

Minnesota Collegiate DECA

By-Laws to the Constitution

Article I - Name

The official name is Minnesota Collegiate DECA and may be referred to as MN Collegiate DECA.

Article II - Purpose

As stated in the Constitution.

Article III - Membership

Section 1. Minnesota Collegiate DECA recognizes individual and institutional local chapter membership as defined by DECA, Inc.

Section 2. Members must be enrolled in a college within the state, this includes on-line students.

Section 3. Border state colleges without a state association, may join Minnesota Collegiate DECA with the approval of the Board of Directors and the International Executive Director.

Section 4. State Dues will be established by the Board of Directors; International Dues are established by DECA, Inc.

Section 4. Honorary Life members are exempt from state annual dues. Life membership includes receiving an invitation to each Career Development Conference.

Section 5. Professional membership shall be extended to individuals outside of the organization that contribute to the advancement of the organization.

Article IV - Voting Delegates

Section 1. The Collegiate DECA 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.

Section 2. All Voting Delegates must be active members as stipulated by the Constitution of Minnesota Collegiate DECA and the Collegiate DECA By-laws. All Voting Delegates shall have paid their dues by the deadline date. Officer candidates may not be Voting Delegates.

Article V - Governance

Section 1. Board will consist of a Chair plus a maximum of 13 voting members with the most from each category being:

- 1 Member at Large
- 3 Business and Industry
- 4 Alumni
- 4 College advisors – remove regions
- 1 Chairman
- 1 Student (current team president)
- 1 Department of Education/MFSO (ex-officio)

No school shall represent more than 2 positions on the State Board.

Section 2. Department of Education, the Director of Operations, and the Executive Director shall serve as ex-officio members.

Section 3. Board members serve a 3 year term. The chair is a 2 year term which could potentially extend their board term by one year.

Section 4. Executive Committee shall consist of Chair, Vice-Chair, Secretary, and Treasurer.

CHAIRPERSON

The Chairperson of the Board of Directors preside over all meetings of the Board of Directors, and will serve as special counsel for Board as the occasion may demand, and otherwise represent the Collegiate DECA Board of Directors as may be necessary.

Duties described below:

The Chair of the Board of Directors will preside over all meetings of the Board of Directors, will serve as special counsel for Board as the occasion may demand, otherwise represent the Collegiate DECA Board of Directors as may be necessary, and work with the Director of Operations/Executive Director to oversee the fulfillment of the strategic plan as developed and approved by the Board of Directors.

VICE CHAIR

The Vice Chair of the Collegiate DECA Board of Directors will be the chairperson of the nominating committee and will be responsible for the appointment of other committee chairs. He/she will serve in the absence of the Chairperson of the Board of Directors, and otherwise direct the activities of the Collegiate DECA Board of Directors as may be necessary.

SECRETARY

The Secretary will be elected annually by the Board of Directors. He/she will issue notices of all official meetings, keep accurate records of all meetings,

update the Policy and Procedure manual as approved changes are made by the Board of Directors, distribute copies of such records to all Collegiate DECA Board members, and perform such other duties as may be directed by the Chairman

TREASURER

The Treasurer of the Board of Directors will be elected to a 2 year term and must have an accounting background. He/she will review and verify all income and disbursements on a monthly basis. He/she will be an alternate fiscal agent in the absence of a Director of Operations/Executive Director.

Section 5. **FORFEITURE**

Any member of the board who fails to attend a minimum of 50% of the board meetings unexcused shall forfeit their position.

Section 6. **CONFLICT OF INTEREST**

An annual disclosure of any potential conflicts of interest will be required from all board members.

Section 7. **SPECIAL MEETINGS**

Special meetings of the Board of Directors may be called by or at the request of the Chairman or any two members of the Board of Directors. The person or persons authorized to call special meetings of the Board of Directors may fix any location, as the place for holding any special meeting of the Board called by them.

NOTICE

Notice of any special meeting of the Board of Directors shall be given at least two (2) days in advance of the meeting by telephone, facsimile or electronic methods or by written notice. Any Director may waive notice of any meeting. The attendance of a Director at any meeting shall constitute a waiver of notice of such meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, any regular meeting of the Board of Directors need be specified in the notice or waiver of notice of such meeting, unless specifically required by law or by these by-laws.

VACANCIES

Whenever any vacancy occurs in the Board of Directors it shall be filled without undue delay by a majority vote of the remaining members of the Board of Directors at a regular meeting. Vacancies may be created and filled according to specific methods approved by the Board of Directors.

COMPENSATION

Members of the Board of Directors shall not receive any compensation for their services as Directors.

Article VI - State Officers

- Section 1. Only members of Minnesota Collegiate DECA 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
- Section 2. The Official State Nominating Committee will interview and screen candidates for state office, and will make recommendations for a slate of not more than three qualified candidates for each office.
- Section 3. State Officers of Minnesota Collegiate DECA shall consist of a President, two (2) at-large positions and vice presidents representing each of the regions as designated by the Board of Directors.
- Section 4. The State Officers shall be elected at the Annual Business Meeting held during the Career Development Conference. All State Officers shall be elected by a majority secret ballot of the authorized voting delegates. The Regional Vice Presidents will be elected by Voting Delegates within the Region.
- Section 5. 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.
- Section 6. In the event that 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.
- Section 7. In the event of the loss of an officer, the Board of Directors may appoint an acting officer for the remainder of the term until the next Career Development Conference.

Article VII - Advisors

As stated in the Constitution.

Article VIII - Conferences

As stated in the Constitution.

Article IX - Financial Procedure

Section 1. The Director of Operations responsible for completion and submission of the 990 report to DECA, Inc. and for submission of all documentation needed for the Minnesota Foundation of Student Organizations.

Article X - Amendments

This Constitution may be amended at the Annual Business Meeting held at the Career Development Conference.

Proposed amendments must be submitted to the Chairperson of the Board of Directors sixty (60) days prior to the Annual Business Meeting.

The proposed amendment(s) shall be sent to all chapters at least thirty (30) days prior to the Annual Business Meeting.

The amendment(s) must pass by 2/3 vote of the Voting Delegates. Adoption of passed will be at the close of the Annual Business Meeting.