



# **State Officer Candidate Information**

## **ELIGIBILITY FOR CANDIDACY:**

1. Only active members will be eligible for state office.
2. Student must have a scholastic average of 2.5 or higher (with an “A” letter grade being equivalent to 4.0) using post secondary work only to determine grade point average. If no grade point average records have been accumulated, a letter from your advisor(s) stating that the candidate may potentially receive a 2.5 minimum grade point average will be accepted.
3. A candidate must participate in the candidate screening/interview. Exact time and location will be announced.
4. No campus can run more than one candidate for Vice President and one candidate for President.

## **APPLICATION PROCEDURE:**

Those students interested in seeking a State ΔEX/DECA office **must submit** in folio form:

- the State Officer Application Form
- Questions sheet
- Grade transcript or letter of potential grade point average as explained in #2 above
- Chapter Advisor’s letter of endorsement
- Letter of recommendation from an official or instructor other than the chapter advisor of the college where you are enrolled
- Business/Professional person’s letter of recommendation
- The Officer Candidate’s Platform - A list of specific activities, objectives and goals you wish to accomplish
- Questions & Worksheet
- Code of Conduct

All application information must be received by the Executive Director no later than **January 16.**

## **SCREENING PROCESS:**

State Officer Candidates will be interviewed by a screening committee consisting of members of the Alumni Division. The interviews will be conducted in January. Candidates will be notified of the exact time and place.

Candidates who successfully complete the screening process will be approved to seek a position as a State Officer.

## **WORKSHEET:**

All candidates are required complete a worksheet on Delta Epsilon Chi. The worksheet will allow the candidate to improve their knowledge of the organization. The worksheet will cover information on the current roster of State and National Officers, the Creed, history of DECA, parliamentary procedure, and other general information.

## **CAMPAIGN BROCHURES:**

All campaign brochures must include:

- Candidate's name
- Office seeking - President or Vice President
- Vice President candidates state the school or geographic area you represent
- Specific list of goals to be accomplished if elected
- Specific list of accomplishments you feel is important for his/her success in office

Optional items in brochure:

- Candidate's photo
- DECA Creed
- Welcome

## **MEET THE CANDIDATES:**

A Voting Delegate and Meet the Candidates Session will be held after the Opening Session of the Career Development Conference. At this time candidates will give a speech which includes a statement of your goals, objectives, and qualifications to be an officer. Time is not to exceed five minutes for the office of President and three minutes for Vice President. If necessary, time will be called.

The recording of Voting Delegates present will be taken and voting procedures will be explained. Seating for Voting Delegates will be by school or geographic area.

## **CANDIDATES' FORUM:**

A Candidate Forum will be held after the preliminary round of competitions. The Voting Delegates can submit questions to the state officers for consideration. The state officers will review the questions to assure they are viable prior to asking the candidates. The purpose of the forum is to further acquaint the Voting Delegates with the candidates and allow the opportunity to see how the candidates present themselves.

## **CANDIDATES' ATTIRE:**

- Professional attire is expected for the Opening Session, Competition and Candidate Forum
- Professional attire or semi-formal is expected for the Awards Ceremony
- Business Casual is expected at other times
- No visible tattoos, no facial piercings

## **POLICY & PROCEDURES:**

### **02. STUDENT DEX OFFICERS**

02.01 The official meeting for election of State Officers of Minnesota ΔEX will be at the annual business meeting. (By-laws: Article VII, Section 2)

02.02 Only active members of Delta Epsilon Chi of Minnesota ΔEX will be eligible for state office in this division. To be eligible, a candidate must have a scholastic average of 2.5 or higher (with an “A” letter grade being equivalent to 4.0) using post secondary work only to determine grade point average

02.02a Each school or geographic area ( as stipulated in 02.04) shall have 1 VP. The candidate for President can be from any active member college and one of the current Vice Presidents of the State Action Team. If a school or geographic area has 1 VP and a Presidential candidate and the Presidential candidate is not successful in securing the position. The VP elections will be run after the Presidential election to allow for a full slate of candidates, with the Vice Presidents elected by the voting delegates of the schools or geographic area he/she will represent. All candidates must appear before the screening committee. (This may mean that 1 school will have 2 representatives on the Officer team.)

02.03 The Screening Committee will interview and screen presidential candidates for state office, and will approve their candidacy or recommend they serve as Vice President if qualified.

02.03a The Screening Committee will be selected by the Executive Director.

