



**State Officer
Application &
Handbook
Mississippi
DECA 2024-2025**

Mississippi Department of Education - CTSO
MISSISSIPPI APPLICATION FOR STATE DECA OFFICER CANDIDATE
Due by December 18, 2023 – Pages 1-8 (ALL HIGHLIGHTED AREAS)

Mail completed packet to:

Mississippi Department of Education-CTSO - MS DECA, P.O. Box 771, Jackson, MS 39205

Scan or mail completed signed to plee@mdek12.org by December 18, 2023

Original application must be on file with MS DECA State Coordinator by the end of January 12, 2024,

Must complete all highlighted sections

OFFICE APPLYING FOR: _____

1. Name: _____ Cell Phone: _____
E-mail Address: _____
Mailing Address: _____
Year in School: _____ Birth Date: _____ Age: _____
DECA Chapter: _____
DECA Advisor: _____
Advisor Email Address _____ Advisor Cell Phone: _____

2. Date you became an active DECA member: _____

3. Your activities in DECA (office held, etc.): _____

4. Your activities in any other youth, civic, school, or church group: _____

5. I wish to serve as a state officer because _____

I certify that this student has maintained at least an 80 average overall for the past two semesters of school. Signatures may NOT be e-signatures.

Student Signature: _____ Date: _____

Advisor Signature: _____ Date: _____

Director/Principal: _____ Date: _____

I understand that I will be **REQUIRED** to attend all meetings listed below including overnight meetings. Overnight stays are **REQUIRED**. ALL MEETINGS ARE IMPORTANT. I will discuss the mandatory attendance of these meetings with my parents, my advisor and my school administration. The advisor and/or principal/director is also aware that they are to participate in all meetings also. Most of these meetings will include weekends and will require my missing some school and/or work.

- A. **REQUIRED**: Initial DECA Executive Council Meeting – During the month of March, 2-3 days Approximate cost to officer/advisor: \$250.00 for yearly state officer uniform.
- B. **REQUIRED**: International Career Development Conference - Mid- Late April , 5-6 days
Officer and advisor/chaperone are to arrive the day prior to opening session by 4:00 p.m. and remain until the END of the closing session. If the officer does not participate in all of the following, they must reimburse MS DECA for all expenses including uniforms: 1. Opening session, 2. Officer Leadership training (unless verified competing during the time of the training), 3. Voting Delegate Briefing, 4. ALL Caucusing, 5. Voting Delegate Session and 6. Closing Session. Approximate cost to officer: transportation, meals, miscellaneous. Approximate cost to advisor: registration, room, transportation, meals, miscellaneous.
- C. **REQUIRED**: DECA Executive Council Meeting - Late May – August, 1-2 days
Approximate cost to officer/advisor: Must have transportation. Location TBA
- D. **REQUIRED**: DECA Fall Leadership Conference – October/November, 1-2 days or 2 nights Approximate cost to officer: transportation, meals, and miscellaneous expenses. Approximate cost to advisor: registration, room, transportation, meals, miscellaneous. Location TBA
- E. **REQUIRED**: Winter DECA Executive Council Planning – September – December, 2-3 days Approximate cost to officer/advisor: Must have transportation and during this meeting we will do a Santa exchange. Location TBA
- F. **REQUIRED**: District Competition Conferences – December - January, 1-2 days maximum
Approximate cost to officer: transportation, meals. All officers **MUST** attend their chapter’s District Conference and may attend one other if needed and allowed by the local school district. Locations TBA
- G. **REQUIRED**: DECA State Career Development Conference – mid-February, 3-4 days. Approximate cost to officer: transportation, meals, miscellaneous. Approximate cost to advisor: room, transportation, meals, miscellaneous. Location TBA. If funds are available, the registration and housing will be paid by MS DECA for students.

I understand that signing these forms will require me to incur expenses associated with being a state officer of the Mississippi Association of DECA. Signatures may NOT be e-signatures.

Director/Principal Signature: _____ Date: _____

Student Signature _____ Date: _____

Parent/Guardian Signature _____ Date: _____

Advisor Signature _____ Date: _____

State Officer Code of Conduct

"I agree to follow the State DECA Officer Code of Conduct as well as the general code of conduct while I am representing the Mississippi Association of DECA as a member of the State Officer Team"

1. I shall keep the State Officer Coordinator and my advisor informed of my whereabouts and activities at all times, where the activities are an official function of my office, or while I am in their charge. I must ask the State Officer Coordinator and Officer Advisor if any deviation from any agenda or rooming situation is necessary. This deviation from the agenda or rooming situation **MUST be approved by the State DECA Advisor AND your Chapter Advisor**. If not approved, removal from office will occur.
2. I shall be prompt, dressed properly, and prepared at all times. I will honor all curfew and will not be in a hotel room with any other students other than the assigned rooming list (and no other person is allowed access into the state officer room at any time) unless the state officer coordinator calls a meeting in a room.
3. When not in uniform, example in lobby or outside activities, I will still dress tastefully (no PJs, bathing suits, short shorts, etc.) Shoes must be worn at all times outside of the hotel room. No night attire or house shoes are to be worn outside the hotel room at any time. No other students or non-advisors are allowed in my assigned hotel room other than those on the official rooming list provided by the state advisor. Officers will room with other officers as assigned by the State DECA Advisor.
4. When in uniform I will stay in my complete uniform to include shoes and the Official DECA Blazer until I am inside my assigned hotel room. All rules that are applicable to a DECA member are also applicable to me.
5. If other situations arise that are not covered by the Code of Conduct for State DECA Officers, I shall use my best judgment in the situation. Above all, I will try to act in such a way that I will reflect positively on the Mississippi's Association of DECA.

Other Dress Code Regulations:

- Grooming: All officers must remain properly groomed when representing MS DECA or at any MS DECA Conference.
- Piercings and Tattoos: No visible piercings (other than one set of earrings for females) and tattoos (this includes tongue rings).
- Hair: Color must be a natural color and styling must be neat and of a business acceptable cut.
- Jewelry and other Accessories: Must be approved by the state officer coordinator. Uniforms will be matching and all officers must wear all parts of those matching uniforms. "All for one and one for all".
- Nails: Must be of normal length and should not be decorated with anything other than business appropriate nail polish color (clear or French nails only). Must be rounded off in a business length and shape.
- Name Badge: Must be worn on the right lapel of the DECA blazer.
- State Officer Pin: Must be worn on the left lapel of the DECA Blazer

Signatures may NOT be e-signatures

By signing this I am agreeing to allow Pamela Lee to contact _____ by email, phone, or text concerning DECA business only. (Officer Candidate name)

Student Signature _____ Date _____

Parent Signature _____ Date _____

Advisor Signature _____ Date _____

STATE OFFICER CONTRACT

As a State Officer, you have the responsibility to represent all members of the organization. Your conduct must be exemplary at all times while representing the organization. You will have an opportunity to meet students, advisors, administrators, business, and industry during your term of office. Your actions will set a standard for all Career & Technical Student Organizations members to follow. When you sign this **State Officer Contract**, it should be with the understanding that your obligations are great, as are the rewards of serving your fellow members. You will also be reaffirming the ideals of Career & Technical Student Organizations.

