

# MEMORANDUM

## Candidate and Local Advisor:

The following packet contains important information concerning Oklahoma DECA State Executive Council Candidacy. Ensure that you completely review the Local Chapter Section of this Handbook pertaining to your duties in relation to DECA State Executive Council. Review the Election Information section for information regarding voting delegate responsibilities and election procedures. Please forward the appropriate information to those members interested in campaigning for office.

## Important Reminders:

1. Candidates should print the **Candidate Checklist** in the forms section of this handbook to ensure completion of all required documentation.
2. Candidates who submit **incomplete** OR **late** application forms and materials **will be automatically eliminated** (all required items are included on the Candidate Checklist)
3. It is preferred that all documents be completed electronically using Adobe or other method.
4. ALL candidate information must be submitted to Mark Burch by **January 11, 2019**.

## Included are:

1. Candidate Handbook
2. Candidate forms

If you have any questions or concerns, please do not hesitate to contact Mark Burch, DECA State Advisor at [Mark.Burch@careertech.ok.gov](mailto:Mark.Burch@careertech.ok.gov) .

All application materials are due by **January 11, 2019**

- Email ALL documents at once to [Mark.Burch@careertech.ok.gov](mailto:Mark.Burch@careertech.ok.gov)
- OR by mail postmarked no later than **January 9, 2019** to:

ODCTE/BMITE  
Attn: Mark Burch  
1500 W 7<sup>th</sup> Ave  
Stillwater, OK 74074

# Oklahoma DECA State Executive Council Handbook



# GENERAL INFORMATION

## Purpose

This handbook seeks to provide all relevant information and answer questions concerning eligibility, campaigning, and election procedures, all of which govern Oklahoma DECA State Executive Council.

## By-Laws

The *Oklahoma DECA By-Laws* can be downloaded here:

<https://www.okcareertech.org/students/student-organizations/deca/deca-general-information>

## Executive Council

### Definition and Role

State officers collectively make up the Oklahoma DECA State Executive Council. They are the student representatives for Oklahoma DECA. They represent the state association at various conferences and meetings throughout their term of office.

### Structure

The State Executive Council is composed of six (6) positions designated as follows:

- The top six (6) candidates receiving a majority vote at the annual Career Development Conference will make up State Executive Council.
- If more than one (1) candidate has designated to run for President, ALL will be placed on a new ballot and voting will resume until a candidate receives a majority vote. This candidate will serve as the Oklahoma DECA President.
- The Oklahoma DECA State Advisor will appoint the remaining five (5) to Vice-President positions of *Leadership, Career Development, Marketing, Finance, and Hospitality*.

## Duties

The elected and appointed officers shall perform the duties provided in this section and other duties as outlined in the Oklahoma DECA bylaws, by the State Executive Council, or the Oklahoma DECA State Advisor.

- A. Duties of the President. The President shall:
  - a. preside over all business meetings;
  - b. preside over all Executive Council meetings;
  - c. establish and appoint members and chairs of appropriate committees and assist in their activities;
  - d. serve as an ex-officio, non-voting member of all committees;
  - e. perform other duties of a presiding officer;
  - f. promote the general welfare of DECA, Oklahoma Association.
  
- B. Duties of the Vice-Presidents. The Vice-Presidents shall:
  - a. serve in any capacity as directed by the President;
  - b. accept the responsibilities of the President as occasions may demand;
  - c. assist in compiling and publishing the State Association Annual Report;
  - d. serve as a liaison between local members and the State Executive Council;
  - e. contact each assigned local chapter at least once each month;
  - f. promote the general welfare of DECA, Oklahoma Association.
  - g. provide vital opinions and perspectives representative of the mid-level division;
  - h. promote the general welfare of DECA, Oklahoma Association.

## Responsibilities

DECA State Executive Council members are held to a very high standard and must comply with all policies and procedures outlined by Oklahoma DECA and the State Advisor for Oklahoma DECA.

**Failure to comply with any responsibility or assignment is cause for removal from office.**

Many of these responsibilities include, but are not limited to the following:

- Attend CareerTech University (CTU) for leadership training
  - Failure to attend in its entirety WILL result in removal from office
- Attend ALL scheduled meetings and be on time
  - Refer to the 2019-2020 Important Dates list
  - Failure to attend is cause for removal from office
- Provide guidance, leadership, and inspiration to all members
- Represent the views of the membership, not those of the individual officer
- Maintain timely and professional correspondence with typed, proper style communications
- Respond to ALL e-mail communications within 48 hours
- Provide monthly activity reports regarding official DECA activities.
- Wear the organization's official blazer when representing Oklahoma DECA
- Submit a monthly report of participation in Organization activities and program of work to State President
  - State President will compile and submit a monthly report of team's participation to State Advisor and ODCTE Staff
- Fulfill their responsibilities, but shall not let them interfere with continuing their education
- Refrain from serving on state, district, or chapter nominating committees; endorsing potential candidates; being involved in any sort of campaign activities; or serving as a voting delegate (other than at NLC)
- Notify the state advisor or designee and the division of Business, Marketing, & Information Technology Education immediately of circumstances that prevent carrying out of any assignment
- Be available to represent the organization as requested and approved by the state advisor or designee and the division of Business, Marketing & Information Technology Education
- Abide by the State Executive Council Code of Ethics as established by Oklahoma DECA

