

Conduct



International Career
Development Conference
Louisville, Kentucky
April 24 – 27, 2010

PRESIDENTIAL GOVERNANCE COMMITTEE

A Governance Committee will be appointed for the High School Division. The purpose of the committee will be to act upon all violations of the **Delegate Conduct Practices and Procedures** within the division. Collegiate and alumni members will be expected to follow the policies established for the High School Division since these divisions have chosen to meet during the High School Division Conference. The conduct guidelines were approved by the Board of Directors for DECA Inc. and apply to adult advisors as well as student delegates.

A copy of the **Delegate Conduct Practices and Procedures and ICDC Dress Code** may be found in this section. **The dress code applies to all participants while in the convention center and convention facilities.** The Board of Directors of DECA Inc. requires every student delegate to read and complete these forms as partial completion of ICDC attendance requirements. Please make sufficient copies for your delegates to sign and return to you prior to the International Career Development Conference. State/Provincial advisors may wish to bring these forms with them to the conference for possible reference. PLEASE DO NOT MAIL TO DECA INC.

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

CODE OF ETHICS FOR ADULT ADVISORS

Marketing education programs offer training to those students who have a career objective in the field of marketing, management or entrepreneurship. Individual conduct and appearance is a phase of this training. This phase of the education program becomes apparent at DECA's International Career Development Conference.

Since a good example is one method of teaching, and students participating in the conference are impressionable, a **Code of Ethics** is set for adult advisors.

It becomes the responsibility of each and every participant to see that proper conduct is adhered to at all times. Violations of these practices and procedures will be referred to the president of the Board of Directors for DECA Inc.

- Advisors shall conduct daily meetings with participants for progress reports, time schedules and other activities.
- Advisors shall keep an agenda for each student so that they may be reached at any time during the conference.
- Each state/province shall arrange to have one advisor on call at all times.
- Each advisor shall be responsible for seeing that participants adhere to all conduct practices and procedures.
- The rules as stated in the **Delegate Conduct Practices and Procedures** and the **Dress Code** are called to your attention for review and should govern the behavior of **advisors** as well as students.

DELEGATE CONDUCT PRACTICES AND PROCEDURES

The Board of Directors for DECA Inc. requires each delegate attending the International Career Development Conference to read and complete the **Attendance Permission Form** and return to the **state/provincial** DECA advisor as partial completion of attendance requirements.

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



**INTERNATIONAL CAREER
DEVELOPMENT CONFERENCE
ATTENDANCE PERMISSION FORM**

State/Provincial Association _____

DRESS CODE FOR ICDC

Approved by the DECA Board of Directors, August 1993

From the opening session until the end of the closing session, students, advisors and professionals shall adhere to the following Dress Code requirements. It is the Chapter Advisor's responsibility to see that their students, professionals and themselves comply with the rules established for proper dress code. Advisors should monitor their students' dress at all functions. Professional business dress should be worn to all events where a judge or observer may be in attendance. This will include participating events as well as testing. Business representatives, press personnel, hotel staff and guests will be seeing DECA's finest members—show them a professional business image.

Competitors must wear an official DECA blazer during interaction with judges. While you do not have to wear an official DECA blazer during briefing and testing, professional business dress is required.

Professional Business Attire/When Appearing Before Judges

Females

- Official DECA blazer with dress skirt or dress slacks and a dress blouse or official DECA blazer with a dress
- Dress shoes (no tennis shoes or flip-flop sandals)

Males

- Official DECA blazer with dress slacks, collared dress shirt and necktie
- Dress shoes (no tennis shoes or flip-flop sandals) and dress socks

DECA Sessions/Workshops/Meal Functions

Females

- Business suit or blazer with dress blouse and dress skirt or dress slacks or business dress
- Dress shoes (no tennis shoes or flip-flop sandals)

Males

- Business suit or sport coat with dress slacks, collared dress shirt and necktie
- Dress shoes (no tennis shoes or flip-flop sandals) and dress socks

An official DECA blazer is required to receive recognition/an award on stage.

Event Briefing/Manual Registration and Testing/Leadership Academies

Females

- Dress blouse or dress sweater with dress skirt or dress slacks (blazer optional) or business dress
- Dress shoes (no tennis shoes or flip-flop sandals)

Males

- Collared dress shirt and necktie with dress slacks (blazer optional)
- Dress shoes and dress socks

DECA Business Casual

- Casual slacks, blouse or shirt, socks and casual shoes
- Jeans, t-shirts and athletic shoes are NOT included in business casual attire.

The following are unacceptable during DECA activities:

- Skin-tight or revealing clothing
- Midriff-baring clothing
- Leggings or graphic designed hosiery/tights
- Clothing with printing that is suggestive, obscene or promotes illegal substances
- Athletic clothing
- Swimwear

ATTENDANCE PERMISSION FORM (continued)

Any medical exceptions to this code must be documented in the conference headquarters prior to the beginning of the conference. This is the responsibility of the local advisor.

ATTENDANCE

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

EMERGENCY

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

Hospital

Jewish Hospital
217 East Chestnut Street
Louisville, KY 40202
(502) 587-4011

Norton Hospital
200 East Chestnut Street
Louisville, KY 40202
(502) 629-8000

University of Louisville Hospital
530 South Jackson Street
Louisville, KY 40202
(502) 562-3000

Urgent Care

Airport Norton Immediate Care Center
200 High Rise Drive
Louisville, KY 40213
(502) 212-1309

East End Norton Immediate Care Center
10284 Shelbyville Road
Louisville, KY 40223
(502) 244-5827

We have read and agree to abide by the DECA Code of Conduct. We also agree that the school officials, the DECA chapter advisors, the state/provincial DECA staff, or the Conference Conduct Committee members have the right to send

_____ home from the activity at our expense, provided that he/she has violated the Code of Conduct and/or his/her conduct has become a detriment.

Student Signature

Parent/Guardian Signature

Phone

Chapter Advisor Signature

School Official Signature

Insurance Company Name

Policy Number



PERMISSION FORM/ICDC DRESS CODE

High School Division International Career Development Conference

I certify that a permission form that includes an explanation of the ICDC dress code has been completed for each student attending the International Career Development Conference.

State/Provincial DECA Advisor

State/Province

This form should be turned in at conference registration on April 23 or April 24.

