



# Chapter Secretary



(Quill)

Developing Future Leaders For  
Marketing and Management

## **SECTION ONE GENERAL INFORMATION**

### **Being a DECA Chapter Officer - A Big Responsibility**

It is important for the growth of each chapter to have a well-qualified and dependable group of officers. With capable officers, the business of the chapter will be conducted in proper parliamentary fashion, an effective Program of Work that includes all members will be maintained, records and minutes will be up to date and complete, good publicity will be generated, and all members will grow professionally.

Good judgment should be exercised by the membership when electing qualified officers. It is a mistake to look only for the most popular members. Qualifications for the position to which the individual will be elected should be the prime consideration. Be sure you have nominated a slate of officers who are willing to work hard to perform the duties and responsibilities of each office and who possess leadership qualities.

A leader is one who can communicate ideas and feelings, yet who is willing to listen and understand the need for democratic procedures. A good leader respects the rights, the abilities, and dignity of every member and is able to convey enthusiasm and inspire confidence. A good leader has the courage of convictions, but is open-minded. A leader is vitally interested in everything that concerns the chapter and the community and is willing to put the good of the chapter before personal desires.

During your term as a chapter officer, you undoubtedly will be corresponding and talking with businessmen and educators interested in DECA on the local, state, and national levels. Handle yourself in a very professional way, because you are the “DECA image.”

You will be a major part of local chapter meetings, and when you participate you should be concerned with the welfare of DECA. You will discover that by using tact, together with consideration and understanding of other people’s viewpoints, your job will be more effective. Also, the contribution you make will be measured in direct proportion to what you know, your understanding of the fundamentals of DECA, your use of good judgment, your enthusiasm, and the dignity of a chapter officer.

As an officer of this student organization, your greatest challenge will be to exhibit qualities of leadership that will make a contribution to the growth of DECA through the members with whom you have personal contact. Throughout the year, you will inspire leadership only to the degree that you personally give leadership. As you reach for higher goals in self-improvement and the attainment of higher goals for this organization, you are charged with the responsibility of developing enthusiasm whenever you speak officially for DECA during the year in which you serve as a chapter officer.

If a question arises as to your responsibilities during your term of office, your local Chapter Advisor stands ready to assist and guide you in fulfilling these duties.

## Chapter Officer's Conduct

1. As a chapter officer, you represent the only organization attracting youth to careers in marketing and management.
2. Wherever you may go, people will be watching you. What you do and how you do it must leave a favorable impression. You must be mindful at all times that your conduct must never be questioned.
3. When appearing as a chapter officer before any group, regardless of its size, your DECA blazer should be worn. Your hair should always be neat and well groomed. Your shoes should be shined. Women should wear a matching skirt, heels and hose; the men should wear matching trousers and dark socks.
4. The words "please" and "thank you" are to be used often. You will find they pay liberal dividends.
5. Be careful what you say and how you say it.
6. Make the most effective use of your time and money. It is most important that you do your very best at all times.
7. Never commit yourself orally, or in writing, unless you are certain that you are right and have the support and backing of the chapter's membership. Once committed, you must keep the commitment.
8. If you have an appointment, plan to arrive before the appointed time.
9. If you must smoke, use good judgment in doing so. It is a standing tradition that DECA members do not smoke while wearing their DECA blazer.
10. Make a special effort to remember the names of people you meet. It might be helpful to keep a written record of these individuals for future reference, particularly if you want to send them a "thank you" note. Always be sure you have their name spelled correctly.
11. Be prompt in handling your correspondence. As a chapter officer, you are obligated to give a carbon copy of all correspondence to your chapter advisor. The chapter Secretary should set up a correspondence file for each officer at your school or institution.
12. Make it a point to know as much as you can about all the areas of vocational education within your school, particularly some of the activities of the other vocational student organizations.
13. If you have the opportunity to visit another chapter, find out as much as possible about the group before you visit, and always recognize the outstanding activities conducted by the group. At all times, you must avoid sarcasm and outright criticism. Make it a point to meet

the individuals in charge and compliment them on their work. You should make an effort to be helpful to the members and officers whenever possible.

14. If you make a speech as a chapter officer during your term of office, here are some helpful suggestions:
  - a. Be sure to bring greetings from the rest of your chapter's officers.
  - b. Express appreciation for being invited to participate in the activity.
  - c. Let the audience know you are aware of some of the outstanding activities the group is doing.
  - d. Be sure to express appreciation for the efforts of the VIPs in promoting and assisting the group in its activities.
  - e. Do not talk too long. A five- to eight-minute speech that is well planned in advance and presented effectively will serve the purpose. Remember that banquet programs in particular have a tendency to last too long.
  - f. If you use jokes or stories in connection with your presentation, make certain that they offend no one.