## State Executive Council

### 2019 – 2020 Important and Mandatory Dates

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Below is a list of events and meetings that State Executive Council Officers are **required** to attend. Please review all dates carefully and confirm that you have **NO** conflicts *before* submitting your application. **Failure to attend any required event may result in removal from office.**

***\*\*\*Failure to attend CareerTech University (CTU) in its entirety WILL result in removal from office\*\*\****

The only exception is DECA International Career Development Conference (ICDC). Due to CareerTech not covering or reimbursing travel expenses for this event, it is exempt from mandatory attendance.

January 30, 2019	<b>Executive Council Applicant Screening</b>	Stillwater, OK ODCTE
February 12-13, 2019	<b>(CDC) State Leadership Conference</b>	Midwest City, OK Sheraton Reed Center
March 27, 2019	<b>State Officer Orientation/Training</b>	Stillwater, OK ODCTE
April 26-30, 2019	<b>(ICDC) International Career Development Conference</b>	Orlando, FL B Resort & Spa Disney Springs
May 29-31, 2019	<b>(CTU) CareerTech University</b>	Wagoner, OK Tulakogee Conference Center
August 1-2, 2019	<b>CareerTech Summer Conference</b>	Cox Convention Center, OKC Francis Tuttle – Rockwell
September 18, 2019	<b>Monthly Meeting</b> 9:00 a.m. – 4:00 p.m.	Stillwater, OK ODCTE
October 14-15, 2019	<b>(FLC) Fall Leadership Conference</b>	Norman, OK Embassy Suites
November 6, 2019	<b>Monthly Meeting</b> 9:00 a.m. – 4:00 p.m.	Stillwater, OK ODCTE
December 11, 2019	<b>Monthly Meeting</b> 9:00 a.m. – 4:00 p.m.	Stillwater, OK ODCTE
January 15, 2020	<b>Monthly Meeting</b> 9:00 a.m. – 4:00 p.m.	Stillwater, OK ODCTE
February, 2020 (TBD)	<b>(CDC) Career Development Conference</b>	TBD TBD

# CANDIDATE INFORMATION

## Application Qualifications:

The student candidate for Oklahoma DECA State Executive Council must meet the specific qualifications below.

### Recommendation of Local Chapter & Advisor

The candidate must be recommended by his/her local chapter advisor and school administration and be endorsed by his/her chapter.

### Membership

The candidate must be a current, dues-paid, active student member in good standing.

### Leadership

The candidate must commit loyalty to DECA. If elected, the officer must make any State Executive Council duties, responsibilities, and event attendance top priority and should not use any other leadership roles as an excuse to neglect official duties.

### Enrollment

The candidate must be enrolled in a business technology-related course throughout his/her term of office and remain an Oklahoma resident during his/her term.

### Grade Point Average

(Any Division) – The candidate must have a cumulative 2.50 grade average based on a 4.0 scale (official school transcript required). If elected, the officer must maintain a cumulative GPA of at least 2.50 as well as not having a term GPA below 2.5. Documentation may be requested by the State Advisor to ensure that the officer maintains these GPA requirements throughout their term. Failure to maintain GPA requirement will result in removal from office.

## Application Procedures:

Candidates for office will select *President or Vice-President*. Only those that designate to run for *President* will be eligible for the possible run-off that will take place at the annual career development conference. The (5) *Vice-President* candidate's receiving the most votes will be assigned to a specific office by the Oklahoma DECA State Advisor.

Candidates will complete all forms and materials specified in the Candidate Checklist section and send to the State Advisor by the designated deadline.

Candidates will then wait for notification of review and acceptance.

## Application Materials:

### Forms provided to Candidate (see Candidate Forms Section)

1. OKDECA Executive Council Nomination Form
2. OKDECA Executive Council Commitment Form
3. OKDECA Executive Council Reasons for Removal Form
4. OKDECA Executive Council Social Media Contract
5. OKDECA Executive Council Uniform Information Sheet
6. OKDECA Permission to Drive/Ride Form
7. OKDECA Advisor Agreement Form
8. Candidate Checklist

### Materials to be provided by Candidate

1. Letter of application which includes the candidate's reason(s) for applying addressed but NOT separately mailed to:  
Mark Burch  
Oklahoma DECA  
1500 W 7<sup>th</sup> Ave  
Stillwater, OK 74074
2. Candidate's resume which includes candidate's career objective (one page maximum length, typed on 8 ½ x 11-inch paper)
3. Official school transcript
4. Two letters of reference (*one must be from your local chapter advisor*)
5. Candidate's statement of 200 words or less stating his/her name and why he/she wishes to be a candidate for state office (candidates cannot mention a specific office). The statement must be emailed as a Word attachment to [Mark.Burch@careertech.ok.gov](mailto:Mark.Burch@careertech.ok.gov). These 200 word statements or less will be posted on the OK DECA website as submitted by the candidate before CDC for review by members including voting delegates.
6. Candidate's responses to social media questions, which will be posted on the OK DECA Facebook page on Monday the week of CDC.
7. A color photograph of candidate dressed professionally (wallet size or bigger)
  - a. Not required to be in DECA uniform
  - b. High resolution JPEF or PNG file required
8. Digital version of color photograph – emailed to Mark Burch at [Mark.Burch@careertech.ok.gov](mailto:Mark.Burch@careertech.ok.gov)

## Application Review:

All forms and materials will be carefully reviewed for accuracy and completeness.

