**George Mason University Collegiate DECA**

**Drafted on: July 24, 2019**

Article One  **NAME OF ORGANIZATION**

* The official name of this organization shall be “George Mason University Collegiate Distributive Education Clubs of America” and may be referred to as “GMU Collegiate DECA.”
* George Mason University Collegiate DECA is a chapter affiliated with the State and National organization of DECA.

Article Two **PURPOSE OF ORGANIZATION**

* As stated by the National headquarters of Collegiate DECA, the purpose of this organization shall be to “provide an avenue for becoming (1) academically prepared, (2) community oriented, (3) professionally responsible, and (4) experienced leaders.”
* George Mason University Collegiate DECA will aim to fulfill this purpose through the following objectives:

1. Nurture a competent and cooperative entrepreneurial environment in which leaders are trained in the fields of marketing, hospitality & tourism, finance, and management.
2. Aid students to make informed career choices by exposing them to different opportunities such as networking, career development and competitive conferences, and workshops.
3. Inform students about different fields of business and diversifying their expertise by competing in different business categories such as professional sales, food marketing, business ethics, financial accounting, event planning, hotel and lodging, marketing communications, etc.

Article Three  **MEMBERSHIP**

* Membership in this organization will not be restricted on the basis of race, color, religion, ethnicity, national origin, physical or mental disability, sexual orientation, veteran status, gender identity, gender expression, sex, or age.
* Students, faculty/staff, and alumni of George Mason University qualify for membership to this organization. However, students with an area of study – whether that is a major or minor – are preferred.
* All active members must be currently enrolled GMU students with a minimum academic achievement record defined as a cumulative grade point average of at least a 2.0.
* Active membership is reserved for currently enrolled GMU students who attend meetings/functions and represent this organization at competitive events. In order to be recognized as an active member, a student must have paid their dues by the set deadline of that academic year. Active membership may be revoked if a student fails to comply with membership dues and/or misses more than 60% of meetings and events per semester. If membership is revoked, the member will be disqualified from club participations, including competition and travel conferences.
* Associate members may include members of the faculty/staff at GMU. These members will aid students in preparing for competition, gaining human capital, and chaperoning at career development conferences if needed. If an associate member would like to attend a development or competitive conferences, they must pay national and locals due by the set deadline of that academic year in order to attain this privilege.
* Honorary membership is available for alumni of George Mason University who may have been a member of GMU Collegiate DECA during their time as undergraduate. These members may take part in preparing students for competition, gaining human capital, and fundraising.
* Only active members may vote on matters (official or not) including amendments, elections, and other motions forth in meeting.

Article Four **OFFICERS**

The following positions are available along

with their individual duties:

*President*

* Preside over all meetings.
* Represent the organization on and off campus.
* Work with the rest of the executive board to preside over the overall matters of the organization including events, competitions, finances, membership, recruitment, and networking.
* Be the organization’s direct channel of communication to the faculty advisor, different departments – such as the School of Business – and other organizations at GMU.
* Ensure that GMU Collegiate DECA is within compliance with the standards set by George Mason University and the Office of Student Involvement.
* Preside over all matters regarding the International Career Development Conference (ICDC).

*Vice-President*

* Preside over meetings and events in the absence of the President.
* Coordinate organization promotion and publicity of events.
* Work with the Secretary to organize recruitment efforts.
* Ensure that members’ rights are not being denied or violated.
* Assist the President in matters regarding the International Career Development Conference (ICDC).

*Secretary*

* Maintain an accurate record of all meetings and posts for members.
* Email members minutes of every meeting.
* Preside over membership attendance and duties.
* Work directly with the Vice-President in order to organize recruitment efforts.
* Document and report members and their competitive categories.
* Be the communication channel to alumni of the organization.
* Preside over election duties listen in Article Five.

*Treasurer*

* Document and report an accurate record of organization transactions.
* Collect dues & coordinate payments to the Local/State/and National divisions of Collegiate DECA.
* Work with the rest of the Executive Board to establish fundraising opportunities.

**ADVISOR**

* The primary advisor shall be a full-time member of the faculty or staff at George Mason University.
* The founding Executive Board shall nominate a full-time faculty member to become the organization’s advisor.
* The advisor should be an employee of the School of Business.
* Said advisor’s duties shall be to advise the Chapter both in its local, state, and National activities and in its relations with DECA.
* The advisor shall be kept informed of all Chapter activities and shall advise the Chapter on any policy matters.
* The advisor may be removed at any time if they become unavailable, but they must recommend a faculty member that may take their place.

