

PENNSYLVANIA DECA

STATE OFFICER/  
NATIONAL OFFICER

HANDBOOK AND STUDY GUIDE

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**PENNSYLVANIA DECA  
STATE OFFICER PATHWAY**

**WOULD YOU LIKE TO BE A PENNSYLVANIA STATE DECA OFFICER? IF SO, ARE YOU READY  
TO BE A STATE OFFICER CANDIDATE?**

As you enter this pathway, begin by asking yourself the following questions.

- Am I physically and mentally ready for the hard work and dedication that it takes to be a successful State Officer?
- Am I able to cope with the travel and being away from school, home, family and friends required to be a successful State Officer?
- Am I ready for the speaking to promote DECA that is required by successful State Officers?
- Am I willing and able to undertake all the communication activities necessary to keep chapters, officers and advisors informed about DECA and my activities?
- Am I a self starter, the kind of person others can depend upon to carry out the duties of an office without a great deal of supervision?

If you answered “yes” to these questions, you are ready to begin the process of becoming a State Officer. Please read all the guidelines in this handbook. If you have any questions, please ask your chapter advisor or call Jerry DiGiovanni at 215.327.5618. Best of luck in your campaign.

**PENNSYLVANIA DECA  
GENERAL REQUIREMENTS  
STATE OFFICER**

**GENERAL REQUIREMENTS FOR ALL OFFICERS:**

IT IS YOUR RESPONSIBILITY AS A STATE OFFICER  
TO ADHERE TO THESE GUIDELINES. FAILURE TO DO SO SHALL RESULT IN  
LIMITED OFFICER RESPONSIBILITIES  
AND/OR DISMISSAL AS AN OFFICER.

Attend **ALL** of the following conferences. Refer to the *Dates to Remember* for the current dates.

1. Summer Leadership Training Workshop.
2. State Conference Planning Session.
3. State Conference.

All costs with the exception of travel are paid by Pennsylvania DECA for mandatory meetings.

**Failure to attend the three (3) mandatory conferences shall result in dismissal as an officer.**

*Attendance at Local Conferences,  
NARCON (North Atlantic Regional Conference), or ICDC  
(International Career Development Conference) are optional for state officers.  
Pennsylvania DECA will pay the registration fee for one of these events  
of the officer's choosing. All other costs are the sole responsibility of the  
officer.*

Compile a monthly report of activities and submit to the president by the deadlines established during the Summer Leadership Training Workshop.

Prepare a presentation for community organizations and schools pertaining to DECA, Civic Consciousness, Free Enterprise, etc. This presentation will be reviewed and polished at the Summer Leadership Workshop.

Communicate with all schools within your district on a bi-monthly basis.

State officers should have DECA blazers and should wear them at all times when officially representing Pennsylvania DECA.

Adhere to the established code of conduct, rules and regulations and dress code.

**PENNSYLVANIA DECA  
RESPONSIBILITY SUMMARY  
STATE OFFICER**

Each year officers are elected by the student members to represent them on the state level. The primary role of a DECA state officer is to be an ambassador for the organization. Your responsibilities include:

***PROMOTION:*** All officers are charged with the responsibility of promoting DECA to the members, potential members and DECA supporters.

- Articles for publications: State Newsletter and Dimensions
- Monthly communication with state officers and state officer advisor: Letters, phone calls, conferences
- Attendance at National Vocational Week and/or any promotional activity
- Travel to conferences: Promotion, workshops, speeches
- Create enthusiasm and excitement: Conferences, communication, publications
- Speeches: Local and state functions
- Facilitating special programs: State Program of Work

***CONFERENCES:*** Attending conferences is one of the most exciting and most demanding aspects of being a DECA state officer.

- State Officer Leadership Training: Develop leadership skills (required)
- State Officer Leadership Institute offered by National DECA: Develop leadership skills, network with other state officers (optional)
- North Atlantic Regional Conference: Attend and present workshops (optional)
- State Conference Planning Meeting: Recommendations to the board of directors, planning for CDC (required)
- State Career Development Conference: Preside at sessions (required)
- National Career Development Conference: Attend training and serve as a voting delegate (optional)
- District conferences: Preside at sessions (required)

***CORPORATE DEVELOPMENT:*** Building and maintaining corporate relationships is essential to the success of DECA. Officers play an important role in this process.