Applicants who submit **incomplete** or **late** application forms and materials **WILL BE automatically eliminated from consideration as a candidate.**



## **Notification of Eligibility:**

All applicants will receive notification from Oklahoma DECA via email concerning the status of their application for State Executive Council candidacy.

The State Advisor will make notification directly to the applicant and their local advisor via email, no later than **January 22, 2019**.

### **Following notification of eligibility, the applicant will:**

- Again, thoroughly review all information contained within this Handbook
- Prepare campaign materials, including speech
- Prepare a campaign expense report for ALL campaign materials
- Attend Officer Candidate Screening on January 30, 2019 at the Oklahoma Department of Career and Technology Education in Stillwater beginning at 9:00 a.m.

## **Officer Candidate Screening Process:**

The screening process is a multifaceted evaluation of the applicant's potential ability to serve Oklahoma DECA. Applicants will be evaluated quantitatively and qualitatively based on the factors outlined below. In order to qualify as an official candidate, applicants **MUST** achieve a **minimum score of 245 points of a possible 350**.

### **Nomination Form (100 points)**

Nomination forms must be complete, accurate, grammatically correct, and professional. In preparation for the Campaign Rally at the DECA State Leadership Conference, each applicant shall bring their proposed campaign budget and sample campaign materials to screening (pictures of each item are acceptable). The panel of judges will evaluate these items.

### **Panel Interview (100 points)**

A professional committee of four (4) qualified individuals appointed by the Oklahoma DECA State Advisor will rank and score applicants based on their response to interview questions and performance of the script reading.

### **Script Reading (50 points)**

A sample script will be provided to candidates to read during the panel interview. This will gauge each candidate's ability to read a script in front of a group. Scripts will **NOT** be provided in advance of candidate screening day.

### **DECA Exam (40 Questions - 100 points)**

Applicant's knowledge will be tested over all things DECA. Topics will include competitive events, DECA Cares, leadership, parliamentary procedure, and professionalism.

## OKLAHOMA DECA

Recommended study materials include:

- Oklahoma DECA Bylaws
- Oklahoma DECA and National DECA Websites
- Roberts Rules of Order, Newly Revised
- DECA LEAD (CTYou.org Resource)

Nomination form ( <i>including budget &amp; campaign materials</i> )	100
Panel Interview	100
DECA Exam	100
Script Reading	50
<b>TOTAL</b>	
<b>Applicants must receive 245 points (or 70%) of the possible 350 points.</b>	

### Recorded Campaign Speech

Each applicant should come prepared to record a 2-minute campaign speech during candidate screening on **January 30, 2019**. Applicants may NOT use props or skits. This recording will only be used if applicant meets the minimum requirements to be placed on the voting ballot as an official candidate at DECA State Leadership Conference. The professional recording studio on-site at ODCTE will be used to record these videos.

### Notification of Official Candidacy:

Applicants and their local advisor will be notified regarding their status as an official candidate for state executive council. Official candidates are those that have passed the screening process of a minimum score of 245 or 70% of the total.

Upon notification of official candidacy, the candidate should next prepare for the DECA State Leadership Conference, which takes place on **February 12-13, 2019**.

## Campaign Regulations:

### Pre-approval of campaign materials

A sample of all campaign materials and handouts along with an itemized budget must be submitted during Officer Candidate Screening on **January 30, 2019**. A picture of an item is acceptable as a sample.

### Responsibility

- The candidate, his or her campaign manager, local chapter voting delegates, members and advisors must observe all campaign regulations.
- Failure to do so may result in disqualification of the candidate.

### Campaign Manager (optional, but strongly encouraged)

- The campaign manager must be a current, dues paid, active member in good standing, of the same division as the candidate.
- The campaign manager will head the entire campaign for the candidate and must attend the candidate briefing meeting with the candidate.

### Expenditures

A maximum of \$350.00 may be spent on campaign materials. This amount is based on fair market value and must be listed on an applicant's itemized budget.

Candidates are allowed to use up to a 17" battery powered computer or tablet during their campaign rally. The computer will need to be listed on the expense report, but will not be an expense item.

No matter the actual costs, copies will be listed on the expense report at 5 cents each for black and white copies and 25 cents each for color copies and pictures will be listed as \$0.10 for 4x6, \$0.25 for wallet, \$0.60 for 5x7, and \$2.50 for 8x10 for each picture used. Other sizes will be listed per market value.

