shall be referred to as “Ohio DECA”.

Section 2

The purposes of this organization are: (1) to assist local chartered chapters of Ohio DECA in their growth and development; (2) to complement and enrich the development of occupational competencies necessary for careers in marketing, management, entrepreneurship and other business related areas; (3) to promote understanding and appreciation for the responsibilities of citizenship and leadership in our private competitive enterprise system; (4) to serve as an integral/co-curricular component of the state approved CTE program providing instruction in marketing/management/entrepreneurship and other business related areas.

ARTICLE II – ORGANIZATION

Section 1

DECA is an association of local chapters whose active membership is limited to those enrolled in a state approved career-technical program/pathway teaching marketing and/or management and/or business and/or entrepreneurship. Approval of programs is vested in the Ohio Department of Education.

Section 2

A State Advisor shall be assigned by the Ohio Department of Education, Office of Career-Technical Education.

Section 3

Ohio DECA is an affiliate of the National Distributive Education Clubs of America (DECA). All members must join both Ohio and National DECA.

Section 4

The administration of this organization shall be vested in the Ohio Department of Education, Office of Career-Technical Education and the assigned staff providing leadership for Ohio DECA. Final responsibility for making all policy, financial, operational and organizational decisions shall be the responsibility of the Assistant Director/Associate Director for Career-Technical Education assigned by the Ohio Department of Education, Office of Career-Technical Education to provide oversight for Ohio DECA with input from the State DECA Advisor. All decisions will be made in the best interest of Ohio DECA and in regard to the total program of Career-Technical Education in the State of Ohio.

Section 5

Ohio DECA shall be divided into districts for greater facility and convenience in holding meetings and carrying on association business. To the extent possible, each district shall include those chapters most closely situated geographically. The Ohio DECA State Advisor shall be solely responsible for establishing the composition of Ohio DECA districts and adjust the composition as needed in order to maintain efficiency of operations.

Section 6

Local chapter teacher-advisors shall take an active part in Ohio DECA functions and shall plan and execute their district meetings, conferences, and activities.

ARTICLE III – MEMBERSHIP

Section 1

Classes of individual memberships to be recognized by Ohio DECA are:

- A. Active Members – Students enrolled in a state approved career-technical program/pathway teaching marketing and/or management and/or business and/or entrepreneurship shall be eligible for active membership. Only active members shall be eligible to compete in Ohio and National DECA competitive events.
- B. Professional Members – Teachers, administrators and business/advisory members shall be eligible for professional membership.
- C. Honorary Membership – Individuals may be tendered honorary life membership in the state association upon recommendation of the Executive Council. Not more than three honorary memberships shall be granted each year. Candidates for honorary membership must be recommended by active members and/or professional members or the Ohio DECA State Advisor. Individuals nominated must have demonstrated outstanding service at the State level for Ohio DECA.
- D. Alumni Members – Former members of Ohio DECA shall be eligible for alumni membership.

Section 2

To be recognized as a chartered chapter of Ohio DECA, the program teacher-advisor and the students of the State approved Career-Technical Education program must join Ohio and National DECA.

A local chapter may qualify for chartered membership in Ohio DECA provided:

- A. The program/pathway is approved by the Ohio Department of Education as providing career-technical instruction in marketing and/or management and/or business and/or entrepreneurship. An instructor may not be an advisor for more than one chapter in the same school. An advisor may be the advisor of more than one chapter if the instructor is the teacher of record for programs located in different schools.
- B. It meets minimum membership criteria as determined by National DECA.
- C. Annual dues for each member are submitted per policies established by Ohio and National DECA. The deadline for submission of dues for Ohio members is established as October 20 of each school year.
- D. Its local constitution/by-laws follows the policies and ideals of Ohio DECA.
- E. It has the approval of its school’s administrative authorities to form and be active.

Section 3

Students who enroll in a state approved career-technical program/pathway in marketing and/or management and/or business and/or entrepreneurship after the deadline for submitting Ohio and National dues may qualify for membership on an individual basis per the policies of Ohio and National DECA.

