



DELEGATE CODE OF CONDUCT

PRESIDENTIAL GOVERNANCE COMMITTEE

A Governance Committee will be appointed for the conference. The purpose of the committee will be to act upon all violations of the **Delegate Conduct Practices and Procedures** within the division. The conduct guidelines were approved by the Board of Directors for DECA Inc. and apply to adult advisors as well as student delegates.

A copy of the **Delegate Conduct Practices and Procedures** may be found in this section. The Board of Directors for DECA Inc. requires every student delegate to read and complete the Permission Form as partial completion of attendance requirements. Please make sufficient copies for your delegates to sign and return to you prior to the conference. A copy of the form may be requested during conference registration. The original copy should be kept with the chapter/chartered association advisor. PLEASE DO NOT MAIL TO DECA INC.

The chapter/chartered association advisor will be notified (in writing) of all violations. Notices may require the committee to assemble and take such action as is outlined in the **Delegate Conduct Practices and Procedures**.

CODE OF ETHICS FOR ADULT ADVISORS

DECA programs offer college and career preparation to those students who have a career interest in the fields of marketing, entrepreneurship, finance, hospitality and management. Individual conduct and appearance is a phase of this training.

The rules as stated in the Delegate Conduct Practices and Procedures and the Dress Code are called to your attention for review and should govern the behavior of advisors as well as students.

Since a good example is one method of teaching, and students participating in the conference are impressionable, a **Code of Ethics** is set for adult advisors. It becomes the responsibility of each and every participant to see that proper conduct is adhered to at all times.

- Advisors shall conduct daily meetings with participants for progress reports, time schedules and other activities.
- Advisors shall keep an agenda for each student in order that they may be reached at any time during the conference.
- Each chapter/association shall arrange to have one advisor on call at all times.
- Each advisor shall be responsible for seeing that participants adhere to all conduct practices and procedures.



DELEGATE CONDUCT PRACTICES AND PROCEDURES

The Board of Directors for DECA Inc. requires each delegate attending any DECA conference to read and complete the **Attendance Permission Form** and return to the **DECA chapter advisor** as partial completion of attendance requirements.

- The term “delegate” shall mean any DECA member, including advisors, attending conferences (high school, collegiate, alumni, professional).
- There shall be no defacing of public property. Any damage to any property or furnishing in the hotel rooms or building must be paid for by the individual or chapter responsible.
- Delegates must wear identification badges and wristbands at all times.
- Delegates shall refrain from using inappropriate or profane language at all times.
- Delegates shall refrain from verbal, physical or sexual harassment, hazing or name-calling.
- Delegates shall respect the rights and safety of other hotel guests.
- Delegates shall not possess alcoholic beverages, narcotics or weapons in any form at any time under any circumstances.
- Delegates shall refrain from gambling—playing cards, dice or games of chance for money or other things of value.
- Use of tobacco products by delegates is prohibited at all DECA functions.
- Delegates must adhere to the dress code at all times.
- Delegates must not dress or behave in a manner that can be interpreted as sexually explicit.
- Students shall keep their adult advisors informed of their activities and whereabouts at all times.
- No delegate shall leave the hotel (except for authorized events) unless permission has been received from the chapter advisors.
- Delegates should be prompt and prepared for all activities.
- Delegates should be financially prepared for all activities.
- Delegates are required to attend all sessions and activities assigned including workshops, competitive events, committee meetings, etc., for which they are registered unless engaged in some specific assignment scheduled at the same time.
- Delegates will spend nights at their assigned hotel and in their assigned room. No guests allowed during curfew hours. Delegates will be quiet at curfew.
- Curfew will be enforced. Curfew means the delegate will be in his/her assigned room.
- Chapter advisors/chaperones will be responsible for delegates’ conduct.
- Delegates ignoring or violating any of the above rules will subject their entire delegation to being unseated and their candidates or competitive events participants to being disqualified. Individual delegates may be sent home immediately at their own expense.
- Tasteful casual wear will be accepted during specific social functions as designated during orientation.



ATTENDANCE PERMISSION FORM

Conference _____

Chartered Association _____

Chapter _____

ATTENDANCE

This is to certify that _____

has my permission to attend the above named DECA activity. I also do hereby, on behalf of the above student, absolve and release the school officials, the DECA chapter advisors and the assigned chartered association DECA staff from any claims for personal injuries or illness which might be sustained while he/she is en route to and from or during the DECA-sponsored activity.

EMERGENCY

I authorize the advisor to secure the services of a physician or hospital, and to incur the expenses for necessary services in the event of accident or illness, and I will provide for the payment of these costs.

We have read and agree to abide by the DECA Code of Conduct. We also agree that the school officials, the DECA chapter advisors, the association DECA staff, or the conference conduct committee have the right to send the above student home from the activity at our expense, provided that he/she has violated the Code of Conduct and/or his/her conduct has become a detriment.

Student Signature

Parent/Guardian Signature

School Official Signature

Chapter Advisor Signature

Phone

Cell Phone



ADVISOR ASSURANCE FORM

Conference _____

Chartered Association _____

Chapter _____

I certify that a permission form that includes an explanation of the conference dress code has been completed for each student attending this conference.

Chapter Advisor Signature

Cell Phone

This form should be submitted at conference registration.