The candidate or the candidate's campaign manager shall submit an itemized statement of all campaign expenses to the Election Coordinator at the Campaign Briefing Meeting. All donated materials must be included in the itemized list of expenses, at the fair market value.

No gum, stickers, or other adhesives will be allowed for campaigning

***\*Items not listed on the expenditure report must be removed from campaign area and cannot be used in the campaign.***

***\*Failure to submit the itemized list of expenditures will result in automatic disqualification of the Candidate.***

## **Campaign Guidelines**

### **Prior to CDC**

- No campaigning is allowed prior to the opening of the Campaign Rally booths at Career Development Conference. Along with the application packet, candidates will submit responses to questions that will be posted to social media source(s) by Oklahoma DECA on the Monday before CDC. At that time, candidates and campaign managers may also utilize Twitter and Facebook social media sources to announce candidacy. NO other campaigning is allowed prior to CDC.
- Candidates or representatives of their campaigns may not contact any other chapter or the members of any other chapter at their schools or home.
- Absolutely no literature announcing a student's candidacy or related to the candidate is to be mailed to other chapters or members
- The candidate's own chapter is the only exception but is limited to verbal announcement.

### **At CDC**

- No campaigning may be conducted prior to the opening of the Campaign Rally booths at the State Leadership Conference
- Campaign materials may only be distributed during the time of the Campaign Rally
- Campaign materials cannot be distributed outside of the candidate's booth area. All materials will be restricted to a 6x5 foot area, including a provided table.
- Candidates must wear their official CDC nametag and identification ribbons at all times during conference activities
- Candidates are responsible for cleaning up all campaign materials

### **Campaign Speech**

- Shall be limited to a maximum of 2 minutes
- The officer candidate will give an individual statement of qualifications and their platform
- Candidates may not refer to any office by name
- The use of skits, props, costumes, demonstrations, or the assistance of another person are not allowed.
- The candidate may not solicit or invite audience participation. The candidate will not be held accountable for spontaneous audience responses.
- Speeches by candidates are presented in an order determined prior to the session by a random drawing of names. No announcement of the order of speeches will be made prior to the session.

### **Officer Election Grievance Policy**

- Any member may file a grievance.
- The Grievance Form (available in the forms section of this document) must be completed and submitted to the State Election Coordinator by the local chapter advisor or designee no later than one (1) hour after the incident.
- Grievances concerning campaign procedures will be handled by the Grievance Committee, which is composed of the State Advisor, BMITE State Program Administrator, and State Election Coordinator. The committee has the authority to disqualify candidates or take other disciplinary action deemed necessary.
- Grievances concerning campaign procedures will be handled by the Grievance Committee, which is composed of the State Advisor, BMITE State Program Administrator, and State Election Coordinator. The committee has the authority to disqualify candidates or take other disciplinary action deemed necessary. The candidate, local advisor, and local administration (if present) will be informed of the grievance and nature of the grievance and given the opportunity to respond if action is taken against the candidate.

# ELECTION INFORMATION

## Voting Delegate Allocation:

Each chartered DECA chapter shall not have more than two official votes, which shall be cast by the voting delegates present. (NOTE: In the event only one delegate represents a chapter, only one vote may be cast. When no delegates are present, the chapter forfeits the right to vote on all matters presented during that meeting.)

## Voting Delegate Responsibilities:

Voting Delegates play an important and vital role in the election of the State Executive Council. Therefore, it is crucial that all voting delegates including Alternate Voting Delegates understand and agree to fulfill the following responsibilities.

Specifically, voting delegates will...

- Read this Handbook thoroughly; ask questions as necessary, and abide by all campaign/election regulations
- Wear the appropriate Voting Delegate ribbon at all times
- Attend all campaign and election sessions and encourage others to attend:
  - Campaign Rally
  - Business Meeting
  - Caucus/Election
- Be seated promptly for all sessions at the designated time and place (alternates only if necessary)
- Be prepared with electronic devices (cell phones, tablets, etc.) for electronic voting

## Election/Voting Delegate Procedures:

Voting delegates will hear speeches at the Opening Session of CDC. Voting delegates must also attend the Campaign Rally to meet and talk to the candidates.

Voting delegates will then attend a meeting exclusively for voting delegates. In this meeting, votes will be cast for the State Executive Council electronically. Voting delegates must bring an electronic device capable of connecting to the internet in order to cast votes.

Voting delegates will be required to have voting delegate ID card to enter this meeting.