- Meet with potential corporate supporters
- Meet with current corporate supporters

***RECOMMENDATIONS TO THE BOARD OF DIRECTORS:*** The State Officer Team has the opportunity to recommend changes or improvements they think the board of directors should make with regard to the student members.

**PENNSYLVANIA DECA  
SPECIFIC RESPONSIBILITIES  
STATE OFFICER**

**ALL STATE OFFICERS:**

Develop the State Program of Work for the current year.  
Prepare and submit news articles for the state newsletter.  
Submit monthly reports of activities.  
Develop a state conference theme.  
Participate in soliciting patrons for the state conference.  
Facilitate welcoming activities at the state conference.  
Facilitate judges' activities at the state conference including greeting, directing and disbursement of materials.  
Create enthusiasm and excitement for Pennsylvania DECA at all conferences.  
Serve as a voting delegate at the national conference if in attendance.  
Promote the general welfare of DECA.

**PRESIDENT:**

Preside at all meetings.  
Make all necessary committee appointments including the designation of chairpersons.  
Serve on the DECA Board of Trustees as a voting member.  
Communicate with the other states in the North Atlantic Region.  
Send a monthly report to the NARVP.  
Communicate with all state officers and the state officer advisor.  
Attend Vocational Education Week activities in Harrisburg.  
Prepare a greeting for the *Student Handbook* and the *State Conference Program*.

**VICE-PRESIDENT:**

- Coordinate the program of work and compile all associated lists and financial reports.
- Design and prepare certificates of completion for chapters meeting their plan of action goals.
- Serve in any capacity as directed by the president.
- Accept the responsibilities of the president as needed.

**STATE OFFICER COUNCIL:**

Record and accumulate the minutes and/or proceeding of all officer meetings.  
Account for funds raised through patron sales.  
Prepare and submit an annual report/scrapbook of the year's activities.  
Compile and edit all information for the state newsletter.  
Coordinate the election sessions at the state conference.  
Publish a newsletter at least two times per year.  
Keep National DECA informed of the activities of the state association.

**STATE REPRESENTATIVES:**

Preside at all district meetings and district conferences.  
Serve as the district chairperson of your district elections.  
Chair the State Program of Work in your district.  
*Please refer to Article VII of the PA DECA Constitution for additional officer information.*

**PENNSYLVANIA ASSOCIATION OF DECA  
CONSTITUTION  
ARTICLE VII - OFFICERS**

Section 1. The officers of the Pennsylvania Association of DECA shall be a president, vice-president, secretary, treasurer, historian, reporter and a state representative from each district.

Section 2. The officers, with the exception of the state representatives from each district, must be elected by a majority of those voting as delegates at the annual State Career Development Conference.

Section 3. The state representatives shall be elected before the State Career Development Conference by a majority of those voting delegates in their respective districts.

Section 4. All officers shall serve for a term of one year commencing at the end of the National Career Development Conference.

Section 5. The duties of the student state officers shall be:

President: The student president shall perform all the duties normally discharged by this office. The president shall preside over the general sessions at the annual State Career Development Conference and at meetings of the state officers. The president will work closely with the adult advisors and the Board of Trustees.

Vice-President: The student vice-president shall serve in any capacity as directed by the president, and as president pro tem as occasion may demand. The vice-president shall be available as necessary to promote the general welfare of Pennsylvania DECA.

Secretary: The student secretary will call the roll of chapters and/or members at meetings and take minutes of all meetings of the state officers. The secretary will serve as presiding officer in the absence of the president or vice-president or until a presiding officer pro tem is elected to serve for that meeting. The secretary will distribute copies of the minutes to all officers, the president and Board of Trustees members.

Treasurer: The student treasurer will work closely with the state officers on any projects assigned to that office.

Historian: The student historian will prepare and submit a report/scrapbook of Pennsylvania DECA activities for the given year.

Reporter: The student reporter will supervise the writing and collecting of news articles regarding state and local chapter activities and serve during the term of office as editor of the Pennsylvania DECA Newsletter.

State Representative (One from each district):

State representatives must meet the criteria for state officers and must be screened and elected by their districts at their District Career Development Conference. They shall serve in any capacity as directed by the president and be available to promote the general welfare of DECA, serve on student government, act as a district reporter for the Pennsylvania DECA Newsletter and assist district officers at district conferences. They will serve as a liaison between the state officers state and district officers.

Section 6. Two students from one DECA chapter may run for any statewide office.