#### Demonstrating Leadership

1. Be sure you know what you are talking about. You should make every effort to refrain from discussing topics which may be controversial.
2. Stay out of arguments. No one ever won an argument.
3. In making any kind of presentation before a group, never start a sentence with "I think." Discuss some of your chapter or state association activities, some of the outstanding accomplishments by DECA members, and other topics which you know will be of interest to those whom you are addressing.
4. It always pays to be a good listener; but at the same time, be a good conversationalist. It has been said that the secret of success lies in the ability to see things from the other person's viewpoint as well as your own.
5. It is imperative that you avoid a statement which can be interpreted as an endorsement, or implied endorsement, by DECA of any activity unless that activity has been officially approved by your chapter membership and Chapter Advisor.
6. Refer to fellow DECA members as "Marketing Management students" or "DECA members." If possible, it is always desirable to call fellow students by their first names.

7. When speaking with or about important or older people, they should be referred to as “Mr.,” “Mrs.,” or “Miss.”
8. When you are talking with other officers in public places, never be critical of anyone and avoid all “griping.”
9. It is always appropriate to find something good to say or talk about when discussing items or activities referring to Marketing Management or DECA. Avoid making negative comments. In addition, you should avoid the remark, “My chapter does it this way.”
10. Make it a point to act interested, to be friendly, and to smile. The words “Sir,” “Thank You,” and “Pardon Me” are never out of place.

#### Aids for Leadership

1. Think clearly. Act in good taste.
2. Get the facts and analyze them before you draw conclusions.
3. Develop the habits of cleanliness and orderliness.
4. Establish reasonable goals.
5. Take advice, but do your own thinking.
6. Encourage the other fellow as you go along.
7. Never say “It can’t be done” or “I can’t do that.” Find ways to accomplish appropriate goals.
8. Spend a little less than you make.
9. Make friends and keep the friendship in good repair.
10. Be proud of what you do--take pride in being a chapter officer.

## Suggested Business Procedures for Conducting a DECA Chapter Meeting

In order to surround the formal planned business and professional meeting with the dignity to which it is entitled, a few suggestions are given here which should assist in developing and improving the procedures currently used.

### Suggested Meeting Procedure

Every chapter should have an established order of business and follow it at all regular meetings. Members then know what to expect and can participate more effectively. The following order is suggested for regular meetings but is, of course, subject to modification to better fit the needs of any particular chapter.

### SAMPLE AGENDA Local High School DECA Chapter October 1, \_\_\_\_

- I. Call to order: President (rap gavel twice)
- II. Invocation (optional): Chapter officer
- III. Pledge to the flag: Chapter officer
- IV. DECA Creed: Chapter officer
- V. Role call: Secretary
- VI. Approval of Minutes: President/Secretary
- VII. Officers' Reports
  1. President
  2. Vice President
  3. Treasurer
  4. Secretary
  5. Others
- VIII. Committee Reports
  1. Finance
  2. Promotions
  3. Social
  4. Special committees
- IX. Unfinished business
- X. New Business
- XI. Program (optional)
- XII. Announcements
- XIII. Adjournment (rap gavel once)
- XIV. Recreation, Entertainment, Refreshments

## Procedure in a Typical Meeting

### SAMPLE MEETING

#### I. Call to order

President: "I now call to order the fifth meeting of the \_\_\_\_\_ High School DECA Chapter." (Rap gavel twice)

#### II. Invocation (optional)

Chapter officer

#### III. Pledge to the Flag

Chapter officer: "Will the membership please stand, face the flag and recite the pledge with me?"

#### IV. DECA Creed

Chapter officer: "Please remain standing as we recite the DECA Creed."

#### V. Roll Call

President: "Will the secretary please take roll?"

Secretary: (Call each member's name and record if they are in attendance. After roll has been taken, tell if quorum has been established.) "Mr./Ms. President, there are \_\_\_\_\_ members present, quorum has been established."

#### VI. Approval of the Minutes

President: "Will the secretary read the minutes of the last meeting?"

Secretary: (Reads the minutes)

President: "Are there any corrections to the minutes?" (Members give corrections if any are in order.) "If there are no (further) corrections, I will entertain a motion to approve the minutes as read (corrected)."

Chapter member: "I move to approve the minutes as read (corrected)."

Second Chapter member: "I second the motion." (No discussion on this motion)

President: "All those in favor, say 'Aye'. All those opposed, 'No'."

President: (Announce if motion passed or not.)

## VII. Office Reports

President: "We will now move into a period of officers' reports."

President: (Gives short verbal report) "Are there any questions?" (Answer questions)

"Will the Vice President please give his/her report?"

Vice President: (Gives short verbal report)

(Continue process for other officers)

## VIII. Committee Reports

(The above process is repeated for each committee report)

## IX. Unfinished Business

President: "We will now move into a period of old business. Is there any old business?"

Chapter member: "I move to take (old motion) from the table."

