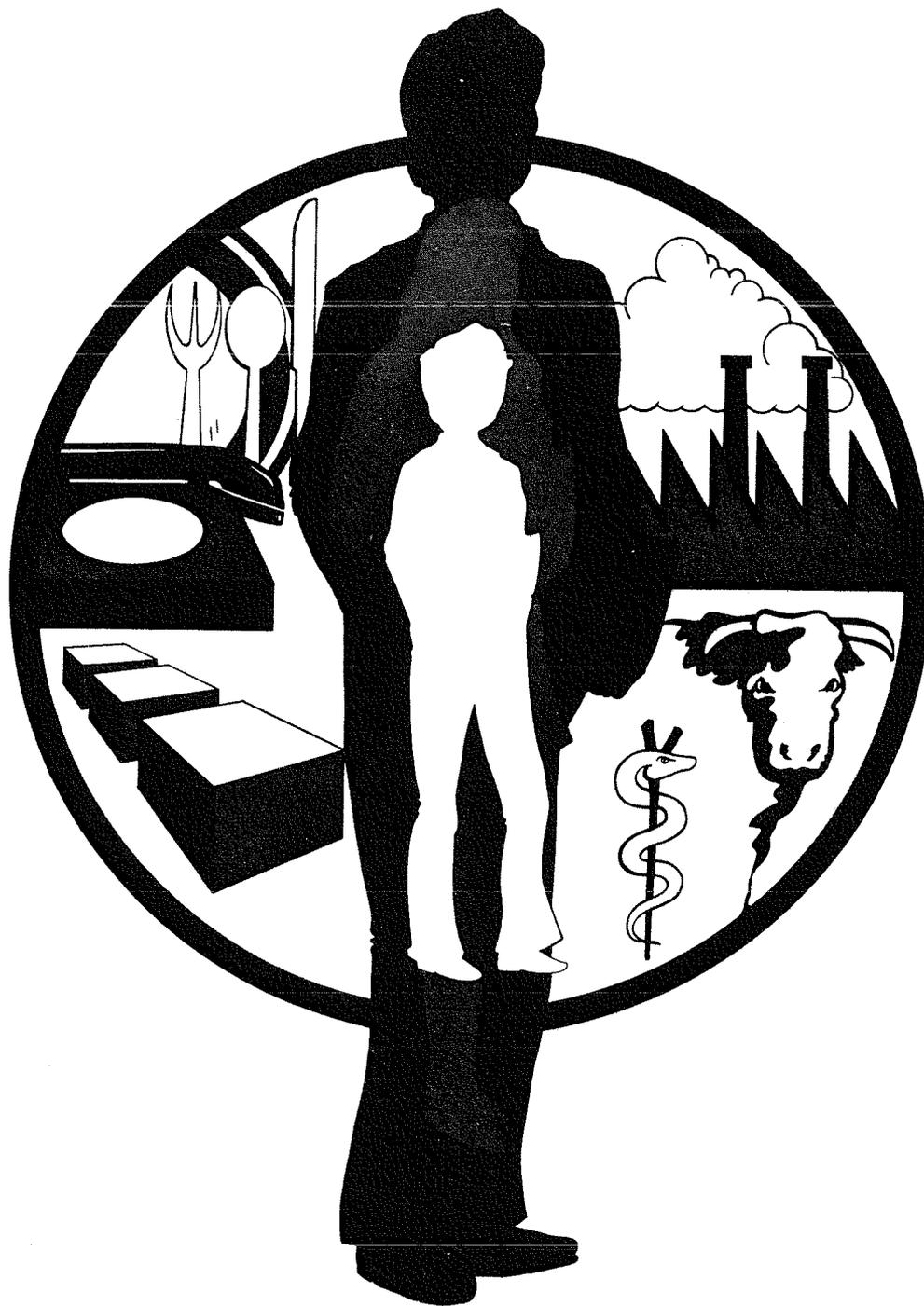


VOCATIONAL STUDENT ORGANIZATION: TEACHER HANDBOOK

1976 - 1977



CAROLYN WARNER, SUPERINTENDENT
DR. JIM HARTGRAVES, DEPUTY SUPERINTENDENT
ARIZONA DEPARTMENT OF EDUCATION

NOVEMBER 1977

ARIZONA DEPARTMENT OF EDUCATION

Carolyn Warner, Superintendent

Dr. Jim Hartgraves, Deputy Superintendent

General Education Division	General Operations Division	Career and Vocational Education Division	Business and Finance Division
Dr. Thomas R. Reno Associate Superintendent	Mr. James J. Brunstein Associate Superintendent	Mr. William J. Anderson Associate Superintendent	Mr. John M. George Associate Superintendent



ARIZONA STATE BOARD OF EDUCATION

- Mr. J. Ben Picone President
- Mrs. Amy T. Worthen..... Vice President
- Mrs. Carolyn Warner..... Executive Officer and Secretary
- Mr. O. B. Joy..... Member
- Mr. Leon H. Maehling..... Member
- Mr. Lynwood Evans..... Member
- Mrs. Beth Packard..... Member
- Dr. John W. Schwada Member
- Mrs. Miriam Sorey Member

PREFACE

NOTHING motivates students like their own active involvement in a self-directed, self-conceived venture. If the venture contains the elements of: (1) adventure, (2) risk, (3) recognition, (4) entertainment, (5) relevancy, (6) helping others, and (7) authority, self-motivation is almost a certainty. One of the best "ventures" currently available is the operation of a Student Organization.

We have all had the experience of seeing a student develop an interest in a particular topic and watching that interest *transfer* to other related topics. We all have witnessed the student who after being given a specific valued responsibility finds the *added energy* to redouble his/her efforts. The joy we have shared with students as they achieve and are *recognized* for that achievement is one of the great attractions of our profession. All of these things, and more, are common outcomes of a Student Organization.

The only cost is TIME and COMMITMENT. The cost is not really a cost but rather an investment. Time spent in "selling" the idea, organizing and counseling for implementation pays high dividends. Student identification of guest speakers and their arrangement of all details will result in a savings of teacher time at least equal to the original time invested. The *students'* involvement in the following activities will mean a significant savings of teacher time and energy: (1) identifying and scheduling panel discussion, round-table discussion, film, filmstrips, debates, etc.; (2) planning and conducting benevolent activities; (3) arranging social events; and (4) implementing a public information program. Subsequent savings of teacher time and the teaching-learning benefits mentioned previously make the original cost of time and commitment seem insignificant.

