

**SPOKANE COMMUNITY COLLEGE
DELTA EPSILON CHI
CONSTITUTION**
Revised May 2009

ARTICLE I. NAME

The official name of this organization shall be Spokane Community College Delta Epsilon Chi (**SCC DEC**).

Section 1. Definition

SCC DEC is a chartered member of Washington Delta Epsilon Chi (WDEC) and of the National Distributive Education Clubs of America (DECA). It is a student activity program of instruction, leadership training and experience for students in marketing, management, and merchandising which focuses on attracting people to careers at the management level.

ARTICLE II. PURPOSE

SCC DEC instruction and activities emphasize America's system of competition and free enterprise. **SCC DEC** provides its members with opportunities for leadership, social intelligence, vocational understanding and civic consciousness. **SCC DEC** also provides scholastic development, organizational training, and reinforcement of a professional attitude and demeanor while upholding and promoting the objectives of the college.

ARTICLE III. ORGANIZATION

Section 1. State

Washington Delta Epsilon Chi (WDEC) carries out its activities under the auspices of the Washington Management and Marketing Educators Association (WMMEA). WMMEA shall provide a State Advisor and State Advisor Elect to give guidance and structure to the WDEC State Officers in developing a program of work, arranging conferences and workshops, and undertaking other activities to benefit WDEC members.

Section 2. Local

SCC DEC, under the guidance of chapter advisor(s) provided by Spokane Community College, develops programs of work and activities in support of WDEC

and National DECA objectives. SCC DEC is an official leadership club of Spokane Community College, functioning under the established policies and procedures of the college.

ARTICLE IV. MEMBERSHIP

Membership is open to any student of the Community Colleges of Spokane.

Section 1. Classes of Membership

a. ACTIVE MEMBERS: All persons who maintain a full time equivalent (FTE) status, pay chapter, state and national dues, and are enrolled in leadership , training for credit shall be considered Active Members. Active membership allows a member to participate in competitive events or projects, to hold a Chapter office, to serve as a National or State voting delegate, or to otherwise represent the chapter at WDEC general membership meetings.

b. GENERAL MEMBERS: All persons who maintains a full time equivalent (FTE) status, are enrolled in leadership training for credit, and who pay local dues, but do not pay state and national dues.

c. PART-TIME MEMBERS: All persons not enrolled in leadership training for credit and/or who do not maintain full time (FTE) status, but who have paid local dues shall be considered part-time members.

d. BUDDY: Any active, general or part-time member who is unable to attend each weekly meeting and is actively involved in the club's functions shall be a Buddy.

e. ALUMNI MEMBERS: All previous Active Members who have completed three quarters of **SCC DEC** are eligible to become Alumni Members.

f. HONORARY MEMBERS: Honorary Life Memberships may be extended to any individual making an outstanding contribution to the field of marketing, merchandising, and management, or to **SCC DEC** and who are not past advisors or alumni. Approval of the **SCC DEC** Advisor(s) and the **SCC DEC** Officer Team are necessary. Honorary life members are not eligible to enter competitive events or hold chapter, state, or national office.

Section 2. Absenteeism

Members who are absent without cause for three consecutive meetings are subject to review by the Officer Team and Advisor(s) and shall be asked to show cause as to why they should retain membership.

ARTICLE V. MEETINGS

Section 1. The **SCC DEC** will hold regular weekly meetings.

Section 2. The Officer Team, with the approval of the advisor(s), is empowered to call special meetings.

ARTICLE VI. OFFICERS

Section 1. Offices

The elected officer's of **SCC DEC** shall be the President, Vice President of Activities, Vice President of Fund Raisers, Secretary/Public Information Officer, and Treasurer.

The elected officials shall appoint the **Parliamentarian/Historian**, and Associated Student Council/Student Activities Council Representative.

Section 2. Qualifications

The qualifications and duties of the officers shall be spelled out in the By-Laws of this constitution.

Section 3. Removal from Office

A **SCC DEC** officer maybe removed from office by a simple majority vote of the **SCC DEC** Officer Team, with the concurrence of the chapter advisor(s). Officers may be removed for just cause, including: failure to properly discharge their duties; issues of moral turpitude; physical, mental or emotional incapacitation; or conduct not in the best interest of **SCC DEC**.

Section 4. Elections

The President, Vice Presidents, Secretary, and Treasurer are elected prior to the last official day of spring quarter. If positions are unfilled, subsequent elections may be held at the beginning of fall or winter quarter.

The appointed officers, Parliamentarian/Historian and ASC/SAC Representative, will be chosen by the conclusion of the first week of November. If positions are unfilled, subsequent appointments may be held at the beginning of fall or winter quarter.

Section 5. Vacancy of Offices

In the event of vacancy in the Office of President, the Vice President of Activities shall take that office, and the Vice President of Fund Raisers shall take the Office of the Vice President of Activities. The club members shall elect a new Vice President of Fund Raisers.

ARTICLE VII. FINANCE

Section 1. Payment of Dues

Chapter, State and National dues shall be payable prior to Fall Orientation Leadership Conference (FOLC). Any changes in chapter dues will be determined by a **2/3** ballot vote of the chapter dues paying members at a regularly scheduled meeting, provided that a notice of proposed changes was submitted at a previous regular meeting of the club. Dues are non-refundable.

Section 2. Subsequent Payment of Dues

Dues for students entering the organization after FOLC are payable at the beginning of each quarter. Dues collected spring quarter are applied to the following year for returning students. Dues shall not be prorated.

Section 3. Voting

Only dues paying members are entitled to vote.

ARTICLE VIII. COMPETITION

A member may compete at the State Career Development Conference (SCDC) a maximum of four years. Members may not compete in the same event for more than four years.

