

**MONARCH HIGH DECA  
CONSTITUTION & BI-LAWS  
COCONUT CREEK, FLORIDA  
(Updated April 2017)**

**Article 1- Name**

Monarch High Chapter of the Florida Association of our organization shall be referred to as the Monarch DECA Chapter.

**Article 2- Purpose**

The club is an organization of students enrolled in the career education courses, DECA by the Monarch High School to prepare students in the following ways:

- A. To develop progressive **leadership** within the chapter through class offices.
- B. To develop **social development** through club related activities.
- C. To promote understanding and appreciation of **citizenship**.
- D. To assist our members in the **growth and development** of our organization.
- E. To encourage the use of **high ethical standards** in the world of business.

**Article 3- Organization**

An executive board consisting of the following shall govern the MONARCH DECA chapter: **President, Executive Vice President, 5 Vice Presidents, and 3 Committee Directors**. The following class officers- secretary, treasurer and photographer will govern each class. (Unless stated otherwise by individual advisor). Each individual must be in good standing as a paid DECA member for the current school year and enrolled in a marketing or AOHT class. Yearly club dues consist of the following:

DECA Yearly Club dues \$35.00

All students enrolled in any of Mr. Kennedy's marketing classes and Mrs. Matarasso's AOHT classes will be expected to join the Deca organization as part of the class.

**Article 4- Officers**

Our local Deca Chapter will consist of one **Chapter President, Executive Vice President, 5-Vice Presidents, and 3 Committee Directors**. They shall run DECA after school chapter meetings twice per month before and after school. These class officers will be responsible for running the day-to-day operations within their own class concerning any and all DECA activities under the direct supervision of the Deca advisors - Mr. Greg Kennedy and Mrs. Matarasso. Each Executive Officer will stay in their position for the entire school year (August- May). In addition, he/she must be actively involved and in good ethical standing within our organization.

**Any DECA officer who misses two executive officer meetings will be put on written probation; If a 3<sup>rd</sup> meeting is missed, he/she will be removed from office by vote of officers.**

## **Article 5- Duties of the officers**

### **A. CHAPTER PRESIDENT**

This person must lead our chapter in all aspects involving club activities. His/her responsibilities include the following:

- Follows Monarch Deca Constitution for rules & guidelines for membership
- Meet/discuss with Mrs. Matarasso prior to officer meetings to prepare typed minutes
- Supervises Deca Vice Presidents and delegates tasks to make sure they fulfill their assigned positions
- Runs all meetings using formal parliamentary procedures
- Motivate and lead all members in all Deca activities, including Deca Month in November
- Set a good example by your actions at all times
- Organizes a Deca “monthly social” event throughout school year!
- Attends monthly DLCs with the Florida DECA VP (online meeting)
- Represents Monarch DECA at all DECA events
- In charge of assigning parts of the Annual Business Plan to the VPs. (Strive for Diamond level!)
- Sends in the Annual Business Plan and checks to make sure everything is completed
- Helps organize and assign Deca Chapter Projects - (Choose any 6)

### **B. CHAPTER EXECUTIVE VICE PRESIDENT**

- **Assist the President with his/her duties**
- Runs meetings in case of President absence
- Oversee all Vice Presidents
- Organize chapter meetings and socials
- In charge of Monarch DECA orders (apparel, stoles, honor cords, etc.)
- In charge of DECA Diamond disbursement at socials, fundraisers, & meetings
- Submits the Chapter Campaigns to DECA Inc.

## **(5) DECA VICE-PRESIDENT POSITIONS**

Each VP of Deca agrees to abide by the Monarch Deca Constitution Rules & Guidelines.

### **C. VICE PRESIDENT OF FINANCIAL OPERATIONS**

- Oversee all financial activities involving Deca fundraisers throughout the school year
- Make daily deposits to our bookkeeper during all fund raisers

- Keep record of Deca budget and report to Executive team at each officer meeting
- Suggests “new” and prosperous fund raising ideas for our chapter

#### **D. VICE PRESIDENT OF COMMUNICATIONS**

- Makes sure all DECA members are up to date on activities (social media, remind, website)
- In charge of communications committee and assigns activities to director of social media/chapter relations
- Website must be updated monthly with events and photos
- Types DECA announcements for the morning/afternoon announcements
- Takes photos at all DECA events for album, social media, etc.
- Runs the Monarch DECA email account. Forwards all emails to the President

#### **E. VICE PRESIDENT- ACADEMY OF HOSPITALITY AND TOURISM**

- In charge of advertising DECA events to Mrs. Matarasso’s AOHT classes
- Speaks to all AOHT classes about DECA competition and how to get involved
- Work closely with the Chapter President to type a “monthly” article for schools “online” newspaper for all DECA activities conducted within our chapter
- Organize and maintain Deca bulletin board located across from the Deca classroom
- Responsible for coordinating snacks for member meetings
- Organizes advisor appreciation breakfast/lunch