Initial time investments would be in the following areas:

1. Orient and sell the concept of a co-curricular student organization.
2. Assist with the preparation and adoption of a constitution.
3. Advise on the election and installation of officers.
4. Provide leadership training for officers.
5. Advise on yearly program of work and reserve calendar dates for activities.
6. Advise on committee and activity responsibility assignments.

Time investments of a continuing nature would fall in the following areas:

1. Enthusiastic encouragement and leadership.
2. Advise, approve, and assist with activities.
3. Class time for business meetings and supportive learning experiences.

This document was planned and developed as a service to teachers. It should prove invaluable as you plan and utilize a student organization to assist in the delivery of career and vocational program goals and objectives.

Jerry Bowman

Linda Willis

**POLICY OF THE
UNITED STATES OFFICE OF EDUCATION
FOR VOCATIONAL EDUCATION STUDENT ORGANIZATIONS**

“The United States Office of Education maintains a close relationship with vocational student organizations and welcomes their cooperation and support in strengthening programs of vocational and technical education.

“The United States Office of Education recognizes the concept of total student development as being necessary for all vocational-technical education students to enter the labor market and to assume successful roles in society.

“The United States Office of Education will provide technical and supportive services to assist vocational student organizations and state agencies in their efforts to improve the quality and relevance of instruction, develop student leadership, enhance citizenship responsibilities and provide other wholesome experiences for youth.

“Federal and state grant funds for vocational education may be used by the states to give leadership and support to vocational student organizations and activities directly related to established vocational education instructional programs at all levels under provisions of approved state plans for vocational education.

“The responsibility for instructional programs and related activities rests with the states and localities. IT IS THE BELIEF OF THE UNITED STATES OFFICE OF EDUCATION THAT INCREASED EFFORTS ON THE PART OF STATE EDUCATION AGENCIES TO RECOGNIZE AND ENCOURAGE THE GROWTH AND DEVELOPMENT OF VOCATIONAL STUDENT ORGANIZATIONS IS HIGHLY IMPORTANT AND DESERVES THE SUPPORT OF ALL LEADERS IN AMERICAN EDUCATION.”

September 1974

TABLE OF CONTENTS

	Page
PROGRAM OF WORK	1
Introduction	1
Calendar (Sample)	2
Budget (Sample)	7
Evaluation Process	8
Evaluation of Meetings	9
Evaluation of Activities	12
ORGANIZING	15
Adopting a Constitution	15
Reviewing the Constitution	15
Constitution (Sample)	16
Bylaws to the Constitution (Sample)	19
TEACHING PARLIAMENTARY PROCEDURE	21
Parliamentary Guide	21
Guides for the President	25
Organizing for Committee Work	26
Summary of Motions	27
Parliamentary Glossary	29
ELECTION OF OFFICERS	31
INSTALLATION CEREMONY	33
INITIATION	37
OFFICER LEADERSHIP TRAINING	43

PROGRAM OF WORK

INTRODUCTION

A Program of Work is a tool used to help manage the activities of an organization. It is a planning device which allows an organization to focus on planned activities, in respect to the goals of the organization. Prioritization of events, scheduling of events, and assignment of individual responsibilities are some inherent benefits of a good planning document.

The Program of Work is designed to provide educational experiences of a "co-curricular" nature rather than those of the "extra-curricular" variety. Activities or experiences may be classified as PROFESSIONAL, BENEVOLENT, SOCIAL, and PUBLIC INFORMATION.

PROFESSIONAL activities are those that seek to develop or improve the professional status of the individual.

BENEVOLENT activities are those that emphasize "Man's responsibility to man." These events suggest student empathy with a situation or condition and a hope for improvement of that situation or condition.

SOCIAL activities are designed to give students the opportunity to practice appropriate action and reaction in a social setting. These activities also highlight the role of leisure and recreation in the life-style of individuals.

PUBLIC INFORMATION activities are those that tell the story of the organization. The public judges an enterprise by what it does and by what it says. If its purpose is sound, its services good, its people enthusiastic and individually successful, and its program beneficial, the community should be told about it.

- IMPORTANT NOTE:** (1) *Students* will be responsible for planning and implementing activities of the organization;
 (2) The following samples represent an organized program of work for a specific population of student abilities and interests.

PROGRAM OF WORK CALENDAR

(Sample)

MONTH-DATE	PROFESSIONAL	BENEVOLENT	SOCIAL	PUBLIC INFORMATION
AUGUST	***Adopt Constitution***			
SEPTEMBER	*1. Elect and in-service officers. *2. Install officers. *3. Initiate members. *4. Guest speakers — "Parliamentary Procedures." 5. Adopt Program of Work. 6. Establish committees and responsibilities. 7. Establish Speakers Bureau. *8. Guest speaker — "Social Manners."	*1. Welcome new teachers and students.	*1. Parent/Guest Open House.	1. News releases, media coverage for all "*" activities.
OCTOBER	*1. Fund raising activity. *2. Guest speaker — "Oral Communications." 3. Speakers Bureau practice sessions. 4. Guest speaker — "Written Communications."	*1. Promote school spirit. *2. Get out the vote campaign.	*1. Faculty recognition activity.	1. News releases, media coverage for all "*" activities. 2. DO program feature article . . . Local paper and school paper.