# ELECTION SESSIONS

## Campaign/Candidate Briefing Meeting

**Who must attend:** Candidates, Campaign Managers & Local Advisors

**Who can attend:** Voting delegates

## Opening Session:

**Who must attend:** All conference attendees

**What will happen:** Candidates will give their campaign speeches

## Campaign Rally:

**Who must attend:** Candidates, Campaign Managers, and all Voting Delegates

**What will happen:** Opportunity to meet and question each candidate

## Voting Delegate Meeting:

**Who must attend:** All Voting Delegates ONLY

**What will happen:** Voting delegates will cast their votes electronically

## Grand Awards Session:

**Who must attend:** Candidates

**What will happen:** New officers announced during the awards session

## New Officer Meeting:

**Who must attend:** New Officers and their Local Advisor

**What will happen:** Information provided regarding new officer training

# FORMS

This section contains forms referred to throughout the handbook:

- **OKDECA State Executive Council Nomination Form**
  - Must be filled out completely with no errors
  - Needs applicant and local advisor signatures
- **OKDECA State Executive Council Commitment Form**
  - Needs applicant, local advisor, parent & school administrator(s) signatures
- **Grievance Contact Information Form**
  - Need's candidate and local advisor signatures
  - Information is used in case of a grievance against the candidate
- **OKDECA State Executive Council Reasons for Removal Form**
  - Needs applicant, local advisor, parent & school administrator signatures
- **OKDECA State Executive Council Social Media Contract Form**
  - Needs applicant & local advisor signatures
- **Candidate's Social Media Responses**
  - Send hard copy with application if mailed
  - Email Word document to [Mark.Burch@careertech.ok.gov](mailto:Mark.Burch@careertech.ok.gov)
- **OKDECA State Executive Council Uniform Information Sheet**
  - Needs to be completely filled out
- **OK DECA Advisor Agreement**
  - Must be completed by candidates local advisor and signed by Administrator
- **OKDECA Permission to Drive/Ride Form**
  - Needs signatures of applicant, local advisor, parent & school administrator(s)
- **Candidate Checklist**
  - Needs signatures of applicant and local advisor

Before submitting your completed materials, double check to make sure everything is filled out correctly and completely.

**NO CANDIDATE PACKETS WILL BE ACCEPTED  
LATE OR INCOMPLETE**



# State Executive Council Nomination Form

## CANDIDATE INFORMATION

Which officer position are you applying for: \_\_\_\_\_

Name of Candidate: \_\_\_\_\_ Phone: \_\_\_\_\_

Complete Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Parent/Guardian/Spouse's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
*Indicate relationship:* \_\_\_\_\_

Hometown Newspaper: \_\_\_\_\_

Newspaper Mailing Address: \_\_\_\_\_

Candidate Grade Level: \_\_\_\_\_ Current GPA: \_\_\_\_\_

## SCHOOL INFORMATION

Name of School: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Local Advisor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Local Advisor Email: \_\_\_\_\_

Provide evidence of leadership in school, civic, or other organizations:

Name of Organization	From – To	Office Held

Describe involvement in other activities, school related or otherwise, that do not necessarily involve leadership:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*The above candidate is a member in good standing of his/her local chapter of DECA. To the best of my knowledge, all information submitted on, with, or attached to this nomination form is factual and exists as presented. The candidate is enrolled in a state-approved business related program.*

\_\_\_\_\_  
Chapter Advisor

*If elected, I will attend ALL State Executive Council Meetings, Leadership Conferences, and other dates specified by the List of Required Dates, adhere to the Code of Ethics, actively service in office to the best of my ability, and abide by the Constitution and policies of Oklahoma DECA.*

\_\_\_\_\_  
Officer Candidate

## OK DECA State Executive Council Commitment Form

Desire and willingness to work are major qualities a state officer must possess. Please be sure you have the desire to do your part and are willing to devote your time and efforts for a full year of service to Oklahoma DECA if elected. Please read the commitment form carefully. It is important to realize you are agreeing with all of the commitments. The candidate, advisor, parent and administrator are required to sign this form with the understanding that a state officer may be removed from office if the state officer does not satisfactorily follow the standards listed below.

The State Officer shall:

- ✓ Commit the entire year to the DECA State Executive Council activities and treat all organization activities as a priority. Officers must remain in good standing with local chapter for entire term.
- ✓ Be willing to schedule time to minimize conflict at home, work, and school in order to maximize participation as an officer of DECA State Executive Council.
- ✓ Behave in a courteous and respectful manner to your Local Advisor, State Advisor, and Executive Council Officer team.
- ✓ State Executive Council members are expected to operate with the utmost integrity and full transparency in all matters. Anything less may result in forfeiture of office.
- ✓ In communication via email, text message, telephone or any social media sites, you must behave in a courteous and respectful manner to your Local Advisor, State Advisor and State Executive Council Officer team. You must refrain from language and actions that might bring discredit upon the association. You will be verbally warned the 1st time; 2nd time you are reprimanded you will be written up for the infraction, and 3rd offense will result in removal of office.
- ✓ Participate fully in all appropriate activities, conferences, workshops, business meetings, State Executive Council meetings, etc. for which you have responsibility. Absences from these activities will not be accepted and you will result in the forfeiture of your office.
- ✓ Maintain frequent communication with all members of the State Executive Council and advisors. Every memo or communication (email, blog, Facebook, Twitter, etc.) you plan to distribute to the membership and their advisors must be approved by your state advisor before distribution.
- ✓ Agree to maintain proper dress and good grooming in order to project a desirable image of the DECA student organization at all times.

