

# CONSTITUTION FOR WV ASSOCIATION OF DECA

## ARTICLE I - NAME

**Section 1.** The official name of this organization shall be, "The West Virginia Association of DECA" and may be referred to as West Virginia DECA.

## ARTICLE II - PURPOSE

**Section 1.** To assist chartered chapters of West Virginia DECA in their growth and development.

**Section 2.** To prepare emerging leaders and entrepreneurs in marketing, finance, hospitality and management.

**Section 3.** To enrich the development of occupational competencies necessary for careers in marketing, finance, hospitality and management.

**Section 4.** To develop the realization of the responsibilities of citizenship in our free enterprise system.

**Section 5.** To develop an appreciation of civic and social obligations of those engaged in marketing, finance, hospitality and management.

## ARTICLE III - ORGANIZATION

**Section 1.** The West Virginia Association of DECA is an association of local chapters, each operating in accordance with a Charter granted by West Virginia DECA.

**Section 2.** Local Charters shall be issued to Chapters by the Chartered Association Advisor of DECA.

**Section 3** Administration of West Virginia Association of DECA shall be vested in the Professional Division, composed of All Chapter Advisors and the Chartered Association Advisor (see attached Professional Division Bylaws for government).

## ARTICLE IV – MEMBERSHIP

**Section 1.** Membership in the West Virginia Association of DECA shall be individual members of the local West Virginia chapters.

**Section 2.** All members of the West Virginia Association of DECA must belong to National DECA.

**Section 3.** The classes of membership to be recognized are:

- A. Advisor Members - DECA membership is extended to any professional educational employee at the discretion of the association advisor. An active member must pay dues as established by the National and Chartered Association and shall then be eligible to participate in regional, chartered association and national DECA activities.
- B. Active Members - DECA membership is extended to any student at the discretion of the chapter advisor. An active member must pay dues as established by the National and Chartered Association and shall then be eligible to participate in regional, chartered association and national DECA activities.
- B. Alumni Members – Past members of a high school DECA chapter may, through their local chapter, join DECA. They shall be allowed to attend regional, chartered association and national functions only with approval from the Chartered Association Advisor.
- C. Professional Members – Marketing/Business Education teachers, Career and Work Skills Training teachers, administrators, educators and others associated with and participating in the professional development of West Virginia DECA, are eligible for membership as established by the Association.
- D. Collegiate Members– Students enrolled in marketing, finance, hospitality or management courses in a postsecondary institution are eligible to become collegiate members. A collegiate member must pay dues as established by the National and Chartered Association and participate in appropriate activities.
- E. Honorary Life Membership – Leaders in the field of education, business or government may be eligible for Honorary Life Membership. Honorary Life Members must be approved by the Board of Directors and are exempt from dues.

## ARTICLE V - VOTING

**Section 1.** Member chapters shall exercise their voting privileges through Chartered Association Voting Delegates to the Annual Meeting or meetings of West Virginia DECA. Each chapter will be allowed one Voting Delegate. Chapters with over twenty-five members will receive additional votes as per the chart below:

1 – 25 members	1 vote
26 – 50 members	2 votes
51 – 75 members	3 votes
76 – 100 members	4 votes
Over 100 members	5 votes

## ARTICLE VI - MEETINGS

**Section 1.** An annual meeting of the West Virginia Association of DECA shall be called for the express purpose of electing officers and conducting other business of the Association.

**Section 2:** Special meetings of the Association may be called by the Chartered Association Advisor or DECA Board President with 15 days' notice given to all chapters.

## ARTICLE VII - OFFICERS

**Section 1:** Officer Candidates shall run for the office of a Chartered Association Officer Team Member.

**Section 2:** All officers will be elected by a chartered association-wide election, testing procedure and interview session at the West Virginia Chartered Association Career Development Conference.

**Section 3:** The five candidates receiving the best overall rating will be the Chartered Association Officer Team. The candidate receiving the highest overall rating will become the president and the rest will assume the duties of directors.

**Section 4:** The duties of the officers shall be:

President – To preside over all official WV Association DECA meetings and to be available at the request of the DECA Chartered Association Advisor in promoting the general welfare of WV DECA. The Chartered Association Officer Team will develop and carry out an Annual Business Plan and visit individual chapters and provide technical assistance to the chapters.

Directors – To serve in any capacity as directed by the President; To accept the responsibilities of the President as occasions may demand, and to make themselves available at the request of the Chartered Association Advisor in promoting the general welfare of WV DECA and in specific chapters in designated areas.

**Section 5:** Qualifications for officer candidates for a chartered association office must meet minimum national standards for national officers.

## **ARTICLE VIII - FINANCES**

**Section 1:** Dues for the West Virginia Association of DECA shall be established by the Board of Directors at the spring board meeting.

**Section 2:** Dues established by National DECA shall be paid at the same time as the chartered association Dues.

**Section 3:** A Chapter Affiliation Fee shall be established by the Board of Directors and shall be paid at the same time as Chartered Association Conference Registration.

**Section 4:** Chartered Association and National dues and Chapter Affiliation Fee must be paid by the date set by the Chartered Association Advisor.

**Section 5:** At the fall board meeting, the Chartered Association Advisor shall submit for review the past fiscal year's financial records to the Board of Directors.

**Section 6:** The WV DECA Chartered Association Advisor shall have a financial review and compilation completed each fiscal year's financial records and provide documentation of said review.