ARTICLE IV – STATE OFFICERS

Section 1

Officers for Ohio DECA shall be elected by a simple majority of the voting delegates present for that office at the annual leadership conference. The elected offices shall consist of a President, a Secretary-Treasurer, and three Executive Vice-Presidents. The number of Executive Vice-Presidents can be changed by the Ohio DECA State Advisor with input from the Executive Council. State officers can be selected through competition at the leadership conference. They shall include a Public Relations Representative and a Parliamentarian. The number and titles of officers selected through competition can be changed by the Ohio DECA State Advisor with input from the Executive Council. All changes to the make-up of the Ohio DECA State Officer team will be based on the operational needs of Ohio DECA.

Section 2

Individuals elected and selected as state officers at the annual leadership conference will hold office until the close of the next leadership conference.

Section 3

The Ohio DECA State Advisor may call for the resignation of an elected or selected officer if the officer fails to perform the duties of the office as defined by the State Advisor. The vacated office can be filled through appointment by the Ohio DECA State Advisor.

Section 4

The candidates for each elected state office shall be nominated through a screening process by a committee consisting of current state officers and other ODE staff and individuals as determined by the Ohio DECA State Advisor. There shall be a minimum of two and a maximum of four candidates nominated for each office. Those students nominated will be allowed to campaign for state office at the annual leadership conference. In the event that there is only one candidate for an office, the Ohio DECA State Advisor may allow that candidate to be placed in nomination after completing the screening process.

Section 5

The minimum qualifications for all officer candidates are that they must be an active dues paid member in good standing with Ohio and National DECA and have a minimum 2.5 overall cumulative grade point average, based on a 4-point scale, for the previous four completed semesters.

Section 6

Voting for each office shall take place following all speeches of the candidates for that office and all other established campaign procedures. Should there not be a simple majority vote cast on the first ballot, a second ballot will be taken between the two candidates receiving the largest number of votes.

Section 7

The selection of a candidate(s) for National office will be determined by the Ohio DECA State Advisor. A candidate for National office must be a current Ohio DECA state officer, have served as a state officer of Ohio DECA, or have campaigned for a Ohio DECA state office in the school year in which the nomination is sought. Priority will be given to current Ohio DECA state officers.

ARTICLE V – DUTIES OF STATE OFFICERS

Section 1

President: It shall be the duty of the President to preside at all official Ohio DECA meetings; to preside at meetings of the Executive Council in the absence of the chairperson, and to be available at the request of the Ohio DECA State Advisor in promoting the general welfare of Ohio DECA.

Executive Vice-Presidents: It shall be the duty of the Executive Vice-Presidents to serve in any capacity as directed by the President; to accept the responsibilities of the President as occasions may demand; and to be available at the request of the Ohio DECA State Advisor in promoting the general welfare of Ohio DECA.

Secretary/Treasurer: It shall be the duty of the Secretary/Treasurer to serve in any capacity as directed by the President; to act as recorder for all official Ohio DECA meetings if requested by the Ohio DECA Advisor; and to be available at the request of the Ohio DECA State Advisor in promoting the general welfare of Ohio DECA.

Public Relations Representative: It shall be the duty of the Public Relations Representative to serve as the coordinator of information to the local chapters about local, state and national activities in conjunction with the State Officer team; and to be available at the request of the Ohio DECA State Advisor in promoting the general welfare of Ohio DECA.

Parliamentarian: It shall be the duty of the Parliamentarian to be at all meetings of Ohio DECA and Executive Council and to administer opinions on parliamentary procedure to the President or Chairperson as necessary; and to be available to the Ohio DECA State Advisor to promote the general welfare of Ohio DECA.

ARTICLE VI – EXECUTIVE COUNCIL

Section 1

A State Executive Council shall be comprised of the student officers of the state association and the Ohio DECA Board of Trustees. Non-voting, ex-officio members will be the Ohio DECA State Advisor and other staff assigned by the State Advisor and/or the Ohio Department of Education as necessary.