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- ✓ Be willing to take and follow instructions as directed by your advisor and team members even though they may not be in agreement with your desires.
- ✓ Serve as a member of the team and always maintain a cooperative attitude. Keep in mind that even if the majority of your team votes and approves a decision or an action you personally do not agree with, you will accept the decision the team has made and follow through with the decision in a positive manner.
- ✓ In order to maximize teamwork and minimize the risk of conflicts of interest, Oklahoma DECA maintains the following policy in respect to fraternization: All romantic or dating relationships between officers are prohibited.
- ✓ Work in harmony with fellow officers, and not knowingly engage in conversations detrimental to other members, officers, advisors, or other partners. Work without complaining about being tired, sleepy or overworked, etc. especially in public or around other DECA Members. In conference settings, you will be dead tired but you must project a positive attitude. Others are watching and listening.
- ✓ Treat all members of the student organization equally and without discrimination.
- ✓ Forego alcohol, tobacco, and illegal substances.
- ✓ While staying with the officer team during conferences, meetings, or other DECA activities, respect the curfew set by the State Advisor. No State Executive Council member is allowed in a room other than the room assigned by the State Advisor. Failing to abide by these rules is a serious offense and could result in immediate dismissal.
- ✓ Strive through preparation and practice to develop into an effective public speaker and workshop presenter.
- ✓ Write all letters, thank-you notes, reports, and other correspondence regularly and on time.
- ✓ Do not violate any state or federal laws.
- ✓ Conduct myself in a manner commanding respect without any display of superiority.
- ✓ Be willing to ask for and accept constructive criticism and evaluation of my total performance.
- ✓ Periodically evaluate my personality and attitudes and make efforts to improve.
- ✓ Maintain at least a 2.5 grade point average during the term of office.

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- ✓ Allow the State Advisor and State Executive Council access to all social networking sites, such as Facebook, Twitter, Instagram, etc. Agree to remove any material deemed inappropriate or controversial.
- ✓ It is imperative that State Officers arrive on time for all appointments and meetings; take an intelligent and willing part in all activities and commitments. In this regard, candidates must be willing to put business before pleasure.
- ✓ State officer agrees to the use of their image and name by Oklahoma DECA for media/promotional purposes.

OKLAHOMA DECA

**The signatures below indicate:**

An understanding of the duties assigned to the state officer

- Acceptance of the responsibility to support and assist the candidate in the performance of the duties of his/her office during entire term of office.
- Ensure that, if elected, officers and advisors are able to attend all required events.

I understand that if I violate or ignore any of the above standards, the following consequences may occur:

- Being removed from the conference and/or activity by the DECA state advisor, state chair, local advisor, or other staff and sent home at their own expense.
- Have any honors or offices withdrawn.
- Monetary Deposit not being returned as the term of office was not completed.

While serving in the role of a State Executive Council member, I agree to abide by all of these commitments and statements.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Parent Signature**

I understand the duties of a state DECA officer and I agree to support and assist the candidate in the performance of the duties and assignments during the term of office.

\_\_\_\_\_  
**Advisor Signature**

I understand the duties of a state DECA officer and I agree to support the candidate and advisor in the performance of their duties and assignments during the candidate's term of office.

\_\_\_\_\_  
**High School Administrator Signature**

\_\_\_\_\_  
**Technology Center Administrator Signature**

**NOTE:** If a secondary student attends a technology center, both the high school and technology center administrator must sign.

## Grievance Contact Information Form

According to the Grievance Policy, "The candidate, local advisor, and state advisor or designee will be informed of the grievance and nature of the grievance and given the opportunity to respond if action is taken against the candidate."

Please complete the contact information below to ensure that the Grievance Committee will be able to contact you if action is taken against your candidate.

Officer Candidate \_\_\_\_\_

Contact Phone Number at CDC \_\_\_\_\_

*I have verified the number above*

Candidate Signature \_\_\_\_\_

Local Advisor of Candidate \_\_\_\_\_

Contact Phone Number at CDC \_\_\_\_\_

*I have verified the number above*

Local Advisor Signature \_\_\_\_\_

## State Executive Council Reasons for Removal from Office Form

A State officer may be declared "inactive" and/or removed from office in the following situations.

***Declaration of "inactive" status and possible removal from office for:***

1. Failure to attend the CDC installation ceremony for other than an emergency or medical reason.
2. Failure to attend required State Executive Council meetings and events.
3. Failure to satisfactorily complete all assigned responsibilities.
4. Failure to submit required reports when due.
5. Failure to communicate with the State Advisor and/or the Executive Council.

***Immediate and automatic removal from office for:***

1. Failure to adhere to the Code of Ethics
2. Failure to adhere to Policy and Procedures
3. Failure to attend CareerTech University (CTU)

I fully understand the possible causes for removal from office, rules, regulations, conditions, and directions set forth by the Policies and Procedures of Oklahoma DECA as well as the State Advisor.

I understand if removed, I will immediately return all materials purchased by Oklahoma DECA including the official Oklahoma DECA blazer, and can be held responsible for the cost of the official uniform.

