

PRESIDENTIAL GOVERNANCE COMMITTEE

A Governance Committee will be appointed for the conference. The purpose of the committee will be to act upon all violations of the Delegate Conduct Practices and Procedures within the division. The conduct guidelines were approved by the Board of Directors for DECA Inc. and apply to adult advisors as well as student delegates.

A copy of the Delegate Conduct Practices and Procedures may be found in this section. The Board of Directors for DECA Inc. requires every student delegate to read and complete the Permission Form as partial completion of attendance requirements. Please make sufficient copies for your delegates to sign and return to you prior to the conference. A copy of the form may be requested during conference registration. The original copy should be kept with the local/state/provincial advisor. PLEASE DO NOT MAIL TO THIS OFFICE.

The chapter/state/provincial advisor will be notified (in writing) of all violations. Notices may require the committee to assemble and take such action as is outlined in the Conference Conduct Practices and Procedures.

CODE OF ETHICS FOR ADULT ADVISORS

Marketing Education programs offer training to those students who have a career objective in the field of marketing, management, or entrepreneurship. Individual conduct and appearance is a phase of this training. At DECA's North Atlantic Region Leadership Development Conference this phase of the education program becomes apparent.

The rules as stated in the Delegate Conduct Practices and Procedures and the Dress Code are called to your attention for review and should govern the behavior of advisors as well as students.

Since a good example is one method of teaching, and students participating in the conference are impressionable, a Code of Ethics is set for adult advisors. It becomes the responsibility of each and every participant to see that proper conduct is adhered to at all times.

- Advisors shall conduct daily meetings with participants for progress reports, time schedules and other activities.
- Advisors shall keep an agenda for each student in order that they may be reached at any time during the conference.
- Each chapter/state/province shall arrange to have one advisor on call at all times.
- Each advisor shall be responsible for seeing that participants adhere to all conduct practices and procedures.

DELEGATE CONDUCT PRACTICES AND PROCEDURES

The Board of Directors for DECA Inc. requires each delegate attending the North Atlantic Region Leadership Conference to read and complete the **Attendance Permission Form** and return to the **chapter/state/provincial** DECA advisor as partial completion of attendance requirements.

- The term “delegate” shall mean any DECA member, including advisors, attending conferences (high school, collegiate, alumni, professional).
- There shall be no defacing of public property. Any damage to the property or furnishings in the hotel rooms or building must be paid for by the individual or chapter responsible.
- Delegates must wear identification badges and wristbands at all times.
- Delegates shall refrain from using inappropriate or profane language at all times.
- Delegates shall refrain from verbal, physical or sexual harassment, hazing or name-calling.
- Delegates shall respect the rights and safety of other hotel guests.
- Delegates shall not possess alcoholic beverages, narcotics or weapons in any form at any time under any circumstances.
- Delegates shall refrain from gambling—playing cards, dice or games of chance for money or other things of value.
- Use of tobacco products by delegates is prohibited at all DECA functions.
- Delegates must adhere to the dress code at all times.
- Delegates must not dress or behave in a manner than can be interpreted as sexually explicit.
- Students shall keep their adult advisors informed of their activities and whereabouts at all times.
- No delegate shall leave the hotel (except for authorized events) unless permission has been received from chapter and state/provincial advisors.
- Delegates should be prompt and prepared for all activities.
- Delegates should be financially prepared for all activities.
- Delegates are required to attend all sessions and activities assigned including workshops, competitive events, committee meetings, etc. for which they are registered unless engaged in some specific assignment scheduled at the same time.
- Delegates will spend nights at their assigned hotel and in their assigned room. No guests allowed during curfew hours. Delegates will be quiet at curfew.
- Curfew will be enforced. Curfew means the delegate will be in his/her assigned room.
- State/Provincial associations will be responsible for delegates’ conduct.
- Delegates ignoring or violating any of the above rules will subject their entire delegation to being unseated and their candidates or competitive events participants to being disqualified. Individual delegates may be sent home immediately at their own expense.
- Tasteful casual wear will be accepted during specific social functions as designated during orientation.

DECA's Dress Code

DECA General Sessions, Meal Functions

Females

Business suit or blazer with dress blouse and dress skirt or dress slacks or business dress; dress shoes

Males

Business suit or sport coat with dress slacks, collared dress shirt and necktie; dress shoes and dress socks

DECA Business Casual

Casual slacks (e.g., Dockers), blouse or shirt, socks and casual shoes
Jeans, t-shirts and athletic shoes are **not** included in business casual attire.

The following are unacceptable during DECA activities:

- Skin-tight or revealing clothing
- Midriff-baring clothing
- Clothing with printing that is suggestive, obscene or promotes illegal substances
- Athletic clothing
- Swimwear

DECA'S NORTH ATLANTIC REGION
LEADERSHIP CONFERENCE
Attendance Permission Form

State/Provincial Association _____

Chapter _____

ATTENDANCE:

This is to certify that

_____ has my permission to attend the above named DECA activity. I also do hereby, on behalf of

_____ absolve and release the school officials, the DECA chapter advisors and the assigned state/province DECA staff from any claims for personal injuries or illness which might be sustained while he/she is *en route* to and from or during the DECA-sponsored activity.

EMERGENCY:

I authorize the advisor to secure the services of a physician or hospital, and to incur the expenses for necessary services in the event of accident or illness, and I will provide for the payment of these costs.

We have read and agree to abide by the DECA Code of Conduct. We also agree that the school officials, the DECA chapter advisors, the state/province DECA staff, or the conference conduct

Committee, have the right to send _____ home from the activity at our expense, provided that he/she has violated the Code of Conduct and/or his/her conduct has become a detriment.

Student Signature

Parent/Guardian Signature

Phone

School Official Signature

Cell Phone

Chapter Advisor Signature

DECA'S NORTH ATLANTIC REGION LEADERSHIP CONFERENCE

DELEGATE INFRACTION NOTICE

To: _____
Name of State/Provincial Advisor or State/Provincial Supervisor
State/Province

Division

It has been reported that _____
of your chapter/state/provincial delegation violated the following delegate conduct practice and/or procedure:

- | | |
|---|-------------------------------------|
| ___ Dress code | ___ No identification badge |
| ___ Defaced public property | ___ In unauthorized place |
| ___ Possession of alcoholic beverages/narcotics | ___ Curfew regulations |
| ___ Use of alcoholic beverages/narcotics | ___ Unauthorized date |
| ___ Smoking while officially representing state/provincial associations of DECA | ___ Unauthorized transportation |
| | ___ Other (please specify)
_____ |

on _____ at _____
(date) (time)

For the benefit of the DECA members who will be privileged to attend DECA's North Atlantic Region Leadership Conferences in future years, it is necessary for all current delegates to abide by established conference rules. The exemplary image of Marketing Education and DECA as "Developing Future Leaders for Marketing and Management" must be upheld.

A word of caution to those who care should be sufficient.

Major infraction reports require appropriate action by the committee responsible for conference conduct.

Please bring this notice to the **immediate attention** of all parties involved.

Date

Chairman,
Presidential Governance Committee

DECA's
North Atlantic Region
Leadership Development Conference

PERMISSION FORM/CONFERENCE DRESS CODE

I certify that a Permission Form that includes an explanation of the conference Dress Code has been completed for each student attending DECA's North Atlantic Region Leadership Development Conference.

DECA Advisor

Chapter/State/Province

This form should be submitted at conference registration on November 6, 2009.