PROGRAM OF WORK CALENDAR
(Continued)

(Sample)

MONTH-DATE	PROFESSIONAL	BENEVOLENT	SOCIAL	PUBLIC INFORMATION
NOVEMBER	<ul style="list-style-type: none"> *1. Speak to professional and civic organizations. *2. Guest speaker — “Leadership.” *3. Guest speaker — “Motivation.” 4. Debate — “Leaders are Born.” 	<ul style="list-style-type: none"> 1. Adopt needy family for Thanksgiving... <i>DO NOT SEEK Publicity.</i> 	<ul style="list-style-type: none"> *1. “Thanks Boss!” Breakfast. 2. Hay Ride. 	<ul style="list-style-type: none"> 1. News releases, media coverage for all “*” activities. 2. “Thanks Boss!” ad in local newspaper.
DECEMBER	<ul style="list-style-type: none"> *1. Speak to professional and civic organizations. *2. Panel discussion — “Labor Representatives/Management Representatives.” *3. Guest speaker — ‘ ‘ C i t y / S t a t e Government.’ ’ 	<ul style="list-style-type: none"> *1. “Toys for Tots” campaign. 2. Christmas party for nursing home, hospital, orphanage. 	<ul style="list-style-type: none"> 1. Christmas Party 	<ul style="list-style-type: none"> 1. News releases, media coverage for all “*” activities. 2. Feature article — student success story.
JANUARY	<ul style="list-style-type: none"> *1. Speak to Junior classes . . . “DO Program.” *2. Guest speaker — “Human Relations.” *3. Panel discussion — “Job Market Projections.” 	<ul style="list-style-type: none"> *1. School betterment project. 	<ul style="list-style-type: none"> *1. Parent/Student business and dinner meeting. 2. Dance 	<ul style="list-style-type: none"> 1. News releases, media coverage of all “*” activities. 2. Arrange school officials’ visit to training station.

PROGRAM OF WORK CALENDAR
(Continued)

(Sample)

MONTH-DATE	PROFESSIONAL	BENEVOLENT	SOCIAL	PUBLIC INFORMATION
FEBRUARY	<ol style="list-style-type: none"> 1. Round table discussion — "Understanding Others." *2. Guest speaker — "Your Attitude Shows." *3. Film or guest speaker — "Leadership Skills." *4. DO program recruiting campaign. 	<ol style="list-style-type: none"> *1. Career Day for Elementary schools. 	<ol style="list-style-type: none"> 1. Valentine Party. 2. Skating Party. 	<ol style="list-style-type: none"> 1. News releases, media coverage for all "*" activities. 2. Feature article on Vocational Education Week.
<p style="margin-left: 40px;">4</p> MARCH	<ol style="list-style-type: none"> *1. Fund raising activity. *2. Film or guest speaker — "Decisionmaking Skills." *3. Guest speaker — "Chamber of Commerce." *4. Guest speaker — "Why Join a Civic Organization?" *5. Guest speaker — "Income Tax Return Preparation." 	<ol style="list-style-type: none"> *1. Conduct a workshop — "Income Tax Return Preparation" for school and community. 	<ol style="list-style-type: none"> 1. Picnic. 	<ol style="list-style-type: none"> 1. News releases, media coverage for all "*" activities.

**PROGRAM OF WORK CALENDAR
(Continued)**

(Sample)

MONTH-DATE	PROFESSIONAL	BENEVOLENT	SOCIAL	PUBLIC INFORMATION
APRIL	1. Round table discussion – “Decision-making Skills.” *2. Guest speaker – “Why Join a Professional Organization?” 3. Panel discussion – “After We Graduate – What.”	*1. Conduct a “Get a Job” seminar for high school students.	*1. Spring Fashion show.	1. News releases, media coverage for all “*” activities. 2. Feature article – Employees’ testimonials for the DO program.
5 MAY	----- EMPLOYER/EMPLOYEE BANQUET -----			
JUNE	*1. Panel discussion – “Representatives from Several Post/Secondary Educational Institutions.” *2. Follow-up study of program graduates.	*1. Paint-up/clean-up project.	1. Swim/river party.	1. News releases, media coverage for all “*” activities. 2. Feature article – DO program testimonial by students.

PROGRAM OF WORK CALENDAR

(Sample)

MONTH-DATE	PROFESSIONAL	BENEVOLENT	SOCIAL	PUBLIC INFORMATION
-------------------	---------------------	-------------------	---------------	---------------------------

BUDGET

(Sample)

INCOME

Dues (27 Students, 16 Alumni, 21 Professionals)	\$ 128.00
Fund Raising (Popcorn Sale)	850.00
Fund Raising (Inner-tube Sale)	622.00
Donations	75.00
Miscellaneous	<u>10.00</u>

TOTAL INCOME \$1,685.00

EXPENSES

Installation Dinner	\$ 160.00
Initiation Party	35.00
New Teacher/Student Reception	20.00
Parent/Guest Open House	25.00
Faculty Recognition Tea	15.00
Needy Family Project (Other than Donations)	30.00
“Thanks Boss” Breakfast (Member Responsibility)	10.00
Hay Ride	40.00
Orphanage Christmas Party	60.00
Christmas Party – Members	30.00
School Betterment Project (Decorate Student Lounge)	25.00
Parent/Student Dinner and Business Meeting	130.00
New Year’s Dance	15.00
DO Program Recruitment Campaign (Materials)	10.00
Career Day (Materials and Hospitality)	30.00
Valentine Party (Materials and Hospitality)	25.00
Skating Party	20.00
Income Tax Workshop (Materials and Hospitality)	30.00
Picnic	(No cost)
“Get That Job” Seminar (Materials and Hospitality)	30.00
Spring Fashion Show Reception	25.00
Employer-Employee Banquet	450.00
Paint-Up Project (Baseball Bleachers)	50.00
End of School River Party	50.00
Stationery and Postage	35.00
Member Awards	40.00
Guest Speaker Certificates	15.00
Public Information	50.00
Miscellaneous	<u>100.00</u>

TOTAL EXPENSES \$1,555.00

*Any amount remaining in treasury will be
donated to next year’s class.

EVALUATION PROCESS

The process of evaluation is a constant one. In order to accomplish goals, an honest evaluation must be performed at least once a year. Better yet, a midyear evaluation is well to consider.

A committee of students might work cooperatively with the coordinator in conducting an evaluation of the total program. This group could prepare a written report for presentation to the entire organization. They might also submit the final appraisal to school administrators. If someone outside your organization is familiar with your program, it would be of value to have them assist you in evaluation.

A rating scale should be devised for the evaluation process:

- 5 Excellent
- 4 Very Good
- 3 Good
- 2 Fair
- 1 Poor
- N Does Not Apply

The following areas might be considered for evaluation.

