



State Officer Application and Information

Deadline Dates

February 10, 2012:	On-line Application Form Submitted Photo (in DECA Blazer) Submitted Electronically
February 24, 2012:	State Officer Test Completed and Submitted (Minus 10 points if not postmarked by this date)
March 2, 2012:	Portfolio Submitted
March 11, 2012:	Campaign Booth Constructed Interview Campaign Speech
March 12, 2012:	Campaign Booths Open Election by Voting Delegates
March 13, 2012:	New Officers Announced
June 9-12, 2012:	State Officer Training

NORTH DAKOTA DECA STATE OFFICER CANDIDATE INFORMATION

It is a privilege to serve as a state officer for North Dakota DECA. Only those members who feel they can apply themselves to the goals they set as an officer should complete the application form and run for office.

ELIGIBILITY FOR CANDIDACY

1. Only active members will be eligible for state office.
2. A candidate must submit the application no later than February 10, 2012.
3. A candidate must pass the state officer test with a 70% or higher score.
4. A candidate must have a 2.0 GPA or higher.
5. No more than three candidates from one chapter may apply for office.
6. Candidates must be a sophomore or junior in high school (serving as a junior or senior during their term of office)
7. Candidate must be a member of DECA on an official DECA Roster.

Election for the 2012-2013 State Officers for the North Dakota Association of DECA will be held at the 2012 Career Development Conference.

APPLICATION PROCEDURE

Those DECA members interested in seeking a State DECA office must complete and submit the on-line application include a photo in a DECA blazer by February 10, 2012.

Those DECA members who are official candidates must submit the following information in a **DECA portfolio** by March 2, 2012. The folios will be returned to the officer candidates during the officer candidate orientation session on Sunday, March 11, 2012. Portfolios should be displayed at the officer candidates' campaign booth during the conference.

1. The State Officer Application Form
2. Photo of officer candidate
3. Transcript (candidates must have a 2.0 GPA or higher)
4. State Officer Code of Conduct Form, with all signatures
5. Letter of Recommendation from DECA Chapter Advisor
6. Letter of Recommendation from a business person or teacher
7. Goals for running for office

The transcript is to verify the required GPA of the candidate and will be kept at the state office.

PRESIDENT AND VICE PRESIDENT CANDIDATES

Candidates may run for the office of president or vice president for North Dakota DECA. Candidates may choose to run only for president or only vice president positions, but this information will be confidential to the state advisor and tabulation team only. Candidates **MUST** check the office(s) seeking on the application form. Candidates are not required or encouraged to campaign for a specific office.

The candidate with the highest score (portfolio, interview, and voting delegate vote) will be the president; the next six candidates will be vice presidents. If the candidate with the highest score has selected “vice president only” they will become a vice president and the candidate with the second highest score will become the president.

The president must be a senior in the 2012-2013 school year. Vice Presidents may be juniors or seniors during their term of office.

SCREENING PROCESS

Candidates must successfully complete and submit the required materials by the deadline date. Official candidates will then be provided information about DECA. A test will be mailed to your school counselor and must be returned by February 24, 2012 (10 points will be deducted from the test score if not postmarked by this date). Candidates must receive at least a 70% or higher on the test. Those candidates will be notified and will be the official candidates for office.

CAMPAIGNING

1. Candidates will be allowed to campaign at the conference beginning March 11, 2012. Campaign booths will be up on Sunday March 11 and Monday March 12. Campaign booths must be removed by 5:00 pm, Monday, March 12.
2. Campaign material must be kept in courtyard area of the hotel.
3. Each candidate will be allowed to place two posters in the courtyard besides their booth materials. Easels will not be provided by North Dakota DECA or by the hotel. You must provide them. The posters must be removed by 5:00 p.m. on Monday, March 12, 2012.

CANDIDATE INTERVIEWS

Sunday, March 11, 2012

Each candidate will be interviewed by a panel. This score will count for 40% of the elected point total

CANDIDATE SPEECHES

Sunday, March 11, 2012

Each candidate will be given time to give a prepared speech to the members at the conference.