Article Five  **ELECTIONS**

* Elections for a new Executive Board shall be held the second or third week of April (must take place by April 15th) to allow time for officer transitions and an accurate, up-to-date roster for re-registration. Although the new Officers will be elected into Office, the exiting Executive Board must still preside over all matters that involve that year’s ICDC. The new Executive Board will assume full responsibility (including the organization of the next year’s ICDC) during the meeting that takes place after members come home from ICDC.
* Following the first academic year of this organization’s establishment [thus, during April of 2020], an Executive Board shall be elected into place to see the overall matters of GMU Collegiate DECA. Each position shall be elected by active members of the organization for a term of 1 academic year.
* The election process for a new Executive Board shall begin in March with a nomination process. The secretary should establish a secret nomination ballot in which members anonymously nominate who should run for the position(s) that they seem appropriate. This ballot should be collected either during a meeting or online by the second week of March. The secretary must then let members who got nominated know and give them a week to decide whether they want to run for the position or not.
* A member may self-nominate themselves for a position and let the Secretary know by the deadline set for that academic year. A member may run for re-election if they wish to.
* In order to be eligible for the positions of President and Vice-President, a member must have at least 2 years of competitive experience in DECA, whether that is at the high school or collegiate level.
* Election of Officers should begin with an informal speech [speech must be submitted to the Executive Board beforehand] by the candidates followed by voting from the active members. All active members should have the right for their vote to be counted. To ensure this, the Secretary should create a ballot in a secured online survey on a secured platform [either Qualtrics or Google Forms] and give members 4-5 days to place their votes. Election results shall be announced through email and at the meeting that follows election.
* In the event of tie, the Secretary shall release a second ballot in which members vote again for the tied position. If this causes another tie, then the Executive Board should vote to break this tie and pick the new Officer.
* The transitioning of current and new Officers should include a 2-week shadowing period in which the new Officers are familiarized with operating procedures and necessary paperwork.

Article Six **IMPEACHMEN OR RESIGNATION**

* Should an elected officer fail to perform the responsibilities or abuse the privileges of their elected position, the officer shall be subject to impeachment and removal from their office.
* Impeachment proceedings may be introduced by a member of the Executive Board, the organization’s advisor, or an active member. Both the Officer(s) and the individual seeking impeachment of the Officer(s) are permitted to speak before the Executive Board and the general membership about the charges made concerning the Officer(s).
* Officers may be impeached from office by a 2/3 vote of the Executive Board (the Officer(s) in question shall be excluded in this vote) AND a 2/3 vote of the general membership if actions are deemed inappropriate by the membership. Voting should be kept anonymously in two secret ballots (one for the Executive Board and one for active members). If the advisor is not the person who has brought up allegations against the Officer(s), they shall be the one to tally the votes.
* If a sitting Officer wishes to resign, they may do so by submitting a letter of resignation (three weeks in advance) to the Executive Board. An Officer MAY NOT resign less than a month away from ICDC.
* In the case of impeachment or resignation, an immediate election shall be held no later than two weeks following such event. Election proceedings shall be the same as the one mentioned in Article Five.

Article Seven **MEETINGS**

* The Chapter should have monthly meetings throughout the year. However, closer to any competitions, events, or conferences, the Executive Board shall decide whether weekly meetings are necessary to have the Chapter well-prepared.
* The President should preside over meetings.
* The Executive Board shall have two private meetings per month to discuss Chapter matters, one of which must be with the Chapter advisor.
* Members are required to attend at least 40% of meetings. Officers are required to attend all meetings but may miss up to 4 meetings if they present a reasonable excuse.
* The quorum shall be 2/3 of the active membership plus 2 Officers.
* Special meetings may be called at the request of the Executive Board.

Article Eight  **FINANCE**

* The amount of dues and the method of collection will be decided by a majority vote of the Executive Board at the beginning of each school year for annual dues.
* The amount of dues for members who wish to attend a conference – including the International Career Development Conference – and the method of collection will be decided by a majority vote of the Executive Board at the beginning of Spring Semester [in January].

Article Nine  **AMENDMENTS**

* A new amendment to the constitution may be proposed by an active member or Officer at any Chapter or Executive Board Meeting. The individual seeking this new amendment may form a group of individuals to write the details and context of the amendment in question. Once this is drafted, they must present and defend this amendment in detail at a Chapter meeting, during which they should allow at least 10 minutes to answer questions from any member. Voting on this amendment must then take place in which it must receive support from ¾ both the active members AND ¾ of the Executive Board in order for it to be passed. The Secretary may follow the same voting procedures listed in Article Five for the voting of this amendment. An email shall then be sent to Chapter members and advisors to inform the results.
* Student involvement must review all amendments in the same manner as a completely new constitution.

Article Ten  **RATIFICATION**

* This constitution shall become effective upon approval by a ¾ vote of the membership, and a Student Involvement staff member.

Constitution Ratified on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_