02.04 State Officers of Minnesota Delta Epsilon Chi shall consist of a President and up to six vice presidents representing each of the following regions:

**Northwest** - Alexandria Technical College, MSCTC - Moorhead, and MSB - Moorhead

**Minneapolis & Metro East** - Arts Institute, Globe - Woodbury, MSB - Lakeville, MSB - Minneapolis, MSB - Richfield, Rasmussen - Lake Elmo, and University of MN

**Metro North & West** - MSB - Blaine, MSB - Brooklyn Center, MSB - Elk River, MSB - Plymouth, MSB - Shakopee, North Hennepin Community College, Rasmussen - Brooklyn Park, and Rasmussen - Eagan

**Central** - MSB - Waite Park, Rasmussen - St. Cloud, Ridgewater - Hutchinson, Ridgewater - Willmar and St. Cloud Technical College

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**Southwest** - Globe - Sioux Falls, Rasmussen - Mankato, South Central College, and Southwest Minnesota State University

**Southeast** - MSCTC-SE - Winona and MSB - Rochester

and will be collectively as the State Action Team of the Post Secondary Division. It shall be the duty of the Executive Council to plan for the welfare, to represent, and to act for this Division as the occasions may demand. (By-laws: Article V, Section 4)

02.05 The State President shall be elected at the Annual Business Meeting during the Career Development Conference. The State President shall be elected by a majority vote by roll call ballot of the authorized voting delegates. (By-laws: Article V, Section 5)

02.06 No individual may succeed him/herself as an officer and no individual may serve as an officer for more than one division. A Vice President may run for the presidency with the recommendation of the Board of Directors. (Taking this into account - if a current VP runs for President and doesn't get elected he/she cannot run for the Vice President position.)

02.07 In the event there are not enough candidates to fill the designed offices at the Career Development Conference, the newly elected officers with the advice of the Board of Directors **may** appoint members to the unfilled offices. Each of these members' qualifications should first be submitted for consideration. (By-laws: Article V, Section 7)

02.08 In the event of the loss of an office, the Board of Directors may appoint an acting officer for the remainder of the term until the next International Career Development Conference. (By-laws: Article V, Section 8)

02.08a REPLACEMENT OF STATE OFFICERS: If the vacancy occurs at the state level, the Executive Director may notify the college of the representative to select a qualified member to fill the vacancy position. Vacancies will not be filled which occur after November 15.

02.09 INVOLUNTARY OFFICER RESIGNATION POLICY: In the event that an officer is judged by the Board of Directors to not be fulfilling his/her duties as a State Officer, the following procedures will be followed:

Step 1. A written notice (by certified mail) from the Executive Director to the particular State Officer, with a copy to the Advisor, stating the concern surrounding the issue must be sent. (The officer will have five (5) working days after receipt to respond to the notice.)

Step 2. If the area of concern has not been rectified, the officer will receive a second notice (by certified mail) stating the concern, with a copy to the Advisor. (The officer will have five (5) days after receipt to respond to the notice.)

Step 3. In the event that the situation is still not rectified, a personal interview with the officer and State Staff with a written follow-up with what took place at the meeting will be sent with a copy to the Advisor. (The officer will have five (5) working days after receipt to respond to the notice.)

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Step 4. A written notice (by certified mail) from the State Staff will ask for the resignation of the State Officer. The officer will have five (5) working days after receipt to respond to the notice. The State Officer has the right to appeal to Minnesota ΔEX Board of Directors within five (5) days of receiving the letter requesting resignation. The Board of Directors will respond to the appeal within fifteen (15) working days.

02.10 A member of the outgoing State Office team may be selected by the Executive Director at the State Career Development Conference to serve as Chairperson for the following State Officer Team.