Section 2

The Executive Council serves as an advisory council and shall be responsible for making recommendations for the operation of Ohio DECA. All recommendations coming from the Executive Council will be presented to the Ohio DECA Advisor for approval. If necessary, the decision of the State Advisor will be made in conjunction with the Assistant Director for Career-Technical Education assigned to provide oversight of Ohio DECA.

Section 3

Membership to the Ohio Board of Trustees shall consist of one (1) advisor from each identified Ohio DECA district. Members elected will be equal to the number of districts and will serve a two-year term with even numbered districts changing representatives in even numbered years and odd numbered districts changing representatives in odd numbered years. Board of Trustee members must be advisors of an active chapter for two years and be elected by those advisors of active chapters representing their voting district. A Board of Trustee member may assign a designee if they are unable to attend an official meeting of the Executive Council as long as the designee is an active advisor within the district and approved by the district. It is the role of each Trustee to provide input on behalf of their district advisors to the Ohio DECA Advisor and to communicate information regarding Ohio DECA to the members of their district.

Section 4

The chairperson of the Ohio DECA Executive Council shall be a member of the Board of Trustees and will be elected by majority vote of the Executive Council. The function of the Chairperson shall be to preside over all meetings of the Executive Council. The State President of Ohio DECA shall serve as Vice-President of the Executive Council and will preside over Council meetings in the absence of the chairperson or when the chairperson wishes to speak from his/her own position.

Section 5

The Ohio DECA State Advisor shall function as the Executive Secretary and shall prepare all agendas for Executive Council meetings and shall include proposed items as submitted in writing by members of the Executive Council. It will be the responsibility of each member of the Executive Council to submit to the Ohio DECA State Advisor or the Chairperson of Council proposed items for consideration on the agenda. Proposed items must be submitted at least three weeks prior to the next scheduled meeting of the Executive Council. Agendas for the meeting will be sent to all members of the Executive Council prior to the meeting. Items not appearing on the agenda may be discussed by the Executive Council, but no decisions may be reached on any item/topic not appearing on the agenda. The Ohio DECA State Advisor, serving as Executive Secretary, shall make provisions for a Recorder for each meeting of the Executive Council.

Section 6

To conduct official business and take any action a quorum must be present. A quorum will consist of two-thirds (2/3) of the voting members of the Executive Council. Each member of the Executive Council shall have one vote. A Board of Trustee member may assign a designee with voting privileges as the official district representative if they are unable to attend an official meeting of the Executive Council providing the designee is an active advisor within the district. Proxy votes are not permitted.

Section 7

Committees may be formed, as needed, and proposed by the Ohio DECA State Advisor in order to address specific issues/items that impact the operations of Ohio DECA. Committee assignments will be made by the Council Chairperson in consultation with the Ohio DECA State Advisor.

ARTICLE VII – VOTING, MEETINGS, AND CONFERENCES

Section 1

A State Leadership Conference shall be called each year at such time and place as determined by the State Advisor. The purpose of the conference is to elect student officers for Ohio DECA for the current school year, provide leadership development workshops and to conduct other official Ohio DECA business. This conference will be an official meeting of Ohio DECA. Attendance will be open to all members of an active DECA chapter. Each chapter's voting delegates shall be members of the local chapter, Ohio DECA and National DECA.

Section 2

A State Career Development Conference shall be called each year at such time and place as determined by the Ohio DECA State Advisor. The primary purpose of this conference shall be to determine the state winners of competitive events as described in Ohio DECA Competitive Event guidelines and in-line with National DECA guidelines. This conference will be an official meeting of Ohio DECA. The allocation for competitive event participants for districts to the State Conference shall be determined by the Ohio DECA State Advisor.

Section 3

The number of official allocations for competitive events, voting delegates and delegates at-large for Ohio DECA to the International DECA Career Development Conference shall be that allocated to Ohio DECA by the National DECA organization. State officers shall be considered official voting delegates with additional voting delegates to be selected by the Ohio DECA State Advisor.