(Each motion is discussed and settled before another is introduced. When all old business is complete, the president moves on.)

## X. New Business

President: "We will now move into a period of new business. Is there any new business?"

Chapter member: "I move to (state motion)."

Second Chapter member: "I second the motion."

President: (Calls on members to discuss the motion. The member introducing the motion has the opportunity to speak first or last to the motion. When all new business is completed, the president moves on.)

## XI. Program

President: (Introduces the program speaker if one is planned)

XII. Announcements

President: "Are there any announcements?" (Chapter members are recognized to make any appropriate announcements.)

XIII. Adjournment

President: "If there is no further business, I will entertain a motion to adjourn the meeting."

Chapter member: "I move to adjourn the meeting."

Second chapter member: "I second the motion."

(The motion is non debatable, proceed to vote.)

President: (If approved) "I adjourn the meeting." (Rap gavel once)

(If the chapter wishes to adjourn the meeting before all business is completed, the meeting must be adjourned by a motion.)

## **SECTION II WHAT DO I DO?**

### Duties and Responsibilities

1. Take notes and prepare adequate minutes of each regular and called meeting of the DECA chapter.
2. Answer all incoming chapter correspondence and keep a proper file of copies of all outgoing and incoming correspondence.
3. Prepare all necessary chapter reports.
4. Keep and protect any and all permanent records of the chapter.
5. Be responsible for sending out notices, and for posting items of common interest and benefit on the classroom and/or school bulletin boards.
6. Read letters and/or other communications at chapter meetings.
7. Be prepared at every regular meeting to give the chapter information about any unfinished business or any new business coming before the chapter for the first time.
8. Have available at each regular meeting: Local DECA Chapter Secretary's Book, minutes of previous meeting, list of committees and their past reports, copy of the chapter's Program of Work, a copy of the DECA chapter's constitution and bylaws, and copies of the State and National DECA Handbooks.
9. Keep a proper record of votes cast--especially on important issues. Count and record all votes.
10. Assist the DECA Chapter Treasurer in keeping accurate membership records.
11. When corresponding with the National DECA Headquarters, always send a copy of your letter to the Oklahoma DECA Advisor.
12. Call meetings to order in the absence of the President and Vice President.
13. Assist in the development of a local chapter Program of Work.
14. Attend and participate in the Fall Leadership Development Conference.
15. Be available, as necessary, to promote the general welfare of DECA.

## Tools Needed

As Secretary, you should have access to a copy of:

- \_\_\_\_\_ 1. Handbook for DECA Chapters (DECA Related Materials)
- \_\_\_\_\_ 2. Guide for DECA Chapter Officers (DECA Related Materials)
- \_\_\_\_\_ 3. DECA: Learn, Grow, Become (Oklahoma Department of Vo-Tech)
- \_\_\_\_\_ 4. Chapter Officer's Leadership Development Guide (Oklahoma DECA)

As Secretary, you should have:

- \_\_\_\_\_ 5. Access to a typewrite or computer
- \_\_\_\_\_ 6. The permanent Chapter Secretary's Book
- \_\_\_\_\_ 7. A new set of forms for the Secretary's Book
- \_\_\_\_\_ 8. DECA pin
- \_\_\_\_\_ 9. DECA blazer

## Hints for the Secretary

1. Be sure to take down the minutes of ALL meetings -- formal, informal, and called meetings. Your record is important.
2. Record in your minutes what was DONE, not what was SAID.
3. Always record the exact wording of motions, whether they were carried or lost in the voting, and make a record of who made and seconded the motion.
4. If you can't get the exact wording of the motion, you have every right to halt the proceedings long enough to do so by requesting the presiding officer to have the motion repeated slowly enough for you to make a record of it.
5. Your minutes should always show the names of members who have been appointed to committees--with the name of the chairperson if any was designated.
6. If the Treasurer's report is not included as a part of your minutes as read, you should have a copy of the same attached to your minutes.
7. Minutes are important enough to be written in a permanent minute book, not on small pieces of paper. Any corrections which are made in the minutes as read should appear in the margin.

8. The signature of the presiding officer on the minutes, with any approved corrections, is important. It completes the record.
9. Keep a proper file of copies of all outgoing and incoming correspondence.
10. Keep your minutes neat, accurate, and complete. They will assist next year's DECA Chapter Secretary to do a better job.

## ORGANIZING THE SECRETARY'S NOTEBOOK

In organizing the Secretary's Notebook, it is suggested that the notebook be divided into three major sections using tab dividers. The major sections should be:

Section One:	DECA Secretary's Book
Section Two:	Communications
Section Three:	DECA Chapter Committee Reports

### SECTION ONE: DECA SECRETARY'S BOOK

A good Secretary contributes much toward efficiency in a DECA chapter. The responsibilities of a DECA Chapter Secretary include those of both a recording and a corresponding secretary. The Secretary not only keeps temporary and permanent records, but also conducts correspondence under the direction of the DECA Chapter President and the guidance of the DECA Chapter Advisor. He/she also reads the minutes for each DECA chapter meeting. A DECA Chapter Secretary, therefore, should be able to write rapidly and legibly and should also be a good reader. He/she must be accurate and should be familiar with parliamentary procedure.