CAMPAIGN BOOTHS AT THE STATE DECA CONFERENCE

Sunday, March 11 & Monday, March 12 - Meet the Candidates Social

1. Candidates will be allowed one booth/table at the State DECA Career Development Conference. A single table will be provided for each candidate. Campaign booths will be open to ALL members attending the State DECA Career Development Conference on Sunday and Monday.
2. It is recommended that the campaign booths relate to the conference theme – “Expand Your Network” or tied to a theme related to Orlando, Florida, as the International Conference will be held in Orlando this year.
3. No beverages may be distributed during the campaign, including at the campaign booths. Wrapped candy items may be distributed but no home-made food items.
4. Printed materials should be kept to a minimum, but are allowed during the Meet the Candidate Social and at the campaign booths.
5. A candidate should limit their campaign spending to \$50.00 or less.
6. Campaign material must be kept in the assigned area of the hotel.

MEETING THE VOTING DELEGATES

Sunday, March 11, 2012 and Monday, March 12, 2012

1. Candidates are encouraged to meet with voting delegates in a “caucusing session” on Sunday and/or Monday. This may take place during the “Meet the Candidate Social” on Sunday evening or during another time (not during curfew times) on Sunday or Monday.
2. Candidates should meet with as many voting delegates from each of the DECA Chapters in order to discuss issues relating to DECA.
3. Voting Delegates are to structure these caucuses in a professional manner. Voting delegates may lose their right to vote if policy is not followed.

ELECTION SESSION

Monday, March 12, 2012 – Business Meeting

1. The election of officers will take place on Monday, March 12, 2012.
2. Voting Delegates must be seated at time of roll call.
3. Each candidate will be brought to the stage during the election session.
4. Voting Delegates will cast their vote by secret ballot.
5. The student election will count for 50% of the election.

DETERMINING VOTES PER CHAPTER

1. Each chapter will be allowed voting delegates based on state membership. Every chapter will be allowed three voting delegates. *A chapter with 100% membership will be allowed one additional vote.*

Number of Members	Voting Delegates	Number of Members	Voting Delegates	Number of Members	Voting Delegates
1-29	3	60-69	7	100-109	11
30-39	4	70-79	8	110-119	12
40-49	5	80-89	9	120-129	13
50-59	6	90-99	10	More than 130 members	14 maximum voting delegates

OFFICER TRAINING AND SERVING AS AN OFFICER

1. Officers will be expected to attend officer training in June. Officer Training will be held June 9-12, 2012. If you are unable to attend the Officer Training, you are not eligible to be a candidate for office. Please pay close attention to this date.
2. Officers are expected to represent DECA, North Dakota, and their high school in a professional manner. Officers must abide by the Code of Conduct. This form must be submitted prior to running for office. Officers may be removed from office at any time during their term of office.
3. Officers are required to attend officer training, fall leadership conference, mid-winter meeting and the state conference.
4. Officers should consider attending the central region conference and the international conference.

North Dakota DECA ~ State Officer Bylaw

President

1. Must be a senior in high school during the term of office.
2. Preside over and conducts state meetings in accordance with accepted parliamentary procedure.
3. Keeps the meeting to its order of business.
4. Sees that time limits are observed.
5. Works with other officers on state goals, to determine completion.
6. Responsible for article in state newsletter.
7. Responsible for communication with chapter advisors and chapter presidents.
8. Writes and submits article for each printed newsletter.
9. Prepares a list of promotional activities for each chapter to promote DECA.
10. Serves on the State Business Partnership Executive Board.