ARTICLE IX. RULES, REGULATIONS, AND BY- LAWS

The **SCC DEC** membership shall adopt any such rules, regulations, and by-laws as necessary to operate the organization. All members of **SCC DEC** shall abide by these rules and regulations. Issues of parliamentary procedure not covered by this constitution will be resolved under the provisions of the current edition of ROBERTS RULES OF ORDER.

ARTICLE X. AMENDMENTS

This constitution may be amended with the approval of the members.

Section 1. Requirements

A $2/3$ majority vote of the voting members in attendance at a regular meeting of the club, providing attendance constitutes a quorum, will be required to amend the constitution, The providing the proposed amendment notice was submitted at one previous regular meeting of the club.

Section 2. Restrictions

Only such amendments shall be made as in keeping with the purposes stated in ARTICLE II of this constitution.

Section 3. Revisions

The Officer Team shall establish annually a committee on the Constitution to study and submit at a regular meeting recommendations for revision.

ARTICLE XI. QUORUM

A quorum shall be $2/3$ of the voting membership.

**SPOKANE COMMUNITY COLLEGE
DELTA EPSILON CHI
BY-LAWS**

Revised May 2009

Section 1. ELECTION PROCEDURES

Written evidence of individual qualifications shall be submitted to the Nominating Committee.

Officer candidates shall meet the following criteria:

- a. Present a current unofficial unsealed transcript showing a GPA of 2.5 or better, with a minimum GPA of 2.0 in each class, for the previous quarter/semester attended.
- b. Be recommended by two instructors in whose class he/she has spent at least a full quarter/semester or by one instructor and their current employer.
- c. If not a previous student and a high school graduate within 2 years a high school transcript with the above requirements.
- d. If no high school transcript is available then three letters of recommendation are needed.
- e. Plan to attend Spokane Community College for the remainder of the academic year and be an Active Member as defined in the **SCC DEC** Constitution.
- f. A letter of intent and acceptance of the responsibilities and obligations of their office as a member of **SCC DEC** Officer Team.

Section 2. DUTIES OF THE OFFICERS

PRESIDENT

The president shall preside at all meetings of the club and shall have general supervision of the affairs of the club. He/she shall be an ex officio member of the standing committees.

- a. The President shall be the official representative of the club at all college, community and Delta Epsilon Chi functions unless another representative is appointed.

b. The President, with the Officer Team, shall prepare an agenda for each meeting of the club and conduct the meeting in an orderly manner.

c. The official voting delegate at all State Association functions shall be the President, who will be designated as Director. If the President is unable to act as Director, an alternate will be selected from the club membership by the members and advisor(s).

VICE PRESIDENT OF ACTIVITIES

The Vice President of Activities shall assume the duties of the President in his/her absence.

a. The Vice President of Activities shall be the Program Chairman for all non-fundraising activities.

b. The Vice President of Activities shall conduct an orientation program for new members.

c. The Vice President of Activities shall conduct an orientation program for the activity committee chairs.

VICE PRESIDENT OF FUND RAISERS

The Vice President of Fund Raisers shall assume the responsibilities of the Vice President of Activities in his/her absence.

a. The Vice President of Fund Raisers shall coordinate a program of work for all club fund raisers.

b. The Vice President of Fund Raisers shall conduct an orientation program for fund raising committee chairs.

SECRETARY IPUBLIC INFORMATION OFFICER

The Secretary shall assume the following responsibilities:

a. Take the minutes of the meeting, which shall be as accurate record of all business transacted.

b. Conduct all correspondence of the club.

- c. Be responsible for keeping as accurate record of attendance at all SCC DEC activities.
- d. Submit all publicity and club information to the media in the form of news releases and articles.

TREASURER

The Treasurer shall receive and account for all funds which come into and are paid out of the SCC DEC chapter.

PARLIAMENTARIAN/HISTORIAN

The Parliamentarian shall:

- a. Maintain an electronic club scrapbook.
- b. Maintain a club web page.
- c. Be responsible for taking photographs at all club functions.

ASSOCIATED STUDENT COUNCIL/STUDENT ACTIVITIES COUNCIL REPRESENTATIVE

The Associated Student Council/Student Activities Council (ASC/SAC) Representative or his/her designee shall attend all Student Activities Council meetings as set for be the Student Activities Council. He/She shall submit any and all information from these meetings to **SCC DEC** members at each regular meeting, and shall return **SCC DEC** decisions regarding participation or ideas to the appropriate board.

He/She shall also have the responsibility for returning **SCC DEC** decisions regarding participation or ideas to the appropriate board.

He/She also is responsibility of the ASCISAC Representative to keep the respective boards alert as to **SCC DEC** activities.

Section 3. COMMITTEES

The Vice President(s) shall be responsible for soliciting members to serve on the committees.

- a. Powers of the committees shall be restricted to recommendations.
- b. All committees shall report to the Chapter membership and in writing to their Vice Presidents.

- c. It will be , the responsibility of the committee members to select a chair.
- d. Committees shall be established according to the operating activities of the club.

Section 4. FUNDED TRAVEL

- a. Funded travel shall include all expenses which are paid for by the school in full or part, and is related to any club function or activity, which involves travel.
- b. No student shall be funded by the school for the purpose of travel if said student's GPA is below 2.0 in any class for the current quarter and/or if said student is below **FTE** minimum.
- c. No student shall be funded by the school for the purpose of travel if said student is not enrolled for at least one credit in Delta Epsilon Chi/Leadership Training during the quarter in which travel occurs.
- d. No student shall be funded for travel if they do not have a minimum cumulative GPA of 2.0