As a Career & Technical Student Organization State Officer of Mississippi,
I agree to adhere to the following rules and regulations:

1. **I will, at all times, respect all public and private property.**
2. I will spend each night in the room to which I am assigned to bond as a team.
3. **I will abide by the curfew established and shall respect the rights of others.**
4. I will not be in the sleeping room with a member of the opposite sex at any time.
5. **I will not use alcoholic beverages or illegal substances.**
6. I will not leave the room to which I am assigned after curfew without the express permission of the State Officer Coordinator AND my Advisor.
7. I will not allow anyone other than the state advisor or my advisor in my room at any time. Visiting with others MUST take place in the Lobby only.
8. **I will conduct myself in a professional manner and will be exemplary at all times, during and outside of my organization's functions.**
9. **I will forfeit my office if I leave school before completing my training program, am suspended, or expelled or graduate prior to the end of my contract. I will also reimburse MS DECA for any incurred expenses prior to or during any dismissal from school.**
10. **I will respect authority at all times.**
11. **I will keep the assigned person informed of my whereabouts at all times.**
12. **I will respect DECA by not smoking at ANY DECA functions or activities.**
13. **I will attend all activities for which I am assigned/registered and will be on time to all functions and assignments. This includes the entire time of all functions and assignments.**
14. **I will adhere to the dress code at all times.**
15. **I will send my requested reports to be received by the assigned date regardless of my other activities.**
16. **I will strive to maintain above average grades in all my classes.**
17. **I will attend school each day it is in session, unless I am on official school related business or ill. I will make up all work missed.**
18. **I will remember my organization is sponsored by the Mississippi Department of Education, Office of Career and Technical Education and the Office of Student Organizations.**
19. **I will submit my name on a membership roster and dues as a member for the year in which I am an officer.**
20. **I will avoid places and activities which in any way would raise questions as to my moral character or conduct.**
21. **I will keep all of my social media pages in such a way that it would never embarrass me, my family, my chapter or MS DECA. I will not post threatening or inappropriate posts on other social media sites.**
22. **I will use good judgment, show enthusiasm for my assignments, and always work with dignity and in a manner befitting a State Officer.**
23. **I will be in DECA uniform of the day during all conferences at all times.**
24. I will reimburse MS DECA for any expenses (uniforms, registration, hotel, food, etc.) incurred on my behalf in the event I resign or am removed from office.
25. In the event an officer misses 30 % of a scheduled meeting or conference, they will be responsible for the reimbursement of all cost associated with that conference or meeting. If 30% or more of a scheduled meeting or conference is missed, no reimbursements for that meeting/conference will be given and the officer will be placed on probation. This would not apply to a pre-approved school-related function.

Your greatest challenge as an Officer will be to exemplify outstanding qualities of leadership as you meet hundreds of members during the year. If you succeed in inspiring members to plan and reach for higher goals in self-improvement; if you will influence others to develop themselves through their participation in many organizational activities and to practice their belief in the organization's creed; if you can serve as a guide to all organizational members to help them to develop those qualities of leadership which an organization member should possess and take pride in - - - then you will have performed your duties well.

I have read, studied and understood the above points. If the State Officer's Contract is violated, the state advisor will contact my local advisor. My local advisor will contact my school principal/director, and my parents will be contacted.

I will carry out my responsibilities in accordance with these statements. I understand I can be removed from office at any time by my organization's State Executive Board/Council if I do not completely adhere to these established standards for a CTSO State Officer. Signatures may NOT be e-signatures

Violation of the state officer conduct will result in travel restrictions of 1-3 conferences or removal from office. A violation of the state officer contract does not have to be associated with the officer's representation of DECA. Violation(s) will be documented and penalties assessed by the State DECA Advisor. Officers may appeal the decision to the CTSO Director.

I, _____, candidate for _____ of the DECA understand and agree to this Code of Conduct.

Officer's Signature

Date

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

Parent/Guardian Signature

Date

Local Advisor's Signature

Date

Local Principal/Director Signature

Date

Organization: Mississippi Association of DECA

**Return by December 18, 2023 to:
DECA State Advisor
Mississippi Department of Education
Office of Student Organizations,
P.O. Box 771
Jackson, MS 39205**

***If scanned and e-mailed, originals MUST be on file prior to the date of the school's district conference
Original application must be on file with MS DECA State Advisor by January 12, 2024 or the student will be
unable to run for the office.***

STATE OFFICER ADVISOR RESPONSIBILITIES

As a State Officer Advisor, some of the responsibilities include:

1. Accompany your State Officer(s) in attendance at ALL Official State DECA and State Career & Technical State Officer meetings including, but not limited to, **the Fall Leadership Conference, State Career & Technical Officer meeting, workshops, District Conferences and the meeting times assigned by the State Advisor or his or her designee at the International Career Development Conference.** Overnight stays are **required** for the officer meetings, Fall Leadership Conference, Mississippi Career Development Conference and the International Career Development Conference. **If not able to personally remain with the officer(s), an adult approved by your school will accompany the officer(s) and that name will be given to the State DECA Coordinator prior to the conference/meeting.**
2. **Carefully review and explain the State Officer Candidate Agreement Form and Code of Ethics with your officer(s). Make sure that each Officer Candidate understands the DECA Chain of Command.**
3. **Set aside time as needed to meet with your officer(s) to review any DECA activities, assignments, etc.**
4. **Make sure your officer(s) maintains an “80” average or better in all courses while serving as a State Officer. If that state officer does not maintain an “80” average or better, that officer may be removed from office forfeiting any money that MS DECA has expended.**
5. **Make sure your officer(s) has a good working knowledge of the DECA State Constitution, Bylaws, and Robert’s Rules of Order.**
6. **Always have your State Officer(s) follow all rules and regulations at all times throughout his or her term of office. He or she should set examples for the other DECA members.**
7. **Always have your State Officer(s) to follow “DECA Time,” which means to be fifteen (15) minutes early for activities/events.**
8. **Impress upon your officer(s) he or she is part of a team and will need to work with others. He or she must do his or her part to make the team function successful.**
9. **Your responsibility to your State Officer(s) and Mississippi DECA is a big one. Your State Officer(s) would struggle to be successful without you.**

