

# Austin Collegiate DECA Constitution and By-Laws



## An Association of Marketing Students

*The mission of marketing, management, and entrepreneurship education is to enable students to understand and apply marketing, management, and entrepreneurial principles; to make rational economic decisions, and to exhibit social responsibility in a global economy.*

## **ARTICLE I - Name**

Section I. The official name of the association shall be Austin Collegiate DECA.

## **ARTICLE II – Mission**

Section I. The goals of this association shall be:

- a. to develop leadership skills
- b. to develop self confidence and/or self acceptance
- c. to develop a greater understanding of our free competitive enterprise system
- d. to further develop occupational competencies needed for careers in marketing, management, and entrepreneurship
- e. to develop high ethical standards in personal and business relationships
- f. to develop a greater awareness of career opportunities in marketing, management, and entrepreneurship
- g. to develop greater proficiency in communication
- h. to develop a greater appreciation of the responsibilities of citizenship
- i. to develop a healthy competitive spirit
- j. to develop social and business etiquette
- k. to participate in planned social activities
- l. to help students develop skills and competence for marketing careers, build self-esteem, experience leadership, and practice community experience
- m. to advocate marketing Education and the growth of business and education partnerships

## **Article III – Organization**

Section I. Colligate DECA is an association students at UT - Austin.

Section II. The administration of Austin Colligate DECA shall be vested in the Austin Colligate DECA Executive Board. All officers shall be elected or appointed for a term of one (1) year.

### **AUSTIN COLLEGIATE DECA BOARD OF DIRECTORS**

Section I. Each position shall have a term length of one year.

Section II. The Executive board shall be composed of the following positions:

- a. President
- b. Vice President
- c. Director of Finance

- d. Director of Membership
- e. Director of Media
- f. Faculty Advisor (Non-Voting)
- g. Chairpersons (Non-Voting)

Section III. The executive board shall:

- a. Determine short and long range programs of Austin Colligate DECA.
- b. Identify priorities for the organization.
- c. Approve the budget and all Austin Colligate DECA records.
- d. All other actions necessary to the function of the organization.

Section IV. The Executive Board will operate under Robert's Rules of Order.

Section V. The Executive Board will be structured as is ascribed under Article XI and Article XII.

Section VI. Any member of Austin Colligate DECA may attend Executive Board meetings. But may not vote or speak without being asked for comment.

Section VII. Chairpersonship status may be extended to distinguished persons by consensus of the President and Vice President, persons may be challenged by the board.

Section VII. Chairpersonship status shall be duly bestowed upon state and national officers of Colligate DECA

#### **Article IV – Membership**

Section I. The members of Austin Colligate DECA shall be any dues paying student of UT- Austin regardless of major, race, class, or creed.

Section II. Honorary membership may be extended to distinguished members of other schools or organizations with consensus of the president and Vice President.

#### **Article V - Voting**

Section I. Definitions

- a. In executive board meetings a quorum is reached when half (rounded up) of the total executive board members are present plus one.
- b. A simple majority is over half of the present members voting in favor not including abstentions.
- c. A two thirds (2/3) vote is one in which two out of every three members vote in favor not including abstentions. In instances where a two thirds division is not cleanly made the two thirds requirement is rounded up to the first possible fraction.

## Section II. Executive Board

- a. Board members must be present to vote on executive board proposals.  
*Amended: Telepresence via video or voice calling is admissible.*
- b. Any member not on the executive board may speak before a vote for one minute after that minute is elapsed they may petition by simple majority for one more minute for a maximum of 4 times per vote (a total of 5 minutes.)

## Section III. Elections

- a. Only dues paying members may vote in officer elections.
- b. Elections will use the single transferable vote system.
- c. Absent members may vote by mail with valid excuse.
- d. All officer elections will be held on the same day, except in the case of a special election.
- e. An impartial elections chairman will be appointed to oversee elections, this person or persons must be agreed to by all candidates.

## Section III. Officer Reprimand and Removal

- a. Any officer can be removed from office or formally reprimanded for failure to complete his or her duties or violating the code of conduct.
- b. A vote for removal from office or reprimand may be made by any club member with sufficient evidence.
- c. Any member is allotted 3 minutes to speak to the board (minus the accused officer) before the vote. The accused officer is given 5 minutes
- d. An officer may be voted out of office by a two thirds vote of the executive board.
- e. An officer may not vote or be present in their own article of reprimand.
- g. Upon removal from office an officer's position must be filled within a month.
- h. Pro tempore officers may be selected by majority vote of the executive board, by special election, or duties may be divided among existing officers.
- i. Pro tempore officers will hold office until the next full election unless they are removed from office.

## **Article VI – Meetings**

Section I. At least one official meeting shall be held each month of the academic year.

Section II. One member shall serve as scribe to take detailed and accurate minutes.

## **Article VII – Dues**

Section I. Dues shall be determined by Austin Colligate DECA for the school year and shall be payable before the first official event for the student organization. Members must be both state and national members; unified

dues are required.

The financial chair may choose to accept payment plans for dues based on demonstrated financial need.

Section II. The membership year shall be September 1 to August 31 inclusive.

### **Article VIII – Conduct**

#### Section I.

- a. Members found in violation of the code of conduct are subject to a hearing preformed by the executive board.
- b. If the member is found guilty and disbarred they may petition for membership in the next year.
- c. If a member is found guilty and put on probation they must petition for full membership at the time in which their probation ends.
- d. The sanctions of any member found in violation are to be determined by the board at the time of their hearing.