The minutes of a DECA chapter meeting should include a concise account of what actually took place. Notes should be taken during the meeting by the Chapter Secretary and then the minutes should be written up on a sheet of plain paper. The minutes in this form are read by the Secretary at the following meeting where necessary changes and corrections are made in order to secure approval. Minutes in the approved form should then be copied in longhand or typed in the DECA Chapter Secretary's Book.

1. Write the date and place of meeting at the top of the opening page in the space provided.
2. Start a new page for each meeting; insert extra pages if needed.
3. Allow margins on each page.
4. Write minutes in the third person.
5. State in the opening paragraph the name of the chapter; and who presided at the meeting.
6. Indicate in the second paragraph the attendance giving names and titles of any guests present.
7. Indent each paragraph and make a new paragraph for each item of business.
8. In case the Secretary was absent, give name of member who was the Acting Secretary. In such instances, the Acting Secretary should also sign the minutes.
9. If minutes of previous meeting were not read, tell why.

10. Record each motion, the name of the mover and how it was disposed of (carried, lost, referred to committee, etc.).
11. Avoid abbreviations; punctuate minutes correctly and use quotation marks where appropriate.
12. Sign the last page of the minutes of each meeting.

Although minutes should be brief, they should include essential facts. The opinions of the Secretary should not be confused with facts. Good minutes can be understood by anyone, regardless of whether or not they were present at the meeting. Minutes of previous meetings which have not been approved should be read and acted upon in order of the occurrence of meetings. Committee reports and resolutions should be included or inserted at appropriate places in this book. The same rule is true of additional records desired by a chapter. The loose leaf form makes this an easy matter.

The suggested "order of business" in the sample meeting found on the following pages will be of assistance to the Secretary in preparing for each meeting. Business to be discussed should be listed in the proper order.

All correspondence should be answered promptly and copies of both the letter and the reply should be filed for future reference. Important correspondence may need to be read during a meeting. The Secretary keeps in touch with other chapter Secretaries and is constantly alert for any information which will contribute to the improvement of the chapter.

It is very important that the DECA Chapter Advisor read and approve all DECA chapter correspondence.

## SAMPLE MEETING

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Chapter officer: "Will the membership please stand, face the flag and recite the pledge with me?"

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President: (Calls on members to discuss the motion. The member introducing the motion has the opportunity to speak first or last to the motion. When all new business is completed, the president moves on.)

XI. Program

President: (Introduces the program speaker if one is planned)

XII. Announcements

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XIII. Adjournment

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(The motion is non debatable, proceed to vote.)

President: (If approved) "I adjourn the meeting." (Rap gavel once)

(If the chapter wishes to adjourn the meeting before all business is completed, the meeting must be adjourned by a motion.)

## TEN RULES OF LEADERSHIP

A LEADER must be . . .

1. **SELF-CONFIDENT** -- Confident from within. Believing in yourself. Getting right up if you're knocked down. Knowing you're good. It means proud, not arrogant.
2. **IN CONTROL** -- A person who can't control himself or herself can't control others. This takes concentration, self-discipline, calmness under pressure, no flying off the handle allowed.
3. **FAIR** -- That means being impartial, tolerant, having a keen sense of justice, being consistent in how you treat problems, people, praise and punishment.
4. **DECISIVE** -- Know how to make decisions, have the courage to make them, to make them quickly, to stand behind those decisions.
5. **PREPARED** -- This is a big one. You have to know your job, you have to know the jobs of those you lead, you have to do your homework, understand goals and priorities and the process of planning. No guesswork allowed.
6. **A TEAM PLAYER** -- You're not a loner--you're part of a team. Be loyal to that team. Listen as well as talk. Motivate. Teach. Tell people why, so they understand their roles on the team.
7. **HONEST** -- With yourself, with others! Integrity is the big one here--character. No one can teach you this. No one can order you to have it . . . it has to come with you and from you.
8. **COMMITTED** -- Ambition, ego, drive, and dedication all come into play here. Commitment means you don't just make goals, you try to reach them. It means you make commitments, not idle promises.
9. **COURAGEOUS** -- Not afraid to fail. Not afraid to admit a mistake. Not afraid to fight for an idea or person you believe in. Not afraid to make an unpopular decision.
10. above all, **HUMAN** -- Strong enough to be gentle. Empathy is important here, understanding that those you work with are people, not machines . . . people have problems. People aren't perfect. Understanding that we're all in it together in this game of life.