I have read, understand, and will abide by the State Officer Advisor responsibilities. Signatures may NOT be e-signatures

Advisor Signature

Date

Principal/Director Signature

Date

GUIDELINES FOR STATE OFFICER CAMPAIGNING

If these rules are not followed, your State Officer Candidate will be **DISQUALIFIED.**

- Decorations are allowed on the 6' display table provided. Table locations will be assigned prior to the Conference and cannot be changed. Electricity is not provided. Tables are to be staffed at all times during the officer candidates rally. All campaigning must take place in this designated area **ONLY**.
- All campaign signs are to be confined to the campaign booth and may be displayed during that officer candidate's speech, but not before or after the speech. No signs may be posted to any walls or distributed out of the campaign area.
- Only one giveaway allowed; **no food/drink of any kind. No drawings allowed for prizes.**
- The members of your chapter assisting with the campaign are limited to a **maximum** of four additional students.
- All members of your chapter assisting with the campaign are to remain in the designated campaign area. There may not be more than five members of your chapter (including the candidate) campaigning at any given time.
- The candidate is responsible for the actions of his/her campaign workers. Please advise them of rules and regulations.
- Each campaign officer candidate is responsible for cleaning up his or her area after the campaign rally.
- Candidates, representatives, and advisors of candidates may not be at the doors of the room in which voting takes place.
- An officer candidate may **not** serve as a voting delegate.
- After qualifying, candidate may begin campaigning by giving speeches at District Conferences, and through emailing/ mailing, and social media campaign to chapters and DECA members.
- The campaign and election will take place on Friday morning at the State CDC.
- **Signatures may NOT be e-signatures – ALL originals of this document must be in the hands of the State DECA Coordinator at the time of the District Conference designated to the candidate.**

Officer Candidate Signature

Officer Candidate Advisor Signature

The purpose of the State DECA Officer Candidate booklet is to inform prospective State Officer Candidates of the responsibilities, requirements, qualifications, and duties expected of a State DECA Officer. A DECA member interested in qualifying to run for a State Office position should carefully study this information and evaluate his or her purpose in seeking an office. You will be the future of DECA, leading the Mississippi Association to new horizons.

MISSISSIPPI ASSOCIATION OF DECA
State Officer Candidate Information

The Chartered Association needs Good State Officers. Many of you have excellent students who would do a fine job serving as a State Officer. **We need your expertise and the enthusiasm of your students to help the Mississippi Association of DECA prosper.**

Please join us in building our State Association! **The screening process begins with this application and continues at your District Conference held in January. The process is briefly described as follows:**

Requirements to Become a State Officer:

1. **Be an active member of a local DECA Chapter with State and National dues paid for current school year.**
2. **Be a sophomore or a junior in the year he or she is running as a candidate for state office.**
3. **Maintain an “80” average minimum for the previous two semesters – fall and spring of the previous year.**
4. **Maintain an “80” average minimum in all courses while serving the term of office.**
5. **Have a working knowledge of the State Constitution, by-laws and parliamentary procedure.**
6. **Be willing to follow all rules and regulations at all times – candidacy throughout term in office.**
7. **Complete and return on time the requested forms and information by the deadline.**
8. **Successfully complete the screening process at the District Conference which includes:**
 - a. **Each officer candidate will have at least a five-minute interview with a panel of judges to discuss why he or she wants to be a State Officer. This will take place at your District Conference with current DECA officers and/or an adult assigned. The candidate MUST pass (60% or above) the interview. Rubric attached at the end of this document**
 - b. **Each officer candidate will give a 60-90 second qualifying speech at their District Conference based on the officer candidate speech theme of that year. Each District officer candidate will give a 2-3 minute speech based on the candidate theme at their District Conference. Each State candidate will give a 2-3 minute speech at the State Conference based on the candidate theme.**
9. **All Presidential candidates should be an active member of DECA for a minimum of one complete year to help ensure knowledge of the organization. This means the candidate must have participated in competition. This also allows the advisor to observe the student for a complete year and so that the candidate can demonstrate leadership and civic skills to the advisor.**

The Mississippi Chartered Association of DECA has 9 elected State Officers and one Chairman of the Board selected by the previous year's State Action Team. The elected positions include:

State President
Vice-President of Leadership (State Vice-President)
Secretary (State Vice-President of Communications)
Reporter (State Vice-President of Marketing)
District Coordinators I-V (Vice-Presidents)

Each prospective State Officer candidate should realize his or her responsibility to the following groups, if elected:

1. To the Organization

- Your foremost responsibility as a State Officer is to professionally represent thousands of Mississippi DECA members throughout the State of Mississippi.
- The entire organization will be judged by the impression others have of you. Consequently, you must always be mindful of the image you project.
- You are charged with the responsibility of developing enthusiasm whenever you speak officially for DECA and projecting a professional student leader image.
- The growth and prosperity of Mississippi DECA during your term of office will depend on the performance of your duties.
- You are to attend all District and State DECA meetings that relate to your office and to be prepared for all activities in advance.

2. To DECA Members

- As a State Officer, you have the challenge of providing guidance, leadership and inspiration to all members of DECA.
- The example which you set will affect each member's enthusiasm, involvement, and emotions toward DECA.
- You must at all times exhibit the qualities of leadership that will contribute to the growth of DECA through its many members.
- You will inspire leadership in direct proportion to the degree that you, as an individual, give leadership.
- In reaching for higher goals and self-improvement of you, so will those persons you meet desire for self-improvement and attainment of higher goals.

3. To Self and Family

- You have a responsibility to yourself and to your family.
- In selecting your priorities, keep in mind that DECA does not take preference over your education.
- Vince Lombardi said, "Winning isn't everything, but wanting to win is." You owe yourself the obligation to "want to succeed," to achieve as much as you can and to be the best that you can be.
- Keep your parents informed of what you do in DECA. Their support and guidance are very important to your success as an officer.