Section 7. Qualifications for candidates for state officer are:

- a. Presently enrolled in the ninth, tenth or eleventh year of a secondary school.

1. Active membership in the local DECA chapter.
2. Possess a cumulative scholastic average of at least 75% or a 2.5 on a 4.0 system for at least two semesters immediately preceding application for office.
3. Show evidence of high moral character, social intelligence, civic consciousness, vocational understanding and leadership development.
4. Any additional qualifications as required by the Board of Trustees.

**PENNSYLVANIA DECA  
DRESS CODE  
STATE OFFICERS**

Uniformity of state officer dress sets a business and professional standard for our organization. Thus, Pennsylvania DECA requires you to wear a standardized uniform at the yearly conference and other official activities. You will be informed as to the skirt/slacks selections made for your team of officers when you receive the registration materials for the Summer Leadership Training Workshop. A clothing allowance is provided by the Board of Trustees.

**The dress code for state officers is as follows:**

**FEMALES:**

**DECA blazer  
Selected slacks  
Selected blouse  
Selected skirt  
Navy pumps  
Natural colored hosiery**

**MALES:**

**DECA blazer  
Selected tie  
Oxford shirts  
Dress shoes and socks  
Selected slacks**

**PENNSYLVANIA DECA  
CHECKLIST  
STATE OFFICER CANDIDATES**

**I wish to be considered as a candidate for the following office:**

- President/Vice President
- State Officer Council
- State Representative District #\_\_\_\_\_

**I believe I meet the requirements for the office.**

- Must be a local, state and national DECA member.
- Must be a freshman, sophomore or junior in high school to run for state office.
- Must possess cumulative high school average of at least a 2.5 (based on a 4.0 system) for a minimum of the previous two semesters preceding application for office.
- Must maintain a 2.5 average throughout term of office.
- Must be knowledgeable about Pennsylvania DECA and national DECA.
- Must demonstrate leadership abilities and active chapter involvement.
- Must be available for required meetings and/or conferences.

**I am verifying my eligibility by submitting a portfolio of the following documents to my District Board of Trustees Representative. All items must be submitted in a file folder in the exact order listed below:**

- 1. The candidate information/permission sheet complete with all signatures.
- 2. The state officer code of conduct with signatures.
- 3. Essay of 250 words or less on "Why I Want to be a Pennsylvania State Officer."
- 4. A letter of recommendation from my chapter advisor indicating my membership in DECA, my chapter involvement, my leadership abilities and my poise in dealing with people.
- 5. A letter from the guidance office attesting to my scholastic average and year of graduation OR an official school transcript.
- 6. A copy of my state officer candidate examination results.



**PENNSYLVANIA DECA  
CODE OF CONDUCT  
STATE OFFICER**

State officers are the elected representatives of the student membership of the high school division. Each state officer has a responsibility to conduct him/herself in a highly professional manner at all times. A state officer's conduct must be above reproach.

This higher standard is reflected in the following conduct statements that each officer adopts prior to taking office. While representing DECA at any function, conference or activity:

- I will not lie, cheat or steal.
- I will not take or possess illegal drugs of any type.
- I will not drink alcohol.
- I will not use profanity or other vulgar or inappropriate language.
- I will not discriminate against any group or individual.
- I will not smoke tobacco in the presence of members or advisors.
- I will not engage in conduct that is unbecoming of a state officer.

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

- Present myself and DECA in a professional manner at all times.
- Submit 100% of my time and energies to being a state officer, while not sacrificing my academic development including not allowing my grade point average to fall below 2.5 and maintaining a high attendance record both at school and at work.
- Become knowledgeable in marketing, management, entrepreneurship, marketing education and all DECA activities.
- Travel and promptly complete assignments given to me as a duty of my office.
- Develop into a competent and professional speaker through preparation and practice.
- Evaluate and improve activities in which I engage.
- Serve as a contributing member of the State Officer Team, always maintaining a cooperative attitude.

Further, I will strictly adhere to the following ethics and all other Pennsylvania DECA Rules and Regulations:

- I will be properly groomed for all occasions. what is expected of me.
- I will conduct myself in a manner that commands respect through my actions.
- I will avoid places and activities which 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 engage in conversations detrimental to DECA members or advisors.
- I will advise the state officer advisor concerning all activities in which I participate.
- I will abide by all Pennsylvania DECA rules and regulations regardless of the function or conference.