1. Related Classroom Instructional Curriculum

- a. Goals and purposes of the student organization are related to class instruction and on-the-job training.
- b. Some student organization activities are an outgrowth of the related class.
- c. Students actively participate in planned student organization experiences.
- d. Student organization has necessary equipment and supplies.

2. Leadership Development

- a. All students are involved in student organization activity and serve actively on at least one committee.
- b. Students are familiar with and understand the goals and purposes of the student organization.
- c. Group cooperation and enthusiasm is prevalent.
- d. Leadership training (public speaking, parliamentary procedure, etc.) has included all students.

3. Student Organization Activities

- a. The student organization followed a Program of Work for the year.
- b. The student organization carried out at least one school service project.

- c. The student organization carried out at least one community service project.
- d. The student organization carried out at least one social activity.
- e. The student organization held an employer-employee appreciation banquet or similar event.
- f. The student organization involved alumni in group activities.
- g. The student organization held an installation and initiation ceremony.
- h. The student organization meetings were organized.
- i. The student organization had a planned budget.
- j. Accurate and complete records were kept by the secretary and treasurer.
- k. Officers plan an agenda before each meeting.
- l. Designated class time is used for meetings.

4. Public Relations

- a. Student organization has a newsletter display or bulletin board area.
- b. Student organization has a working P.R. Committee to assist the Public Relations Officer.
- c. Reports of special activities were sent to the State Director.
- d. Club Public Relations Officer regularly informed school and local newspapers of organization happenings.
- e. Student organization conducted a Vocational Education Week to increase awareness of vocational education in the school and community.

Student Organization evaluation will provide you with the satisfactory aspects of your program, as well as the areas where there is need for improvement.

EVALUATION OF MEETINGS

To keep on the alert for ways of improving meetings, the following questions should be asked by officers and the advisor:

Are meetings well planned in advance?

Do meetings help achieve objectives?

Is there a good balance between program, work, social, and business meetings?

Has every member had an opportunity to participate individually or through group activities such as singing, relaxers, or buzz groups?

Do meetings provide opportunities for members to work and think together?

Have many members had opportunities to serve in leadership roles?

Are meetings imaginative and varied?

Are persons participating in meetings adequately prepared?

Do meetings challenge each member to greater efforts toward broader objectives?

Do meetings start and end on time?

Are meetings held regularly on scheduled dates?

Are provisions made for physical comfort at meetings?

Do meetings have a "cooperative" atmosphere?

Has good parliamentary procedure been used when applicable?

Has time been used wisely?

COMMITTEE EVALUATION

(Sample)

Student Chairman _____

Adult Advisor _____

Committee Members

Recorder _____

Committee Action

Evaluation of Activity

EVALUATION OF ACTIVITIES

Planning for Evaluation

After the Program of Work is all scheduled and the budget is determined, evaluate the process you have just completed.

Make a composite from all activities to use for the year's planning. You may want to plan for evaluation after each activity.

Some types of evaluation you may consider are check lists, discussion in class, committee evaluation, written reports, oral reports, and outside sources.

EVALUATION FORM

(Sample)

ACTIVITY	DATE	WHAT I HAVE LEARNED	HOW COULD I USE THIS EXPERIENCE

(Sample)

Name: _____

Date: _____

Period: _____

GUEST SPEAKER REPORT

1. Speaker's Name: _____

2. Establishment represented: _____

3. Product(s) and/or service(s) of this establishment: _____

4. Speaker's position at establishment: _____

5. Subject of speaker's presentation: _____

6. Summarize and evaluate the presentation: _____

ORGANIZING

ADOPTING A CONSTITUTION

The Constitution of an organization sets out the “ground rules” of operation. The constitution serves the organization and its members, not vice versa. Normally, the following series of steps are used in establishing a constitution.

1. Appoint Constitutional Committee.
2. Constitution is developed.
3. Proposed constitution is presented to the membership.
4. Membership ratifies the constitution.
5. Print and disseminate the adopted constitution.

REVIEWING THE CONSTITUTION

Each year the organization should review its adopted constitution. This review procedure normally takes the following steps:

1. Appoint Constitutional Review Committee.
2. Constitution is reviewed.
3. Suggested revisions are presented to membership.
4. Membership approves/rejects suggested revisions.
5. Print and disseminate the revised constitution.

CONSTITUTION

(Sample)

OF

ARTICLE I – Name

The official name of this organization shall be _____
_____ and may be referred to as _____.

ARTICLE II – Purpose

Section 1. This is an organization of students currently or previously enrolled in diversified occupations programs and has as its purpose to further the welfare of its members in the following ways:

- a. To develop an appreciation for and understanding of the individual's responsibility to society.
- b. To develop progressive occupational leadership that is competent, aggressive, self-reliant, and cooperative.
- c. To create an appreciation of and an abiding interest in chosen occupations.
- d. To provide for mental and physical health through satisfactory social and recreational activities.
- e. To foster a deep feeling of the civic and social responsibilities of business to society.
- f. To engender a healthy respect for education, and the desire to keep abreast of current occupational developments.

ARTICLE III – Organization

Section 1. The _____ is an association of Diversified Occupations students of the _____ school.

Section 2. The administration of _____ shall be vested in the Executive Council. All powers not delegated elsewhere in this constitution shall rest with the Executive Council.

- a. The Executive Council will consist of the officers of _____.
- b. The organization's teacher-coordinator will act as advisor and final authority for all organization activities.

Section 3. _____ will be composed of four divisions: (1) a Student Division, (2) a Professional Division, (3) an Alumni Division, and (4) an Honorary Division.

ARTICLE IV – Membership

Section 1. The members of _____ shall be composed of individual members as described in the bylaws.

Section 2. Honorary Members shall be leaders in the field of education, business, or in government. Honorary Members shall pay no dues.

ARTICLE V – Meetings

Section 1. A meeting shall be held each month and shall serve as the official meeting of each division of the organization. The date and place will be determined by the Executive Council.

Section 2. The Executive Council shall be empowered to call special meetings as may be necessary.

ARTICLE VI – Officers

Section 1. The officers of _____ shall be elected by majority vote of the voting delegates and may consist of any necessary officers as described in the bylaws.

Section 2. Duties of each officer will be as described in the bylaws.

Section 3. Individuals elected as officers will serve until the conclusion of the school year.

