

# CONSTITUTION

**Preamble:** The purpose of this organization shall be to provide students an avenue for becoming (1) academically prepared, (2) community oriented, (3) professionally responsible and (4) experienced leaders.

**Article 1: Name**

Section 1: Distributive Education Clubs Of America (DECA)

**Article 2: Membership**

Section 1: Any student enrolled at Rider University may join Rider DECA

Section 2: Rider DECA agrees to meet the non-discrimination and other legal requirements as a college organization as set forth by Rider University

Section 3: In order to become a member, each member must obtain a valid DECA Pass for that school year. The price of a DECA Pass may vary from year to year. Rider DECA reserves the right to remove a member from the chapter if the majority of the executive board think that they are being disruptive to the club.

**Article 3: Chapter Leadership**

Section 1: Refer to the back of this sheet

Section 2: If one or more officers are not at a meeting/event it is the available officer's responsibility to take charge.

Section 3: Rider DECA must abide by all mandatory guidelines as set forth by DECA Inc.

**Article 4: Meetings**

Section 1: Meetings will be held every other week. If a "special meeting" is needed, it is the leadership team's responsibility to ensure all members are aware of it.

**Article 5: New Officer Recruitment**

Section 1: If need be, at the end of the Spring semester, (or whenever there is an open position) the current executive board and chapter advisor will hold "one on one" interviews with potential new DECA officers. At the end of the interview process, Current DECA officers will choose new officer(s) be added to the board.

**Article 6: Corrective Action**

Section 1: Procedures for the Removal of Executive board and/or Committee Member

In the event that any Executive officer is in violation of the rules and regulations of the SGA the following steps will be taken. 1. A complaint will be filed with the Faculty Advisor(s) who will meet with the officer charged with the offense. 2. The accused will have a two week grace period. 3. If the unruly conduct at the subject of the complaint does not abate during that grace period a simple majority vote of the current executive board will determine the removal of the officer/ committee member

Section 2: Procedures for the Replacement of Removed Executive/Committee Members

In the wake of the removal/resignation of an executive board member from office, the leadership team will inform the membership body of an opening and will conduct an interview with any active member that is willing to accept the position

**Article 6: Amendments**

Section 1: To amend the constitution, proposed amendments shall be submitted according to the following procedures: 1. Proposed amendments shall be submitted in writing to the Executive Board. 2. Proposed amendments shall be approved by the majority of the Executive Board. 3. Amendments take effect at the close of the next DECA meeting.

**Article 7 Compliance with Campus Policy**

Rider DECA agrees to comply with the SGA rules and regulations governing all approved student run organizations at Rider University

Last Revision: January 2017

note: leadership team = executive board



## CHAPTER OFFICER AT RIDER UNIVERSITY

### Requirements to be a DECA Officer:

- Commit to being an active DECA member
- Prior experience in a leadership role (job, another club, sport etc.)
- Always lead by example
- Effectively Communicate with each other (members and DECA Advisor(s))
- Attend all meetings and events
- Possess effective communication and leadership qualities/skills
- Be able to succeed under tight deadlines
- Proficient in Google Drive/Microsoft Office Suite
- Constantly and positively promote Rider DECA

### President

- Provide leadership and direction to the club
- Establish short and long term goals in conjunction with other officers
- To act as a role model/leader to other DECA members and assist as needed
- Oversee all DECA activities and projects
- Communicate weekly with Advisor(s) to plan upcoming events
- Work with DECA members and Officers to ensure deadlines are met
- Assist in planning special events

### Vice President

- Plan meeting topics and dates
- To act as a role model/leader to other DECA members and assist as needed
- Work with DECA members and Officers to ensure deadlines are met
- Assist in planning special events

### VP of Finance

- Collaborate with events managers to plan new fundraising efforts
- Manage club funds
- Update DECA Financial documents
- Ensure each member has paid for a DECA Pass (Ensure all dues are paid)
- Assist in planning special events

### VP of Marketing

- Manage all social media feeds
- Manage RiderDECA.com
- Oversee all major recruitment campaigns
- Ensure a strong club membership
- Ensure each member has a memorable experience with the club
- Assist in planning special events

Last Revision: January 2017.

# LEADERSHIP