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candidate's signature

date

---

parent/guardian signature

date

## PENNSYLVANIA DECA RULES AND REGULATIONS

**Chapter Advisor Responsibility:** Advisors are responsible for reviewing the following rules and regulations with students and discussing the consequences of infractions.

**NOTE:** The term “*delegate*” shall mean all DECA members who are attending high school and those persons under the age of 21.

1. Discipline reports must be filed for every infraction of the rules and regulations. Any **major** infraction of rules and regulations must be reported **immediately** to a members of the discipline committee and a discipline report initiated by the person reporting the incident.
2. Delegates shall respect and abide by the authority vested in the Board of Trustees, State Advisor, hotel security personnel and any advisor responsible for conduct and rules at the conference.
3. Conference identification badges must be worn at all times.
4. There will be **NO** smoking or use of any tobacco product at DECA Events.
5. **NO** alcoholic beverages, narcotics, weapons or drug paraphernalia in any form shall be in the possession of delegates at any time, under any circumstances. Violations will be referred to the local and state law enforcement officers.
6. Personal stereos, boom boxes, and tape or CD players may **ONLY** be used in accordance with a personal headset.
7. All delegates attending the conference must be registered and stay as overnight guests at the conference hotel and not with friends or relatives.
8. No student delegate may leave the hotel property without the specific consent of his/her advisor.
9. Students shall keep their advisors informed of their activities and whereabouts.
10. Under **NO** circumstances shall a student be in another student’s room with someone of the opposite sex **regardless** of time of day or night.
11. Everyone will be in his/her room at curfew time. Chapter meetings are **NOT** to be conducted after curfew. **NO** food deliveries (pizza, etc.) will be permitted after curfew. All delegates will be quiet during curfew hours.

12. **NO** room changes are to be made by students or advisors. Delegates will be assigned a room by the hotel and must stay in that assigned room.
13. Delegates shall attend all conference activities including meals, general sessions, and assigned events.
14. Each advisor is responsible for checking out at the hotel desk, paying any outstanding bills and returning all keys.
15. All outside phone calls **must** be made from public phones. Room phones are not to be used for outside calls.
16. Any damages to any property or furnishings in the hotel rooms or building must be paid by the individual room occupant(s) or chapter as warranted.
17. Linens, towels or any other hotel property may not be removed from the rooms or housekeeping carts.
18. No furniture or mattresses are to be removed from the rooms.
19. From the time delegates arrive at the conference, delegates shall adhere to the dress code requirements, and it is the chapter advisor's responsibility to see that his/her delegation complies with the rules established for proper dress.
20. Hand-held, simple, 4 function (add, subtract, multiply and divide), battery operated calculators are allowed in competition. Outside notes or study aids are not allowed in competition.
21. Students are required to bring a sharpened #2 pencil to events.
22. Notification of disqualification will be sent to tabulation by the series director in charge. This disqualification may be due to tardiness, cheating or failure to compete in their event.
23. Delegates should be prompt and prepared for all activities.
24. Delegates should be financially prepared for all possibilities.
25. Dates shall be permitted to authorized activities only and between delegates only. Only DECA members registered for the conference and other registered conference participants are allowed in any rooms or activity of the conference.
26. Individual student delegates violating or ignoring any of the conduct rules may be sent home at their own expense.
27. All skiing, snow boarding and/or snowmobiling activities are prohibited.
28. Under no circumstances may student delegates drive to an official state or national DECA function.

## **DISCIPLINARY PROCEDURES STATE OFFICER**

Failure to complete any of the required responsibilities as a Pennsylvania DECA State officer shall result in a dishonorable discharge, thus meaning that the officer shall not receive his/her plaque for serving as an officer.

In addition, the officer may be prohibited from performing state officer duties at the State Career Development Conference.

An infraction of any policy, rule, regulation or code of conduct statement shall result in the dismissal of the offending officer. The removal procedure is as follows:

1. A disciplinary report shall be filed.
2. A committee of Board of Trustees, staff members and involved advisors shall be assembled to discuss the infraction(s).
3. The involved officer(s) shall have an opportunity to present their case.
4. The committee's decision shall be made and the officer shall be notified immediately of the action taken.
5. A written notice shall be sent by certified mail to the officer(s) requesting a letter of the officer's intent to continue as an officer. This response shall be sent within ten days of receipt of the written notice.
6. If no reply is received, Pennsylvania DECA will consider the position to be vacant.
7. Copies of the above mentioned communications shall be forwarded to the President of the Board of Trustees and the student's advisor.

