



**VIRGINIA DECA CHARTERED
ASSOCIATION OFFICER CODE OF
PROFESSIONAL CONDUCT**

As the elected representatives of the student members of DECA's High School 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 DECA's finances, procedures and policies of necessity remain the sole purview of the elected Board of Trustees and the VA DECA Chartered Association Advisor, 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 Trustees or the Chartered Association Advisor.

By signing this Virginia DECA Chartered Association Officer Code of Professional Conduct, individual officers agree to abide by the policies described below and to assume responsibility for their conduct while serving as a member of the state action team. These standards of conduct will apply to all candidates campaigning for office and remain in effect for the duration of the term of office, to include their officer elect period of time. The specific areas of violation are listed to provide guidance to the officer, and are not to be considered as all-inclusive.

CATEGORY 1. PROFESSIONAL RESPONSIBILITIES AND STANDARDS

As a state officer (candidate and/or officer elect), 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 (for example curfews, dress codes)
- follow instructions given by the Virginia DECA Chartered Association Advisor or his/her designee.
- not use profanity or other vulgar or inappropriate language or behavior.
- not lie, cheat or steal
- not engage in any activity that may be perceived as violating the rules of conduct for the function I am attending as a Virginia DECA state officer.
- obtain advance approval from the Chartered Association Advisor for all activities where the officer is representing DECA/Virginia DECA.
- Attend school regularly
- Maintain a 2.5 GPA

These violations are focused on the officer's representation of DECA. Violations will be documented and the penalties assessed by the Virginia DECA Chartered Association Advisor. When such behavior reaches the level indicated in the due process documentation, the Board of Trustees will be notified.

Category 1: I have read and understand Professional Responsibilities & Standards _____ (initial)

CATEGORY 2. CONDUCT UNBECOMING A VIRGINIA DECA STATE OFFICER

As a Virginia DECA state officer (candidate and/or officer elect), I will not

- violate the law, including but not limited to
 - consuming or possessing alcoholic beverages or other controlled substance.
 - use tobacco products
 - 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 Virginia DECA Chartered Association Advisor.

A violation of the Conduct Unbecoming a State Officer does not necessarily have to be associated with the officer’s representation of DECA. Violations will be documented and due process will be implemented.

Category 2: I have read and understand Conduct Unbecoming a VA DECA State Officer _____ (initial)

CATEGORY 3. SOCIAL MEDIA CONDUCT UNBECOMING A VIRGINIA DECA STATE OFFICER

As a Virginia DECA state officer (candidate and/or officer elect), I will

- Refrain from using profanity, explicit or provocative media, as well as any illegal activities (for example drinking, drugs, parties)
 - This also includes any retweets, quotes, shares of the above in any form
 - This also includes social media accounts belonging to other people that the officer appears in that could be perceived negatively about Virginia DECA or the state officer (candidate and/or officer elect)
- No negative references to anyone or any other school organizations especially DECA
- Conduct yourself in a professional manner
- Disclose ALL social media accounts to the Chartered Association Advisor and any designee appointed.
 - Failure to disclose all accounts will result in due process implementation

Remember that now you represent Virginia DECA and that everyone is now watching and looking up to you as a leader.

A violation of the Social Media Conduct Unbecoming a State Officer does not necessarily have to be associated with the officer’s representation of DECA. Because you are a VA DECA state officer all your social media reflects VA DECA and will be considered. Violations will be documented and due process will be implemented.

Category 3: I have read and understand Social Media Conduct Unbecoming a VA DECA State Officer _____ (initial)

DUE PROCESS – VIRGINIA DECA STATE OFFICER (CANDIDATE AND/OR OFFICER ELECT)

As a Virginia DECA state officer (candidate and/or officer elect), I understand the requirements, consequences, and removal process for Virginia DECA State Officers (candidates and/or officers elect).

A. Requirements for VA DECA State Officers:

1. Requirements for attendance:
 - ❖ Virginia DECA Summer Leadership Training and ELS (usually July)
 - ❖ Officer Training in July/August at the VAME summer conference
 - ❖ Fall Leadership Retreat (Aug./Sept.)
 - ❖ Virginia CTSO Officer Training (Fall TBD)
 - ❖ Competition Training (if applicable)
 - ❖ Planning Meeting/Power Trip (November)
 - ❖ Virginia DECA State Leadership Conference (both incoming and outgoing)
 - ❖ Other meetings, conferences and/or trips as deemed required by the Virginia DECA Chartered Association Advisor
2. Fulfill the duties of office as listed in the DECA State Officer Section of CMG.
3. Complete all other assignments, such as monthly reports, as deemed required by the Virginia DECA Chartered Association Advisor
4. Observe standards of dress and total personal grooming, as well as standards of personal conduct, as established by the national and state DECA organizations.
5. Abide by the Virginia DECA State Officer Code of Conduct and Travel Guidelines.

B. Serious Violations

Drinking, smoking, immoral behavior, drug use, and failure to perform duties and improper representation of Virginia DECA are serious examples of violations and will result in immediate due process for officer's removal from office. The Virginia DECA Chartered Association Advisor reserves the right to determine other serious violations, which may result in immediate due process for officer removal.

C. Consequences of Failure to Perform – Conference Attendance

The first time a required meeting or any part of a required meeting is missed due process for officer's removal from office will begin if deemed appropriate by the Board of Trustees. The officer's advisor, principal, Career and Technical Education (CTE) administrator(s), and parents will be notified of the process.

D. Consequences of Failure to Perform – Other Duties

1. First offense:
 - ❖ A letter or e-mail concerning failure to perform will be sent to the officer and copied to the advisor.
2. Second offense:
 - ❖ Due process (see section E) for officer's removal from office will begin. The officer's advisor, principal, CTE administrator, superintendent, and parents will be notified of the processes.

E. Due Process for Officer Removal

1. Documentation of violations of required service or conduct, or failure to fulfill officer responsibilities will, after all other consequences have been exhausted, will be brought before the Virginia DECA Board of Trustees.

Candidate/Officer Name _____

2. The Board of Trustees or State Advisor shall notify in writing said officer of the violations and schedule a meeting (via conference call or in person) with the officer to discuss the incident(s). If the state officer is a minor, the following shall be invited to participate in this meeting as a non-speaking participant:
 - ❖ *Parent(s) or guardian(s) as listed on the State Officer Information Sheet*
 - ❖ Officer's advisor as listed on the State Officer Information Sheet

3. Following, the meeting or conference call, the Board of Trustees shall determine the degree of seriousness of the offense and recommend the action to be taken. The report of the Board shall be given in writing to:
 - ❖ State Officer
 - ❖ State Officer's parent(s)/guardian(s)
 - ❖ State Officer's advisor
 - ❖ State Officer's principal
 - ❖ Virginia DECA's Board of Trustees

4. The said officer may, upon receipt of the report,
 - ❖ Concur with the written document, thus concluding the matter,
 - ❖ Request a hearing before the Virginia DECA Board of Trustees, Advisor, District Advisor, and the State President or designee as approved by the Chartered Association Advisor.
 - ❖ The student, parent(s) or guardian(s), advisor, principal, CTE administrator, and superintendent of the student's school will be notified within two weeks of the action.

Due Process: I have read and understand Due Process for a VA DECA State Officer _____ (initial)

VIRGINIA DECA CHARTERED ASSOCIATION OFFICER CODE OF CONDUCT SIGNATURES

I, _____ understand and agree to this Code of Conduct.

Officer Candidate's Signature

Date

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

Parent/Guardian Signature

Date

Chapter Advisor's Signature

Date

School Administrator's Signature

Date