#### **F. VICE PRESIDENT OF COMPETITION**

- Organize Competition board in class with all DECA competition information
- Speak to all marketing classes about Deca Competition and signing-up requirements & deadlines
- Organizes an online Deca Testing bank of numerous tests for Deca testing competition
- Oversees Deca class competition sign-up sheet between classes
- Organizes after school practice sessions

#### **G. VICE PRESIDENT OF MEMBERSHIP**

- Responsible for recruiting marketing students to join Deca organization
- Must organize and attend freshman invasion to recruit new members and lunch activity to promote DECA
- Must type official Deca membership roster in early November

- Goal to have 100% membership of all students in marketing classes!
- Organizes a recruiting campaign to speak to select classes during late Fall
- Organizes Big/Little Diamond program

#### **H. RECORDING SECRETARY**

- Maintains attendance for officer meetings
- Takes notes at each meeting
- Takes and gives minutes at all officer and member meetings
- Update bylaws
- Create and maintain sign in sheets

#### **Committee Positions (Underclassmen)**

##### **I. Director of Fundraising**

- Works under the VP of Financial Operations
- Creates a list of potential places to have fundraisers at
- Organizes at least one fundraiser a month under the approval of the VP of Financial Operations and the President (must be done in the very beginning of the school year!)
- Must attend all fundraisers and distribute DECA diamonds to members who attend

##### **J. Director of Social Media**

- Works under the VP of Communications
- In charge of updating the Monarch DECA Instagram and Twitter page  
Must be updated regularly
- In charge of sending out Reminds to all chapter members

##### **K. Director of Chapter Relations**

- Works under the VP of Communications
- Attends monthly DLCs with the Florida DECA VP
- Organizes monthly socials
- In charge of gathering and communicating with business sponsors
- Communicates with other local chapters

##### **L. Class Officers per each of Mr. Kennedy's marketing classes and Mrs. Matarasso's AOHT classes include:**

**Class Secretary**

**Class Photographer**

**Class Treasurer**

**Class Historian/Social Media**

#### **Article 6- Club Officer Meeting Dates**

1. Regular DECA meetings will be held twice per month during the months of August thru November and once per month during December thru May in room #219.
2. Exact day of our meetings will be decided at our 1<sup>st</sup> scheduled meeting and a list of meeting dates will be created for the school year.

## **Article 7- Impeachment of DECA Officers**

- A. Officer must act in good and ethical standing within and outside of his/her marketing/AOHT classes. This would include cheating, acting irresponsible by not representing the chapter in a professional manner. Any officer who receives a suspension from their Asst. Principal may be removed out of office for not representing the chapter in a professional manner.
- B. If members can show due cause for the removal of an officer, they must then present to the executive board by the next scheduled meeting. After a two-thirds vote of the executive board, the members may force the officer to leave office. The DECA advisor(s) will have the overriding vote to remove an officer if the executive board cannot agree with a 2/3 vote.
- C. If the Chapter President or any of the Vice-Presidents miss an officer meeting he/she must send an email or phone prior to the meeting and explain why he/she could not attend meeting. Must be sent to the Executive Team & Mr. Kennedy/Mrs. Matarasso
- D. If any member of the executive board who misses three or more after school meetings will be impeached by a 2/3 vote of the remaining members of the executive board as well as each advisor unless he/she can prove due cause for such absences. (Note- Article 5-B requirement presides over voting officer out of office)
- E. If any officer is impeached or resigns, a person will be appointed by the Executive Board to fill the vacancy. If the board is unable to select such a person with a 2/3 vote, the overriding vote will come from Mr. Kennedy and Mrs. Matarasso. Any member not currently an officer may be nominated for the position.

Every Executive officer and class officer will receive a copy of this constitution to sign and date for acknowledgment to the above guidelines for active participation.

## **BY-LAWS MONARCH DECA CHAPTER**

### Article 1- Approval of Constitution

Every Executive officer and class officer will receive a copy of this constitution to sign and date for acknowledgment to the above guidelines for active participation.

### Article 2- Copies of the Constitution

A copy of the constitution signed by the **Monarch DECA Executive Board members** shall be kept by Mr. Kennedy and Mrs. Matarasso for future reference.

I have read and agree to the above Monarch HS DECA Guidelines as stated above.

Print Student Name \_\_\_\_\_

Student Signature \_\_\_\_\_

State your position within our organization \_\_\_\_\_

Today's Date \_\_\_\_\_

Circle your current marketing class enrolled:

Marketing Essentials      Marketing Applications      Marketing Management

Intro to Hospitality      Technology in Hospitality

Mr. Kennedy/Mrs. Matarasso Deca Advisors Signature:

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