**PENNSYLVANIA DECA  
NATIONAL OFFICER PATHWAY**

**WOULD YOU LIKE TO REPRESENT  
PENNSYLVANIA AS A NATIONAL DECA OFFICER?  
ARE YOU READY TO BE A NATIONAL OFFICER CANDIDATE?**

As you enter this pathway, begin by asking yourself the following questions.

- Am I physically and mentally ready for the hard work and dedication that it takes to be a successful National Officer?
- Am I able to cope with the travel and being away from school, home, family and friends required to be a successful National Officer?
- Am I ready for the speaking to promote DECA that is required by successful National Officers?
- Am I willing and able to undertake all the communication activities necessary to keep chapters, officers and advisors informed about DECA and my activities?
- Am I a self starter, the kind of person others can depend upon to carry out the duties of an office without a great deal of supervision?

If you answered “yes” to these questions, you are ready to begin your quest to become a National Officer. Be sure to read all the guidelines in this section. If you have any questions, please ask your chapter advisor or call Mike Rinker at 610-759-4482. Best of luck in your campaign.

**PENNSYLVANIA DECA  
STATE CHECKLIST  
NATIONAL OFFICER CANDIDATES**

**I wish to be considered as a candidate for the following office:**

- ^ National President
- ^ North Atlantic Regional Vice President

**I believe I meet the requirements for the office.**

- ^ Must be a local, state and national DECA member.
- ^ Must be a sophomore, junior or senior to run for national office.
- ^ Must possess cumulative high school average of at least a 2.5 (based on a 4.0 system)  
for a minimum of the previous two semesters preceding application for office.
- ^ Must maintain a 2.5 average throughout term of office.
- ^ Must be knowledgeable about Pennsylvania DECA and national DECA.
- ^ Must demonstrate leadership abilities and active chapter involvement.
- ^ Must be available for required meetings and/or conferences.

**I am verifying my state eligibility by submitting a portfolio of the following documents to my District Board of Trustees Representative. All items must be submitted in a file folder in the exact order listed below:**

- ^ 1. The candidate information/permission sheet complete with all signatures.
- 2. The professional conduct code with signatures.
- ^ 3. Essay of 250 words or less on "Why I Want to Represent Pennsylvania as a National Officer."
- ^ 4. All materials as requested on the National Procedures for Officer Candidates page.
- ^ 5. A copy of my state officer candidate examination results.

**I am indicating my intent to run for national office by meeting the following requirements.**

- ^ Advise Board of Trustees of intent by the established deadline date.  
Complete all necessary candidate forms by the established deadline date.  
Present all campaign plans to the Board of Trustees by the established deadline date.

**I realize that should I receive approval from the Board of Trustees to run for office, I will need to complete the current national officer application packet which I will receive at that time.**

**Chapter advisors wishing to run a student for a national office must follow guidelines established by the board of trustees. Advisors will:**

**Advise board of trustees of intent by the established deadline date**

**Complete all necessary candidate forms**

**Coordinate campaign plans**

**Attend CDC with student for length of the entire conference.**

**Approve all publicity materials**

**Supervise the campaign booth personnel and the manning of the Pennsylvania DECA suite.**

**Provide an official DECA blazer for the candidate.**



**PENNSYLVANIA DECA  
POSITIONS/VACANCIES  
STATE OFFICER**

**PLEASE READ THE FOLLOWING NOTES IN REFERENCE TO OFFICER POSITIONS AND VACANCIES :**

- Candidates interested in the offices of president or vice-president must run for president. The candidate receiving the most votes becomes the president while the runner-up becomes the vice-president.
- In the event that only one candidate is running for president/vice-president, the state officer council candidate with the most votes will be offered the position of vice-president, thus allowing the fifth highest state officer council candidate to become a state officer.
- Additionally, if there are not enough state officer council candidates but additional president/vice presidential candidates, open positions will be offered to those president/vice-presidential candidates in order of the highest number of votes.
- Officers elected to the state officer council must be willing to accept the position of secretary, treasurer, reporter or historian. Specific appointments to the positions will be made at the Summer Leadership Workshop.

