

**DECA, INC.**  
**STATE OFFICER CODE OF PROFESSIONAL CONDUCT**

As the elected representatives of the student members of DECA's High School Division, State Officers assume and accept a high degree of responsibility to conduct themselves in a manner that brings credit to themselves, the organization and the members.

By signing this State Officer Code of Professional Conduct, individual officers agree to abide by the policies described below and to assume responsibility for their conduct while serving as a state officer. The specific areas of violation are listed to provide guidance to the officer, and are not to be considered as all-inclusive.

**Category 1. Professional Responsibilities and Standards**

As a State Officer, I will:

- A. Abide by the State Officer Dress Code while representing the association.
- B. Complete and submit all reports and assignments on time and correctly formatted.
- C. Attend and participate in all called meetings and conferences.
- D. Comply with all conference rules and regulations including curfews, dress codes, etc.
- E. Follow instructions given by the State Advisor or his/her designee.
- F. Not use tobacco products while in the presence of student members or advisors.
- G. Not use profanity or other vulgar or inappropriate language or behavior.
- H. Not lie, cheat or steal (that is not a Category 2 offense).
- I. Not engage in any activity that may be perceived as violating the rules of conduct for the function I am attending as a State Officer (follow the higher standard of conduct of either the function or the State Officer Code of Conduct).
- J. Obtain advance approval from the state officer liaison for all activities where the officer is representing DECA. Officers may not independently solicit invitations to meetings or conferences.

**Category 2. Conduct Unbecoming a State Officer**

As a State Officer, I will not:

- A. Violate the Law, including but not limited to:
  - 1. Consuming or possessing alcoholic beverages or other controlled substance.
  - 2. Theft or other felony crimes
- B. Represent someone else's work as my own.
- C. Engage in any manner of sexual conduct/harassment or other activities that may discredit the organization (includes written or verbal comments and all forms of physical contact).
- D. Discriminate against others.
- E. Violate one or more of the Professional Responsibilities and Standards.

Violations of the State Officer Code of Professional Conduct may result in removal from office. A violation does not necessarily have to be associated with the officer's representation of DECA. Violations will be documented and penalties assessed in accordance with Article VI in the New Jersey DECA Constitution.

The state advisor and officer will be notified in writing of any violation when the penalty is assessed.

I \_\_\_\_\_ of the \_\_\_\_\_ division,  
understand and agree to this Code of Conduct:

\_\_\_\_\_  
Officer Signature Date

I have read the above and understand this code of conduct as it pertains to the state officer candidate.

\_\_\_\_\_  
Parent/Guardian Signature Date

\_\_\_\_\_  
Chapter Advisor Signature Date

\_\_\_\_\_  
School Official Signature Date

NOTE: This form is to be signed by all officer candidates, their advisor, parent and school official as part of their application for state office.

Adopted by DECA Inc. Board of directors December 1998