Section 4. Should a vacancy occur in the office of the President, it shall be assumed by the Vice President. Vacancies in all other offices shall be provided for by the Executive Council.

ARTICLE VII – Dues

Section 1. Dues for active members shall be determined by the Executive Council for the school year which follows and shall be payable as directed by the Executive Council.

Section 2. The Treasurer shall report on or before November 30th each school year as to which members have paid their membership dues in full. These members shall be designated as members in good standing.

Section 3. The membership year shall be September 1 to August 31 inclusive.

Section 4. Honorary Members shall be exempt from dues.

ARTICLE VIII – Emblem and Colors

Section 1. The emblem of _____ shall be as described in the bylaws.

Section 2. The individual members may wear the emblem as may be appropriate.

ARTICLE IX – Amendments

Section 1. To amend this Constitution the proposed amendment must be presented in writing to the Executive Council at least 90 days prior to the actual vote. Upon acceptance by the Executive Council, the proposed amendment shall be presented in writing to the members at least 30 days prior to the actual vote. This Constitution may be amended by a two-thirds majority vote of approval of the members present at the meeting.

Section 2. Only such amendments shall be made as are in keeping with the purpose stated in Article II of this Constitution.

ARTICLE X – Audit

Section 1. The accounts of this organization shall be audited by an audit team appointed by the teacher-coordinator.

ARTICLE XI – Rules, Regulations and Bylaws

Section 1. Such rules, regulations and bylaws as are deemed necessary in the proper conduct of this organization shall be adopted.

Section 2. No rules, regulations or bylaws shall be adopted which are contrary to this constitution.

Section 3. In all meetings, Robert's Rules of Order, Revised, shall serve as standard procedure.

BYLAWS

(Sample)

TO THE CONSTITUTION OF

ARTICLE I – Duties of the Officers

Section 1. The President Shall–

- a. Preside over and conduct meetings in accordance with accepted parliamentary procedure.
- b. Appoint committees when needed.
- c. Represent _____ at special events (as determined by the Executive Council).
- d. Have authority to appoint a delegate to accompany him/her to any of the above functions.

Section 2. The Vice President Shall–

- a. Assist the President in the discharge of his/her duties and responsibilities.
- b. Preside over meetings in the absence of the President.
- c. Be responsible for planning special programs as determined by the Executive Council.

Section 3. The Secretary Shall–

- a. Keep an accurate record and prepare minutes of each regular and called meeting.
- b. Answer all correspondence.
- c. Keep an up-to-date roll of all members.
- d. Keep a copy of the Constitution and Bylaws with amendments properly entered.
- e. Provide a list of old or unfinished business and potential new business before the meetings start.
- f. Notify members of any special meetings.
- g. After each meeting, send a copy of the minutes to each member.

Section 4. The Treasurer Shall—

- a. Receive and account for all funds which come into the _____ treasury.
- b. Advise members of the financial needs of _____.
- c. Help plan and execute the ways and means of providing for the financial needs of _____.

Section 5. The Parliamentarian Shall—

- a. Be prepared to advise the presiding officer and other members on points of parliamentary procedure.

Section 6. The Reporter Shall—

- a. Keep an accumulative file of clippings, pictures, copies of special programs, etc. . . . in the form of a scrapbook.
- b. Assist in building a public relations campaign.

TEACHING PARLIAMENTARY PROCEDURE

The skills of parliamentary procedure are most effectively covered one at a time. Each student needs to be included in parliamentary procedure action. When practicing the exercises it is helpful for the members to rotate as "chairman" or "president" of the class. Add interest and fun in selecting the president by numbering each individual, then placing corresponding numbers in a box. As a president completes his practice period he draws a number of the individual to serve as the next president.

Spirited competition can be developed by dividing the class and letting the two groups compete with one another. Perhaps a prize can be given to the winners, or the losers treat the winners. Choose students to serve as judges.

This section is presented as a brief guide for participation in meetings. All information complies with accepted parliamentary procedure; however, if problems of procedure arise, it is suggested that a copy of *Robert's Rules of Order* be reviewed.

PARLIAMENTARY GUIDE

Parliamentary law is designed to accomplish certain main objectives. Stated briefly, these objectives are our guarantee that in a properly operated business meeting we will have:

1. One thing at a time
2. Courtesy to everyone
3. The rules of the majority
4. The rights of the minority

There is nothing mysterious nor complex about proper parlance. There are certain things we must know in order to take our proper place in a business meeting.

The Chairman or President He/she presides, does not direct. He/she must not enter into the discussion. He/she does not introduce new items of business. He/she must have a very thorough knowledge of parliamentary law.

The Members Must take full responsibility for the success or failure of the meeting. They must present motions properly, pay attention while other members are speaking, and take an active interest in the proceedings.

The Secretary Prepares the order of business for each meeting. Keeps an accurate record of each meeting.

Main Motion

Now, let us consider the *tools that we have to get the work done at our meetings*. Of *most importance* to us is the *main motion, designed to get group approval for some new project or some other course of action*. The following *procedure* is mandatory: The member rises, and addresses the chair. When recognized he/she begins the motion with the words, "I move that --." Never say, "I make a motion!" To say "I make a motion" indicates ignorance of both parlance and grammar.

Following the motion, a second is called for. It is not required that a member be recognized in order to present a second. Once the motion is seconded, the chair calls for discussion.* Every member has a right to be heard. He/she simply obtains the floor and speaks for or against the motion. Members may not present another motion, except in those instances explained a bit later. Following the discussion, the president calls for the affirmative vote, then the negative vote, and then announces the decision.

Amending the Motion

If a member feels that he/she favors the main motion, in general, but that it could be improved upon, he/she may move to amend the motion at any time before it is voted upon. There are three ways to present amendments:

1. By addition
2. By substitution
3. By striking out

As an example, let us suppose that the following motion has been properly presented and seconded:

“That our organization purchase 1000 book covers for sale to members of the association.”

As a member, you might present any one of the following amendments:

“I move to amend the motion by adding the words ‘and to other interested people’ ”

or

“I move to amend the motion by substituting the number ‘2000’ for 1000”

or

“I move to amend the motion by striking out the words ‘to members of the association’.”