**PENNSYLVANIA DECA**  
**MEET THE CANDIDATES SESSION**  
**SCDC ELECTIONS INFORMATION**

1. In order to be considered as a candidate for a state office, all required forms and documentation must be mailed by the established deadline date.
2. There **will be NO** campaigning prior to the official end of the Opening Session on the first night of the conference. For example, no letters, etc. being sent to the various DECA Chapters prior to the end of the Opening Session; no wearing or passing out of any campaign items such as pins, badges, pencils, lollipops, etc. until after the end of the Opening Session; no gimmick characterization or other activities that could be construed as a campaign effort until after the end of the Opening Session. No campaign activities will be initiated until the time of the state conference, specifically at the official end of the Opening Session. Any violation of this rule shall result in the immediate disqualification of that candidate.
3. Common courtesy shall be extended to all candidates.
4. Tables will be set up in a designated area so that you may conduct campaign booth if you wish. Booths may be set up upon arrival at the conference, **but shall not be in operation until after the end of the** Opening Session.
5. **All campaigning officially begins after the end of the Opening Session.**
6. Costumes, gimmicks and handouts are encouraged but permitted only from the end of the Opening Session until the beginning of Elections Session the following day. Candidates are responsible to remove and dispose of all campaign materials following the Elections Session.
7. **There shall be no campaigning during any of the candidates' speeches** (such as holding signs, gimmicks, verbal introductory recommendations or shouting in a campaigning effort.)
8. Candidates are allowed a maximum of three minutes for their speeches. (Speeches will be timed and the person presiding will rap the gavel once and thank them if they exceed the three minute time limit.)

9. At the end of the presidential candidate speeches, there will be a three minute question and answer period for delegates to ask questions of only the presidential/vice presidential candidates. These questions must be of a general nature and shall be submitted in written form at the session. This will allow all candidates an opportunity to answer each question. The candidates will be chosen in different order for each question. The questions shall be selected in by the session chairperson and approved by the adult chairperson.
10. **Voting delegates, must register for both the Meet the Candidates and Elections Sessions to be eligible to vote.** Delegates must be aware of the number of votes permitted for their chapter. Voting delegates will receive their ribbons at the Meet the Candidates Session.

**PENNSYLVANIA DECA**  
**ELECTIONS PROCEDURES**  
**SCDC ELECTIONS INFORMATION**

1. **All voting delegates must attend both the Meet the Candidates Session AND the Elections Session.** Failure to do so will result in that chapter's loss of voting privileges for both the current and following year.
2. Roll Call - The number of delegates seated will be based on the number of chapter members. The ratio is as follows:  
**One vote for each ten DECA members or a major fraction thereof plus one vote per chapter.**  
**Fifteen is the maximum per delegation.**  
Example: 50 members would get 6 votes.  
(50 divided by 10 = 5; 5 + 1 = 6.)  
**Note: Only one delegate is necessary to represent a chapter to cast all votes. VOTING DELEGATES ONLY WILL BE PERMITTED ON THE FLOOR FOR ELECTIONS.**
3. All voting delegate ribbons will be checked during roll call. Following roll call, schools will be seated and remain seated until all candidate speeches are completed. Delegates are reminded that **NO** communication with observers shall be allowed. Any delegates who choose to leave the session **MAY NOT** return. Once the voting session has begun or the doors are closed, no voting delegates shall be permitted to enter.
4. All candidates shall be permitted a one minute speech (maximum).
5. Once the voting begins, there shall be no further caucusing between schools, except in the case of a run-off . Then a two minute caucus will be permitted between chapters.
6. There will be a two minute caucus among a chapter delegation following each set of candidate speeches.
7. Candidates who seek a presidential office will run for the office of president/vice president. The candidate with the highest number of votes shall be the president. The runner-up shall be the vice president. If there is only one candidate for president/vice president, the administrative council member with the highest number of votes will be offered the office of vice president, thus allowing the fifth place state officer council candidate to be an officer.
8. A majority vote is necessary to be elected as president. If no majority is reached on the first ballot, all candidates with less than 10% of the

vote and/or the candidate with the lowest number of votes will be eliminated. This procedure will continue on each ballot until a majority number of votes is obtained by one candidate.

