



# POLICY

HANDBOOK

## TABLE OF CONTENTS

POLICIES AND PROCEDURES OVERVIEW .....	5
MISSION AND VISION.....	6
DECA’s COMPREHENSIVE LEARNING PROGRAM:.....	6
DECA PREPARES THE NEXT GENERATION TO BE:.....	6
SOCIAL MEDIA .....	6
GOVERNANCE.....	7
STATE BOARD OF DIRECTORS:.....	7
EXECUTIVE COUNCIL: .....	7
FINANCES.....	8
REPORTING REQUIREMENTS:.....	8
BUDGETS:.....	8
SIGNOFF/CERTIFICATION.....	9
TRAVEL AND EXPENSE REPORTING .....	9
CORPORATE CREDIT CARD .....	9
OFFICIAL TRAVEL.....	10
TRAVEL REIMBURSEMENT.....	10
AIRFARE.....	10
RENTAL CARS.....	10
RENTAL CAR INSURANCE.....	10
GROUND TRANSPORTATION .....	11
LODGING.....	11
MEALS AND INCIDENTALS.....	11
MISCELLANEOUS INCIDENTAL COSTS.....	11
CHAPTER OFFICER TRAVEL EXPENSES:.....	11
ADVISOR PROFESSIONAL DEVELOPMENT EXPENSES:.....	11
STATE OFFICER TRAVEL.....	12
PROFESSIONAL CONDUCT.....	14
FAIR DEALING.....	14
PROTECTION AND PROPER USE OF DECA ASSETS .....	14
EMPLOYMENT POLICIES .....	15
PROHIBITED BEHAVIOR.....	15
CLASSIFIED/CONTRACT EMPLOYEES OR CONTRACTORS.....	15
STATE DIRECTOR:.....	15
HIRING:.....	16
TERMINATION: .....	16
RESIGNATION:.....	17
STIPEND AGENTS/CONTRACTORS:.....	18
STATE OFFICERS/STUDENT BOARD OF DIRECTORS.....	18
BECOMING A STATE OFFICER:.....	18
RESPONSIBILITIES/EXPECTATIONS.....	19
REMOVAL OF STATE OFFICER(S).....	19
1. RECORD OF DISCUSSION:.....	19
2. LETTER OF INSTRUCTION:.....	20
3. COUNSELING STATEMENT:.....	20
4. TERMINATION: .....	20
RESIGNATION FROM OFFICE .....	21
VACANCIES .....	22

HARASSMENT, ASSAULT & DISCRIMINATION .....	22
CONFLICT OF INTEREST .....	22
REQUEST FOR APPEARANCE/PARTICIPATION .....	22
APPEARANCE & PRESENTATION .....	23
HARASSMENT, ASSAULT & DISCRIMINATION .....	23
EQUAL EMPLOYMENT OPPORTUNITY .....	23
RETALIATION.....	23
SEXUAL HARASSMENT .....	23
HARASSMENT.....	24
INDIVIDUALS AND CONDUCT COVERED.....	24
REPORTING.....	24
COMPLAINT PROCEDURE .....	25
TRAVELING WITH STUDENTS.....	25
LODGING.....	25
DRESS CODE.....	26
NON-DISCRIMINATION POLICY .....	26
COMPETITIVE EVENTS PROGRAM.....	26
ADMINISTRATION OF COMPETITIVE EVENTS.....	26
MAXIMUM NUMBER OF EVENTS .....	26
MARKETING EXAM.....	26
TEAM MEMBER SUBSTITUTIONS.....	26
NATIONAL COMPETITION .....	27
STATE CAREER DEVELOPMENT CONFERENCE.....	27
CONFERENCE COMMITTEE STRUCTURE.....	27
STATE CONFERENCE REGISTRATION FEES.....	27
CHAPTER ADVISOR RESPONSIBILITIES .....	28
STUDENT TO ADVISOR RATIO.....	28
CONFERENCE HOTEL.....	28
MEMBERSHIP .....	28
ACCOMMODATIONS .....	28
EARLY SUBMISSION OF WRITTEN EVENTS.....	28
STATE CAREER DEVELOPMENT CONFERENCE SCORING .....	29
CURFEW.....	29
DRESS CODE STANDARDS.....	29
CELL PHONE & INTERNET USAGE.....	30
DISQUALIFICATIONS & CONFLICT ISSUES.....	30
COMPETITIVE EVENT DROPS .....	30
AWARDS & RECOGNITION.....	30
NATIONAL CONFERENCE .....	31
COORDINATION OF ICDC REGISTRATION.....	31
COMPETITIVE EVENT DROPS AND “BUMP UPS” .....	31
CHAPTER EXPECTATIONS.....	31
TRADING PIN DESIGN CONTEST .....	32
CORPORATE CONTRIBUTOR/SPONSOR PROGRAM.....	32
PROGRAM OVERVIEW .....	32
CHAPTER SOLICITATION OF SPONSORSHIPS .....	32
SPECIAL AWARDS/RECOGNITION .....	32
HALL OF FAME AWARD.....	32
MEMBER OF THE YEAR AWARD.....	33
ADVISOR OF THE YEAR .....	33

CHAPTER AUTONOMY .....	33
MONTANA DECA AUTONOMY .....	33
CONFLICT OF INTEREST .....	34
GIFTS AND GRATUITIES .....	34
EMPLOYMENT.....	34
PUBLICATIONS.....	34
OUTSIDE EMPLOYMENT.....	34
USE OF DECA PROPERTY.....	35
CHANGES/AMENDMENTS .....	36

## **POLICIES AND PROCEDURES OVERVIEW**

This Policies and Procedures manual is an official publication of the Montana Association of DECA, and has been adopted by the Montana DECA Board of Directors in January 2020. The policies of Montana DECA are under continual examination and revision. This policies and procedures manual is not a contract, but merely presents the policies and procedures in effect at the time of this publication and in no way guarantees that the policies and procedures will not change. For the most current and up-to-date policies and procedures, please visit [www.mtdeca.com](http://www.mtdeca.com). This policy and procedures manual, revised January 2020, is the most current and applicable manual, and supersedes all previous policies, procedures, or manuals.

Montana DECA reserves the right to modify requirements of membership, to amend any regulation affecting the membership at large, and to dismiss any person(s) from the Montana DECA Association if it is deemed by the Association to be in its best interest or the best interest of the person(s) to do so.

Montana DECA does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, gender identity, marital status, sexual orientation or other characteristics as protected by law, in its educational programs, conferences, activities, hiring, evaluation, or opportunities, as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964 and other applicable laws and Montana DECA policies/bylaws. The Montana Association of High School and Collegiate DECA is open to all public and private institutions.

Questions regarding the revision, creation, or interpretation of the Montana DECA Policies and Procedures Manual shall be directed to the Montana DECA State Director, or by direct appeal to the Montana DECA Executive Council. The State Director shall be the first point of contact regarding all violation, suggestions, complaints, issues, or concerns pertaining to Montana DECA policy and procedure.

The most updated and revised copy of the Montana DECA Policy and Procedures manual shall be readily available to the membership at large through online publication at [www.mtdeca.com](http://www.mtdeca.com). Any changes, revisions, additions, or removal to the Policy and Procedures Manual shall require unanimous approval from the current Executive Council of the Montana DECA Board of Directors.

## MISSION AND VISION

Montana DECA Members, Advisors, Chapter Associations, Staff, and Stakeholders should act in a manner and spirit that supports and defends the Montana DECA and DECA Inc. mission statement and core values.

*DECA Prepares Emerging Leaders and Entrepreneurs in Marketing, Finance, Hospitality, and Business Management in High Schools and Colleges around the globe.*

## DECA's COMPREHENSIVE LEARNING PROGRAM:

- **Integrates Into Classroom Instruction:** An integral component of classroom instruction, DECA activities provide authentic, experiential learning methods to prepare members for college and careers.
- **Applies Learning:** DECA Members put their knowledge into action through rigorous project-based activities that require creative solutions with practical outcomes.
- **Connects to Business:** Partnerships with businesses at local and broader levels provide DECA Members realistic insight into industry and promote meaningful, relevant learning.
- **Promotes Competition:** As in the global economy, a spark of competition drives DECA Members to excel and improve their performance.

## DECA PREPARES THE NEXT GENERATION TO BE:

- **Academically Prepared:** DECA Members are ambitious, high-achieving leaders equipped to conquer the challenges of their aspirations.
- **Community Oriented:** Recognizing the benefit of service and responsibility to the community, DECA Members continually impact and improve their local and broader communities.
- **Professionally Responsible:** DECA Members are poised professionals with ethics, integrity and high standards.
- **Experienced Leaders:** DECA Members are empowered through experience to provide effective leadership through goal setting, consensus building and project implementation.

## SOCIAL MEDIA

Social media allows for nearly limitless conversation worldwide – often in real time. We hope that Montana DECA personnel will participate in social media and enjoy its benefits, and we also expect everyone who participates in online commentary to understand and follow these simple but important guidelines. Keep in mind that our overall goal is simple: to participate online in a respectful, relevant manner that protects our reputation and of course follows the letter and spirit of the law. One way you can help to ensure this goal is to avoid being an official Montana DECA spokesperson. We have a specially trained DECA Communications and Public Relations staff who are the only authorized people to speak on Montana DECA's behalf in online and print conversations. DECA members, including elected officials and staff that choose to participate in conversation where Montana DECA is mentioned or implied will need to adhere to the following guidelines, accurately identify themselves and their role within the organization, and the fact that the things they post are their individual opinion. These guidelines are designed to help you and Montana DECA achieve a more concise, clear, professional image. If one creates or contributes to blogs, wikis, social networks, virtual worlds, or any other kind of Social Media – Twitter, Yelp, Wikipedia, MySpace, Facebook along with thousands more in this realm where Montana DECA is mentioned or implied, here are some guiding principles for all to keep in mind and follow:

- **THINK BEFORE POSTING:** No use of social media publication may include confidential Montana DECA material, employment documents, or information that may deem detrimental to our business partners, investors, employees, or stakeholders.
- **IDENTIFY YOURSELF:** Remembering that you are a member of Montana DECA is very important. Whether you are an elected official, classified staff member, or student/employee director, your message can directly affect our initiatives and movements. When posting related to Montana DECA or its members you must identify yourself with the proper title and identify that it is your personal/individual opinion. Any specific comments related to a statement from Montana DECA must be made through our trained Public Relations and Communications staff.
- **REMEMBER YOUR WORK RESPONSIBILITIES:** Do not let social media interfere with your ability to work with the student body or serve the Montana DECA organization.
- **DON'T MISLEAD OTHERS:** Never represent yourself or Montana DECA in a misleading manner. You are solely responsible for the content you post or interact with online. Tell the truth, and don't reference co-workers, fellow members, business partners, or other stakeholders without their expressed permission.
- **MEANINGFUL & RESPECTFUL COMMENTS:** Stick to your experience level. Avoid harsh, misleading remarks on topics which you are not educated on. Remember your comments can directly affect and impact the professional image of all Stakeholders within Montana DECA.
- **LEGAL MATTERS:** Never comment on anything related to legal matters. Montana DECA has highly trained legal representation and staff to comment on legal matters dealing with Montana DECA action(s) and policy. All comments made on a legal note should be done after careful consultation with Montana DECA Legal Council and Montana DECA Public Relations and Communications Staff.
- **BE SMART:** Take a moment to review your information prior to publishing. Remember that this information is stored and will be around indefinitely. Make sure you are publishing only what you mean. Mean what you say and say what you mean. As Montana DECA elected officials, personnel, staff, and stakeholders, we strive very hard every day to uphold our professional image and unique culture. It is our values that direct the positive movement forward. With strong and enhanced internet communications we will continue to live up to the integrity, dedication, and enthusiasm that our stakeholders expect.