**Section 7:** The Chartered Association Advisor will submit to the Board of Directors an annual budget for approval.

**Section 8:** The Chartered Association Advisor will select 8 advisors to be paid advisors to travel to ICDC. These advisors will be picked from the 8 largest chapters of member who will be traveling to ICDC, in the event of a tie, the money will be split between the tying chapters.

## **ARTICLE IX – CHARTERED ASSOCIATION ADVISOR**

The West Virginia Department of Education will appoint a professional staff member to serve as Chartered Association Advisor. This individual will be responsible for, and have final authority regarding all policy decisions, all treasury funds, and all activities and functions of the West Virginia Association of DECA. In the event the Chartered Association Advisor is unable to be present at any West Virginia DECA function, she/he may appoint another Professional Division member to serve in this capacity.

## **ARTICLE X – EMBLEM AND COLOR**

The WV Association shall adopt the same emblem and colors as the National Association.

## **ARTICLE XI – AMENDMENTS**

**Section 1:** This constitution may be amended at any regular meeting provided the proposed amendments have been presented to all board members. To amend this constitution, proposed amendments shall be submitted according to the following procedures:

- a. Proposed amendments shall be submitted in writing to the president of WV DECA and to each board member at least 14 days prior to final action.
- b. Proposed amendments shall be reviewed by the board members and approved by a two-thirds majority of members present at a regular business meeting.
- c. Approved amendments shall be submitted in writing to all members of WV DECA.

**AMENDED: FEBRUARY 5, 2018**

**WV DECA  
PROFESSIONAL DIVISION BY-LAWS**

**Replaces Article III, Section 4 of Constitution  
ADOPTED August 27, 1981  
Revised February 5, 2018**

**Section 1: PURPOSE**

The Professional division of West Virginia DECA was established to:

1. Promote the general welfare of West Virginia DECA, and
2. Develop goals and objectives for West Virginia DECA, and
3. Establish regulations as necessary to carry out the goals and objectives of West Virginia DECA.

**Section 2: MEMBERSHIP**

The professional division of West Virginia DECA is comprised of all active adult advisors of chartered DECA chapters within West Virginia and is exclusively for charitable, religious, education and scientific purposes under section 501(C)(3) of the Internal Revenue Code or corresponding section of any future tax code.

**Section 3: GOVERNANCE**

A board of Directors will constitute the governing body of the West Virginia DECA Professional Division.

Members of the West Virginia DECA Board of Directors shall:

- a. be elected from the membership chartered association-wide. Three are elected each year.
- b. have at least 2 years teaching experience and must be a local DECA chapter advisor for that time period.
- c. attend all regularly scheduled meetings. Members missing two scheduled meetings in one year, without reasonable cause, may be asked to resign.
- d. send a formal letter of resignation to the chairperson if a resignation is necessary.

The West Virginia DECA Board of Directors:

- a. a. consists of nine (9) DECA members. Three (3) members will be elected each year and serve staggered three year terms. These elections will be association wide voting sessions that will take place at the Career Development Conference each spring The Chartered Association Advisor and the Chartered Association Officer Advisor shall serve in an ex-officio capacity. A representative from the W.V. Department of Education may be invited to serve the Board in a non-voting liaison capacity.
- b. Each chapter advisor will be permitted one vote, with no more than 2 voting advisors per chapter, in association wide elections, including the elections of representative to the WV DECA Board of Directors.

- c. is responsible for annually review, advise, and help execute a chartered association-wide annual business plan.
- d. reviews and authorizes an annual budget submitted by the Chartered Association Advisor to the Board members..
- e. serves as an appeals committee to settle issues relative to competitive events.
- f. determines the dates and locations of all Chartered Association activities
- g. selects a chairperson, who assists in planning agenda item, and conducts meetings of the board elects a vice-chairperson, who will serve as chairperson in the event of an absence, and recorder who will keep and report minutes to the state advisor.
- h. No individual may succeed himself/herself as an officer and no individual may serve as an officer for more than one CTSO.
- i. sets dues and other fees to generate revenue to operate the chartered association.
- j. establishes guidelines for teacher conduct at chartered association /national DECA meetings in accordance with DECA Inc..
- k. serves as contact persons within their regions to receive ideas, concerns, etc., prior to regularly scheduled meetings.
- m. In the event of the resignation of a member, any vacancy occurring in the nine elected directors other than by expiration of term, shall be filled by special election of the affected region within sixty (60) days to serve the remainder of the unexpired term.

#### **Section 4: DISSOLUTION OF ORGANIZATION**

Upon final dissolution or liquidation of the state organization and after the discharge or satisfaction of all outstanding obligations and liabilities, the remaining assets shall be equally disbursed by the West Virginia DECA Board of Directors to the Chartered Chapters of the Association at the time of dissolution or shall be transferred to a qualified exempt organization within the meaning of section 501 (c) (3) of the Internal Revenue Code of 1954.

#### **Section 5: AMENDMENTS**

To amend the By-Laws, proposed amendments shall be submitted according to the following procedures:

1. Proposed amendments shall be submitted in writing to the WV DECA Chairperson and to each WV DECA Chartered Association at least 14 days prior to a scheduled state meeting.
2. Proposed amendments shall be approved by a two-thirds majority of the voting advisor members present at the state meeting.
3. Amendments take affect at the close of the state meeting.