4. **Your Local Chapter**
 - Because of the State DECA activities you will be actively involved in, you may have less time that you would like to spend on local chapter activities.
 - Do as much as humanly possible, but don't accept responsibilities you don't have time to complete.
 - Give support to your local chapter. Let them know what you are doing as a State Officer.
 - Don't dominate chapter meetings or discussions. Have the President add you to the agenda if you have a report to give on State or District activities.
 - When at State DECA activities, you are a member of a State and not a member of your local chapter. This may mean missing chapter meetings and other activities.

5. **To Your Chapter Advisor**
 - It is extremely important that you keep your chapter advisor informed of your activities at all times. It is suggested that you schedule a ten-minute meeting with your advisor each week for the purpose of discussing State activities.
 - Your chapter advisor's encouragement and support are very important. Don't expect special privileges from your advisor because you are a State Officer.
 - Make sure all your classroom work is completed on time. If a time extension is needed, talk to your advisor.

6. **To the State**
 - Send in all reports and requested information on time. Copies of all DECA correspondence should be copied and forwarded to the State Office except for personal items. All your correspondence is filed for future reference and for next year's officers.
 - Be on DECA time for all meetings and activities – 15 minutes early. Call if you are going to be late or change plans.

7. **To your District Chapters**
 - Request the name and home addresses of all the Chapter Presidents. Send out all meeting notices and agendas two weeks in advance. Plan or assist in the planning of all District activities.
 - Attend District activities. Be prepared. Listen to everyone's ideas. Have an open mind.

8. **To your Employer**
 - Request time off for DECA activities as soon as possible. Keep them informed of our DECA activities. They will be more supportive if they understand what you are doing.



DUTIES AND RESPONSIBILITIES OF STATE OFFICERS

President – The office of President of the Mississippi Association of DECA is one of great prestige and greater responsibility. The President is the leader of this organization and he or she must portray a positive image at all times because of the thousands of members he/she represents throughout the state. The President is a part of the officer team and works together with the team to make decisions.

As a leader, the President should always keep the fundamental aim of the organization in mind. At the same time, he or she must not forget that the organization is comprised of human beings. Each has personal aims and aspirations he or she attempts to express through the organization. A good leader recognizes the sentiments and prejudices of each member and tempers with human understanding his or her zeal for accomplishing the goal of the organization.

The President should make contacts both inside and outside the Chartered Association. Outside the Chartered Association, he or she should keep a steady correspondence with the Southern Region Vice-President, the National President, officers in other levels of DECA, and staff in the National Office in Reston, Virginia. The idea is to let other people know what is going on in your State and to keep an influx of new ideas coming in to our Chartered Association. Communication is a must, and the President is primarily responsible for this flow of information.

The President will travel to various meetings of educators and business leaders to promote DECA. You must show a great deal of professionalism. The DECA Diamond shines when polished, thus the President must shine at these meetings. The President will:

- Provide an update on events during the past year of Mississippi DECA at International Career Development Conference.
- Participate in the “Parade of Flags” during Opening General Session.
- Assist the State Coordinator with unloading and setting up conference headquarters at conferences.
- Preside at all board meetings. President will preside at Fall and State Leadership Conferences
- Provide frequent emails to officer team regarding responsibilities coming due and copy to State Coordinator. President shall also regularly communicate with State Coordinator.
- Exhibit positive leadership by promoting a positive attitude with all officers and advisors.

There is a cost for being a State Officer. The price of your uniforms and some expenses on trips comprise the monetary cost. The cost of time is very high; but the rewards of this position outweigh the responsibilities. The office of State President is an experience he or she will greatly benefit from and long remember.

The President must be a second year active member of DECA to help ensure knowledge of the organization. The President is elected by a majority of the voting delegates at the State Career Development Conference.

Vice-President of Leadership (Vice-President) – The office of the Vice-President of Leadership in the Mississippi Association of DECA is one of extreme importance. The Vice-President of Leadership must work to ensure the prosperity and the success of the DECA in the State of Mississippi.

The Vice-President of Leadership presides over meetings when the President is absent. When acting in the absence of the President, the Vice-President of Leadership has all the powers, duties, privileges, and responsibilities of the President. He or she also takes the chair when the President steps down to debate an issue. He or she presides until the business that the President debated is resolved. Presiding over the business session of a meeting is a duty that must be performed by the President or Vice-President. This power may be delegated to other officers or a member if there are no other alternatives available.

The Vice-President of Leadership is responsible for recording the history of the Mississippi Association of DECA. Each year the slate of officers and pertinent information about the Chartered Association should be compiled for future references. The Vice-President of Leadership will:

- Preside over Board meetings in the absence of the President and other duties as assigned to President, in their absence.
- Assist State Coordinator with unloading and setting up conference headquarters at conferences.
- Exhibit positive leadership by promoting a positive attitude with all officers and advisors.

The Vice-President of Leadership is elected by a majority of the voting delegates at the State Career Development Conference.

Vice-President of Communications (Secretary) – The Vice-President of Communications is the recording officer of the assembly and the custodian of the association's records, except those specifically assigned to another officer. These records are open to inspection by members at any reasonable time. The Vice-President of Communications will:

- Exhibit positive leadership by promoting a positive attitude with all officers and advisors.
- Assist the State Coordinator with unloading and setting up conference headquarters at conferences.
- Keep the official records of all business conducted at Executive Council meetings. Notes should be taken on all motions made during the meetings. This record and the minutes are signed and filed by the Vice-President of Communications and the State Coordinator. The minutes contain the following essential information:
 - The name of the organization, date, and place of the meeting, and who was present.
 - Whether the minutes of the last meeting were accepted or accepted as amended
 - The time the meeting was called to order, who presided and the time of adjournment.

The Vice-President of Communications is elected by a majority of the voting delegates at the State Career Development Conference.

Vice-President of Marketing (Reporter) - Correspond with all DECA chapters to encourage them to submit articles to be placed on MS DECA website. The Vice-President of Marketing shall send any obtained information concerning MS DECA Chapters to the State/National official publications after approval from State Coordinator. An extremely important responsibility of the Vice-President of Marketing is the publication of vital information on the state website for students and advisors. Communication with all chapters is the key to success with the state website. The Vice-President of Marketing must possess good organization and writing skills.

- Prepare and regularly update website and social media for DECA members
- Promote district meetings and state conferences by taking pictures and publishing pictures and articles on MS DECA website and social media
- Assist the State Coordinator with unloading and setting up conference headquarters at conferences.
- Submit news releases and take photos of DECA activities for inclusion on the MS DECA website and social media with approval from State Coordinator
- Publish yearly community service activity for State (due by September 30th)
- Exhibit positive leadership by promoting a positive attitude with all officers and advisors.