# DECA CHAPTER SECRETARY'S BOOK

(sample)



*Your School DECA Chapter*

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Name of Chapter

*Your School - Your City, Your State*

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School and Location

*August, 19\_\_ - June, 19\_\_*

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Period Covered-(Month and Year)

*Developing Future Leaders for Marketing and Management*

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X. New Business

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(SAMPLE)

NATIONAL DECA OFFICERS FOR THE PRESENT YEAR

<u>Office</u>	<u>Name</u>	<u>State</u>
President	<u><i>Brycen Woodley</i></u>	<u><i>Oregon</i></u>
Vice President-Southern Region	<u><i>Frank Boone, Jr.</i></u>	<u><i>Texas</i></u>
Vice President-Central Region	<u><i>Ben Slaughter</i></u>	<u><i>Ohio</i></u>
Vice President-Western Region	<u><i>Rosy Martinez</i></u>	<u><i>Oregon</i></u>
Vice President-North Atlantic Region	<u><i>Isis Radcliff</i></u>	<u><i>West Virginia</i></u>

OKLAHOMA DECA OFFICERS FOR THE PRESENT YEAR

<u>Office</u>	<u>Name</u>	<u>DECA Chapter</u>
President	<u><i>Amanda Free</i></u>	<u><i>Western Heights</i></u>
Vice President	<u><i>Amy Jo Jamison</i></u>	<u><i>Broken Arrow</i></u>
Secretary	<u><i>Moriah McFadden</i></u>	<u><i>Shawnee</i></u>
Treasurer	<u><i>Daymon Capers</i></u>	<u><i>Norman</i></u>
Reporter	<u><i>Candice Henderson</i></u>	<u><i>Midwest City</i></u>
Historian	<u><i>Joseph Gulikers</i></u>	<u><i>Western Heights</i></u>
Parliamentarian	<u><i>Bryan Hughes</i></u>	<u><i>Daniel Webster</i></u>
Chaplain	<u><i>Jim Winkelman</i></u>	<u><i>Shawnee</i></u>
Advisor	<u><i>Ms. Lettie Dilbeck</i></u>	<u><i>Stillwater</i></u>

LOCAL DECA CHAPTER OFFICERS FOR THE PRESENT YEAR

<u>Office</u>	<u>Name</u>	<u>Office</u>	<u>Name</u>
President	<u><i>John Killebrew</i></u>	Parliamentarian	<u><i>Linda Carey</i></u>
Vice President	<u><i>Susan Elston</i></u>	Chaplain	<u><i>Marsha Webb</i></u>
Secretary	<u><i>Sharon Strong</i></u>	Others - <i>Photographer</i>	<u><i>David Wood</i></u>
Treasurer	<u><i>Kenneth Gray</i></u>		<u></u>
Reporter	<u><i>Becky Harper</i></u>		<u></u>
Historian	<u><i>Paul Channel</i></u>	Advisor	<u><i>Mr. Johnson</i></u>

(SAMPLE)  
DECA MEMBERSHIP ROLL AND RECORD

	Member Name	Type of Member-- Professional, Alumni, Active, Honorary	Years of Membership	Amount dues paid
1.	<i>Mr. Johnson</i>	<i>Professional</i>	<i>15</i>	<i>\$ 12.00</i>
2.	<i>Sharon Strong</i>	<i>Active</i>	<i>2</i>	<i>12.00</i>
3.	<i>Linda Carey</i>	<i>Active</i>	<i>2</i>	<i>12.00</i>
4.	<i>Paul Channel</i>	<i>Active</i>	<i>1</i>	<i>12.00</i>
5.	<i>Susan Elston</i>	<i>Active</i>	<i>2</i>	<i>12.00</i>
6.	<i>Kenneth Gray</i>	<i>Active</i>	<i>1</i>	<i>12.00</i>
7.	<i>Becky Harper</i>	<i>Active</i>	<i>1</i>	<i>12.00</i>
8.	<i>John Killebrew</i>	<i>Active</i>	<i>2</i>	<i>12.00</i>
9.	<i>Beverly Newman</i>	<i>Active</i>	<i>1</i>	<i>12.00</i>
10.	<i>Marsha Webb</i>	<i>Active</i>	<i>1</i>	<i>12.00</i>
11.	<i>David Wood</i>	<i>Active</i>	<i>1</i>	<i>12.00</i>
12.				
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(SAMPLE)  
ATTENDANCE RECORD

Year \_\_\_\_\_

Dates of Meetings

	9/7	10/5	11/9	12/7	1/4	2/1					
1.	x	x	x	x	x	x					
2.	x	x	x	x	x	x					
3.	x	x	x		x	x					
4.	x		x	x	x	x					
5.	x	x	x	x		x					
6.	x	x	x	x	x	x					
7.		x	x	x	x	x					
8.	x	x	x	x	x	x					
9.	x	x	x		x	x					
10.	x	x	x	x	x						
11.											
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(SAMPLE)