#### Section II. Code of Conduct

- a. All club members will conduct themselves accordingly at any and all club-sponsored activities. These include, but are not limited to, meetings, conferences, fundraisers, and socials. Acceptable behavior includes activities on or off campus.
- a. All participants are expected to abide by all government laws and regulations.
- b. Members must respect the personal property of others as well as the property of any meeting or lodging facility. Any damage caused by a member must be paid for by that member.
- c. Members are expected not to tolerate hazing or any action that creates unnecessary physical or mental discomfort, embarrassment, harassment or ridicule of others.
- d. All club members will show respect to all other deca members, officers, conference staff, judges, and faculty.
- e. All club members will adhere to the University of Texas' Student Conduct Code available through the Dean of Students Office.
- f. Members will refrain from conducting themselves in a manner unbecoming of a DECA member.

### **Article IX – Amendments**

Section I. The Constitution may be amended by a two-thirds vote of the authorized members only such amendments shall be made as are in keeping with the

missions stated in Article II.

Section II. Proposed amendment changes must be sent to the chapter at least 30 days prior to an official meeting.

Section III. All other board decisions must be made with a simple majority in a quorum vote in order to pass.

**Article X – Rules, Regulations, and By-Laws**

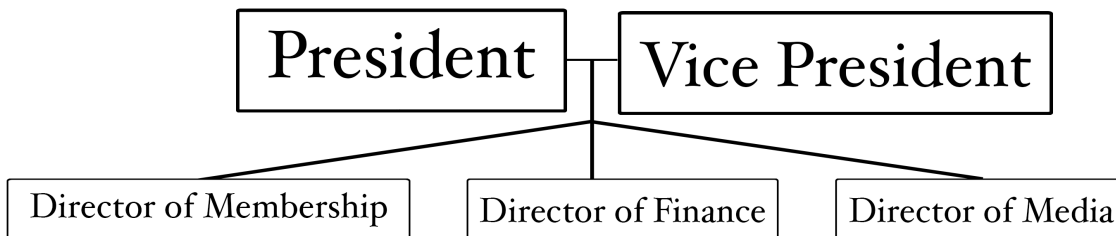
Section I. Such rules, regulations, and by-laws as are deemed necessary for the proper conduct of this organization shall be adopted.

Section II. No rules, regulations, or by-laws shall be adopted which are contrary to this constitution.

Section III. In all meetings, Robert’s Rules of Order Revised, shall serve as standard procedures.

**Article XI – Executive Board Structure**

Section I.



Section II.

- a. Any officer may form a committee to aid in the completion of their duties as they deem necessary.
- b. The executive board may dissolve any special committee my majority vote.
- c. The officer position that created the committee is in charge of administering their committee.
- d. The members of any committee are subject to removal by the Vice Presidents, President, or the executive board

**Article XII – Officer Duties**

Every Officer

- Willing to travel to Austin to table at a minimum of 1 UT summer orientation weekend (if you live out-of-state/are going abroad/have other circumstances that prevent this, exceptions can be made)
- Uphold the Constitution of Austin Collegiate DECA
- Maintain his/her officer email account as well as other sources of communication
- Attend weekly chapter meetings
- Attend weekly officer meetings
- Attend chapter social and philanthropy events
- Compete in an event at the state level
- Adhere to the code of conduct
- Officers are allowed to ask other members of the executive board for assistance on time intensive projects however the responsibility remains their own.

### President

The President shall oversee the day-to-day functions of the chapter as well as plan and prepare for the future of the organization. The President will, with the help of the Vice-President, oversee all of the director positions. The president will also ensure the chapter's preparedness for written competitive events. Specific responsibilities include making necessary reservations for meetings, maintaining the organization's MASO status, running chapter meetings, and informing the chapter advisor of the status of the organization.

### Vice President

The Vice President shall oversee all state relations and also serve as our chapter's state vice president on the state officer team. The Vice President will share equally with the president, all duties relating to the day-to-day functioning and oversight of the organization. The president will also ensure the chapter's preparedness for case studies & business simulation competitive events. Specific responsibilities include planning state and international competitions, ensuring overall events preparedness, and conferring directly with the president on all club affairs.

### Finance

The Director of Finance shall manage the treasury of the organization as well as act as chief bursar. Specific responsibilities include the collecting and managing dues, obtaining and maintaining corporate sponsorships, organizing fundraising, and managing all organization financial accounts. The Director of Finance will report to the President and Vice President.

### Membership

The Director of Membership shall promote camaraderie in the organization and oversee all affairs related to membership as well as serve as the primary liaison to chapter members. Specific responsibilities include planning social and philanthropic events, managing recruitment, and striving to earn the chapter and its members all applicable awards and recognitions. The Director of Membership will report to the President and Vice President.

### Media & Technology

The Director of Media & Technology shall oversee all digital and physical advertisement as well as serve as head of all the organization's web infrastructure. This is the only position that is not elected, as it requires proficiency in a number of topics including HTML, CSS, graphic design, and database management. Specific responsibilities include creating graphics for social media, events, and recruitment, maintain graphic identity standards, maintaining social media accounts and the organization's website, and create all published materials. The Director of Media & Technology will report to the President and Vice President. The Director of Media & Technology will be selected by the competent previous holders of the position with oversight from the previous executive board. If the Director wishes to maintain their status through the new election cycle the chapter will hold a vote stating whether or not they should be allowed continue in their position. If the vote is affirmative they are allowed a second term, if negative they must choose a successor with oversight from the previous executive board.