## GOVERNANCE

Montana DECA shall be governed by the Montana DECA Constitution, instituted Bylaws, and by this Policies and Procedures Manual.

**STATE BOARD OF DIRECTORS:** The Montana DECA Board of Directors will consist of each local primary DECA Chapter Advisor in the High School and Collegiate divisions and the Montana DECA State Director (non-voting) and the Office of Public Instruction Business Specialist (non-voting). Each DECA Chapter is allowed only one vote on each motion and the vote must be cast by the Primary Chapter Advisor or designated proxy representative. Proxies are allowed, however must be submitted in writing to the State Director or Chairperson of the Montana DECA Board of Directors prior to the meeting start date and time. Applicable proxy forms are available at [www.mtdeca.com](http://www.mtdeca.com) or by request to the State Director.

**EXECUTIVE COUNCIL:** The legal governing body of Montana DECA shall be the Executive Council of the Montana DECA Board of Directors. The Montana DECA Executive Council of the Montana DECA Board of Directors consists of three active Montana DECA Chapter Advisors as elected by the Board of Directors, the State

Director (non-voting), and the Montana Board of Directors Treasurer (non-voting). The three elected advisors to the Executive Council shall serve three (3) year terms and are elected on an annual rotating basis. The terms of these three directors shall be staggered to allow for one new appointee each academic year. Elected officers will serve in the following positions during their term:

- **Year 1:** Secretary
- **Year 2:** Vice President/President Elect
- **Year 3:** President

The Executive Council is responsible for making procedural decisions and interpreting policy decisions related to Montana DECA and the Montana DECA Board of Directors. The State Director is responsible for the day-to-day operating decisions/actions of the Montana DECA Association. In addition to the three (3) voting members of the Executive Council, non-voting, ex-officio members can be added at the discretion of the Council. No decision made by the Montana DECA Board of Directors and/or the Montana DECA Executive Council shall be in conflict with any DECA Inc. and/or Montana Office of Public Instruction policy.

## **FINANCES**

The Montana DECA State Director and the Montana DECA Board of Directors Treasurer shall be the signatories on all Montana DECA financial accounts. Both parties' signatures, and/or correspondence relating to purchases and payments are required for purchases and payments made on behalf of Montana DECA. The Montana DECA State Director shall be authorized to conduct the daily financial requirements and responsibilities of the Montana DECA Association, as approved by the Montana DECA Board of Directors by means of resolution or through annual budget approval.

**REPORTING REQUIREMENTS:** Quarterly budget reports must be prepared by the State Director and the Montana DECA Treasurer and submitted to the Executive Council and the Montana Office of Public Instruction. By July 10<sup>th</sup> of each budget year, an annual financial review shall be submitted to the Montana DECA Executive Council and the Montana DECA Board of Directors to include a third party financial review. Corresponding documentation of the review and financial report must be submitted to the Executive Council and to the Montana DECA Office of Public Instruction or designee.

## **BUDGETS:**

The budget year of Montana DECA Inc. follows the fiscal year of July 1 through June 30. After Board approval, the budget becomes the official financial plan for that fiscal year. Specific activities or objectives are assigned to each department head, along with the authority and responsibility to accomplish the stated objective within the time period identified and within the allotted finances. Each department head must sign off on expenses charged to his/her budget and then submit the expense to the State Director for approval. Montana DECA Staff may only authorize expenses from his or her own budget. If a staff member seeks to assign an expenditure to a department other than their own, he or she must first obtain a signature from the department against whose budget the expense is being applied prior to submitting the expense to the State Director for signature. All Montana DECA expenses must be approved by the State Director and, in some cases, the Board of Directors, as follows:

- For contracts worth, less than \$50,000 where the expenditure is within budget - the expense may be approved by the State Director.
- For all contracts in excess of \$50,000 - the State Director must obtain written approval from the Executive Council and thereafter the contract requires signature by the State Director.



- For all contracts, regardless of dollar amount, where the expenditure is not in the budget – Executive Councils written approval must be obtained and thereafter the contract requires signature by the State Director.

### **SIGNOFF/CERTIFICATION**

Agents of Montana DECA are required to sign off or approve expenditures of funds for a number of purposes including payroll; leave; payments to vendors; expense statements from students, committee and council members; and their personal travel. By signing the appropriate document to authorize payment the employee is certifying its accuracy. If the employee is aware that the document is inaccurate or not in conformity with Montana DECA policy and approves it, the employee is committing fraud and may be subject to discipline up to and including termination of employment. Additionally, the decision to prosecute will be made on a case-by-case basis. Supervisors are required to approve all documents relating to their department or function. The supervisor is responsible for verifying the accuracy of the document and its conformity with DECA policy. If the supervisor is aware, or should have been aware, that the document he or she is signing is inaccurate or not in conformity with Montana DECA policy and approves it, the supervisor is committing fraud and may be subject to discipline up to and including termination of employment. Additionally, the decision to prosecute will be made on a case-by-case basis.

### **TRAVEL AND EXPENSE REPORTING**

This document contains important information about Montana DECA's travel program and the approval process when incurring expenses on the Organization's behalf and obtaining expense reimbursement. All financial policies governing Montana DECA actions are based on those established by the board of directors of Montana DECA Inc. The board believes that all persons conducting business should be eligible to receive reimbursement of expenses incurred whenever necessary. In many instances, however, employees are able to conduct Montana DECA business from local funds or from school district funds, thus making a considerable savings to Montana DECA. Our corporate partners, for example, have always insisted on handling their own expenses at no cost to Montana DECA.

Whether paid by non-Montana DECA funds or by Montana DECA, travelers have an obligation to act prudently and responsibly and to exercise good judgment when incurring all travel costs. The guiding principle and rule of thumb for employees who travel is that you should never spend more of the Fund's or Organization's money than the money you would spend if it were your own, with an eye toward always minimizing expenses. DECA's travel policies are documented in the following pages. They are common sense rules that most business travelers follow as a matter of course. They are designed to provide employee travelers with a satisfactory level of service and comfort at the lowest possible cost to the Organization. Please also keep in mind that while traveling on business, an employee's personal conduct and ethics reflect on the image and public perception of DECA.

### **CORPORATE CREDIT CARD**

Montana DECA has a corporate credit card that is used when direct billing to Montana DECA is not possible. The credit card information is available from the State Director. Under no circumstances may personal items be charged to a corporate credit card. Examples of items to be purchased using a corporate credit card are:

- Staff/Student airfare
- Airfares booked by staff for students, board members, committees, or groups

- Online purchases
- Group hotel billings that require a charge card
- Other charges as authorized by the State Director

When using a corporate credit card, immediately complete a purchase order/credit card form.

## **OFFICIAL TRAVEL**

### **TRAVEL REIMBURSEMENT**

Person(s) who travel on Montana DECA business will be reimbursed for reasonable travel expenses including the cost of transportation, rental cars, lodging, and meals by completing an Expense Reimbursement Form. Expenses will be reimbursed after the travel voucher is signed by the employee and approved by the State Director.

### **AIRFARE**

Person(s) are required to make reservations promptly upon knowledge of the need for travel. Where dates are known well in advance, travelers are expected to arrange their travel at least 21 days before travel begins. Travel will be booked for the least expensive airfare with a reasonable itinerary and travel duration, regardless of carrier. No traveler may restrict travel to one carrier. Copies of the online search used to select the airfare, the travelers' itinerary, passenger name and cost (including associated airline fees) must be attached to the purchase order submitted for the Organization credit card use.

### **RENTAL CARS**

When public transportation is not available or not feasible, rental car reservations must be made for an economy or compact-class rental car except when there are special circumstances. Special circumstances would include: (1) when the traveler can be upgraded at no additional cost; (2) when economy or compact cars are not available; (3) when transporting excess baggage such as a display booth; or (4) when adverse weather presents a safety issue. In no instance will employees be reimbursed for rentals of luxury cars. To avoid additional charges, every reasonable effort should be made to return the rental car on time and with a full tank of gas. The option to return with a full tank of gas must be selected when completing the rental company's initial paperwork.

### **RENTAL CAR INSURANCE**

Rental companies require all car rentals to be made in the name of the driver, not the name of the Organization. Drivers must provide a driver's license and a credit card in order to reserve a rental car. Because car rental contracts are made in the name of individual employees, not in the name of the Organization, Montana DECA is not able to provide insurance coverage for car rentals. Employees will have to decide whether to take the insurance offered by the car rental company. Often, there is no necessity for such insurance, and it will result in duplicate coverage. If you own a car, check with your insurance agent or review your policy to see if rental car insurance is included. Alternatively, your credit card provider may offer rental car insurance as a benefit. Check with your credit card provider to see what types of coverage is offered. Employees will need to take the rental car coverage if they have no insurance of their own or if there is no collision coverage on their present policy. Under such circumstances the cost of rental car insurance is reimbursable.

## **GROUND TRANSPORTATION**

Often, the fastest, most convenient and least expensive way to get to or from airports and hotels is by way of public transportation, airport or hotel shuttles. Travelers are expected to use public transportation and shuttle services whenever possible. An original receipt is required.