MINUTES

Your School DECA Chapter Date: October 5 Time: 7:00 am

The meeting was called to order by John Killikrew  
(Presiding Officer)  
at Marketing Mgmt. Classroom  
(Place)

Members absent Paul Channel Guests Amanda Free, State Pres.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Roll and minutes by: Sharon Strong Approved--Yes / No \_\_\_\_\_

Treasurer's report by: Kenneth Gray Balance \$468.15

Committee reports:

(1) Committee Social Intelligence Reporter Susan Elston

Summary The Installation/Initiation ceremony to be held on Tuesday, October 12 at 7:00 pm in school auditorium.

(2) Committee Financial Reporter Kenneth Gray

Summary The sales order forms for the candy sale will be handed out tomorrow in class. Have one week to sell. Profit for Fall LDC and State CDC.

Correspondence: none

To: \_\_\_\_\_ From: \_\_\_\_\_

Message \_\_\_\_\_  
\_\_\_\_\_

To: \_\_\_\_\_ From: \_\_\_\_\_

Message \_\_\_\_\_  
\_\_\_\_\_

Unfinished Business none  
\_\_\_\_\_  
\_\_\_\_\_

New Business â DECA Blazers  
ã Homecoming participation  
\_\_\_\_\_  
\_\_\_\_\_

Motions

(1) Motion by David Wood Seconded by Becky Harper

Motion To purchase 5 blazers for the chapter from DECA Supply Co

Vote: 36 Yes 0 No Unanimously

(2) Motion by Susan Elston Seconded by Linda Carey

Motion To enter a float in the Homecoming Parade

Vote: 29 Yes 5 No 2 abstain

(3) Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

Motion \_\_\_\_\_

Vote: \_\_\_\_\_ Yes \_\_\_\_\_ No

(4) Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

Motion \_\_\_\_\_

Vote: \_\_\_\_\_ Yes \_\_\_\_\_ No

Announcements:

(1) Topic Officer outfits at Bates Bros. Announcer Kenneth Gray

(2) Topic Amanda Free would be speaker today. Announcer Mr. Johnson

(3) Topic Next meeting - Nov. 9 Announcer John Killikrew

Adjournment Motion

Motion by Becky Harper Seconded by Marsha Welch

Vote: 36 Yes 0 No

Adjournment time 7:48 am

(SAMPLE)  
MINUTES OF A DECA CHAPTER MEETING

*October 5, 19* \_\_\_\_\_

*Your School - -Marketing Room*

Date

Place

The monthly meeting of the Your School DECA Chapter was called to order at 7:00 a.m. by the Chapter President, John Killebrew. The meeting was held in the Your School Marketing Management classroom.

Sharon Strong, DECA Chapter Secretary, called the roll. All members were present except for Paul Channel. We also had a special guest at our meeting, Amanda Free, State President. The previous meeting's minutes were approved as read. Our DECA Chapter Treasurer, Kenneth Gray, gave the Treasurer's report. He noted that we had a balance of \$468.15 in our account.

Susan Elston, Chairperson of the Social Intelligence Committee, reminded us that the installation of new officers and initiation of new members would be held on Tuesday, October 12, at 7:00 p.m. in the school auditorium. We were encouraged to invite our parents, employers, and friends to attend.

The Financial Committee, headed by Chairperson Kenneth Gray, reported that the sales order forms for the candy sale would be handed out tomorrow in class. We will have one week to take orders and turn in to Mr. Johnson. The profit from this sales project will help pay for expenses to Fall LDC and State CDC.

UNDER NEW BUSINESS:

It was moved by David Wood and seconded by Becky Harper that we purchase five DECA blazers for chapter use from DECA Supply. Motion carried unanimously.

Susan Elston moved that we enter a float in the homecoming parade. Linda Carey seconded the motion. After some discussion, the motion passed by a 29 to 5 margin (with 2 abstentions).

Kenneth Gray announced that chapter officers could purchase their outfits at Bates Brothers. We need to have them to wear to Fall LDC.

It was announced by Mr. Johnson that our State President, Amanda Free, would be talking to each class on DECA involvement.

It was moved by Becky Harper and seconded by Marsha Webb that the meeting be adjourned. The next meeting was scheduled for November 9, and the meeting was closed by President Killebrew at 7:48 a.m.

Signed:           *Sharon Strong*            
DECA Chapter Secretary

## **SECTION TWO: COMMUNICATIONS**

In this section, the Secretary would place all correspondence received and copies of correspondence mailed. It is suggested that the Secretary file communications chronologically with the most recent correspondence placed in the Secretary's Book first.