9. The top four vote recipients for state officer council shall be become state officers. If there are not enough candidates but there are additional candidates running for president/vice president, the remaining candidates with the highest amount of votes will be offered those positions.
10. Each school is permitted to have a maximum of two state officers per year including state representatives.
11. Voting shall be by secret ballot.
12. The head delegate shall be responsible for casting votes. **No head delegate - no votes.**
13. No instructor shall be allowed in the voting delegate **area** except for the adult chairperson. In addition, if an instructor/advisor/coordinator has a student candidate, he/she may not serve in the capacity of the adult chairperson. Student elections will be closed to all coordinators, unless they are specifically assigned.

**No picture taking will be allowed during campaign speeches. Videotaping will be permitted as long as it is done from the back of the room.**

## **STATE OFFICER TEST STUDY GUIDE**

The following test is designed to review your knowledge of DECA terms, facts, objectives, philosophies and programs. You must score 70% or higher to be considered as a candidate. Therefore, we are supplying you with general information regarding the test and a list of appropriate study materials.

### **THIS IS NOT THE ACTUAL TEST**

The answers to all questions are in the following sources. Be sure to study them thoroughly.

- 1) DECA CREED - Officers must be able to recite it from memory.
- 2) Pennsylvania DECA Student Handbook - Know this from cover to cover.
- 3) Current issues of Dimensions
- 4) Pennsylvania DECA State Handbook
- 5) State/National DECA Web Site

The test shall be administered at your District Conference or at a singular, specified time as set by the district. It shall be proctored by a member of the Board of Trustees. All rules of test administration shall be followed as outlined on the test packet. Perspective candidates should register with your respective board member to take the test. Candidates shall only have one opportunity to take the test. Notes or resources will not be allowed during the test. The results will be announced before the conclusion of the conference.

Time spent studying and learning about our organization is the best preparation you can make to launching a successful officer candidacy. Good luck to each of you.

## Sample State Officer Candidate Test and Key

Enclosed are your state officer candidate tests and answer key. This information is not to be given to any advisor. You are responsible for administering this exam and returning all results to Jerry DiGiovanni, along with the credentials of the candidates who pass the exam before January 31. Please note that any unused copies of the test, plus the key must be returned.

The test must be administered at your district conference. No student shall take the test more than one time. All candidates should give you their portfolio of required materials at this time. Verify all credentials before signing the permission form. This includes the items as listed on the Checklist for Officer Candidates.

\* I am verifying my eligibility by submitting a portfolio of the following documents to my District Board of Trustees Representative. All items must be submitted in a file folder in the exact order listed below:

1. The candidate information/permission sheet complete with all signatures.
2. The state officer code of conduct with signatures.
3. Essay of 250 words or less on "Why I Want to be a Pennsylvania State Officer."
4. A letter of recommendation from my chapter advisor indicating my membership in DECA, my chapter involvement, my leadership abilities and my poise in dealing with people.
5. A letter from the guidance office attesting to my scholastic average and year of graduation OR an official school transcript.
6. A copy of my state officer candidate examination results.

Announce all qualified candidates at your conference. You may wish to give them a minute to introduce themselves. However, remind all participants that they will be running for office and elected at the state conference. Please note the listed procedures for state officer candidates. Refer candidates to the turquoise State/National Officer Handbook for any other information they may need.

**PENNSYLVANIA DECA STATE OFFICER SAMPLE TEST**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Chapter: \_\_\_\_\_

Office Sought: \_\_\_\_\_ District Number \_\_\_\_\_

**INSTRUCTIONS: DO NOT BEGIN UNTIL INSTRUCTED TO DO SO.**

Total Points Possible: 100 points

Minimum Level of Achievement: 80 points

Testing Time: 60 minutes

**SECTION A. TRUE OR FALSE - please circle the correct choice. Each correct answer is worth 1 point.**

1. Pennsylvania DECA currently has 10 districts.  
T    F
  
2. State and national DECA dues are \$15.00.  
T    F
  
3. Leadership workshops are held at NARCON.  
T    F
  
4. A state representative for a district is considered to be a state officer.            T    F
  
5. Any Pennsylvania DECA member can attend the state conference.  
T    F
  
6. The trading pin design event is a state competitive event.  
T    F
  
7. This year's state conference is in March.  
T    F

8. West Virginia is in the same national region of DECA as Pennsylvania.            T     F
9. DECA initially stood for Distributive Education Clubs of America.  
T     F

SECTION B. MATCHING - please select an answer from the following list.  
Each correct answer is worth 1 point.