Candidate Signature \_\_\_\_\_

Date: \_\_\_\_\_

Local Advisor Signature \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_

Date: \_\_\_\_\_

OKLAHOMA DECA

**State Executive Council Social Media Contract**

As a State Executive Council member, you are responsible for not only representing your local chapter, but also serving as a brand ambassador for Oklahoma DECA. You must portray yourself, and the organization, in a positive manner at all times, which includes using extreme caution when posting on any social media platforms. The Oklahoma DECA State Advisor reserves the right to monitor all State Officer’s social media accounts and request that any content deemed controversial or socially insensitive be removed or deleted immediately. As a State Officer, you must read and sign this contract acknowledging your responsibility regarding the use of all social media accounts.

**Responsibilities:**

- Complete all assigned social media postings in a timely manner
- Maintain and reflect the positive *professional* image of DECA
- Interact with State membership on DECA professional accounts
- Post appropriately, respectfully, and thoughtfully
- Refrain from using **official** Oklahoma DECA photos or DECA logos as any profile, cover, or banner images on personal social media accounts.

Do’s	Don’ts
<b>Follow Oklahoma DECA social media platforms as well as allow Oklahoma DECA staff to follow you</b>	Block any Oklahoma DECA staff from viewing your posts
<b>Positively interact with membership using professional and encouraging language</b>	Use any derogatory language, remarks, or profanity
<b>Keep personal views off all DECA accounts</b>	Express any controversial viewpoints (ex. politics)
<b>Immediately remove anything when asked to do so</b>	Involve yourself with alcohol or drugs, including liking and quoting such references
<b>Complete all assigned postings or get someone to cover for you</b>	Forget and/or ignore your responsibilities
<b>Be your professional self and share DECA news through all social media bases supported by DECA</b>	Share any account information to those NOT on the team
<b>Think twice before posting or putting yourself in inappropriate positions</b>	Have incriminating, violence, any form of nudity, inappropriate gestures, etc. references

By signing this Social Media Agreement, you agree to follow all rules outlined above and you understand that disciplinary actions may be imposed for failure to comply with any rule listed above.

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State Officer Candidate Signature

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Local Advisor Signature



## Candidate's Social Media Responses

Your answers to the following questions will be posted to the Oklahoma DECA website and official Oklahoma DECA Facebook page on Monday the week of CDC. A link may also be posted on the Oklahoma DECA Twitter and Instagram accounts. Limit your responses to 50 words or less for each question. Answers longer than 50 words will be cut off at the 50 word point. You may choose not to respond to any/all questions, however, it will be stated that you chose not to respond. Send a copy of your answers with your application packet and email a Word attachment to [Mark.Burch@careertech.ok.gov](mailto:Mark.Burch@careertech.ok.gov) by January 11, 2019.

1. What experiences have you had in DECA to prepare you for the State Executive Council?
2. What experiences have you had outside of DECA to prepare you for state office?
3. Pretend you are the Oklahoma DECA State Advisor. What three concerns about the organization's future keep you up at night?
4. You are a new addition to the crayon box. What color would you be and why?
5. What realistic changes and enhances will you make as a state officer?
6. If you woke up and had 1,000 unread emails and could only answer 50 of them, how would you choose which ones to answer?
7. What makes you a leader?

# State Executive Council Uniform Information Sheet

Applicant must complete this form and submit it as part of the State Executive Council Application.

## MEN

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*\*If unsure on measurements, it is recommended that men go to a department store or a suit store and asked to be measured in order to obtain the most accurate and professional measurements.*

*\*If measurements are reported incorrectly the applicant may be responsible for uniform charges.*

Dress Jacket / Blazer Size:

Chest: \_\_\_\_\_

*Example: 30, 32, 34, 36, etc.*

Length: \_\_\_\_\_

*Example: Short, Regular, Long*

Dress Shirt Size:

Neck: \_\_\_\_\_

*Example: 14 ½, 15, 15 ½, etc.*

Sleeve Length: \_\_\_\_\_

*Example: 32-33, 35-35, 36-37*

Dress Slacks Size:

Waist: \_\_\_\_\_ X Inseam: \_\_\_\_\_

*Example: 32 x 32, 36 x 32*

T-Shirt Size: \_\_\_\_\_

*Example: S, M, L, XL, 2XL*

Polo Shirt Size: \_\_\_\_\_

*Example: S, M, L, XL, 2XL*

## WOMEN

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Dress Jacket / Blazer Size: \_\_\_\_\_

*Example: 2, 6, 10, 14, etc.*

Blouse/Shell Size: \_\_\_\_\_

*Example: 2, 6, 10, 14, etc.*

Skirt Size: \_\_\_\_\_

*Example: 2, 6, 10, 14, etc.*

*OR Example: 0, 3, 7, 11, etc.*

T-Shirt Size: \_\_\_\_\_

*Example: S, M, L, XL, 2XL*

Polo Shirt Size: \_\_\_\_\_

*Example: S, M, L, XL, 2XL*

## State Executive Council Permission to Drive Form

**Please check one or more of the following:**

I/We give permission for the above member of the DECA State Executive Council to drive a personal vehicle to any approved DECA activities such as meetings, conferences, chapter visits, etc. throughout their term of office.