02.11 The requirements and duties of candidates for State Officers in Minnesota ΔEX are as follows:

## ALL PRESIDENTIAL CANDIDATES AND VICE PRESIDENTS

1. Must be prepared to meet all of the prescribed duties and responsibilities as stated in this division's constitutional by-laws.
  2. Must attend Officer Training Conference following their installation as officers at the State Career Development Conference. (Approximate time requirement is 3 days.)
  3. Should attend the National Career Development Conference as an officer-elect. Newly elected State Officers will assume office and all of its responsibilities on the Monday following the National Career Development Conference. (Approximate time requirement is 5 days.)
  4. Must attend Professional Development Conference as scheduled by the State Officer Team. (Approximate time requirement is 4 days.)
  5. Must attend State Career Development Conference during their term of office. (Approximate time requirement is 4 days.)
  6. Should attend National Career Development Conference as outgoing State Officer. (Approximate time requirement is 5 days.)
  7. Must attend officer meetings throughout their term of office as called by President and/or Executive Director. (Approximate time requirement is 8 meeting dates.)
  8. Should attend Board of Directors meetings as requested.
  9. Shall assist in the planning, organization, operation, and evaluation of all Minnesota DEX activities.
  10. Shall promote the growth and development of ΔEX in the State of Minnesota in accordance with the Goals and Objectives established by the State Officer Team and shall be available as necessary in promoting the general welfare of Minnesota ΔEX.
- 02.12 DUTIES OF PRESIDENT: It shall be the duty of the President of Minnesota ΔEX is responsible for any unrepresented colleges, to preside at all business meetings of his/her Division; and to make all necessary committee appointments including the designation of committee chairperson; and to develop with the board members a program of work for the term of office; and to make himself/herself available as necessary in promoting the general welfare of Minnesota ΔEX.
- 02.13 DUTIES OF EXECUTIVE BOARD MEMBERS: It shall be the duty of the Executive Board Members to serve in any capacity as directed by the President and/or the Executive Director to fulfill the duties listed in articles 2.14
- 02.14 DUTIES OF EXECUTIVE BOARD MEMBERS:
- A. To record the proceedings of all business meetings; to accumulate the minutes and/or proceedings of all committee meetings.
  - B. To present any membership reports necessary.

C. To see that all meetings are conducted in accordance with proper parliamentary procedure at the business meetings.

D. To work closely with the President and Executive Director to encourage maximum publicity by all chapters; to be responsible for obtaining articles for the Newsletter; and to make themselves available, as necessary, in promoting the general welfare of Minnesota ΔEX.

02.15 Individuals elected as State Officers at one annual meeting will hold office from the close of the year's National Career Development Conference until the close of the next year's National Career Development Conference. No individual may hold a State office in more than one Division of Minnesota DECA at the same time. (Constitution: Article VI, Section 2)

02.16 State Officers shall submit goals and objectives for Board of Directors approval prior to September 1st.

02.17 Reimbursement for State Officer expenses will be determined by the Board of Directors at the beginning of each fiscal year and in accordance with the approved budget. Appendix B

02.18 State Officer expense claims older than 60 days may not be honored.

02.19 VOTING DELEGATES:

A. The Delta Epsilon Chi Division of DECA will exercise its membership voting privileges through voting delegates. Three (3) voting delegates will be allowed each campus to represent 2/3 of the available total. The remaining 1/3 voting delegates will be apportioned to campuses according to their membership as a percentage of the total DECA membership in this division.

B. All Voting Delegates must be active members as stipulated by the Constitution of Minnesota DECA and the Delta Epsilon Chi By-laws. All Voting Delegates shall have paid their dues by the deadline date. Office candidates may not be Voting Delegates. (By-laws: Article IV, Section 2)

C. All Voting Delegates must wear their Voting Delegate ribbon to the Annual Business Meeting and Election Session and must be present during the roll call, or they will forfeit their voting rights.

D. Voting Delegates must remain in their designated area throughout the entire Voting Delegate Session or chance loss of their voting privileges.

E. All Voting Delegates present will vote for the State President.

F. Regional Vice Presidents will be voted for by the Voting Delegates present from the region.

02.20 CAMPAIGNING RULES:

A. No officer campaigning or distribution of campaign literature will be permitted prior to the State Career Development Conference.

B. Each candidate nominated will be given time for speeches and/or demonstrations on his/her behalf. All candidates will be limited to 3 minutes for speeches and/or demonstrations.

- C. All chapters are expected to encourage and observe good taste in the promotion of their candidates.
- D. It is the responsibility of each local chapter and their candidates to see that all campaign materials are picked up and removed from the conference site 30 minutes prior to the Election Session.
- E. Campaign materials may be posted as per instructions given at the Officer Candidate and Voting Delegate Orientation Session.
- F. No campaigning between the hours of 2:00 AM and 6:00 AM.
- G. Officer candidates will be limited to a maximum expenditure of \$200.00 for campaign materials. A financial value must be placed on donations and contributions and that value included in campaign expenditures.
- H. No campaigning or distribution of campaign literature will be allowed at the General Sessions, banquets, or Award Session.
- I. Candidates failing to adhere to campaign procedures may be disqualified from running for State Office at the discretion of the Executive Director and the Chairperson of the Board of Directors.