## **LODGING**

Employees traveling on Montana DECA business will be reimbursed for the reasonable, actual costs of their hotel expenses. No incidental charges may be included in the lodging costs. An original receipt is required.

## **MEALS AND INCIDENTALS**

Meal and incidental per diem includes gratuities and is reimbursable to travelers while on official Montana DECA business. Per diem will be reimbursed at the Federal Government M&IE rate for the location of the event, meeting, or conference (<https://www.gsa.gov/travel/plan-book/per-diem-rates>). Actual and reasonable cost (excluding alcohol) may be reimbursed when dining as a group while on official Montana DECA business. In such cases, staff members may be authorized by the State Director to pay the entire bill. A list of participants, the reason for the event, and the location and date must be provided. An itemized receipt is required.

## **MISCELLANEOUS INCIDENTAL COSTS**

Reimbursement for actual expenses may be claimed for the following:

- Portage fees for conference supplies
- Business Telephone Calls
- Approved airline luggage fees

Receipts are required for miscellaneous and incidental cost reimbursement.

## **CHAPTER OFFICER TRAVEL EXPENSES:**

Montana DECA may, if monies allow, pay for associated Chapter Officer Travel Expenses associated with Chapter Officers attending trainings, planning meetings, and conferences throughout their year(s) of service. Application(s) and reimbursement instructions will be made available for applicable travel and conferences, should monies allow. The State Director must pre-approve all travel related to reimbursement. It is preferable for Montana DECA to make all lodging, transportation, and airfare arrangements applicable to reimbursement.

Chapter Officer are bound by local district policy pertaining to travel, and shall not travel without expressed local chapter advisor and district approval.

## **ADVISOR PROFESSIONAL DEVELOPMENT EXPENSES:**

Montana DECA, may, if monies allow, pay for travel expenses associated with advisors attending trainings, planning meetings, and conferences for/related to professional development. An application process will be published, determined, and made available by the State Director, should monies be available.

## STATE OFFICER TRAVEL

Montana DECA may, if monies allow, pay for State Officer lodging and necessary meal expenses to attend approved and authorized meetings, conferences and planning sessions on behalf of Montana DECA, or while on authorized official business throughout their term of office.

State Officers must secure official authorization for State Officer travel, and must consult local school district travel policies to ensure compliance. State Officers must submit the official State Officer Travel Authorization form, available at [www.mtdeca.com](http://www.mtdeca.com) or by submitting a request to the Montana DECA State Director. State Officers are not authorized to travel on Montana DECA's behalf, or represent Montana DECA in official capacity with incomplete or un-submitted travel documentation.

State Officers shall be registered to the Montana DECA chapter, with Montana DECA paying applicable membership dues. While on official Montana DECA business, and while traveling on behalf of Montana DECA, the State Director and State Officer Coordinator shall serve as the State Officers Advisor and/or Chaperone. State Officers are required to keep the State Director, State Officer Coordinator, local Chapter Advisor(s), and local school district administration updated at all times regarding official and required Montana DECA travel.

State Officers, in conjunction with the state director and local school district administration and parental/legal guardians shall determine the most appropriate, efficient, and safe travel arrangements to and from all official Montana DECA functions.

Without otherwise expressed written permission from the State Director or Montana DECA Board of Directors, it is required that State Officers obtain an adult/chaperone driver for official Montana DECA business, conferences, or meetings greater than 30 miles from the State Officers home address. Unless otherwise authorized by the Montana DECA State Officer Travel Authorization Form and in accordance with local district policy, State Officers may not travel unaccompanied by the advisor and/or chaperone, and at NO time may State Officers operate/drive vehicles while on official Montana DECA business beyond the aforementioned 30-mile restriction.

While transporting State Officer(s), Chapter Advisors, Montana DECA Staff, and Montana DECA Contract Agent(s)/Employees shall be given the option to not use personal vehicles for transportation. Aforementioned parties may use State of Montana owned vehicles, or vehicles rented from an approval rental car company with the purchase of comprehensive and vehicle liability insurance. If adult drivers elect to use personal vehicles for transportation in accordance with local district policy, the driver assumes all risk and liability. Chaperone/Adult drivers for State Officer(s) shall hold a valid driver's license, and are expected to obey all local, state, and federal transportation traffic laws/regulations. If non-personal vehicles are used for transportation, Montana DECA shall arrange for the vehicle and directly remit all related expenses directly to the vendor. Please see the above travel reimbursement section for policies pertaining to direct pay, approved travel, and necessary forms required for travel reimbursement.

Approved State Officer Travel Expenses to be Paid Directly by Montana DECA:

- **STATE CAREER DEVELOPMENT CONFERENCE** - Montana DECA will compensate all necessary travel, accommodations, and meals for the

duration of the State Career Development Conference, as well as one day prior, at the discretion of the State Director.

- **PLANNING MEETINGS** - One night for State Officer(s) and Chaperone(s) traveling more than 2 hours, one-way, to the meeting location/facility, or at the discretion of the State Director.
- **EMERGING LEADERS CONFERENCE** - As budget approval and if monies are available, Montana DECA shall travel the entire State Officer team to and from the DECA Inc. Emerging Leaders Conference, and directly pay all associated costs.
- **REGIONAL LEADERSHIP CONFERENCE** - On an annual basis, if monies are available, and at the discretion of the State Director, Montana DECA may travel the entire State Officer Team to and from an approved Regional Leadership Conference. Approval of travel shall be authorized and confirmed by the Montana DECA Executive Council and/or Montana DECA Board of Directors.
- **AIRFARE** - limited to approval amounts and conferences only.

State Officers, in conjunction with the State Director and local school district administration and parental/legal guardians, shall determine the most appropriate, efficient, and safe travel arrangements to and from official Montana DECA functions.

Without otherwise expressed written permission from the State Director or Montana DECA Board of Directors, it is required that State Officers obtain an adult/chaperone driver for official Montana DECA business, conferences, or meetings greater than 30 miles from the State Officers home address. Unless otherwise authorized by the Montana DECA State Officer Travel Authorization Form and in accordance with local district policy, State Officers may not travel unaccompanied by the advisor and/or chaperone, and at NO time may State Officers operate/drive vehicles while on official Montana DECA business beyond the aforementioned 30-mile restriction.

While transporting State Officer(s), Chapter Advisors, Montana DECA Staff, and Montana DECA Contract Agent(s)/Employees shall be given the option to not use personal vehicles for transportation. Aforementioned parties may use State of Montana owned vehicles, or vehicles rented from an approval rental car company with the purchase of comprehensive and vehicle liability insurance. If adult drivers elect to use personal vehicles for transportation in accordance with local district policy, the driver assumes all risk and liability. Chaperone/Adult drivers for State Officer(s) shall hold a valid driver's license, and are expected to obey all local, state, and federal transportation traffic laws/regulations. If non-personal vehicles are used for transportation, Montana DECA shall arrange for the vehicle and directly remit all related expenses directly to the vendor. Please see the above travel reimbursement section for policies pertaining to direct pay, approved travel, and necessary forms required for travel reimbursement.

If flying on official Montana DECA business, it may be required that State Officers depart and arrive from separate home locations than the State Director or State Officer Coordinator. Should such situations or circumstances arise, the State Director or State Officer coordinator are required to land at the connecting city before the State Officer, and depart the connecting city after the State Officer. Should it be a direct flight, the State Director or State Officer Coordinator must accompany State Officers or arrive prior to the State Officer(s) and depart after the State Officer(s). Should delays or cancelations exist, the State Director and/or the State Officer Coordinator shall accompany all State Officer(s) through rebooking, accommodations,

and travel necessities. The State Director or State Officer Coordinator shall stay with all State Officer(s) experiencing travel difficulty or delays, regardless of individual travel arrangements/plans until the State Officer(s) are departed for their appropriate home destination. Parents and/or legal guardians are to be notified of any travel bookings, modifications, or adjustments promptly after determination. If the State Officer(s) experience an aircraft diversion, and land in a city other than their home city, they shall promptly advise the State Director and Parental/Legal Guardians of situation circumstances. Under no circumstances should the State Officer(s) leave the secured area of the airport terminal. State Officer(s) experiencing aircraft diversion or travel delays, while in the unexpected un-supervision of the State Director or State Officer Coordinator, shall remain in the secure area of airline terminals, or report to the nearest safe location as advised by the Montana DECA State Director and await further instruction.

#### **FORMS AND DOCUMENTATION FOR REIMBURSEMENT**

All travel expenses submitted for reimbursement must be documented by submitting the Montana DECA Expense Claim form available for download at [www.mtdeca.com](http://www.mtdeca.com) or by request to the State Director. Receipts for lodging, registration, and other miscellaneous expenses must accompany the completed Expense Claim. Reimbursement will only be provided for approved expenses with appropriate documentation.

#### **FORMS AND DOCUMENTATION FOR DIRECT PAY**

When possible, it is preferable for Montana DECA to pay directly for all approved travel. Lodging, airfare, registration fees, and all miscellaneous expenses require supporting documentation for approval. All forms shall be submitted in a timely manner to the State Director for approval/review. If expense claims are approved, the State Director and/or Treasurer shall make the appropriate direct pay accommodations and provide necessary confirmations and documentation prior to travel.

### **PROFESSIONAL CONDUCT**

Montana DECA is committed to the highest standards of honesty, professionalism, integrity, and fairness when engaged in any activity concerning its relationships with employees, students, customers, suppliers and the general public. Montana DECA expects each employee to protect the interests and safety of all employees and the Organization. Failure to comply with Montana DECA policy may result in discipline up to and including termination of employment, referral for criminal prosecution, and reimbursement to Montana DECA for any losses or damages as appropriate to the violation.

#### **FAIR DEALING**

Employees are to treat fairly and with respect those with whom we have dealings.

#### **PROTECTION AND PROPER USE OF DECA ASSETS**

All employees or agents of Montana DECA have an obligation to protect the Organization's assets and resources, including both physical and non-physical assets. Physical assets include, but are not limited to: email, computer systems, facilities and their infrastructure, equipment, materials, and corporate credit cards. Non-physical assets include, but are not limited to, Montana DECA's name, confidential information, customer lists and other original compilations of information, business strategies and other management and business information. Theft, carelessness and waste have a direct impact on the Organization. Any use of the Organization assets for purposes

other than the discharge of the Organization's business or for pre-approved incidental purposes is prohibited.