### **SECTION THREE: DECA CHAPTER COMMITTEE REPORTS**

In this section, the Secretary would place all committee reports. It is suggested that the Secretary file the committee reports in the order in which they were presented at a regular chapter meeting, with the most recent report placed in the Secretary's Book first.

# DECA CHAPTER SECRETARY'S BOOK



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Name of Chapter

---

School and Location

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Period Covered-(Month and Year)

*Developing Future Leaders for Marketing and Management*

## INFORMATION AND INSTRUCTIONS

A good Secretary contributes much toward efficiency in a DECA chapter. The responsibilities of a DECA Chapter Secretary include those of both a recording and a corresponding secretary. The Secretary not only keeps temporary and permanent records, but also conducts correspondence under the direction of the DECA Chapter President and the guidance of the DECA Chapter Advisor. He/she also reads the minutes for each DECA chapter meeting. A DECA Chapter Secretary, therefore, should be able to write rapidly and legibly and should also be a good reader. He/she must be accurate and should be familiar with parliamentary procedure.

The minutes of a DECA chapter meeting should include a concise account of what actually took place. Notes should be taken during the meeting by the Chapter Secretary and then the minutes should be written up on a sheet of plain paper. The minutes in this form are read by the Secretary at the following meeting where necessary changes and corrections are made in order to secure approval. Minutes in the approved form should then be copied in longhand or typed in the DECA Chapter Secretary's Book.

1. Write the date and place of meeting at the top of the opening page in the space provided.
2. Start a new page for each meeting; insert extra pages if needed.
3. Allow margins on each page.
4. Write minutes in the third person.
5. State in the opening paragraph the name of the chapter; and who presided at the meeting.
6. Indicate in the second paragraph the attendance giving names and titles of any guests present.
7. Indent each paragraph and make a new paragraph for each item of business.
8. In case the Secretary was absent, give name of member who was the Acting Secretary. In such instances, the Acting Secretary should also sign the minutes.
9. If minutes of previous meeting were not read, tell why.
10. Record each motion, the name of the mover and how it was disposed of (carried, lost, referred to committee, etc.).
11. Avoid abbreviations; punctuate minutes correctly and use quotation marks where appropriate.
12. Sign the last page of the minutes of each meeting.

Although minutes should be brief, they should include essential facts. The opinions of the Secretary should not be confused with facts. Good minutes can be understood by anyone, regardless of

whether or not they were present at the meeting. Minutes of previous meetings which have not been approved should be read and acted upon in order of the occurrence of meetings. Committee reports and resolutions should be included or inserted at appropriate places in this book. The same rule is true of additional records desired by a chapter. The loose leaf form makes this an easy matter.

The suggested "order of business" in the sample meeting found on the following pages will be of assistance to the Secretary in preparing for each meeting. Business to be discussed should be listed in the proper order.

All correspondence should be answered promptly and copies of both the letter and the reply should be filed for future reference. Important correspondence may need to be read during a meeting. The Secretary keeps in touch with other chapter Secretaries and is constantly alert for any information which will contribute to the improvement of the chapter.

It is very important that the DECA Chapter Advisor read and approve all DECA chapter correspondence.

## SAMPLE MEETING

### I. Call to order

President: "I now call to order the fifth meeting of the \_\_\_\_\_ High School DECA Chapter." (Rap gavel twice)

### II. Invocation (optional)

Chapter officer

### III. Pledge to the Flag

Chapter officer: "Will the membership please stand, face the flag and recite the pledge with me?"

### IV. DECA Creed

Chapter officer: "Please remain standing as we recite the DECA Creed."

### V. Roll Call

President: "Will the secretary please take roll?"

Secretary: (Call each member's name and record if they are in attendance. After roll has been taken, tell if quorum has been established.) "Mr./Ms. President, there are \_\_\_\_\_ members present, quorum has been established."

### VI. Approval of the Minutes

President: "Will the secretary read the minutes of the last meeting?"

Secretary: (Reads the minutes)

President: "Are there any corrections to the minutes?" (Members give corrections if any are in order.) "If there are no (further) corrections, I will entertain a motion to approve the minutes as read (corrected)."

Chapter member: "I move to approve the minutes as read (corrected)."

Second Chapter member: "I second the motion." (No discussion on this motion)

President: "All those in favor, say 'Aye'. All those opposed, 'No'."

President: (Announce if motion passed or not.)

### VII. Office Reports

President: "We will now move into a period of officers' reports."

President: (Gives short verbal report) "Are there any questions?" (Answer questions)

"Will the Vice President please give his/her report?"

Vice President: (Gives short verbal report)

(Continue process for other officers)

VIII. Committee Reports

(The above process is repeated for each committee report)

IX. Unfinished Business

President: "We will now move into a period of old business. Is there any old business?"

Chapter member: "I move to take (old motion) from the table."

(Each motion is discussed and settled before another is introduced. When all old business is complete, the president moves on.)