After an amendment is offered, it, too, requires a second. It is possible also to offer an amendment to the amendment. In any case, the amendments and motions are voted on in reverse order to which they are presented. It is possible for an amendment to fail but for the motion to carry.

Amendments must modify a motion, not change its entire meaning. If members want to change it altogether, simply vote against it when it comes up for vote.

Postponing – Delaying a Motion

There are few other motions that each member must be able to use. Let us consider them. Suppose you feel that the motion under consideration is probably a good one,

*If the motion is debatable.

but you feel your group is not ready to vote on it at this time. The following motion is an example of a motion to postpone definitely:

“Mr. Chairman, I move to postpone further action on this motion until our next regular meeting.”

If seconded and carried, this motion guarantees that at your next meeting, the motion will appear under the heading of old business, in its debatable form.

If, however, you feel that the motion before the house probably is not worth considering, yet you do not wish to hurt anyone’s feelings, you might move to postpone indefinitely.

“Mr. Chairman, I move to postpone further action on this motion at this time.”

If seconded and carried, this motion provides no way to bring the original item of business back before your group. To do so requires a motion from the floor at a later meeting. Usually, it never comes up again.

A motion to table accomplishes much the same thing as a motion to postpone indefinitely. Actually, the major difference lies in the fact that a motion to table is not debatable. Once tabled, it requires a motion to take from the table at the next meeting, or it ceases to exist. Proper form:

“Mr. Chairman, I move to table this motion.”

Sometimes you may wish to secure more information before voting on a plan of action. Perhaps you would like to have somebody make a detailed study of the motion in question. You then should move to refer to committee as follows:

“Mr. Chairman, I move to refer this motion to a committee to be appointed by the chair.”

When this committee reports, the motion then is before the house, again in its debatable form and the members may cast their votes with more information to assist them in voting correctly.

Calling for a Vote

There is no reason for a business meeting to drag on and on. Most organizations are blessed with a member or two who love the sound of their own voices. Suppose the motion before the house is a simple one, and everyone seems to be for it, yet a couple of members continue to “yak-yak” to no purpose. There are several things you might do. First of all, you might move the previous question.

“Mr. Chairman, I move the previous question.”

The motion must be seconded, may not be discussed, and since it limits the rights of the minority, requires a two-thirds vote. If carried, the original motion must be voted upon at once.

Another technique, not quite so “rough“ is to move to limit debate. Here you have several choices. The limit set may be one of time or number of speakers.

“Mr. Chairman, I move to limit debate to another five minutes.”

or

“Mr. Chairman, I move to limit debate to one more speaker on each side of the question.”

Again, since this motion limits the rights of the members, a two-thirds vote is required. It is not debatable. If passed, the president must abide by the restrictions and call for the vote when either the time commitment or the number of speakers has been completed.

Voting

In most instances, we vote “viva voce,” by the living voice. Sometimes the vote may be close. The chairman must declare the vote either for or against. Suppose the chair says that the motion in question carried. As a member, if you think there is a mistake, there are some things you can and should do about it.

1. Call for a division of the house

This is not a motion requiring a second. When called for, the president must ask for a show of hands and an actual count of the yes and no votes.

2. Appeal from the decision of the chair

Here the president responds by saying: “The decision of the chair has been appealed. Those who sustain the chair, please stand. (After the count is made, he asks them to be seated.) Those who do not sustain the chair, please stand.” (After the count is made, he announces either that the decision is sustained or that it is not, as the case may be.)

3. Reconsidering the motion

Suppose the chapter or club passes an item of business without having a full knowledge of what it would mean. Later events during the same or subsequent meetings convince you that a mistake was made. You may then move to reconsider the motion in question. If seconded and carried, the original motion is again on the floor in a debatable form.

Sometimes groups make very serious mistakes that look bad on the permanent record. They may be erased by a motion to *rescind*. If passed (by a two-thirds majority) the secretary is automatically instructed to delete from the minutes all record of the action ever having been taken in the first place.

Finally, members may wish to depart from the strict rules of parlance for a specific reason. To do so correctly, a member should move to *suspend the rules* to allow the change in order or method of business.

Requesting Special Consideration

Also, a member may have a reason for wanting a special privilege. He/she may think the room is too warm, he/she may ask to hear a portion of the secretary's minutes re-read, etc. He/she then rises and says: "Mr. Chairman, I ask a special privilege." The chairman asks him/her to state his/her privilege and normally would grant it. No vote. No second.

GUIDES FOR THE PRESIDENT

The Use of the Gavel

Every presiding officer should be familiar with the use of the gavel. He/she should use it as the symbol of authority to be exercised in the support of self-government and orderly procedure. *Two* taps of the gavel calls the chapter meeting to order. *Three* taps of the gavel is usually the signal for all members to stand during the opening and the closing ceremonies. Another tap serves as the signal to be seated. When a main motion has been passed or rejected, one tap of the gavel should follow the announcement of the result. *One* tap of the gavel should immediately follow the announcement that a meeting is adjourned. The gavel is also the instrument for maintaining order during chapter meetings. If at any time members engage in personalities or for other reasons distractions occur, a sharp tap or a series of sharp taps of the gavel should restore dignity and order.

Forms for the Presiding Officer to Use

The following are the forms the presiding officer will have occasion to use:

CALLING TO ORDER. "The Chapter will now come to order."

CALLING FOR BUSINESS. "Is there any unfinished business?"

"What is your (further) pleasure?" "Is there a motion?" "Do I hear a motion?"

CALLING FOR A SECOND. "Is the motion seconded?" "Do I hear a second?" "Is there a second?"

CALLING FOR DEBATE. "Are there any remarks on the motion?" "The floor is open for debate." "Are you ready for the question?"

RECOGNITION. "Mr. Smith." "Mr. Smith has the floor." "Mr. Smith is recognized for . . . minutes."

TAKING A VOTE. "The question before the house is whether . . ." "The effect of this motion, if it is carried, is . . ." "Those who favor the motion will say Aye" . . . "Those who are opposed will say No." "The ayes have it." "The motion is lost." "The effect of this motion is . . ."

COMMITTEE REPORTS. "Shall the report be adopted?" "What is your pleasure in regard to this report?" "Reports of standing committees are now in order."