## **EMPLOYMENT POLICIES**

Montana DECA is committed to the principles of equality and rewarding excellence to one's demonstrated ability and potential. The Organization is committed to maintaining the highest levels of employee motivation and an excellent reputation as a great place to work. The Organization's work environment is based on all employees demonstrating mutual trust, respect and concern for the safety and well-being of all, exemplified by the employment policies found within this Policy Handbook.

## **PROHIBITED BEHAVIOR**

It is not possible to list all forms of behavior that are considered unacceptable in the workplace. Unacceptable workplace behaviors may result in disciplinary action up to and including termination of employment. Unacceptable workplace behaviors include, but are not limited to:

- Falsification of timekeeping records or filling out another employee's time sheet
- Performing actions that violate the safety or well-being of others in the workplace
- Dishonesty or theft
- Threats of violence, aggressive behavior, or possession of weapons
- Discrimination, harassment, intimidation, bullying, fighting or scuffling
- Falsifying an employment application or any other DECA record
- Gambling on DECA property
- Leaving the job without permission
- Chronic tardiness or excessive absenteeism
- Willful or careless destruction or damage to DECA assets or to the equipment or possessions of another employee
- Illegal access or use of electronic communications
- Reporting to work or working under the influence of alcohol or drugs
- Unauthorized release or disclosure of DECA, client or customer information
- Violating DECA Policies

Incidents requiring discipline will be handled on a case-by-case basis. This policy does not create a contract of employment or alter the at-will nature of any individual's employment relationship with DECA in any way, and is subject to change from time to time, with or without notice.

## **CLASSIFIED/CONTRACT EMPLOYEES OR CONTRACTORS**

Montana DECA, in order to function at optimal levels and aid in advancing their mission forward, shall empower the following positions within the Montana DECA Association. Specifics regarding each position are listed below, along with accompanying hiring, termination, and application procedure.

### **STATE DIRECTOR:**

The State Director of Montana DECA is a classified contracted free agent of Montana DECA. The State Director is contracted on an annual or multi-year basis at the discretion of the Montana DECA Executive Council. The State Director shall be paid an appropriate amount as agreed upon by the Montana DECA Executive Council. At minimum, at least one annual performance review must be completed by the Montana DECA Executive Council. The State Director is charged with the day-to-day operations of the Montana DECA Association, developing a Statewide Program of Leadership to advance and expand Montana DECA's growth and opportunity, and other duties as

assigned by the Montana DECA Board of Directors or the Montana DECA Executive Council. The State Director reports directly to the Montana DECA Board of Directors and the Montana DECA Executive Council throughout the contracted term. The State Director shall be covered on all Montana DECA liability insurance as an agent of the association, and be reimbursed for necessary and required expenses related to contract delivery; as monies and budgetary processes allows.

**HIRING:** The State Director shall be contracted on an annual or multi-year basis, at the discretion of the Montana DECA Executive Council. If the State Director position shall become vacant, or the Executive Council elects to open the position to applications, the application must adhere to the following procedures:

1. The State Director contract description and overview must be made public for applications/proposals for up to 30 calendar days. The position must be posted in electronic and/or print form at the discretion of the Montana DECA Board of Directors.
2. Upon the application submission deadline, all applicants shall be screened and reviewed by the Montana DECA Executive Council. The Executive Council shall proceed with interviews and candidate evaluation as deemed appropriate by the Montana DECA Board of Directors and/or the Montana Office of Public Instruction.
3. Upon proper screening, interview, and evaluation of applicable candidates/finalists, the Montana DECA Executive Council shall hire/contract the successful candidate with unanimous consent of the council. If unanimous consent of the Executive Council is not reached, the Executive Council may send two names to the Montana DECA Board of Directors for a 2/3 decision/approval of the full Montana DECA Board of Directors.

**TERMINATION:** A 2/3 majority of the Montana DECA Board of Directors and/or unanimous consent of the Montana DECA Executive Council have the authority to take action regarding State Director termination. If it is deemed appropriate to remove a State Director from his/her position, or to not renew the contract for services agreement, the following steps/procedures must be taken:

**IF TERMINATING:**

1. The Executive Council must send certified written notice of the termination decision to the State Director, with a minimum 30-days' notice to terminate his/her contract. The Montana DECA Executive Council, may, at their discretion, require the State Director to perform the remaining 30-days of the contract, or may simply elect to terminate the State Director effective immediately, in which case all monies, benefits, and obligations as outlined in the State Director Contract must be promptly addressed by Montana DECA. Prior to action, it is recommended that Montana DECA consult appropriate Legal Counsel and review applicable contract terms, restrictions and conditions. The privacy of the State Director shall be protected and respected at all times, and of Montana DECA's utmost concern throughout this process. Information shall be released on a need-to-know basis, and in conjunction with Montana and United States legal codes. Upon receiving notice of termination, the Montana DECA State Director may accept the notice, or



appeal such decision to the Montana DECA Board of Directors for a 2/3 overturn/veto. Such appeals shall be made in coordination with the Montana DECA Bylaws and Constitution.

2. The Montana DECA Treasurer shall remove the State Director from signatory authority on all Montana DECA Treasury Accounts, and accurately account for all Montana DECA assets, both tangible and intangible.
3. The State Director contract position shall be advertised and posted in compliance with the policies and procedures outlined in this section.
4. The Montana DECA Executive Council shall name an Interim Montana DECA State Director while working through the hiring and proper selection process of the Montana DECA State Director. The Interim State Director may be a person selected at the Executive Council's discretion, and may be compensated reasonably and fairly as applicable/granted by the Montana DECA Policies and Procedures Manual, Approved Fiscal Year Budget, Montana DECA Bylaws, and/or Constitution. The Interim State Director may not be a voting member on the Montana DECA Executive Council or the Montana DECA Board of Directors. Should such conflict arise, the voting member may temporarily relinquish voting rights until a new State Director is named/installed by the Montana DECA Board of Directors.

#### **IF NOT RENEWING CONTRACT FOR SERVICES:**

1. Follow the hiring procedures outlined in this section.
2. The Montana DECA Treasurer shall remove the State Director from signatory authority on all Montana DECA Treasury Accounts, and accurately account for all Montana DECA Assets, both tangible and intangible.
3. The Montana DECA Executive Council, upon selection of a State Director, shall notify DECA Inc. of appropriate change(s) in leadership.

#### **RESIGNATION:**

If the State Director shall at his/her discretion freely offer their resignation with appropriate notice as specified in the terms and conditions of his/her contract, the Montana DECA Executive Council shall follow all applicable hiring/replacement procedures as outlined in this section, plus:

1. The Montana DECA Treasurer, shall remove the State Director from signatory authority on all Montana DECA Treasury Accounts, and accurately account for all Montana DECA Assets, both tangible and intangible.
2. The Montana DECA Executive Council shall notify DECA Inc. of such change(s) in leadership as well as their process moving forward.
3. If necessary/applicable, the Montana DECA Executive Council shall name an Interim Montana DECA State Director while working through the hiring and proper selection process of the Montana DECA State Director. The Interim State Director may be a person selected at the Executive Council's discretion, and may be compensated reasonably and fairly as applicable/granted by the Montana DECA Policies and Procedures Manual, Approved Fiscal Year Budget, Montana DECA

Bylaws, and/or Constitution. The Interim State Director may not be a voting member on the Montana DECA Executive Council or the Montana DECA Board of Directors. Should such conflict arise, the voting member may temporarily relinquish voting rights until a new State Director is named/installed by the Montana DECA Board of Directors.

#### **STIPEND AGENTS/CONTRACTORS:**

The Montana DECA Board of Directors, may, at their discretion create stipend positions to aid the State Director in Montana DECA goals, objectives, or special projects such as the State Career Development Conference. Such stipend positions may be hired by the State Director at his/her discretion, and free from posting/public notification requirements. Such positions should be short term in nature, and shall accompany a clearly outlined contract and list of deliverables as outlined by the Montana DECA Board of Directors. Such stipend agents/contractors shall be covered under the Montana DECA liability insurance policy, but be required to provide proper tax and reporting documentation. The State Director may at his/her discretion terminate, at any time, for any reason, the contract between Montana DECA and any stipend agent. Neither the Montana DECA Board of Directors, nor the Montana DECA Executive Council approval is required for the hiring/termination decisions of stipend positions, so long as the stipend and position were approved by the Montana DECA Board of Directors, or within fiscal budget.

#### **STATE OFFICERS/STUDENT BOARD OF DIRECTORS**

Montana DECA, shall empower a State Officer team, also known as the Student Board of Directors, that will serve as a standing committee to the Montana DECA Board of Directors. The State Officer team shall represent the general membership needs of Montana DECA, and serve as a liaison between the Montana DECA Board of Directors and the Montana DECA Student Membership. The State Officer team shall draft a Program of Leadership, designed to solve Montana DECA needs, expand Montana DECA offerings, and grow Montana DECA opportunities. Said Program of Leadership should be presented at the Annual Business Meeting of the Montana DECA Board of Directors for official adoption and approval.

#### **BECOMING A STATE OFFICER:**

Members interested in becoming a State Officer shall be of Junior or Senior standing during their year(s) of service and complete a published application and submit said application packet to the Montana DECA State Director by outlined submission date(s), including all proper/required documentation. Applications and information regarding State Officer positions are available at [www.mtdeca.com](http://www.mtdeca.com) or by request to the State Director. State Officers are allowed to serve a maximum of one term, and must not serve in DECA local, regional, or national leadership roles during their term of service.

Upon State Officer application deadline, the Montana DECA State Director will name a Nomination/Review Committee to screen/interview all applications. The Nomination/Review Committee will be comprised, at minimum, of (1) Business Partner/Leader, (1) Education Representative, and (1) Community or CTSO Leader. The State Officer Coordinator and/or the State Director will sit on the Committee as a non-voting/non-evaluative body to provide historical information, answer committee questions, and actively participate. The Nomination/Review Committee will individually review all applications, and numerically evaluate each submission, using a rubric made available to all State Officer Applicants. Each application will receive three scores that shall be averaged to compile the candidate's nomination score. The candidates will then be ranked from in order of highest to lowest nomination scores.

