

UTD DECA CONSTITUTION

ARTICLE I: Name

Section 1. The name of this organization shall be DECA at The University of Texas at Dallas.

ARTICLE II: Organization

Section 1. This organization shall be non-profit in nature and tax exempt according to Form 1023-ez.

Section 2. It shall be sponsored by the Jindal School of Management at The University of Texas at Dallas.

Section 3. It shall be responsible for complying with all policies and regulations as set by the Jindal School of Management, The University of Texas at Dallas for similar student organizations, and by the National DECA organization.

ARTICLE III: Objectives

Section 1. The objectives of this organization shall be to:

1. To prepare emerging leaders and entrepreneurs to be career ready.
2. Provide a professional environment where students can develop critical skills needed in a business setting.
3. Encourage students to pursue different business interests by participating in business competitions with other universities.
4. Offer volunteer opportunities to students in order to encourage serving the community.
5. Offer business seminars and professional networking opportunities to members to ready them for future careers.

Section 2. The mission of this chapter is to prepare emerging leaders and entrepreneurs in marketing, finance, hospitality and management in high schools and colleges around the globe.

ARTICLE IV: Membership

Section 1. Membership in this chapter shall be open to all students of the Jindal School of Management, and The University of Texas at Dallas who are interested in DECA's mission of "[preparing] emerging leaders and entrepreneurs in marketing, finance, hospitality and management in high schools and colleges around the globe."

Section 2. To maintain active membership in the chapter, a member must:

1. Fulfill semester or annual requirements including community service, fundraising events, and general meetings as set by the officer team.
2. Pay Chapter and National dues of \$35 per year.

3. Act in a positive manner and fulfill the obligations of membership.
4. Follow University and chapter policies during chapter events and when traveling for competitions.

Section 3. If a member is unable to fulfill his/her obligations of membership as determined by the Board of Officers, the member may be put on probation or have his/her membership in the chapter revoked in accordance with chapter policies.

Section 4. The probation system shall be as is outlined below.

1. If a member does not fulfill their semester or annual requirements by the outlined due date, they will forfeit their right to compete both at the State/Association Level and the International Level.

ARTICLE V: Officers

Section 1. The officers of this chapter shall be a President, Vice President of Membership, Vice President of Finance, Vice President of Fundraising, 2 Vice Presidents of Event Planning, and a Faculty Advisor. These officers shall constitute the Board of Officers for this chapter. All officers shall be active members in good standing with this chapter. They shall serve for one (1) year or until their successors are elected and qualified.

Section 2. The duties of the officers shall include the following:

1. President's Duties include but are not limited to:
 - a. Membership
 - i. Keeping points and informational documents updated
 - ii. Tracking meeting and fundraiser attendance
 - iii. Learning names of ALL members in a timely fashion
 - iv. Tracking all documents including and not limited to:
 1. Rosters
 2. Competition Selection
 3. T-shirts
 4. Point lists
 - b. Planning, Running, and Maintaining Meetings
 - i. Creating meeting PowerPoints
 - ii. Managing general and officer meetings
 - c. Maintaining the Organization
 - i. Fill out organization renewal forms each semester
 - ii. Maintain and run the organization email account (DECAutd@gmail.com) with the Vice President of Membership
 - iii. Make necessary purchases with the consent of the Vice President of Finance including and not limited to:
 1. T-shirts
 2. Membership fees

- 3. Meeting expenditures (food, fliers, etc.)
- 4. Competition registration fees
- d. Representing the Chapter
 - i. Liaison with Texas DECA, other Collegiate DECA chapters, and other opportunities for publicity, funding, etc.
 - ii. Represent the organization in news outlets and publicity
 - iii. Acquire approval from National DECA and other necessary approval sources when required
- e. Other
 - i. Communicate with all officers and members when needed
 - ii. Make quick, rational decisions in times of crisis or great importance
- 2. Vice President of Membership's duties include but are not limited to:
 - a. Plan and schedule regular officer meetings by combining officer schedules
 - b. Attend all of the SOC monthly meetings and update officers on information provided
 - c. Be an organization's Risk Management representative including the following duties:
 - i. Attending Risk Management Training Sessions
 - ii. Completely Risk Management Training Quizzes promptly and on time
 - iii. Submitting Risk Management Paperwork to the SOC office by the due date and keeping hold of the receipt
 - d. Fill out any copy requests or catering requests through the SOC
 - e. Maintaining DECA bulletin board with updated information
 - f. Recruit new members
 - i. Attending and organize all of the organization fairs at new student orientations during the summer prior to year of service
 - ii. Attending classes of new and returning students to increase awareness
 - iii. Creating new and innovative ways to recruit new members
- 3. Vice President of Finance's duties include but are not limited to:
 - a. Financial Duties
 - i. Opening and managing bank accounts
 - ii. Authorizing purchases made by any officer for events
 - iii. Collecting dues and holding receipt book
 - iv. Filling out fiscal reports every semester as requested by the SOC office
 - v. Maintaining accurate financial records of transactions including but not limited to:
 - 1. Balance sheet
 - 2. Income statement
 - 3. General journal
 - vi. Making deposits and withdrawals as needed
 - vii. Communicating with the IRS and banks
 - viii. Filing yearly forms to the IRS
 - ix. Help Vice President of Fundraising with planning and handling fundraising events