I/We give permission for the above-mentioned member of the DECA State Executive Council to ride with another member of the DECA State Executive Council, State Executive Council Coordinator, State Advisor, State ODCTE Staff, or another local advisor to any approved DECA activities such as meetings, conferences, chapter visits, etc. throughout their term of office.

**Required Signatures:**

\_\_\_\_\_ Date: \_\_\_\_\_  
State Executive Council Member

\_\_\_\_\_ Date: \_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_ Date: \_\_\_\_\_  
Local Chapter Advisor

\_\_\_\_\_ Date: \_\_\_\_\_  
Mid-Level or High School Administrator

\_\_\_\_\_ Date: \_\_\_\_\_  
Technology Center Administrator

## Candidate Checklist

The following items should be e-mailed to [Mark.Burch@careertech.ok.gov](mailto:Mark.Burch@careertech.ok.gov) no later than **January 11, 2019** OR mail printed, keyed versions of ALL the following to Oklahoma DECA.

- Candidate's Checklist (*signed by candidate & local advisor*)
- Candidate's Nomination Form (*signed by candidate & local advisor*)
- Candidate's Letter of Application (*addressed to State Advisor but submitted with the packet*)
- Candidate's Resume (*1 page and must include career objective*)
- Candidate's 200-Word Statement
- Candidate's Social Media Responses
- Chapter Advisor Letter of Recommendation
- Chapter Advisor Agreement for State Executive Council
- Second Letter of Recommendation
- Candidate's Commitment Form (*signed by candidate, local advisor, parent & administrator*)
- Reasons for Removal Form (*signed by candidate, local advisor, parent & administrator*)
- Grievance Contact Information Form (*signed by candidate & local advisor*)
- Social Contract Form (*signed by candidate & local advisor*)
- Uniform Information Sheet
- Permission to Drive/Ride Form (*signed by candidate, local advisor, parent & administrator*)
- Color Photo (*wallet size or larger, candidate should be dressed professionally in photo*)
- OFFICIAL Transcript
- Advisor Agreement (*signed by local advisor and local administrator, please email [mark.burch@careertech.ok.gov](mailto:mark.burch@careertech.ok.gov) for this form*)

**Email the following to [Mark.Burch@careertech.ok.gov](mailto:Mark.Burch@careertech.ok.gov) if choosing to postmark the above items:**

- Word attachment of Candidate's 200-Word Statement
- Word attachment of Candidate's Social Media Responses
- Digital version of the color photo

I understand the top 17 items listed on the checklist must be properly submitted via by January 11, 2019 to [Mark.Burch@careertech.ok.gov](mailto:Mark.Burch@careertech.ok.gov) OR postmarked by January 9, 2019 to **ODCTE/BMITE, Attn: Mark Burch, 1500 W 7<sup>th</sup> Ave. Stillwater, OK 74074**. I also understand that the final 3 items must be emailed to [Mark.Burch@careertech.ok.gov](mailto:Mark.Burch@careertech.ok.gov) by January 12, 2019 if I choose to postmark my application. Failure to do so will result in disqualification.

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Candidate Signature

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Local Advisor Signature

## State Officer Grievance Form

*For local chapter use in the event of a grievance at CDC – NOT to be used in officer application*

Local Chapter: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Local Advisor or Designee: \_\_\_\_\_

Name of Officer Candidate: \_\_\_\_\_

Grievance:

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Action by Grievance Committee:

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### Signatures

\_\_\_\_\_  
State Advisor

\_\_\_\_\_  
BMITE Program Administrator

\_\_\_\_\_  
Election Coordinator

OKLAHOMA DECA

**DECA Advisor Agreement for State Executive Council**

Advisor's Name: \_\_\_\_\_ Chapter: \_\_\_\_\_

Executive Council Candidate Name: \_\_\_\_\_

*(Advisors, please initial each line to show your agreement and support of these duties as advisor.)*

- \_\_\_1. I agree to assist the candidate with completing all required aspects of the State Executive Council Application and review their candidate speech.
- \_\_\_2. I agree to accompany the officer and ensure transportation is available to all required meetings and events.
- \_\_\_3. I agree to monitor officer responsibilities and commitments to ensure completion on time, accurately, and in a manner appropriate for this state office.
- \_\_\_4. I agree to serve as a mentor to the officer, arranging additional time to work with the officer.
- \_\_\_5. I agree to provide workspace, supplies, telephone access, email access, and support needed for the officer.
- \_\_\_6. I agree to monitor social media and behaviors of the officer including GPA.
- \_\_\_7. I agree to keep my local administration informed of all travel and requirements associated with having a State Executive Council member.
- \_\_\_8. I agree to work closely with the State Advisor to ensure all State Executive Council responsibilities are fulfilled according to the Code of Conduct and rules established by the State Advisor.
- \_\_\_9. I agree to promote and demonstrate a positive image of DECA at all times.
- \_\_\_10. I understand that for my candidate, State Executive Council duties take priority over any other organizational activities and that those activities shall not be used as an excuse to miss deadlines, meetings, or conferences.

\_\_\_\_\_  
Chapter Advisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date