The top five (4) candidates with the highest nomination scores shall be offered a position on the Montana DECA Student Board of Directors for the coming academic year. Local chapters will be allowed no more than two (2) positions on the State Officer Team. Should the chapter have more than two (2) applicants, and more than two (2) of those applicants rank in the top five of the Nominating Committee, the top two scores will be selected, with the remaining lower composite scores being dropped, and the first alternate will be selected. Local Montana DECA Chapter Advisors, or those individuals with a conflict of interest are not permitted to serve on the Montana DECA Nomination/Review Committee.

The State Director shall be empowered to modify the State Officer Application, Interview, and Screening process. State Officer selection procedure should be outlined, no later than at the Annual Montana DECA Business Meeting.

Upon confirmation and selection of State Officer candidates, the Montana DECA State Director shall release the names and appropriate titles to the Montana DECA Executive Council and the Montana DECA Board of Directors. A press statement will be released from Montana DECA naming the successful candidates and their appropriate titles/responsibilities for the upcoming academic year.

## **RESPONSIBILITIES/EXPECTATIONS**

State Officers of Montana DECA are held to the highest available standard. Officers are required to agree to and abide by the Montana DECA State Officer Code of Conduct form, prior to beginning their term. In addition, State Officers are required and expected to protect, defend, and uphold the Montana DECA Policies and Procedures Manual, as well as the Montana DECA Bylaws and Constitution. State Officers are expected to be the model membership of Montana DECA, exemplifying brand strength, goals, and objectives.

The State Officer Team will draft a Program of Leadership with clear deliverables and expectations. Such Program of Leadership shall be presented to the Montana DECA Board of Directors for adoption/approval. The State Officer team will assign members specific tasks, roles, and responsibilities throughout the term. Officers are expected to perform their share of team duties and responsibilities.

The State Officer Coordinator serves as the State Officer Team liaison to the State Director. The State Officer Coordinator is charged with ensuring project completion and even distribution/allocation of workloads/tasks. The State Officer Team, as well as individual State Officers, report directly to the State Officer Coordinator. If information is requested, or questions arise from the Montana DECA Board of Directors throughout the term of office, such requests will be made by the State Director to the State Officer Coordinator.

## **REMOVAL OF STATE OFFICER(S)**

State Officers of Montana DECA are held to the highest available standard. Officers are required to agree to and abide by the Montana DECA State Officer Code of Conduct form, prior to the beginning of their term. Should an officer be found in violation of the Montana DECA State Officer Code of Conduct, the Montana DECA Bylaws, the Montana DECA Policy and Procedures Manual, and/or the Montana DECA Constitution, the following steps/courses of corrective action must be taken:

1. **RECORD OF DISCUSSION:** A Record of Discussion is an official written reprimand for non-egregious/non-intentional violation(s) of Montana DECA Policy/Procedures. The violation or performance issue will be

discussed with the State Officer, and copies of the Record of Discussion will be given to the local Chapter Advisor, the State Officer, and the Montana DECA State Director. The Record of Discussion must be signed by the State Officer, as well as the State Director and/or State Officer Coordinator. Signatures on a Record of Discussion do not admit guilt, but merely acknowledge that a conversation occurred pertaining to the violation. A Record of Discussion is intended as a coaching/learning experience for State Officers not performing to Montana DECA Standards, or not obeying Montana DECA Policy and Procedures. The Record of Discussion is written documentation of the violation, but mentoring recommendations for improved performance, and suggestions moving forward should be offered. The State Director and State Officer Coordinator are the only authorized person(s) able to give Records of Discussion.

2. **LETTER OF INSTRUCTION:** If behavior and/or performance issues previously outlined in a record of discussion are not improved or addressed, a Letter of Instruction will be provided to the State Officer and Local Chapter Advisor indicating the continued performance/behavioral issue, and listing steps necessary to correct said action by an outlined date. Failure to address such issues will result in stepped corrective action. The State Director is the only agent authorized to issue a Letter of Instruction. Both the State Director and the State Officer must sign the Letter of Instruction, and documentation shall be retained for future reference.
3. **COUNSELING STATEMENT:** If behavior and/or performance issues persist after a Record of Discussion and Letter of Instruction, a Counseling Statement will be issued to the State Officer and the Local Chapter Advisor, as a final warning of the listed infractions. Failure to correct such action by the outlined date will result in termination of office and result in impeachment/removal from office. The counseling statement is a final warning prior to termination, and must be taken with the utmost seriousness and concern. When providing a State Officer with a counseling statement, the State Director may elect, at his/her discretion, to review the State Officers file, and determine the appropriateness for the officer to continue through the conclusion of their term. The State Director, at his/her discretion may elect to terminate the State Officers term based on his/her findings. The State Director is the only authorized agent to issue a Counseling Statement. Both the State Director and the State Officer must sign the counseling statement, with documentation being retained for future reference.
4. **TERMINATION:** Termination is the final stages of the corrective action proceedings. Should a State Officer commit an act of gross negligence or ill intention, the State Director may, at his/her discretion, immediately terminate the State Officer. Violations of the Montana DECA State Officer Code of Conduct are grounds for immediate dismissal, and zero tolerance is granted for such violations. If a State Officer fails to correct behavioral/performance issues, after a Record of Discussion, Letter of Instruction, and/or Counseling Statement, they will be terminated from office. The State Director, at his/her discretion may advance the stages of the corrective action process should they feel the action warrants, or the

higher corrective action is more applicable/appropriate given the situation or circumstances.

Should the State Officer be terminated and released of all duties and responsibilities, the State Director must send a certified letter of the decision to the State Officer, the Local Chapter Advisor, Local School Administration, and Appropriate Parental/Legal Guardians. The letter will list the infractions and reason for termination, as well as include all documented corrective action leading to termination.

Upon termination, the State Officer must return all applicable State Officer uniforms, name badges, and Montana DECA property. Failure to do so will result in an invoice being sent to the local DECA Chapter for accrued costs.

The Montana DECA Executive Council must be notified within 24 hours of a State Officer termination. Should the State Officer wish to appeal the State Directors decision, they may make an official written appeal to the Montana DECA Executive Council no later than seven business days after receiving a termination notice. All letters of appeal should be sent via certified mail to the Montana DECA PO BOX. The letter of appeal should state the reason for termination, and justification for appeal. Should the Montana DECA Executive Council receive such appeal, they shall review all documentation and consult all parties involved. Upon completion of the investigation and/or review, the Executive Council may either uphold or overturn the State Directors decision with unanimous approval. A decision will be mailed to the appealing State Officer no later than seven (7) business days after the receipt of said appeal.

After the appeal process deadline has passed, or the appeal decision of the Executive Council is announced, the Montana DECA Executive Council may, at their discretion, order the vacancy be filled or not filled for the remainder of the terminated State Officers term. Should the Executive Council order the vacancy be filled, the State Director shall promptly begin the State Officer vacancy process outlined in this section.

## **RESIGNATION FROM OFFICE**

State Officers who, at their discretion, freely wish to resign their term as an officer, shall provide written documentation and notice to the State Director, State Officer Coordinator, and local Chapter Advisor. No reason is necessary for State Officer resignations, and resignations shall be effective per the instructions and wishes expressed in the resignation letter/statement.

Resigning State Officers shall return all State Officer uniforms, name badges, and applicable Montana DECA property/assets promptly upon resignation. Failure to return said items could result in the local chapter being invoiced for such costs.

State Officers who resign before, after, or during official Montana DECA Travel will be required to reimburse Montana DECA for all applicable airfare, lodging, registration, and applicable State Officer costs/fees that were/are non-refundable. An appropriate invoice for accrued fees will be sent to the State Officer, in care of the local Montana DECA Chapter, no later than (10) ten days after receipt of the resignation. All invoices are due within (30) days of receipt.

The Montana DECA Executive Council must be notified within two business days of all Montana DECA State Officer resignations. At such time, the State Director shall recommend that the Executive Council fill or not fill the vacancy based on present circumstances and environments. Should the Executive Council wish to fill the vacancy, the State Director shall promptly begin the appropriate vacancy procedure outlined in this section.

## **VACANCIES**

Should a State Officer position become vacant, either through termination or resignation, and the Executive Council orders the vacancy to be filled, the following procedures must be taken by the State Director:

1. The vacancy shall be announced to the Montana DECA membership at large, by notifying all local Montana DECA Chapter Advisors and by publishing the vacancy online at [www.mtdeca.com](http://www.mtdeca.com). As a part of such announcement, the State Director shall provide a special vacancy application, as well as instructions and appropriate deadlines for evaluation. The application may be created at the State Director's discretion, and need not be identical to the full State Officer Application. Deadlines should be appropriate and reasonably give Montana DECA members equal opportunity to apply for such vacancy.
2. Upon the application deadline, the State Director, in coordination with the State Officer Coordinator, shall evaluate, interview, and select an appropriate nominee for the vacant position.
3. The State Director's nomination shall go to the Executive Council for majority approval. Upon approval, the applicant/nominee shall be installed as a Montana DECA State Officer for the remainder of the vacant term, and will inherit all rights, responsibilities, and duties that the office holds.

## **HARASSMENT, ASSAULT & DISCRIMINATION**

State Officer(s) engaging in actions of harassment, assault, or discrimination will not be tolerated, under any circumstances, in any situation. Should such issues or concerns arise, such item should be promptly reported to the Montana DECA State Director or Montana DECA Board of Directors for immediate and expedient action.

## **CONFLICT OF INTEREST**

State Officers are not permitted to hold multiple voting positions within DECA Inc., Montana DECA, and/or a local DECA Chapter while serving as a State Officer. If serving in another leadership position, State Officers must hold ex-officio, non-voting status in that role. State Officers should avoid conflict of interest positions and titles outside of the organization and be mindful of their impact on the Montana DECA Association.

## **REQUEST FOR APPEARANCE/PARTICIPATION**

State Officers, when acting in Official Montana DECA Capacity, are required to be invited or requested to appear/participate in any event not hosted or prepared by Montana DECA or DECA Inc. Proper documentation and travel request forms can be found at [www.mtdeca.com](http://www.mtdeca.com) or by request to the Montana DECA State Director. State Officers are not permitted to represent Montana DECA, the State Officer team, or DECA Inc. without pre-approved travel authorization forms and documentation of event participation. State Officers may attend such functions without obtaining proper documentation, but State Office name badges, uniforms, and titles may not be used;

the State Officer is merely a DECA member if attending a function outside of their local DECA Chapter without prior pre-approval.