Section 4

All students attending an official Ohio DECA meeting/conference, the National DECA Regional Leadership Conferences and the International DECA Career Development Conference must be accompanied by the chapter advisor. Any exceptions to required chapter advisor attendance must be approved by the Ohio DECA State Advisor upon submission of documentation from the chapter's school administration. A required ratio of chapter advisors and adult chaperones to the number of students attending from a chapter for an Ohio DECA conference/meeting will be determined by the Ohio DECA State Advisor. Adult/chaperone to student ratios for the International DECA Career Development Conference will follow guidelines required by National DECA. Any student in attendance at Ohio DECA, National Regional DECA or National DECA conferences must be approved by the Ohio DECA State Advisor and must also have approval from the student's school administration.

Section 5

There shall be a minimum of two regularly scheduled meetings of the Ohio DECA Executive Council. The Ohio DECA State Advisor shall be empowered to call special meetings of the Executive Council and/or Ohio DECA when the need arises.

Section 6

Parliamentary procedure for all meetings and conferences of Ohio DECA shall be governed by Robert's Rules of Order (Revised), in any case which is not covered by the Constitution or By-laws of Ohio DECA.

ARTICLE VIII – FINANCES

Section 1

State dues to Ohio DECA shall be determined by the Ohio DECA State Advisor with approval of the Executive Council for student and professional memberships. Membership in the Ohio DECA Alumni Association shall be determined by the Ohio DECA State Advisor. Honorary members shall be exempt from paying dues.

Section 2

All active student and professional members must pay both Ohio and National dues. Membership dues for Ohio and National DECA shall be submitted each year per policies established by National DECA and Ohio DECA.

Section 3

Ohio DECA financing of activities, including delegate expenses, in part, for national meetings, shall be based on available funds and determined by the Ohio DECA State Advisor.

Section 4

The Ohio DECA State Advisor will submit the state association's current financial statement to the Executive Council of Ohio DECA for review at regularly scheduled meetings.

Section 5

The Ohio DECA State Advisor shall prepare and present a proposed budget to Ohio DECA Executive Council prior to the start of each school year for review and approval. The budget shall be subject to revision based upon actual membership revenue received.

ARTICLE IX – INSIGNIA

Section 1

The insignia or emblem of DECA shall be prescribed by National DECA and protected from infringement by Trade Mark as filed with the Patent Office of the United State Department of Commerce. The wearing and use of this emblem as it applies to the high school division of Ohio DECA will be governed under policy established by National DECA.

Section 2

The Ohio DECA colors shall be blue and white.

ARTICLE X – AMENDMENTS

Section 1

These By-laws may be amended by a two-thirds majority vote of the assembly of voting delegates present at an official meeting of Ohio DECA. Only such amendments shall be made as are in keeping with purposes stated in Article I, Section 2 of these by-laws.

Section 2

Proposed amendments to the By-laws must be submitted in writing to the State President by one or more chartered chapters of DECA 30 days in advance of the next scheduled meeting of the Ohio DECA Executive Council for consideration at that meeting unless otherwise specified. A copy of the proposed amendment must be forwarded to the Ohio DECA State Advisor for review and approval. If so approved, it will be presented to the Ohio DECA Executive Council for approval at the next scheduled meeting. If the Executive Council finds the proposed amendment to be in keeping with Article 1, Section 2, of these By-laws, a copy of the proposed amendment will be submitted to each chapter advisor for presentation to all chapter members at least ten days prior to the annual Leadership Conference where voting will take place. The Ohio DECA State Advisor will determine eligibility/guidelines for voting delegates for voting on amendments. If a proposed amendment is adopted as ratified by a two-thirds majority vote of the voting delegates present at an official Ohio DECA meeting, the ratified amendment will become effective on the first day of the following month in which acceptance is granted, unless otherwise specified.

Section 3

The Ohio DECA State Advisor, in conjunction with and approval from the Assistant Director/Associate Director for Career-Technical Education assigned to provide oversight for Ohio DECA, may amend this constitution or make necessary revisions in order to maintain currency in language, align with changes and policies within the Ohio Department of Education and align with organizational changes within Ohio DECA necessary to maintain efficient and effective operations. All changes will be made in the best interest of the association and in line with Article II, Section 4 of these By-laws.