APPOINTMENTS. "The Chair appoints Messrs. Brown, E. A. Smith, and Davidson as a committee to make arrangements for the annual banquet."

APPEAL. After seconding and debate. "Those who wish to support the decision of the chair will say Aye" . . . "All who are opposed will say No" . . . "The decision of the chair is sustained (reversed)."

OBJECTION. (No second required; no debate.) "Objection has been made to the consideration of this question. All who are in favor of discussing this question will say Aye" . . . "All who object to the discussion of the question will say No" . . . "The objection is (is not) sustained."

POINT OF ORDER. "State your point of order." (states) "Your point of order is (is not) well taken."

THE PREVIOUS QUESTION. "Shall debate cease and a vote be immediately taken?" "The previous question on the amendment has been moved and seconded. A favorable vote on this motion will have the effect of closing debate on the amendment and causing an immediate vote thereon, but will not close debate on the main motion."

VOTE ON AMENDMENT. "As many as favor the motion to amend by addition of the words 'or more than \$100' will say Aye" . . . "All who oppose the motion to amend will say No" . . . "The ayes have it (the motion is lost)." "The question in its original form is before you for further discussion (the motion has been amended to read . . .)."

MINUTES. "You have heard the reading of the minutes. Are there any corrections? (further corrections?) If not, they stand approved (approved as corrected)." "If there is no objection, the minutes will be corrected accordingly." "Since there is objection, the correction requested by Mr. Roberts cannot be made unless a motion to this effect is passed."

ADJOURNMENT. "Motion has been moved and seconded that the chapter stand adjourned (stand adjourned to meet at 8 p.m., October 3, in the usual place). Accordingly the chapter stands adjourned until . . ."

ORGANIZING FOR COMMITTEE WORK

Learning to work with others in accomplishing tasks is an important part of an individual's education. Committee participation must get every member involved in some area of interest for maximum chapter effectiveness and member growth.

Most organizations have three types of committees:

- Executive Committees
- Standing Committees
- Special Committees

SUMMARY OF MOTIONS
(In order of rank)

KIND OF MOTION	SECOND REQUIRED	DEBAT- ABLE	AMEND- ABLE	VOTE REQUIRED	CAN BE RECON- SIDERED
<i>Privileged Motions</i>					
Adjourn (when unqualified)	Yes	No	No	Majority	No
Question of Privilege	No	No	No	None	No
<i>Incidental Motions</i>					
Point of Order	No	No	No	None	No
Appeal	Yes	Yes ¹	No	Majority	Yes
Suspend the Rules	Yes	No	No	Two-thirds ²	No
Division	No	No	No	None	No
Nominations, to Close	Yes	No	Yes ³	Two-thirds	No
Nominations, to Reopen	Yes	No	Yes ⁴	Majority	Yes ⁵
Parliamentary Inquiry	No	No	No	None	No
Withdraw a Motion, Leave to	No	No	No	Majority	Yes ⁶
<i>Subsidiary Motions</i>					
Lay on the Table	Yes	No	No	Majority	No
Previous Question	Yes	No	No	Two-thirds	Yes ⁷
Refer to Committee	Yes	Yes ⁸	Yes	Majority	Yes
Amend	Yes	Yes ⁹	Yes ¹⁰	Majority	Yes
Postpone Indefinitely	Yes	Yes	No	Majority	Yes ¹¹
<i>Main Motion</i>					
Main Motion	Yes	Yes	Yes	Majority	Yes
<i>Unclassified Motions</i>					
Take from the Table	Yes	No	No	Majority	No
Reconsider	Yes	Yes ¹²	No	Majority	No

¹No if it relates to indecorum, etc.

²Standing rules require only a majority vote.

³Time only.

⁴Time only.

⁵Only the negative vote.

⁶Only the negative vote.

⁷Before the affirmative vote has been taken under it.

⁸Only as to propriety of committing.

⁹If applied to a debatable question.

¹⁰Only first degree amendment.

¹¹Affirmative vote only.

¹²If the motion to be reconsidered is debatable.

Executive Committees

The Executive Committee is generally composed of the officers and standing committee chairmen. It should meet regularly and at least a week prior to the next regular meeting. The president serves as chairman of this group, with the vice president chairing Program of Work divisions. You should be cautioned not to let this group become the sole decision-making body for the organization. Their primary objective should be to get the entire group involved in decision-making and group activity.

Standing Committees

There are standing committees responsible for carrying out the program of work. Selection of committee chairmen and members is important and should be coordinated so as to assure working order, harmony, and activity from all members.

The officers and/or Executive Committee should not hesitate to replace an officer or committee chairman who is not functioning and therefore infringing upon the morale of the group and activity accomplished. The members of the committee must feel the full responsibility for any activity either accomplished or *not accomplished*.

Encourage standing committees to innovate and plan activities that are new and different, and will add to the overall program. Don't simply rubber stamp last year's program and do the same old things again.

The vice president is responsible for coordinating the program of work. He/she should keep posted on the progress of each committee, and, in turn, keep each committee informed on the progress of other groups.

Post the program of work activities by month on a large activity board. This helps the members keep a record of what has been done and what needs to be done. It also serves to build esprit de corps and interest while placing peer pressure on the less than active committees.

Committees should present written reports of their activities to the vice president and the secretary. One copy of the report should be placed in the permanent files. Oral committee reports are given at each executive and regular meeting.

Special Committees

There are times when a specific job or activity should be placed in the hands of a committee, separate from the standing committees. It might be the responsibility of this group to find facts concerning a project and report back to the chapter or to make recommendations on a topic of interest.

SPECIAL NOTE TO THE TEACHER-COORDINATOR

This material does not appear in the *Officer Leadership Handbook* . . . IT WOULD BE BENEFICIAL TO THE OFFICERS. This material is included here in order to give you more flexibility in planning your instructional program.