### **APPEARANCE & PRESENTATION**

State Officers are expected to be groomed, of good public hygiene, and poised to match Montana DECA's mission, goals, objectives, and values. State Officer uniforms shall be properly pressed, ironed, and worn while in official Montana DECA capacity. State Officers shall recognize the importance of language usage, appropriate gestures, and an engaged attitude.

### **HARASSMENT, ASSAULT & DISCRIMINATION**

Montana DECA is committed to an environment in which all individuals are treated with respect and dignity. Each individual has the right to enjoy DECA's services in a professional atmosphere that promotes equal opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, Montana DECA expects that all relationships among persons within the organization will be business-like and free of bias, prejudice and harassment.

Montana DECA has developed this policy to ensure that all its stakeholders can participate in an environment free from unlawful harassment, discrimination and retaliation. Montana DECA will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of such policies will be investigated and resolved appropriately.

Any stakeholder who has questions or concerns about these policies should talk with the State Director or Chair of the Board of Directors.

These policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion to avoid allegations of harassment. The law and the policies of Montana DECA prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and perquisites of participation. The prohibitions against harassment, discrimination and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

### **EQUAL EMPLOYMENT OPPORTUNITY**

It is the policy of Montana DECA to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law. Montana DECA prohibits any such discrimination or harassment.

### **RETALIATION**

Montana DECA encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of Montana DECA to promptly and thoroughly investigate such reports. Montana DECA prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

### **SEXUAL HARASSMENT**

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, "sexual harassment" is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or

implicitly a term or condition of an individual's employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

## **HARASSMENT**

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive work environment, b) has the purpose or effect of unreasonably interfering with an individual's work performance, or c) otherwise adversely affects an individual's participation opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment by e-mail, phone (including voice messages), text messages, social networking sites or other means.

## **INDIVIDUALS AND CONDUCT COVERED**

These policies apply to all applicants, employees, student members, chapter advisors, and stakeholders, whether related to conduct engaged in by fellow employees or by someone not directly connected to Montana DECA (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

## **REPORTING**

Montana DECA encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with the State Director and/or the Chair of the Board of Directors. See the complaint procedure described below.

In addition, Montana DECA encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and to request that it be discontinued. Often this action alone will resolve



the problem. Montana DECA recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

### **COMPLAINT PROCEDURE**

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with the State Director and/or Chair of the Board of Directors.

Montana DECA encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Montana DECA will maintain confidentiality throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling or disciplinary action such as a warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, or termination, as Montana DECA believes appropriate under the circumstances.

If a party to a complaint does not agree with its resolution, that party may appeal to the Montana DECA Board of Directors.

False and malicious complaints of harassment, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.

### **TRAVELING WITH STUDENTS**

Chapter Advisors, in conjunction with the State Director and local school district administration and parental/legal guardians, shall determine the most appropriate, efficient, and safe travel arrangements to and from official Montana DECA functions. Attendees and participants are expected to follow the DECA Code of Conduct, as well as all federal, state, and local laws/regulations. Chapter Advisors are required to travel with appropriate student media releases, attendance permission forms, social media releases, and other documentation as deemed appropriate by the State Directors office or local school administration.

#### **LODGING**

Chapter Advisors are required to ensure compliance with conference curfew and hotel rules/regulations. Chapter Advisors are required to verify hotel room occupancy each night, prior to curfew. Mixed genders are not permitted in lodging rooms. Chapter Advisors should refrain from entering student lodging rooms, unless required by emergency. Lodging room doors should not be taped, blocked, or otherwise tampered

with. Local chapters are responsible for damage caused to the lodging room during their stay, as well as any incidental room charges accrued.

## **DRESS CODE**

Chapter Advisors will ensure that their students are prepared for conference and function activities, as outlined in the Montana DECA Dress Code and Code of Conduct. When evaluating adherence to the dress code, DECA asks that advisors, teachers and chaperones use observation as the tool for assessing compliance. DECA does not support or condone the touching of students, or their clothing, as a means of determining whether or not a student is following the dress code guidelines.

## **NON-DISCRIMINATION POLICY**

Montana DECA is committed to creating and maintaining a healthy and respectful environment for all of our emerging leaders and entrepreneurs. Our philosophy is to ensure all members, regardless of race, color, religion, sex, national origin, age, disability, sexual orientation, or socio-economic status, are treated equally and respectfully. Any behavior in the form of discrimination, harassment or bullying will not be tolerated. It is the responsibility of all members to uphold and continue this climate.

## **COMPETITIVE EVENTS PROGRAM**

### **ADMINISTRATION OF COMPETITIVE EVENTS**

Each state association of DECA Inc. may modify the national competitive event guidelines in the DECA Guide, as needed to accommodate facility and equipment resources. Montana DECA shall announce such changes and modifications at the Annual Business Meeting of the Montana DECA Board of Directors. Unless otherwise specified, the competitive event guidelines shall identically match all rules, regulations, and guidelines as published by DECA Inc. in the annual DECA Guide.

### **MAXIMUM NUMBER OF EVENTS**

Montana DECA Members may compete in a maximum of three (3) events and only one event per published time block. Montana DECA recognizes the following classification(s) of Competitive Events: Principles of Business Management Events (First Year Only), Individual Series Events, Team Decision Making Events, Business Operations Research Events, Chapter Team Events, Business Management & Entrepreneurship Events, Integrated Marketing Campaign Events, and State Specific Events.

### **MARKETING EXAM**

Each participant in any Montana DECA Competitive Event will be required to take a Marketing Cluster Multiple Choice Exam. The exam is a 100-question multiple choice test purchased from DECA Inc. by Montana DECA every academic year. The score on the exam will be used along with the judge's evaluations to calculate appropriate event performance placement. Montana DECA will recognize the individuals with the top ten highest test scores by awarding them a certificate of recognition at the Grand Awards Session of the State Career Development Conference.

### **TEAM MEMBER SUBSTITUTIONS**

At least one member of the original team must advance to the next level of competition in order for the team to qualify/proceed. If a team is registered for the State Career Development Conference, and one member drops from the event, a replacement substitution may be made within the appropriate deadlines published by Montana DECA. Substitutions after the published drop/change deadline will not be

accepted, and the team will be disqualified from competition. Team(s) will not be permitted to compete with less than the required number of participants at the state or international conferences.

## **NATIONAL COMPETITION**

Members may only compete in ONE competitive event at the International Career Development Conference. If the State Director is unable to attend the International Career Development Conference, the State Director will appoint a local chapter advisor (rotated each year) to serve in his/her absence.

### ***SPECIAL EVENT ALLOCATION:***

Each year, Montana DECA receives an allocation based on national membership for Special Event Allocations at the International Career Development Conference. Specifics about each special allocation are provided by DECA Inc. each academic year, and are promptly shared with the Montana DECA Board of Directors during the State Career Development Conference Business Meeting. Special allocation slots are intended to be filled with students wishing to attend the International Career Development Conference but who did not qualify in a designated Montana DECA Competitive Event. Each local chapter attending the International Career Development Conference will be guaranteed at least one Special Allocation, unless such spot is released/relinquished by the local chapter advisor during the Business Meeting at the State Career Development Conference. Special allocation spots (one spot at a time) will be offered to chapters attending the International Career Development Conference in the order of chapter membership size (largest to smallest). Chapter rotation will continue until either all spots have been filled, the deadline has passed, or all chapters release continued interest related to special allocation opportunities.

## **STATE CAREER DEVELOPMENT CONFERENCE**

### **CONFERENCE COMMITTEE STRUCTURE**

The makeup of the State Conference Committee will be determined each academic year by the location of the State Career Development Conference. The State Conference Committee shall be comprised of the State Director, the State Officer Coordinator, the Montana DECA Judges' Coordinator, and any/all local Montana DECA Chapter Advisors. The State Conference Committee will be charged with the applicable planning, setup, and tear-down of conference facilities as outlined by the State Director. The State Director, may at his/her discretion, and with approval from the majority of the Montana DECA Executive Council, authorize applicable and appropriate stipends for local DECA Chapter Advisor(s) serving on the State Conference Committee.

### **STATE CONFERENCE REGISTRATION FEES**

The State Career Development Conference registration fees are set and determined by the State Director and approved by the Montana DECA Board of Directors during the Annual Business Meeting of the Montana DECA Board of Directors. The registration fee(s) are based on preliminary budget projections and financial necessities of the State Career Development Conference. Applicable State Career Development Conference Registration fees must be paid prior to participation. Failure to comply with stated and invoiced registration fees prior to published deadlines can/could result in disqualification from all applicable event(s)/competitions.

## **CHAPTER ADVISOR RESPONSIBILITIES**

Due to the large number of competitive events and the peoplepower this necessitates, it is expected that all local chapter advisors be available to proctor/supervise competitive events throughout the State Career Development Conference. Respective Chapter Advisor assignments will be published by the State Director no later than two weeks prior to the State Career Development Conference. Chapter Advisors that are unable to fulfill assigned duties/tasks shall contact the State Director promptly for re-assignment or excusal.

The Chapter Advisor is responsible for the behavior, ethics, competitive actions, and whereabouts of their chapter delegation. The Chapter Advisor will ensure that all code of conduct, dress code, and medial release forms are completed in entirety for every member of their delegation prior to arrival at the State Career Development Conference.

## **STUDENT TO ADVISOR RATIO**

A ratio of no more than (20) Students to (1) Advisor/Adult Chaperone (20:1) is required to ensure adequate supervision at the State Career Development Conference. All Advisors/Chaperones must pay applicable state conference registration fees.

## **CONFERENCE HOTEL**

All participants (except local area chapters) must stay at the designated State Career Development Conference hotel.

## **MEMBERSHIP**

National and state dues must be paid prior to the State Career Development Conference for participation. Deadline(s) for membership is set by the State Director, and published to the membership at large during the Annual Business Meeting of the Montana DECA Board of Directors.

## **ACCOMMODATIONS**

When an individual with a disability requests accommodation(s), and when such accommodation(s) can be reasonably accommodated without creating undue hardship or causing a direct threat to the safety of Montana DECA activities, participants, or membership, Montana DECA shall make all necessary arrangements, efforts, and adjustments to provide for reasonable accommodation. Accommodations shall follow outlined policies and procedures pertinent to IEP standards.