The Vice-President of Marketing is elected by a majority of the voting delegates at the State Career Development Conference.

District Coordinators (District Vice-President) – The District Coordinator holds a very essential position on the DECA State Action Team. The job, if properly done, demands time, dedication, and organization.

The District Coordinator is responsible for keeping all chapters within his or her District informed of Chartered Association activities. Local chapters may invite District Coordinators to install their chapter officers and make presentations to their members. If at all possible, he or she should make a special effort to accept these invitations. The District Coordinator will:

- Prepare and send letters to all chapters in their area regarding district conferences
- Assist the State Coordinator with unloading and setting up conference headquarters at conferences.
- Regularly promote MS DECA within your district
- Assist District Coordinator Advisor in planning and execution of District Conference.
- Exhibit positive leadership by promoting a positive attitude with all officers and advisors.

The District Coordinator is elected by majority of the voting delegates from his or her District delegates at the State Career Development Conferences.

PLEASE NOTE THE FOLLOWING

The candidates must have submitted their application to the State Coordinator by the date published for the office for which he or she is running. If there are vacant offices, the State Coordinator may fill those vacancies with officer candidates who qualified and ran campaigns at the State Conference and, if no qualified officers are available, may contact a school with a current officer to see if there is another available to serve. There is a cost for being a State Officer. The price of your uniforms and some expenses on trips comprise the monetary cost. The cost of time is very high; but the rewards of these positions outweigh the responsibilities.

MISSISSIPPI DECA CONSTITUTION AND BYLAWS
AS AMENDED February 17, 2017

ARTICLE I – NAME

The official name of this organization shall be the “Mississippi DECA Association High School Division.” The letters “DECA” may be officially used to designate this association.

ARTICLE II – PURPOSES

The purposes of this organization are

1. To assist international, state, and local associations in the growth and development of DECA
2. To develop leadership and a respect for education in marketing, business, finance, and hospitality and tourism which will contribute to career and technical competence
3. To promote understanding and appreciation for the responsibilities of citizenship in our free, competitive enterprise system
4. To develop an appreciation for civic and social opportunities

ARTICLE III – ORGANIZATION

Section A: The Mississippi DECA Association, High School Division, is an organization of local associations, each operating in accordance with a charter granted by Mississippi DECA Association, High School Division, formerly known as the Mississippi Association of Distributive Education Clubs of America, and Mississippi DECA – An Association of Marketing Students.

Section B: This Mississippi DECA Association, High School Division, shall be composed of high school students only. This association shall have an Executive Council of officers who shall be elected annually by its voting delegates.

The representation of the Executive Council shall be as follows:

1. All State Officers and their advisors.
2. The State DECA Coordinator, Office of Career and Technical Student Organizations.
3. The High School Division shall be divided into districts. “The High School Division shall be realigned at the discretion of the State Advisor based on geographic and membership shifts.”

Section C. The Mississippi DECA Association of Marketing Students, High School Division, shall have an Advisory Committee as an advisory group to the Executive Council and it shall be composed of the following:

1. The State DECA Coordinator
2. One coordinator from each district of the Mississippi DECA Association of Marketing Students, High School Division, to be selected by the State DECA Coordinator
3. A high school administrator, to be selected by the State DECA Coordinator
4. A business representative, to be selected by the State DECA Coordinator
5. Outstanding officer from previous year--If this person is called upon to attend a conference, it is his/her choice.

ARTICLE IV--MEMBERSHIP

Section A. The classes of membership that shall be recognized are as follows:

1. Active members
 - a. Career Pathway, marketing, management, finance, entrepreneurship or hospitality and tourism
 - b. Students enrolled in a career and technical program
 - c. Students enrolled in any Marketing, business, management, finance, entrepreneurship, WBL or hospitality and tourism academic or career and technical course
2. Honorary members – can neither hold office and may not serve as a voting delegate.
3. Alumni members – can neither hold office and may not serve as a voting delegate.
4. Professional members – can neither hold office and may not serve as a voting delegate.

Section B. The qualifications for members shall be as follows:

1. “Active members” shall be students enrolled in a high school academic or career and technical program of Marketing, Management, Finance, Entrepreneurship, Hospitality and Tourism and Career Pathway Experience or any business or entrepreneurship course as approved by the State Plan for Career Pathway Experience, the Business Cluster, Hospitality and Tourism Cluster or Business Career Academies. Active members must pay dues as established by DECA and will be eligible to hold state or national offices and to participate in the State or National competitive activities.
2. An active member may serve as a voting delegate or may otherwise represent his/her chapter or state in any DECA affair within his/her own division.
3. High school active members shall be 9th, 10th, 11th, or 12th grade students in the Career Pathway Experience classes, Business Cluster classes, Business Cluster Career Academies, Hospitality and Tourism Cluster, or any academic or career and technical business, hospitality and tourism, WBL, or entrepreneurship course.
4. Active members can also include students who have taken a Career Pathway Experience, Business Cluster, Hospitality and Tourism Cluster, Business or Entrepreneurship class and achieved at least a “C” average with no disciplinary or attendance problems. High school students in this category would be a high school student in his/her sophomore, junior or senior year. He/she would be able to serve as a voting delegate, compete in all levels of competition, and/or hold a state or national office of DECA. This option of active membership would be at the direction of each advisor.
5. Honorary members shall be any individual making a contribution to the field of the business or hospitality and tourism cluster or to the Mississippi DECA Association, High School Division. Honorary members must be approved by the Executive Council of the High School Division.

6. Alumni members shall be any individual who has been a member of a DECA chapter during their time in high school or college.
7. Professional members shall be any adult who is working full time in a field of education, marketing, management, hospitality and tourism, or finance.

ARTICLE V -- MEETINGS

- Section A. A State Leadership Conference shall be held every year at the time and place selected by the State DECA Coordinator. This State Leadership Conference shall be the official annual meeting of the Mississippi DECA Association, High School Division.
- Section B. Special meetings and committee meeting shall be called by the State DECA Coordinator.
- Section C. Parliamentary procedures of all meetings will be governed by the Robert’s Rule of Order, Revised.