Vice President

1. Assist the president in any activity.
2. Seeks information from chapter each month and compiles information for the website.
3. Communicate through email and mail with all chapter advisors and chapter presidents/vice presidents in the district.
4. Keep accurate records of each meeting, including the minutes.
5. Minutes are to be typed, printed, and distributed to the state officers and state advisor no more than 14 days after the meeting.
6. Provides the state advisor and the state president with a list of potential business for each meeting, no later than 14 days prior to each meeting.
7. Collects a copy of chapter minutes from each chapter secretary.
8. Reports financial information at state meetings.
9. Prepares a scrapbook for the year to be used as a promotional tool. The scrapbook from the previous year is to be sent to each chapter beginning in September. The secretary prepares the scrapbook to send out the next year.
10. Seeks, gathers, and classifies news from chapter reporters/advisors/presidents for printed newsletter.
11. Typesets, and prepares the newsletter for print.
12. Prepares four (minimum) on-line newsletters each year; September/October, November/December, January/February, March/April/May.
13. Makes arrangements for newsletters to be distributed to each chapter advisor.
14. Works with the state advisor to prepare material for the web site.
15. Creates innovative components to the website to attract visitors.
16. Updates the web site at least every four weeks or more often if required by the state advisor.

Officers are also responsible for monthly reports and completing goals set at the State Officer Leadership Training or personal goals set as a state officer.

*All officers will be asked to submit written articles for the printed newsletter and the website as well as complete all materials asked for by the state advisor. All Officers will also sign and comply with the State Officer Code of Conduct.

NORTH DAKOTA DECA STATE OFFICER CODE OF CONDUCT

Must be submitted with candidate portfolio.

North Dakota DECA State Officer Action Team

As the elected representatives of the student members of DECA's High School Division, North Dakota officers assume and accept a high degree of responsibility to conduct in a manner that brings credit to themselves, the organization, and the members.

The ultimate responsibility for DECA's finances remains the sole responsibility of the State Advisor and local advisors. The state officers are prohibited from:

1. Entering into any contractual relationship on behalf of the organization.
2. Committing the organization to any policy without specific authorization of the state advisor.

By signing the North Dakota Code of Professional Conduct, individual officers agree to abide by the policies prescribed below and to assume responsibility for their conduct while serving as a state officer. The specific areas of violation are listed to provide guidance to the officer and are not to be considered all-inclusive.

Professional Responsibilities and Standards include but are not limited to:

1. Abide by the rules of the North Dakota High School Activities Association.
2. Abide by the North Dakota Officer Dress Code while representing the association.
3. Complete and submit all reports and assignments on time and correctly formatted.
4. Attend and participate in all called meetings, conferences, and appointments.
Comply with all conference rules and regulations including curfews, dress codes, etc.
5. Follow instructions given by the State Advisor or his/her designee.
6. No use of tobacco products.
7. No use of profanity or other vulgar language or inappropriate language or behavior while serving as an officer.
8. No lying, cheating, or stealing.
9. No consumption or possession of alcoholic beverages.
10. No engagement in any activity that may be perceived as violating the rules of conduct of the function you are attending.

North Dakota DECA State Officer Action Team Application Form

DUE: February 10, 2012

Candidates must submit a photo of the candidate in a DECA Blazer with this Application form, via e-mail no later than February 10, 2012.

Email to: kreisena@nd.gov

Name of Candidate	
Name of DECA Chapter	
Grade (this year)	
Home Phone Number of Candidate	
Cell Phone Number of Candidate	
Mailing Address of Candidate	
City, State, Zip Code	
Email Address of Candidate	
Please Check One:	
I will accept president only	
I will accept vice president only	
I will accept president or vice president	
Polo Size: (small, medium, large, x-tra large, xx-large)	
T-shirt Size: (small, medium, large, x-tra large, xx-large)	
Guys: Dress shirt size (neck and sleeve length) and Dress pants size (waist and inseam)	
Girls: Skirt size (misses or petite and size 2, 4, 6, 8, 10, 12, 14 etc.), blouse size (s, m, l, xl)	

Tests will be mailed on February 10, 2012 and must be returned (postmarked) by February 24, 2012. Portfolios with the appropriate materials are due no later than March 2, 2012.