## **EARLY SUBMISSION OF WRITTEN EVENTS**

All written event manuals are required to be submitted in hard copy form to the Montana DECA office, by the published postmark date. Early submission allows the judges time to read and score written material prior to the State Career Development Conference. Penalty points will be assessed concurrent with the annual DECA Guide for failure to comply with published deadlines and submission instructions. Failure to meet the published deadline(s) will result in disqualification. The State Director will publish all applicable deadline(s) during the Annual Business Meeting of the Montana DECA Board of Directors, and will be published on the Montana DECA website at [www.mtdeca.com](http://www.mtdeca.com). The written

submissions will be evaluated, and the top 8 written projects will advance to the State Career Development Conference. Montana DECA will publish a finalist roster prior to the State Conference.

### **STATE CAREER DEVELOPMENT CONFERENCE SCORING**

Marketing Cluster Exam Scores, also known as the “General Marketing Exam” Scores, will be used at tiebreakers. All members are required to take the General Marketing Exam at the State Career Development Conference. Duplicating DECA Inc. scoring and competitive advancement, the following is a review of how event scoring will take place at the State Career Development Conference:

#### **Principles of Business Events**

- Preliminaries:  
.33 (Exam Score) +.67 (Role Play)
- Finals:  
Exam Score + 2 (Role Play #3)

#### **Individual Series Events**

- Preliminaries:  
.33 (Exam Score) + .67 (Role Play)
- Finals:  
Exam Score + 2 (Final Role Play)

#### **Team Decision Making Events**

- Preliminaries:  
Average Test Scores + 2 (Scenario #1 Score)
- Finals:  
Average Test Scores + 2 (Scenario #2 Score)

#### **Business Operations Research Events**

- .60 (Written Evaluation) + .40 (Presentation Evaluation)  
\*Average Exam Score Used as Tiebreaker Only\*
- Top (8) Submissions are evaluated and ranked using the written evaluation.

#### **Integrated Marketing Campaign Events**

- .60 (Written Evaluation) + .40 (Presentation Evaluation)  
\*Average Exam Score Used as Tiebreaker Only\*
- Top (8) Submissions are evaluated and ranked using the written evaluation.

#### **Business Management & Entrepreneurship Events**

- .60 (Written Evaluation) + .40 (Presentation Evaluation)  
\*Average Exam Score Used as Tiebreaker Only\*
- Top (8) Submissions are evaluated and ranked using the written evaluation.

### **CURFEW**

The State Career Development Conference curfew will be set by the State Director and the State Career Development Conference Planning Committee, and published in the State Career Development Conference Program of Events. Violation of stated/published curfew could result in event disqualification(s) and/or sanctions issued by the Montana DECA State Director and/or the Montana DECA Executive Council.

### **DRESS CODE STANDARDS**

Members must be dressed in professional business attire as specified in the Montana DECA Career Development Conference Dress Code Standards. Dress Code Standards

will be released prior to the State Career Development Conference, and recognition of such standards is required by each member through the published Montana Dress Code recognition form. Event proctors, Montana DECA Staff, and/or local Montana DECA Advisors are required to turn away improperly dressed students from competing in, or participating in, Montana DECA State Career Development Conference Activities. Improperly dressed members for competition risk being disqualified.

### **CELL PHONE & INTERNET USAGE**

No use of the internet and no use of cell phones will be permitted during competitive event testing, preparation, or delivery, unless otherwise authorized by the DECA Inc. DECA Guide or the State Director. Such authorizations must be announced in advance, and made available to all applicable competitors.

### **DISQUALIFICATIONS & CONFLICT ISSUES**

Disqualification, questions, or conflict issues that may arise during the State Career Development Conference should be brought to the attention of the State Director. The State Director shall interpret appropriate Montana DECA Policy and Procedure, as well as applicable Bylaws/Rules and Regulations, and determine appropriate action. The State Director shall determine and announce an appropriate course of action. If the involved parties wish to appeal the State Director's finding, conclusion, or course of action, they may appeal said decision to the Montana DECA Executive Council for revision/review. The Montana DECA Executive Council must act unanimously to overturn, revise, or amend the decision of the State Director. Montana DECA judges, local chapter advisors, and/or volunteers are not authorized to disqualify Montana DECA competitors. Local Montana DECA Chapter Advisors are authorized, at their discretion, to disqualify or remove their respective members from competition or the Montana DECA Career Development Conference for no stated, justified, or applicable reason. Montana DECA, at the discretion of the State Director, may disqualify members from competition or the State Career Development Conference for violation of Montana DECA Code of Conduct, violation of competitive event rules/regulations, violation of dress code standards, or the deviation from Montana DECA's bylaws, constitution, mission, or values. If such disqualification(s) are to occur, member privacy is to be protected and given utmost respect. Prior to disqualification, the State Director shall consult all parties involved, meet with the local chapter advisor(s) involved, and consult appropriate Executive Council members as well as Montana DECA policy.

### **COMPETITIVE EVENT DROPS**

There will be a \$10 per person, per event drop fee for all competitive event drops after the published Montana DECA deadlines specified by the State Director. A drop is defined as a competitive spot in which a student or team is no longer competing. Substitutions will not be charged as drops, but must be made prior to the published Montana DECA deadline(s) as outlined at the Annual Montana DECA Board of Directors Business Meeting. Members who withdraw from the State Career Development Conference after paying applicable registration fees will not be refunded, nor credited the amount of the paid registration fee(s).

### **AWARDS & RECOGNITION**

The State Career Development Conference offers the following recognition for competitors and victors at the State Career Development Conference:

**Trophies:** Trophies branded to the State Career Development Conference Theme will be presented to ICDC Qualifiers in each respective competitive event.

**Medallions:** Medallions will be awarded to all competitive event finalists. Trophies and medallions may be substitutes or amended at the State Director's discretion, or as monies prevent or allow such presentation.

## **NATIONAL CONFERENCE**

### **COORDINATION OF ICDC REGISTRATION**

DECA Inc. has designated the State Director as the person required to submit all International Career Development Conference registration, housing, and competitive event registration documentation to the national association. The State Director will set an appropriate deadline prior to the DECA Inc. deadline to allow time to complete all Montana DECA registration and competitive event information. Changes and corrections cannot be made without the knowledge of the State Director. All deadlines will be expressed at the Annual Business Meeting of the Montana DECA Board of Directors.

### **COMPETITIVE EVENT DROPS AND "BUMP UPS"**

All competitive event drops and "bump ups" must be communicated to the State Director by a deadline date set and agreed upon at the Annual Business Meeting of the Montana DECA Board of Directors. Between the State Conference and the bump-up deadline date, the State Director will publish a Google Sheets file, indicating finalists' intention to attend or not attend the International Career Development Conference. The information is available to all local Montana DECA Chapter Advisors in real time. Local chapter advisors shall indicate their membership's intention(s) prior to the stated deadline to avoid losing International Career Development Conference competition rights. The State Director shall be the "point person" and all drops/adds must be communicated through him/her. Competitors who register for the International Career Development Conference and fail to attend, or release competition slots after registration has been submitted, are liable for individual applicable charges incurred by the Montana DECA Association.

### **CHAPTER EXPECTATIONS**

Montana DECA Chapters, by attending and competing at the Montana DECA State Career Development Conference, show and express intention to compete and advance to the International Career Development Conference. If a Montana DECA Chapter qualifies members for competition at the International Career Development Conference, and elects, as a Chapter to not attend such conference, the following sanctions shall be placed on the respective local Montana DECA Chapter for the following academic year:

- Said Chapter is not eligible to use Special Allocation slots at the International Career Development Conference until all other Montana DECA Chapters have released their interest in said slots.
- Said Chapter is only able to exercise "bump-up" policies identified in this manual, if their members place in the top five (5) places in each event. Members from the sanctioned chapter finalizing in places 6-8 will be unable to qualify for the International Career Development Conference.
- Said Chapter may not exercise bump-up or substitution rights for any other competitive event below fifth (5<sup>th</sup>) place.

Exceptions to above chapter sanctions can be waived or amended by a majority vote of the Montana DECA Board of Directors, or by majority approval of the Montana

DECA Executive Council. Sanctions are designed to protect member opportunity and not designed to punish or revoke opportunity from members of the sanctioned chapter. If circumstances and situations permit, sanctions should be amended or lifted to promote Montana DECA growth and expansion. The well-being and stability of Montana DECA should be the chief and sole concern.

### **TRADING PIN DESIGN CONTEST**

The trading pin design contest provides an opportunity for participants to use design and layout skills to create a graphic design that promotes Montana DECA, as well as develop a spirit of pride and enthusiasm for Montana DECA through the trading pin that will be used during the upcoming International Career Development Conference. The winning graphic design will be adapted/modified and produced into a trading pin. The current State Officer Team will choose the winning design. The winner will receive \$50, be recognized in the State Career Development Conference Program, and receive special recognition at the State Career Development Conference. Each member attending the International Career Development Conference will receive ten (10) trading pins, at minimum, as part of their conference registration fee. Any additional pins can be purchased by individual chapters. Rates, terms and conditions will be published and made available by the State Director.

## **CORPORATE CONTRIBUTOR/SPONSOR PROGRAM**

### **PROGRAM OVERVIEW**

There are multiple levels to the Montana DECA Corporate Partnership Program. The State Director should publish an annual participation kit during the Annual Business meeting outlining available opportunities and associated costs. The Corporate Partnership Kit should be readily available upon request, as well as on [www.mtdeca.com](http://www.mtdeca.com).

**In-Kind Donations:** Montana DECA is continuously looking for ways to reduce its operating costs in order to provide more for its membership. If you are interested in donating a product or service, Montana DECA would gladly appreciate the partnership. Examples of in-kind donations would include printing, office supplies, items for conference packets, coupons, door prizes, etc.

### **CHAPTER SOLICITATION OF SPONSORSHIPS**

A chapter recruiting a new sponsor for Montana DECA would receive 50% of the donation for the first and second year of the sponsorship and 25% for the third year continuing through the life of the sponsorship if the chapter initiates and completes the sponsorship renewal. The chapter's portion of the contribution may be used for chapter expenses and activities. A commission check will be mailed to the chapter by the State Director. The chapter would not receive any dollars or financial compensation for in-kind donations.

## **SPECIAL AWARDS/RECOGNITION**

Montana DECA, as approved by the Montana DECA Board of Directors, offers the following special awards/recognition, as granted by application and approval of the State Director and/or the Montana DECA Executive Council.