X. New Business

President: "We will now move into a period of new business. Is there any new business?"

Chapter member: "I move to (state motion)."

Second Chapter member: "I second the motion."

President: (Calls on members to discuss the motion. The member introducing the motion has the opportunity to speak first or last to the motion. When all new business is completed, the president moves on.)

XI. Program

President: (Introduces the program speaker if one is planned)

XII. Announcements

President: "Are there any announcements?" (Chapter members are recognized to make any appropriate announcements.)

XIII. Adjournment

President: "If there is no further business, I will entertain a motion to adjourn the meeting."

Chapter member: "I move to adjourn the meeting."

Second chapter member: "I second the motion."

(The motion is non debatable, proceed to vote.)

President: (If approved) "I adjourn the meeting." (Rap gavel once)

(If the chapter wishes to adjourn the meeting before all business is completed, the meeting must be adjourned by a motion.)

NATIONAL DECA OFFICERS FOR THE PRESENT YEAR

<u>Office</u>	<u>Name</u>	<u>State</u>
President	_____	_____
Vice President-Southern Region	_____	_____
Vice President-Central Region	_____	_____
Vice President-Western Region	_____	_____
Vice President-North Atlantic Region	_____	_____

OKLAHOMA DECA OFFICERS FOR THE PRESENT YEAR

<u>Office</u>	<u>Name</u>	<u>DECA Chapter</u>
President	_____	_____
Vice President	_____	_____
Secretary	_____	_____
Treasurer	_____	_____
Reporter	_____	_____
Historian	_____	_____
Parliamentarian	_____	_____
Chaplain	_____	_____
Advisor	_____	_____

LOCAL DECA CHAPTER OFFICERS FOR THE PRESENT YEAR

<u>Office</u>	<u>Name</u>	<u>Office</u>	<u>Name</u>
President	_____	Parliamentarian	_____
Vice President	_____	Chaplain	_____
Secretary	_____	Others -	_____
Treasurer	_____		_____
Reporter	_____		_____
Historian	_____	Advisor	_____

DECA MEMBERSHIP ROLL AND RECORD

Member Name	Type of Member-- Professional, Alumni, Active, Honorary	Years of Membership	Amount dues paid
1.			
2.			
3.			
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ATTENDANCE RECORD

Year \_\_\_\_\_

Dates of Meetings

1.											
2.											
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MINUTES

\_\_\_\_\_ DECA Chapter      Date: \_\_\_\_\_ Time: \_\_\_\_\_

The meeting was called to order by \_\_\_\_\_  
(Presiding Officer)

at \_\_\_\_\_  
(Place)

Members absent	_____	Guests	_____
	_____		_____
	_____		_____
	_____		_____
	_____		_____

Roll and minutes by: \_\_\_\_\_ Approved--Yes \_\_\_\_\_ No \_\_\_\_\_

Treasurer's report by: \_\_\_\_\_ Balance \_\_\_\_\_

Committee reports:

(1) Committee \_\_\_\_\_ Reporter \_\_\_\_\_  
 Summary \_\_\_\_\_  
 \_\_\_\_\_

(2) Committee \_\_\_\_\_ Reporter \_\_\_\_\_  
 Summary \_\_\_\_\_  
 \_\_\_\_\_

Correspondence:

To: \_\_\_\_\_ From: \_\_\_\_\_  
 Message \_\_\_\_\_  
 \_\_\_\_\_

To: \_\_\_\_\_ From: \_\_\_\_\_  
 Message \_\_\_\_\_  
 \_\_\_\_\_

Unfinished Business \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

New Business \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Motions

(1) Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Motion \_\_\_\_\_  
Vote: \_\_\_\_\_ Yes \_\_\_\_\_ No

(2) Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Motion \_\_\_\_\_  
Vote: \_\_\_\_\_ Yes \_\_\_\_\_ No

(3) Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Motion \_\_\_\_\_  
Vote: \_\_\_\_\_ Yes \_\_\_\_\_ No

(4) Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Motion \_\_\_\_\_  
Vote: \_\_\_\_\_ Yes \_\_\_\_\_ No

Announcements:

(1) Topic \_\_\_\_\_ Announcer \_\_\_\_\_

(2) Topic \_\_\_\_\_ Announcer \_\_\_\_\_

(3) Topic \_\_\_\_\_ Announcer \_\_\_\_\_

Adjournment Motion

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Vote: \_\_\_\_\_ Yes \_\_\_\_\_ No

Adjournment time \_\_\_\_\_

MINUTES OF DECA CHAPTER MEETING

---

Date

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Place

Signed:

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DECA Chapter Secretary

**SECTION ONE:**

**DECA CHAPTER  
SECRETARY'S BOOK**

# **SECTION TWO: COMMUNICATIONS**

**SECTION THREE:**

**DECA CHAPTER  
COMMITTEE REPORTS**