ARTICLE VI -- OFFICERS

- Section A. The officers of the Mississippi DECA Association of Marketing Students, High School Division, shall consist of the following:
1. President
 2. Vice-President of Leadership
 3. Vice-President of Communications
 4. Vice-President of Marketing
 5. District Coordinator from each of the districts

- Section B. All officers, except District Coordinators, shall be elected by a majority of the voting delegates at the State Career Development Conference (CDC) of DECA.

District Coordinators shall be elected by a majority of the voting delegates of their respective districts at the State Career Development Conference. The Chair of the Board shall be elected by the outgoing State officers and serve on the Collegiate DECA Board of Directors as the liaison.

- Section C. All officers shall be elected by secret ballot.

- Section D. Each chapter shall be allowed voting delegates according to the following scale:

Members	Number of Delegates
1 – 15	1 delegate
16- 30	2 delegates
31 – 45	3 delegates
46 – 60	4 delegates
60 – up	5 delegates

- Section E. The officers elected at the State Career Development Conference shall continue to hold office until the close of the next annual State CDC.

Section F. A record shall be kept of the results. In case of resignation of a State Officer, the runner-up for the said office shall succeed to fill the said vacancy, except for the office of the president. If there is no runner-up, the State DECA Coordinator may choose to appoint a person to fill the vacancy and may fill any office that is not filled at the time of elections.

ARTICLE VII-PROCEDURES FOR NOMINATING STATE OFFICERS

Section A. Any local chapter proposing a candidate for State Office shall submit the student's name and credentials to the State Coordinator at least 20 days before the first District Conference begins. During the District Conference, all officer candidates will be interviewed and tested; and the approved slate will be announced during the State CDC. If a State Officer who is presently holding office chooses to run for a second-term (granted he/she is eligible), he/she should run for a higher office than the one presently serving, but this is not required. Speeches and/or demonstrations on behalf of approved candidates at the State CDC are limited to a maximum of three minutes.

Section B. Each candidate for State Office shall have the following qualifications:

1. Be an active member of a local DECA Chapter
2. Be an active paid member of the State and National DECA organization
3. Show a working knowledge of how to conduct a meeting by taking a test on the essentials of good parliamentary procedures
4. Have a good speaking voice and make a good personal appearance
5. Have a working knowledge of the State Constitution and By-laws
6. Maintain an "80" average or better for the two semesters prior to running for office
7. Be a sophomore or junior in the year that he/she is a candidate for a State Office.

ARTICLE VIII--FINANCE

Section A. Local chapters shall be responsible for State and National dues according to the number of individual members.

Section B. The dues for the Mississippi DECA Association, High School Division, shall be six dollars (\$6.00) for each succeeding year unless changed by a majority of the voting delegates at the State CDC. (National membership is \$8.00)

Section C. All membership dues shall be made payable to and received by National DECA.

Section D. All organization funds shall be deposited in the bank that is chosen by the State Department of Education, Office of Accounting.

Section E. All funds shall be disbursed by check request(s) signed by the State DECA Coordinator.

Section F. A financial statement shall be submitted upon request.

ARTICLE IX--AMENDMENTS

- Section A. To amend this constitution, the proposed amendment must be presented in writing by a local chapter through its voting delegates to the Executive Council for action. The Executive Council has the responsibility to correct the proposed amendment but must not alter its purpose. The Executive Council shall present the proposed amendments to the voting delegates prior to the State CDC.
- Section B. Proposed amendments must be voted on at the first scheduled business meeting at the next State CDC. All proposed amendments to be adopted require a three-fourths majority approval of the voting delegates present.

ARTICLE X--QUORUM

- Section A. A quorum shall constitute a majority of delegates present representing the local chapters.
- Section B. Each chapter shall be allowed a minimum of one and a maximum of five voting delegates, the number being based on the voting. See delegates' scale under Article VI, Section D.

ARTICLE XI--RULES, REGULATIONS AD BY-LAWS

- Section A. No rules, regulations, or by-laws shall be adopted which are contrary to this constitution.
- Section B. Such rules, regulations, and by-laws as deemed necessary in the proper conduct of this organization shall be adopted.
- Section C. The Executive Council shall act as the Constitution and By-Laws Committee. Any proposed rules regulations and by-laws shall be presented to the Executive Council through the voting delegates of the local chapter. The Executive Council has the responsibility to correct these proposals, but it must not alter their purposes. The Executive Council shall then present the rule(s), regulation(s), or by-law(s) change to the voting delegates prior to the State CDC. It shall then be presented for vote during the first scheduled business meeting at the State CDC. To be adopted, it will be required to have a three-fourths majority approval. The proposed change(s) will take effect immediately following the approval.

DECA

1. What is DECA?

DECA is a student organization designed specifically for those interested in careers in any business, marketing, management, finance, hotel and restaurant, entrepreneurship fields.

2. DECA Mission Statement

DECA prepares emerging leaders and entrepreneurs in business, marketing, finance, hospitality and tourism in high schools and colleges around the globe.

3. Guiding Principles

Our guiding principles explain how we fulfill our mission by addressing what we do and the outcomes we expect. DECA enhances the preparation for college and careers by providing co-curricular programs that integrate into classroom instruction, applying learning in the context of business, connecting to business and the community and promoting competition.

Our student members leverage their DECA experience to become academically prepared, community oriented, professionally responsible, experienced leaders.

4. Attributes and Values

- Competence - the ability to do something well
- Innovation - a new idea, method, or device
- Integrity - the quality of being honest and fair
- Teamwork - work done by several associates with each doing a part but all subordinating personal prominence to the efficiency of the whole

5. DECA – The International Level

- International headquarters of DECA is located in Reston, Virginia.
- Paul Wardinski is the Executive Director of DECA.
- “Dimensions” is the National DECA publication.
- “DECA Direct” is the online publication that is kept up to date at all times.
- DECA Images is the official supplier to all DECA members throughout the country on jewelry, clothing, award items, and other miscellaneous DECA items.
- DECA, Incorporated – The term “DECA Incorporated” refers to an organization which should not be confused with the student organization of DECA. DECA, Incorporated is the legal identity of the adult group responsible for the student program. Its members consist of those adults who have been named by the Chartered Association, or the person designated by the Chartered Association, in those states, territories, or chartered units affiliated with the student program known as the Distributive Education Clubs of America, DECA. The Articles of Incorporation are the governing rules by which this adult group operates. (A copy of the Articles of Incorporation and its by-laws is available from National DECA).
- National Board of Directors – A Board of Directors composed of eight (8) members elected (two from each DECA Region) by DECA, Inc., sets policy for National DECA.
- National Advisory Board (NAB)-The National Advisory Board consists of business representatives of donor companies who lend financial support to DECA. NAB members serve in an advisory capacity to DECA.
- An International Career Development Conference is held each spring.
- A State Career Development Conference is held in the winter.