- x. Filling out any operating/programming funds requests to the SOC
4. Vice President of Event Planning duties include but are not limited to:
 - a. Managing DECA at UT Dallas websites and control web traffic (utdDECA.com)
 - b. Designing all Public Relations and promotional material for any organization-held events
 - c. Creating forms and sign-ups sheets for all organization-related material
 - d. Posting to various social media outlets (Facebook, Instagram, Twitter, etc.)
 - e. Taking photos and videos of all organization events and meetings
 - f. Ensure organization-led events run smoothly
 - g. Help President with travel plans
 5. Vice President of Fundraising duties include but are not limited to:
 - a. Finding fundraisers
 - b. Organizing fundraisers
 - c. Filling out necessary forms in order to obtain fundraising profits
 - d. Contacting managers and keep up/ check in for fundraisers
 - e. Creating spreadsheets for fundraising volunteers
 - f. Advertising and promoting fundraisers to members and non-members
 - g. Collecting checks from fundraisers and handing them over to Vice President of Finance
 6. All officers shall have the following duties, including but not limited to:
 - a. Maintaining communication with all other officers on a weekly basis
 - b. Attending all officer meetings on time and staying the duration of the scheduled meeting
 - c. Participating in ALL activities hosted and supported by the organization including but not limited to:
 - i. Fundraisers
 - ii. Volunteer Events
 - iii. Officer and General meetings
 - iv. Mock Day
 - v. Orientation fairs and other publicity opportunities agreed upon by the Board of Officers
 - d. Responding promptly and politely to all required message sent via email or group chat
 - e. Maintaining a professional manner in all dealings associated with DECA
 - f. Being respectful to all other officers, members, and anyone associated with DECA

Section 3. The Board of Officers of this chapter shall consist of the elected officers and the faculty advisor. The faculty advisor should be consulted on issues of great importance.

Section 4. The Board of Officers shall determine and set chapter goals, take counsel with committees, set membership requirements, and perform such other duties as shall be referred to it by the chapter, in compliance with these Bylaws and the requirements of DECA.

Section 5. The Board of Officers shall set a regular schedule time for officer meetings.

Section 6. The Board of Officers shall agree to abide by the following probation system upon becoming an officer:

1. The following duties are required of all officers:
 - a. Attend 90% of all general meetings
 - b. Attend 90% of all officer meetings
 - c. Attend 90% of all fundraising events, volunteering events, and all other events hosted or supported by the organization
 - d. Arrive to all meetings and events on time and staying the full period of time allotted for the event
 - e. Submit all conflicts at least one month in advance to the rest of the Board of Officers
2. The only conflicts allowed will include:
 - a. Legitimate work conflicts
 - b. Unprecedented family or personal emergency
 - c. Legitimate academic or school-related conflicts not including:
 - i. Studying for exams
 - ii. Doing homework
 - iii. Submitting applications that are unrelated to the organization
 - iv. Work shifts that could easily be rescheduled
 - v. Events for other organizations
3. If any of the above items listed under Subheading 1, Section 6, Article V are violated, the following will occur:
 - a. If one violation of these items occur, the Officer will receive one strike to be given at the next meeting of the Board of Officers.
 - b. If two violations of these items occur, the Officer will receive a second strike and a verbal warning at the next meeting of the Board of Officers.
 - c. If three violations of these items occur, the Officer will be placed on Probation.
 - d. If a fourth violation of these items occur, the Officer will be removed from Probation and removed from the Board of Officers.
4. If any officer is removed from their position due to a probationary violation or for any other reason, that position shall be taken over by the rest of the officer team until elections occur.
5. If for whatever reason, the remaining officers are unable to take upon the work of the removed officer, emergency elections shall take place at the next General Meeting to fill that position.

ARTICLE VI: Election of Officers

Section 1. Election of officers shall be held at a regularly scheduled meeting before April 30th of each year. All officers shall assume their official duties on May 15th following their election. They shall serve for one (1) year or until their successors are duly elected and installed.

Section 2. All active members who are in good standing shall be eligible for election.

Section 3. The election process shall be as follows:

1. Each candidate will fill out an application form with optional letter of recommendation by the specified date. Late applications will not be accepted.
2. Each candidate who filled out an application will have an interview with at least 3 current members of the Board of Officers.
3. The Board of Officers will select qualified candidates to move on to a general election process.
4. The candidates selected to move on to the general election process will give a 3 minute speech on why they should fill the open position.
5. All members of the organization will be given one vote used to elect the next Board of Officers.
6. Each member will receive one vote and only those present at the election session will be allowed to vote.

ARTICLE VII: Meetings

Section 1. During the school year DECA at the University of Texas at Dallas shall set meeting dates.

ARTICLE IX: Annual Dues and Annual Reports

Section 1. The total amount of chapter dues shall be \$35 per member annually.

Section 2. By November 15th and February 15th of each year, the chapter shall submit (as requested) to National DECA the payment of the annual membership fees as set by DECA. Failure to pay the annual membership fees may result in forfeiture of the student chapter charter and all rights and benefits thereto.

ARTICLE XI: Amendments

Section 1. Amendments to these bylaws shall be adopted by 5/6 vote of the Board of Officers present at any officer meeting.

Section 2. These bylaws and all amendments or additions thereto shall become effective upon adoption to the bylaws.

The following authorized figures sign and validate this constitution on this day, May 19th, 2019.

Sonika Rao

Sonika Rao, President

5/19/19

May 19, 2019

Kameesh Thobani

Kameesh Thobani, Vice President of Finance

5/19/19

May 19, 2019