### **HALL OF FAME AWARD**

The Montana DECA Hall of Fame Award was established in 1996, on the occasion of National DECA's 50<sup>th</sup> anniversary. This award was created to honor those special individuals who have left their positive footprints on Montana DECA throughout



history. A Hall of Fame nomination form is typically distributed by the Montana DECA State Director during the Annual Business Meeting of the Montana DECA Board of Directors. The nomination form is also available on the Montana DECA website [www.mtdeca.com](http://www.mtdeca.com). Hall of Fame inductees are announced and recognized each year at the Montana DECA State Career Development Conference. Applications are directly forwarded to the Montana DECA Executive Council for majority approval. The State Director shall be charged with publicly inducting the nominee into the Montana DECA Hall of Fame. If the current State Director is to be inducted, the inducting authority shall fall to the President of the Montana DECA Executive Council, or to a designee named by the President of the Montana DECA Executive Council.

### **MEMBER OF THE YEAR AWARD**

The Member of the Year Award is designed to recognize outstanding chapter members and leaders for their hard work, performance, and dedication to Montana DECA and their statewide chapters. Nominations are reviewed and selected by the State Director and Montana DECA State Officer Team. The recipient will be recognized at the State Career Development Conference, and will be provided with a local press release for their recognition. Nomination/application forms will be made available at the Annual Business Meeting of the Montana DECA Board of Directors, by request to the State Director, and online at [www.mtdeca.com](http://www.mtdeca.com).

### **ADVISOR OF THE YEAR**

The Advisor of the Year Award is designed to recognize outstanding chapter advisors for their hard work, performance, and dedication to Montana DECA and their students. Nominations are reviewed and selected by the State Director and presented at the State Career Development Conference. Nomination/application forms will be made available at the Annual Business Meeting of the Montana DECA Board of Directors, by request to the State Director, and online at [www.mtdeca.com](http://www.mtdeca.com).

### **CHAPTER AUTONOMY**

Montana DECA recognizes the diverse strengths, weaknesses, and opportunities of all Montana DECA Chapters. For this reason, Montana DECA grants certain authority and autonomy to the local Montana DECA Chapters through the following channels:

- **Montana DECA Board of Directors:** The local chapter or the local Montana DECA Chapter Advisor holds a seat on the Montana DECA Board of Directors. This allows chapters to express their concerns, suggestions, and comments in a clear, concise, and structured manner.
- **State Officer Program of Leadership:** The State Officer Program of Leadership offers chapters unique opportunities to make their impact on Montana DECA. Each academic year, the State Officer team solicits feedback, participation, and suggestions from local Montana DECA Chapters. This is a great way for chapter leaders to express their chapter's autonomy, creativity, and strengths.
- **Mission & Core Values:** Montana DECA's mission and core values are intentionally general. This allows each chapter leadership team the ability to implement unique and creative initiatives, programs, and projects. Chapters are encouraged to express their creativity and innovativeness within the Montana DECA mission statement and core values.

### **MONTANA DECA AUTONOMY**

While Montana DECA is a recognized Chartered Association of DECA Inc., the Montana DECA Board of Directors reserves the right to amend DECA Inc. programs, initiatives, and competitive events to meet the needs and requirements of our statewide membership.

Montana DECA acts, behaves, and implements programs and initiatives at the sole discretion of the Montana DECA Board of Directors, and no other governing body.

### **CONFLICT OF INTEREST**

Montana DECA Staff, Volunteers, Advisors, State Officers, Board Members, Contract Agents/Employees, and Stakeholders are encouraged to avoid situations or relationships that may cause or impose a conflict of interest. Should conflict of interest issues arise, it is Montana DECA's hope that the person(s)/entity(ies) involved would minimize the conflict in a reasonable, appropriate, and efficient manner in accordance with the Montana DECA Policy and Procedure, Constitution, and Bylaws.

Montana DECA services should always be free from even the perception that favorable treatment was sought, received, or given in exchange for the receipt of business courtesies. Employees will neither give nor accept business courtesies that constitute, or could be reasonably perceived as constituting, unfair business inducements, or that could cause embarrassment to or reflect negatively on Montana DECA's reputation.

Avoid any relationship, influence, or activity that might impair, or reasonably appear to impair, your ability to make objective and fair decisions when performing your job. A conflict of interest occurs when an individual's private interest interferes with the interest of the Organization.

### **GIFTS AND GRATUITIES**

Montana DECA Advisors, Contractors, and staff, are prohibited from accepting any other compensation for decisions made in performance of their duties at Montana DECA. Montana DECA employees may not accept gifts or other compensation from members, vendors or corporate sponsors with the following exceptions. When in doubt about the appropriateness of accepting a gift or gratuity, check with the State Director before accepting:

- Advertising or promotional items of little intrinsic value (generally \$30 or less) such as a coffee mug or similar item;
- Modest refreshments such as soft drinks, coffee, and donuts on an occasional basis in connection with business activities; or
- Business-related meals valued at \$30 or less per occasion, provided such items do not in aggregate exceed \$60.

### **EMPLOYMENT**

Employees may not accept consulting or other forms of employment with any organization without the prior approval of the State Director. Prior approval of the State Director is also required before an employee may serve as a board member or any non-paying position for an organization connected to Montana DECA.

### **PUBLICATIONS**

Employees may not author articles, or co-author, or provide materials for publications that relate in any way to Montana DECA, its members, customers, or related organizations without the prior approval of the State Director.

### **OUTSIDE EMPLOYMENT**

Montana DECA recognizes that some employees or contracted agents may need or want to hold additional jobs outside their employment/contract with the Organization. Outside

employment is permitted as long as it does not conflict or potentially conflict with Montana DECA's interests, does not adversely affect Montana DECA's image, and does not have a negative impact on the employee's/agents performance. Montana DECA employees and agents wishing to pursue outside employment must first notify the State Director and obtain prior written authorization. All employees and agents will be judged by the same performance standards and will be subject to the Organization's scheduling demands, regardless of any outside work requirements. Activities and conduct away from the job must not compete, conflict with or compromise the Organization's interest or adversely affect job performance and the ability to fulfill responsibilities to the Organization in any way. Employees who have accepted outside employment may not use annual leave to work at an outside job. Use of Montana DECA equipment, software applications and confidential information are prohibited for outside employment. Outside employment that constitutes a conflict of interest with or otherwise causes an employee to violate any fiduciary duties or loyalty owed to Montana DECA or its customers is expressly prohibited. The Organization reserves the right to deny any employee request for outside employment, withdraw permission at any time, or to discontinue the employee's employment at Montana DECA.

### **USE OF DECA PROPERTY**

Montana DECA employees are expected to exhibit honesty and ethical concern for the Organization's assets and the possessions of other employees. Employees are encouraged to safeguard their personal possessions while at work or leave items of value at home. The Organization is not responsible for any personal items that may be lost, stolen, or damaged while on DECA property. Employees using Montana DECA funds such as cash, cash equivalents, etc., have an obligation to act prudently and responsibly and to exercise good judgment with these funds. The guiding principle and rule of thumb for employees is to never spend more of DECA's money than the money you would spend if it were your own. This statement sets forth the policy of the Organization regarding the acceptable use of the Organization's computers, Internet services, cell phones, and its email system, including access to and disclosure of email messages sent or received by Montana DECA employees using the email system. Montana DECA equipment, including telephones, copiers, and computer systems, including internet access and the email system are the property of the Organization and are provided exclusively to assist in the conduct of Montana DECA's business. However, occasional use of the organization's equipment and systems for personal purposes is permissible so long as it does not interfere with Montana DECA business or the employee's assigned duties, is not related to outside business activities, and does not conflict with Montana DECA policy or the law. Employees are to restrict their use of the DECA's equipment and systems for personal purposes to personal time (e.g., lunch periods). All employees are prohibited from accessing any streaming media programs, feeds, material, and content unless the subject matter being streamed is necessary to fulfill one's job responsibilities. No streaming media sites are to be accessed, nor are any streaming media programs or applications to be downloaded, installed, and/or operated by end users using organization-provided computers, servers, systems, and/or networks unless the material is necessary to fulfill one's job responsibilities. No personal software or games may be installed on any Montana DECA equipment. Access and use of Montana DECA computers is restricted to trained personnel only. Computers may not be used by visitors unless supervised by a staff member. Employees should not maintain an expectation of privacy with respect to use of Montana DECA's computer systems and electronic data. All information accessed by and communications sent or received on the Organization's computer system are subject to monitoring without further notice to employees. The Organization maintains the right to monitor and view all internet material and electronic communications accessed through its computer systems. The email system shall not be used to send or receive copyrighted

materials, trade secrets, proprietary financial information, or similar materials without proper authorization.

The email and other information systems of the Organization also are not to be used in a way that may be disruptive, offensive to others, or harmful to morale, including sexually explicit or obscene images, messages, or cartoons, or the transmission or use of email communications that contain ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on their race, color, national origin, sex, age, sexual orientation, disability, or religious or political beliefs. If such material is received, the proper course of action is to notify the State Director immediately. Under no circumstances should you forward such material to other individuals. Should an employee receive unsolicited prohibited material over the Organization's computer system, the employee must refrain from disseminating such materials to other persons either within or outside the Organization, and should inform the sending party that the receipt of such information violates Montana DECA's policies. Employees are prohibited from using the internet to engage in illegal, fraudulent, or malicious conduct. Employees may not violate the security of confidential information of customers or the Organization, or send messages or materials that are inconsistent with the Organization's policies or appropriate workplace conduct. Unauthorized entry into another employee's system or files or into the Organization's internal or external networks (i.e., hacking) is prohibited as is unauthorized access to another employee's voice mail. Violation of this policy may result in disciplinary action, up to and including termination.

### **CHANGES/AMENDMENTS**

This policy and procedures manual, revised January 2020, is the most current and applicable manual, and trumps all previous policies, procedures, or manuals. The Montana DECA Bylaws and Constitution respectfully supersede all outlined Montana DECA Policies and Procedures.

Montana DECA reserves the right to modify requirements of membership, to amend any regulation affecting the membership at large, and to dismiss a(n) person(s) from the Montana DECA Association if it is deemed by the Association to be in its best interest or the best interest of the person(s) to do so.

Changes, amendments, additions, or removal of Montana DECA Policies and Procedures may be made by a unanimous approval of the Montana DECA Executive Council, without notice or consultation of the Montana DECA membership.