- National DECA officers are elected at the International Career Development Conference (ICDC) by state student leaders (voting delegates).

6. **DECA – The Regional Level**

- The four international regions of DECA are: North Atlantic, Southern, Central, and Western.
- Regional Vice-Presidents are elected at the International CDC.
- A Regional Leadership Development Conference is held each fall.
- Mississippi is in the Southern District

7. **DECA – The State Level**

- The Mississippi Department of Education is the chartering entity for our Chartered Association.
- A Fall Leadership Conference is held each year.
- A State Career Development Conference is held each year, (mid-late February) for competitive events, officer elections, and leadership activities.
- State/District DECA officers are elected at the State Career Development Conference by chapter student leaders (voting delegates).
- Mississippi Board of Directors – A Board of Directors composed of up to ten (10) student members elected or appointed by Mississippi DECA members, and their DECA Advisors and they set policy for Mississippi DECA.
- The State DECA Advisory Council will be comprised of businesspersons and educators throughout the state who support DECA financially with personal involvement and/or an advisory capacity.
- State Officers partially sponsor an annual scholarship of \$250. Officer sponsor \$200 of the total.
- State Officers support the MS DECA Foundation with their fair share of the \$1,000 contribution each year. By doing this, the foundation will sponsor that officer at ICDC should that officer qualify for Foundation assistance.

8. **DECA – The District Level**

- The Mississippi Association of DECA is divided into five (5) Districts.
- A District Coordinator is in charge of each District.
- District and State tests are taken online prior to the District or State Conference
- A District Competitive Events Conference is held each year in December and January. The top six (6) contestants advance to the State CDC. Officer Candidates' interviewing are conducted at this conference.

9. **DECA – General Information**

- The divisions of DECA are:
 1. High School DECA
 2. Collegiate DECA – Community College and Senior College Marketing Members
 3. Alumni DECA – Open to any former high school DECA, or Collegiate DECA Members.
 4. Professional DECA – Includes adult advisors, business/industry, and community supporters of DECA who do not fit into other divisions.

The official DECA emblem is a diamond-shaped design. The guiding principles are connected to the new DECA diamond and represent the historic “four points” in contemporary language. The first set represents the inner points, while the second set represents the outer points and the polished leaders DECA prepares. DECA’s eight guiding principles are organized around the organization’s emblem, the DECA Diamond. The inner four points of the DECA Diamond represent the guiding principles which address the purpose of DECA’s comprehensive learning program:

- Integrates into Classroom Instruction
- Applies Learning
- Connects to Business
- Promotes Competition

The outer four points of the DECA Diamond address the results of DECA’s comprehensive learning program. DECA prepares the next generation to be:

- Academically Prepared
- Community Oriented
- Professionally Responsible
- Experienced Leaders

DECA strength and achievements are exemplified through the cooperation of the local advisors, school officials, students, parents, and business people working together.

- The DECA color is blue.
- The DECA blazer is the official dress of DECA. Single-breasted Navy blue blazer with the DECA Blazer Patch on the left breast pocket. This official dress is required at International DECA Competition. No other blazer may be worn even if the official patch is used.
- Distributive education classes, now known in most areas as marketing education, began nationally on July 1, 1937.
- National DECA was organized in March 1946.
- The first National Conference was held in April 1947, in Memphis, Tennessee.
- The Mississippi Association was chartered in 1955.

10. DECA – Parliamentary Procedure Basics

- Purposes of Parliamentary Procedure
 1. Rules of parliamentary procedure are developed for the purpose of helping transact business in the most efficient and democratic manner, while promoting harmony and cooperation among the members.
 2. Parliamentary law guarantees the right of the majority to decide.
 3. All members have equal rights, privileges, and obligations.
 4. The rights of the majority are protected by parliamentary procedure.
 5. Parliamentary law guarantees that each question may be fully and completely discussed.
 6. The simplest and most direct procedure for accomplishing the will of the majority should be used.
 7. Under parliamentary law, motions have a definite and logical order of precedence or priority in time.
 8. Parliamentary law dictates that every member be informed at all times of the question on the floor and its effect if passed.
 9. Parliamentary law requires that only one question be considered at one time.
 10. Parliamentary law requires that the presiding officer be strictly impartial.

- Committees
 1. Committees are needed to perform the work of DECA.
 2. Two types of committees are used:
 - a. Standing committees are those that are permanent or appointed for a season or a year.
 - b. Special committees are those that are created for a specific temporary purpose.
 3. A committee chairperson should be selected. This can be done by:
 - a. Voting from the Chapter
 - b. Appointment from the presiding officer.
 - c. Voting by committee members.

- The Order of Business (**Please study this section- MANADATORY**)
 1. A business meeting cannot begin unless a quorum is present. A quorum is the number of members that must be present to transact business legally. Most organizations define a quorum in their by-laws.
 - a. Often, a quorum is a majority of the membership.
 - b. Sometimes, a quorum is the number of members who attend the meeting.
 2. When no order of business is adopted, the following is in order:
 - a. The first item of business may be to announce the number of members in attendance or take a roll call.
 - b. The (Secretary) Vice-President of Communications reads the minutes and the chapter approves them.
 - c. A special program may follow.
 - d. The next item of business may be the officers' reports such as the (Secretary) Vice-President of Communications and/or (Reporter) Vice-President of Marketing's up-date.
 - e. Reports from the various standing committees and special committees may be given at this point.
 - f. Unfinished business from the last business meeting can be brought up after committee reports.
 - g. The organization is now ready for new business.
 - h. After the business session has concluded, the meeting is adjourned.
 - i. After adjournment, refreshments and recreation may be the order of the day.

- How to introduce a motion – a main motion is the vehicle used to conduct business and it has the following characteristics:
 1. The object is to introduce new business. The only way to introduce a main motion is to state "I move that"... Not "I make a motion that"... or "I so move...."after the presiding officer asks to hear a particular motion.
 2. A main motion requires a second.
 - a. This means a person thinks the motion should be considered by the assembly. This person does not have to be recognized to make a second.
 - b. A motion is seconded by saying "I second the motion" or "second it." This person may debate and vote against the motion.
 - c. The president may allow discussion or a motion without a second if he or she feels the motion will be received favorably by the assembly.

d. After a motion has been made and seconded, no other motion is in order until the motion has been stated by the president – "It has been moved and seconded that...." The purpose of this is to be sure everyone in the meeting understands the questions before the assembly.