- |                  |                   |
|------------------|-------------------|
| Lou Kaminski     | Mike Rocke Rinker |
| Liz Nowry        | Margaret Manning  |
| Jennifer Kullman | Edward Davis      |
| Jeanette Leuchak | Michele Govora    |
| Robert Nathan    | Jayne Johnson     |

10. Who is the Executive Director of National DECA?

\_\_\_\_\_

11. Who is the current State Vice President?

\_\_\_\_\_

12. Who is the advisor to the State Officer Action Team?

\_\_\_\_\_

13. Who is the President of the PA DECA Board of Trustees?\_\_\_\_\_

14. Who is the Pennsylvania DECA Delta Epsilon Chi State Advisor?

\_\_\_\_\_

15. Who is the Executive Secretary of Pennsylvania DECA?

\_\_\_\_\_

16. Who is the Executive Director for Pennsylvania DECA?

\_\_\_\_\_

SECTION C. COMPLETION - please answer the following the questions.

17. (2 pts.) Who is the official governing body of Pennsylvania DECA?  
\_\_\_\_\_

18. (5 pts.) Name the five divisions of the national DECA organization.

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_

19. (8 pts.) Name two major parts of the current State Officer Plan of Action. Include the goal name and its objective.

Goal:

\_\_\_\_\_ Objective:

\_\_\_\_\_ Goal:

\_\_\_\_\_ Objective:

20. (2 pts.) What national region does Pennsylvania DECA belong to?  
\_\_\_\_\_

21. (2 pts.) What does the acronym NARCON stand for?  
\_\_\_\_\_

22. (2 pts.) What are the official colors of DECA?  
\_\_\_\_\_

23. (3 pts.) Where are National DECA Headquarters located? (city and state) \_\_\_\_\_

24. (3 pts.) Where will the next State DECA Conference be held? (city and state) \_\_\_\_\_

25. (2 pts.) What is the name of the National DECA publication sent to chapter members? \_\_\_\_\_

26. (2 pts.) Who is the current State Representative for your district? \_\_\_\_\_

27. (2 pts.) What is the official emblem of DECA?  
\_\_\_\_\_

28. (2 pts.) Name two Pennsylvania colleges that offer scholarships to worthy DECA members.

1) \_\_\_\_\_

2) \_\_\_\_\_

29. (5 pts.) Name five (5) of the over forty (40) competitive events in which DECA members may choose to participate.

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

5) \_\_\_\_\_

30. (4 pts.) Name the four points of the DECA Diamond.

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

31. (5 pts.) What is DECA?  
\_\_\_\_\_

32. (2 pts.) Name the two (2) levels of competency-based competitive events.

1) \_\_\_\_\_

2) \_\_\_\_\_

33. (2 pts.) Name the two (2) main purposes of the annual State Career Development Conference.

1) \_\_\_\_\_

2) \_\_\_\_\_

34. (2 pts.) What year was Pennsylvania DECA officially chartered with national DECA? \_\_\_\_\_

35. (2 pts.) What was the location of NARCON this past fall?  
\_\_\_\_\_

36. (2 pts.) Name four of the seven vocational student organizations (VSO's).

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_

SECTION D. FILL IN THE BLANKS - please list the answers in the blanks provided.

Each correct answer is worth 1 point.

I believe in the (1)\_\_\_\_\_ which I am (2)\_\_\_\_\_ for myself in the field of (3)\_\_\_\_\_ and (4)\_\_\_\_\_, and in the (5)\_\_\_\_\_ which my vocation (6)\_\_\_\_\_. I believe in (7)\_\_\_\_\_ the measure of (8)\_\_\_\_\_ to my (9)\_\_\_\_\_, my (10)\_\_\_\_\_ beings, my (11)\_\_\_\_\_ and my God -- that by so doing, I will be rewarded with (12)\_\_\_\_\_ AND (13)\_\_\_\_\_ wealth. I believe in the democratic (14)\_\_\_\_\_ of (15)\_\_\_\_\_ enterprise and competition, and in the (16)\_\_\_\_\_ of this nation -- that these (17)\_\_\_\_\_ allow for the fullest (18)\_\_\_\_\_ of my individual (19)\_\_\_\_\_. I believe that by (20)\_\_\_\_\_ (21)\_\_\_\_\_ (22)\_\_\_\_\_ to live according to these high (23)\_\_\_\_\_, I will be of greater (24)\_\_\_\_\_ both to myself and to (25)\_\_\_\_\_.