# QUESTIONS

1. Office held in local chapter:
2. Other offices held (list title, organization, dates served):
3. Accomplishments in offices you have held
4. Place of Employment: \_\_\_\_\_  
Type of Business \_\_\_\_\_  
Position \_\_\_\_\_  
Length of Employment \_\_\_\_\_
5. Why do you feel qualified to run for a state officer?
6. Why do you want to be a state officer?

**To the best of my knowledge, all information submitted is accurate and correct.**

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Candidate's Signature

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Advisor's Signature

# DEX Officer Candidate Worksheet

1. What year was DECA established?
2. What year was the Post Secondary Division of DECA established?
3. What year was the Minnesota Association of Post Secondary Division DECA established?
4. What do the Letters DEX stand for?
5. What is the address for DECA Headquarters?
6. How many regions make up DEX?
7. What are the names of the regions that make up DEX?
8. What region is Minnesota DEX in?
9. What are the official colors of DEX?
10. Name the members of your 2009 – 2010 Minnesota DEX officer team?
11. Name the members of your 2009 - 2010 DEX International Officer team.
12. Who is the Minnesota DEX Executive Director?
13. What are the 4 points of the DECA Diamond? And what do they stand for?
14. What is the theme for 2009 - 2010?

15. What are the 4 types of motions that can be made using parliamentary procedure?

16. What is a POW?

17. Where will this year's International Career Development Conference be held and what are the dates?

18. Who is the International DEX Division Advisor?

19. What are the 4 principles of Parliamentary Procedure?

20. What is the official web site address for International DEX? State DEX?

21. Who is the Executive Director of International DECA?

22. What are Minnesota PDC and CDC and where will they be held this year?

23. What is the SBP?

## **OFFICER CODE OF PROFESSIONAL CONDUCT**

As the elected representatives of the student members of the Delta Epsilon Chi Division, state officers assume and accept a high degree of responsibility to conduct themselves in a manner that brings credit to themselves, the organization and the members.

Because ultimate responsibility for ΔEX's finances, procedures and policies of necessity remain the sole purview of the elected board of directors and their executive director, the state officers are precluded from:

- Entering into any contractual relationship on behalf of the organization and
- Committing the organization to any policy without specific authorization of the board of directors or executive director.

By signing this State Officer Code of Professional Conduct, candidates agree to abide by the policies described below and to assume responsibility for their conduct if elected. The specific areas of violation are listed to provide guidance to the officer, and are not to be considered as all-inclusive.

## **PROFESSIONAL RESPONSIBILITIES AND STANDARDS**

As a state officer, I will

- abide by the state officer dress code while representing the association.
- complete and submit all reports and assignments on time and correctly formatted.
- attend and participate in all called meetings, conferences and appointments.
- comply with all conference rules and regulations including dress codes, etc.
- follow instructions given by the Executive Director or his/her designee.
- not use tobacco products while in the presence of student members or advisors.
- not use profanity or other vulgar or inappropriate language or behavior.
- not lie, cheat or steal
- for officers of legal drinking age, not consume or possess alcoholic beverages while representing the organization.
- not engage in any activity that may be perceived as violating the rules of conduct for the function I am attending as a state officer
- obtain advance approval from the Executive Director for all activities where the officer is representing Delta Epsilon Chi. Officers may independently solicit invitations to meetings or conferences, however authorization must be received by the Executive Director.

Violations of the Professional Responsibilities and Standards may result in disciplinary action as outlined in the Policy & Procedures Manual section 02.09.

## CONDUCT UNBECOMING A STATE OFFICER

As a state officer, I will not

- violate the law, including but not limited to
- consuming or possessing alcoholic beverages or other controlled substance.
- theft or other felony crimes.
- represent someone else's work as my own.
- engage in any manner of sexual conduct/harassment or other activities that may discredit the organization (includes written or verbal comments and all forms of physical contact).
- discriminate against others.
- violate one or more of the Professional Responsibilities and Standards to a degree deemed as extreme by the Executive Director (i.e., using excessive profanity to a member or advisor, excessive use of alcohol even if of legal age, etc.).

I, \_\_\_\_\_, \_\_\_\_\_ of the \_\_\_\_\_  
division, understand and agree to this Code of Conduct.

\_\_\_\_\_  
Officer's Signature

\_\_\_\_\_  
Date

I have read the above and understand this code of conduct as it pertains to the national officer candidate.

\_\_\_\_\_  
Parent/Guardian Signature (if under 18 years old)

\_\_\_\_\_  
Date