3. A main motion is debatable.
 - a. If the motion is debatable, the president will ask if there is any discussion of the question.
 - b. If the motion is not debatable, he or she will immediately put the question to the assembly.
4. A main motion is amendable.
 - Since a main motion is a vehicle for doing business, it must be capable of being amended, or changed, until it conforms to the will of the majority.
5. A main motion has no precedence.
 - A main motion can be altered, deferred, sent to a committee, or affected by any of the other motions listed on the precedence (rank, sequence of time, etc.) chart.
6. A majority vote is required.
7. A main motion may be reconsidered.
8. A main motion is not in order when another motion is pending.
9. A main motion cannot interrupt a speaker.

In practice, a main motion is introduced in the following manner. Rising when the floor is yielded, a member addresses the chair, “Mr. or Ms. President”. After being recognized by a nod, the member says, “We have been experiencing difficulties in attending the club business without transportation”. (Brief introductory remarks) “I move that the chapter purchase a good used car”. Another member thinks this is a good idea and says, “I second the motion”. The president addresses the assembly and states the motion; “It has been moved and seconded that the club purchase a good used car. Is there any discussion?”

A record shall be kept of the official election results. In case of resignation or dismissal of a State Officer, the runner-up for the said office shall succeed to fill the said vacancy, except for the office of president. If there is no runner-up, the State DECA Coordinator may choose to appoint a person to fill the vacancy. Should the office of President become vacant due to the resignation or dismissal of the state president, the vice-president shall serve as president. If this should be the case, the office of vice-president shall remain unfilled.



Officer Candidate Screening Policy

State Officer Candidate (Offices of President, Vice President of Leadership, Vice-President of Communications, and Vice-President of Marketing).

Must submit an application by the **December 17, 2023**, due date to qualify.

1. **No chapter may have more than two candidates (up to one executive officer and one district officer).**
2. A DECA blazer and/or other suitable professional dress is appropriate for running for office and must have a DECA blazer prior to ICDC that will be worn with all business uniforms.
3. Each candidate must pass (60% or better) the interview at their district conference.
4. Must present a 60-90 second qualifying speech on the **state theme** during the District Conference to a **panel of judges on the state theme for the year. That theme can be found on msdeca.com website.**
5. Must present a 2-3 minute campaign speech to the entire delegation during the opening session of the State Career Development Conference, based on the candidate's campaign theme.

District Officer Candidate

2. Candidate must submit an application by the December 17, 2023, due date to qualify.
3. **No chapter may have more than two candidates (up to one executive officer and one district officer).**
7. A DECA blazer and/or other suitable professional dress is appropriate for running for office and must have a DECA blazer prior to ICDC that will be worn with all business uniforms.
4. Each candidate must pass (60% or better) the interview at their district conference.
5. Must present a 60-90 second qualifying speech on the **state theme** during the District Conference to a **panel of judges. This topic will be located on the msdeca.com website.**
6. Must present a 2-3 minute campaign speech to the entire delegation during the closing session at his/her district competition, based on the candidate's campaign theme. A speech **MUST** be given at the end of the district conference for ALL District Candidates or that candidate will NOT qualify as an officer candidate.

Possible Interview Questions

1. When is National DECA Month?
2. What are the most important qualities needed by a State Officer and explain their importance?
3. What can you as an individual State Officer do for your state organization?
4. How would you explain and promote DECA to a group of business people?
5. What is the term given to the adult that guides a local chapter?
6. What are the duties of the office you are seeking?
7. What would you do for a State Officer who refused to accept their responsibilities? How would you encourage them?
8. What priority will you give to DECA if you are elected to a state office?
9. What do you feel are the primary purposes of DECA?
10. Why do you seek to be a State Officer? Have several reasons ready.

DECA State Officer Test - Study all pages from this booklet – Questions will come from This BOOKLET – so you MUST study the entire booklet!!!

Experience THE Difference!!!!

Congratulations on taking one of the greatest steps a DECA member can take: running for state office! The success of Mississippi DECA as a Chartered Association is dependent upon having high quality members step up and join the State Action Team. Our year would not be a success without the work of the state officers and their advisors. This booklet contains all the information you need to successfully apply for and qualify to campaign for state office. It also contains information you will need throughout your term if you are elected. We thank you for your interest in running and hope to see you on stage as one of Mississippi DECA's next state officers!!!

Checklist – please check and scan/mail when returning document:

- Carefully read and **complete** the State Officer Application/Agreement Form, *pages 1-3*
- Carefully read and **complete** the CTSO State Officer Contract, *pages 4-5*
- Carefully read and **complete** the State Officer Advisor Responsibilities, *page 6*
- Carefully read and **complete** the Office Information Sheet, *page 7*
- Carefully read, understand and **complete** the Guidelines for State Officer Campaigning, *page 8*
- Carefully read and understand the State DECA Constitution, *pages 15-19*
- Carefully read and understand the State Officer Candidate Information, *pages 20-25*
- Double-check to make sure you have all forms completely filled out and signed
- Mail or scan to the State DECA Office by December 17, 2022

The signed packet (Pages 1-8) must be mailed, or scanned to the State DECA Office by December 18, 2023, and the original must be in the hands of the DECA State Advisor on the date of the Candidate's District Conference.

The mailing address is:

Mississippi Department of Education
CTE Office of Student Organizations
State DECA Advisor- Pamela Lee
P.O. Box 771
Jackson, MS 39205
Phone: 601-359-2371

Advisors, not students/parents, will call or e-mail with any questions – chain of command will be followed at all times.

A scanned copy will be accepted for deadline purposes however, the original application must be on file with State DECA Advisor prior to the Officer Candidate District Conference



Mississippi DECA/ Collegiate DECA
Office of Student Organizations
P.O. Box 771
Jackson, Mississippi 39205
www.mdek12.org/deca
msdeca.com

The Mississippi Department of Education, Office of Career and Technical Education does not discriminate on the basis of race, color, religion, national origin, sex, age, or disability in the provision of educational programs and services or employment opportunities and benefits.

The following office has been designated to handle inquiries and complaints regarding the nondiscrimination policies of the Mississippi Department of Education.

Director, Office of Human Resources
Mississippi Department of Education
P.O. Box 771
Jackson, Mississippi 39201
601.359.3511