

CODE OF PROFESSIONAL CONDUCT

PERFORMANCE INDICATORS

- Adhere to company protocols and policies
- Follow rules of conduct
- Model ethical behavior

State Officers assume and accept a high degree of responsibility to conduct themselves in a manner that brings credit to themselves, the organization and the members.

Because ultimate responsibility for Montana DECA finances, procedures and policies of necessity remain the sole purview of Montana DECA Inc. and/or its Board of Directors, State Officers are precluded from:

- Entering into any contractual relationship on behalf of the organization and
- Committing the organization to any policy without specific authorization of the State Director or Board of Directors.

State Officers agree to abide by the policies described below and to assume responsibility for their conduct while serving as an association officer.

PROFESSIONAL RESPONSIBILITIES AND STANDARDS

As an association officer, I will:

- complete and submit all reports and assignments on time and correctly formatted.
- attend and participate in all called meetings, conferences and appointments.
- comply with all conference rules and regulations including curfews, dress codes, etc.
- abide by the officer dress code while representing Montana DECA Inc.
- maintain consistent communication with teammates, members, and Montana DECA Staff.
- follow instructions given by Montana DECA Staff.
- not use tobacco products.
- not use profanity or other vulgar or inappropriate language or behavior.
- not lie, cheat or steal.
- not consume or possess alcoholic beverages.
- not engage in any activity that may be perceived as violating the rules of conduct for the function I am attending as a state officer (follow the higher standards of conduct of either the function or the State Officer Code of Conduct).
- to keep Montana DECA Staff informed of all activities, travel and whereabouts
- to abide all local, state, and federal laws and statutes.

Violations of Professional Responsibilities and Standards are subject to Disciplinary Action as defined in Montana DECA's Policies and Procedures.

CONDUCT UNBECOMING AN ASSOCIATION OFFICER

As a state officer, I will not:

- violate the law, including but not limited to:
 - consuming or possessing alcoholic beverages or other controlled substances.
 - theft or other felony crimes.
- represent someone else's work as my own.
- engage in any manner of sexual conduct/harassment or other activities that may discredit the organization (includes written or verbal comments and all forms of physical contact).
- discriminate against others.
- violate one or more of the Professional Responsibilities and Standards to a degree deemed as extreme by the State Director (i.e., using excessive profanity to a staff member or advisor, excessive use of alcohol even if of legal age, etc.).

Violations of Professional Responsibilities and Standards are subject to Disciplinary Action as defined in Montana DECA's Policies and Procedures.

The officer will be notified in writing of any violation when the penalty is assessed.

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

Officer's Signature

Date

I have read the above and understand this Code of Conduct as it pertains to the state officer.

Parent/Guardian Signature

Date

Chapter Advisor's Signature

Date

School Administrator's Signature

Date

STATE OFFICER COMMITMENT FORM

To the very best of my abilities, I will strive to...

- Present myself and DECA in a professional manner always.
- Make DECA a priority for my term in office.
- Become knowledgeable in marketing, finance, hospitality, management, entrepreneurship, competitive events and all other DECA programs.
- Travel and complete assignments given to me as a duty of my office.
- Maintain regular communications with my constituents, my State Officer Team members and Montana DECA Staff.
- Develop into a competent and professional speaker through preparation and practice.
- Accept, internalize and seek feedback throughout my term.
- Serve as a contributing member of the Association Officer Team, always maintaining a cooperative attitude.

Further, I will strictly adhere to the State Officer Code of Professional Ethics.

- I will not consume/use any alcohol, tobacco or drugs.
- I will be present a professional image for all occasions, dressing above what is expected.
- I will conduct myself in a manner that inspires respect through my actions, not through a show of superiority.
- I will avoid places and activities that in any way could raise questions as to my moral character or conduct.
- I will use appropriate language in all formal speeches and informal conversations.
- I will treat all DECA members equally and not knowingly engage in conversations detrimental to DECA members, advisors, or staff.
- I will advise the State Director or Leadership Specialist concerning all activities in which I participate as a representative of Montana DECA Inc.

Officer's Signature

Date

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

Parent/Guardian Signature (if under 18 years old)

Date

Chapter Advisor's Signature

Date

School Administrator's Signature

Date

NON-DISPARAGEMENT FORM

I agree that during my term of association office and any time thereafter, I shall not through any form of communication with the members, public, partners or media, disparage Montana DECA in any way, nor shall I encourage others to disparage Montana DECA.

I understand that forms of communication include, but are not limited to: social media, websites, blogs, vlogs, public forums, interviews, record statements, email and other written or verbal correspondence.

I understand that disparagement includes, but is not limited to: critiques, derogatory statements, ridicule, slander, jokes or insults that diminish the reputation, goodwill or interests of Montana DECA or any of its employees, past or current officers, members of its board, partners, products or services.

Exception for Compelled Truthful Statements. Nothing in this agreement shall prevent the officer from making truthful statements that are required by applicable law, regulation or legal process.

Violations of the Non-Disparagement Form may result in probation, travel suspensions and, removal from office. Violations will be documented and penalties assessed by Montana DECA staff in consultation with legal counsel.

I, _____ understand and agree to this Non-Disparagement Form

Officer Signature

Date