PARLIAMENTARY GLOSSARY

- Address the Chair* – to speak to the presiding officer, addressing him/her as “Mr./Madam Chairman” or “Mr./Madam President.”
- Adjourn* – to dismiss or end a meeting. This motion takes precedence over all others.
- Amend* – to change or to modify a motion by adding a word, changing a word or phrase, striking out a word or phrase, etc.
- Ballot* – to vote by the casting of ballots.
- Chair* – the presiding officer.
- Ex Officio* – by virtue of office, as “The president is an ex officio member of that committee.”
- House* – the organization, the club.
- Majority Vote* – the votes of more than half of the members present voting at the meeting (unless otherwise stated).
- Make a Motion* – to propose that a certain thing be done by the club. A motion must be “seconded,” that is, approved for discussion by a second person in the following words: “I second the motion.”
- Meeting* – the gathering of eligible voters to transact the business of the organization.
- Minutes* – the record or report of work of each meeting kept by the secretary.
- Motion* – the accepted name applied to the procedure of getting a matter before a group or assembly.
- Nomination* – suggesting the name of a person for an office to be used at the time of election. It is not a motion and requires no second.
- Obtain the Floor* – to obtain the right to speak, permission and recognition being given by the chairman. No one may speak unless recognized by the chair.
- Pro Tem* – for the time being, as “She is secretary pro tem,” acting in place of the secretary who is absent.
- Question* – the motion before the assembly. When members wish to close the discussion and put the matter to a vote, they may call “Question.”
- Quorum* – the number of members necessary to carry on the business. This number is a majority unless otherwise specified in the constitution.
- Refer to a Committee* – to put certain work in the hands of a small committee which is better able to consider the matter than the whole club. The committee must report its results at a later meeting.

Second – an indication that at least a second person is in favor of discussing the motion.

Special Committee -- a committee appointed for some particular purpose.

Standing Committee – a committee provided for in the constitution, usually appointed for the year.

Withdraw a Motion – a motion permitting a previous motion to be withdrawn. It is not debatable, cannot be amended, but may be reconsidered.

A motion may be withdrawn by the person who made it any time prior to its being restated by the chairman of the meeting. If the chairman of the meeting has stated the motion, it then becomes the property of the assembly. To withdraw it requires the consent of the majority of the group.

Adopted from: Circular 240, Co-op Extension Service, University of Arizona.

ELECTION OF OFFICERS

Each officer has well-defined responsibilities. It would be difficult to overemphasize the importance of proper selection and training of officers. Recommended processes for officer election include:

1. *Use a nominating committee.* As teacher-coordinator you must not dominate the group. There isn't much point in expecting the members to show much interest if you hand pick the officers, either directly or indirectly.
2. *Use a written application* for office (see example). Officers will exert more effort if they seek an office rather than back into it.
3. *Have a screening committee.* This may be comprised of past officers, selected class representatives, or some other group of dedicated concerned members, interested in the election of strong officers.
4. *Have the nominating committee present at least two candidates for every office.* Nominations would be accepted from the floor provided they have submitted an application.
5. *Allow the defeated candidates to be nominated for another office.*
6. *Give members experience at true democracy* in action by using a written ballot. A majority vote is required for election.

OFFICER APPLICATION

Name _____ Age _____

Offices you would accept . . . (In order of preference)

- | | |
|----|----|
| 1. | 4. |
| 2. | 5. |
| 3. | 6. |

Your scholastic record:

Your work record:

Leadership positions held:

Why are you running for office?

Will you spend extra time on Parliamentary Procedure? Yes _____ No _____

Will you spend extra time planning and conducting meetings and activities? Yes _____ No _____

Do your parents/guardians approve of your running for office? Yes _____ No _____

Does your employer approve of your running for office? Yes _____ No _____

INSTALLATION CEREMONY

NOTE: In the event of a new organization with no retiring officers, variations in the ceremony will be necessary. It may be appropriate for the teacher-coordinator to play the role of all retiring officers. However, involvement of school administration, training sponsors, and civic leaders would add to the significance of the occasion.

After finishing his/her farewell address, the President requests the admission of the newly-elected officers. The officers are led in, preferably by the Chairman of the Nominating Committee. They are led to a center table on which is placed a large blue candle surrounded by six white candles (one for each officer). The Chairman lights the blue candle.

Chairman With the lighting of this candle, Mr. President, I present to you the duly chosen officers-elect for (year), chosen for their abilities and qualities of leadership. It is the duty of the (name of organization) Executive Council to properly install the officers-elect, in order that they may assume their responsibilities September 1, 19____.

President Mr./Madam Vice-President, will you proceed with the installation of the new officers.

Vice President Vice President-elect, you have been selected by your fellow members to serve as Vice President during the coming year. It is the responsibility of the Vice President to represent all members within this organization, to carry on an active development program, to be available for speaking engagements, and to serve as President in the absence of the President.

You must provide the spark and enthusiasm to keep (name of organization) running smoothly. Please take your candle, light it, and replace it.

Please repeat after me:

In Unison I, (name), promise to fulfill the duties of my office as Vice President to the best of my ability.

(The Vice President, as he/she gives a symbol to the new officer, will say:)

Vice President I now present you with the symbol of your office and declare you duly obligated and installed as Vice President of the (name of organization) for (year).

(The Parliamentarian faces the audience from behind the rostrum and the Parliamentarian-elect approaches and faces the rostrum.)

Parliamentarian Mr./Madam Parliamentarian-elect, it is your duty to serve as a consultant to the President on procedural matters. An authority on parliamentary procedure is frequently needed and the Parliamentarian is the source of such information. You must have in your possession at all times *Robert's Rules of Order*. The symbol of your office denotes belief in Democracy, Liberty, and the American way of life. If you are willing to assume the responsibilities of this office, please light your candle and replace it.

Please repeat after me:

In Unison I, (name), promise to fulfill the duties of my office as Parliamentarian to the best of my ability.

(The Parliamentarian, as he/she gives a symbol to the new officer, will say:)

Parliamentarian I now present you with the symbol of your office and declare you duly obligated and installed as Parliamentarian of (name of organization) for (year).

(The Reporter faces the audience from behind the rostrum and the Reporter-elect approaches and faces the rostrum.)

Reporter Mr./Madam Reporter-elect, it is your obligation as Reporter to compile reports of all the activities of (name of organization) and release them to the press, radio, and TV. You are in charge of all public relations carried on in (name of organization).

It should also be considered as part of your duties to provide continuity between previous, present, and future members of this organization by keeping complete records of events of importance in the life of this organization to pass on to your successor at the end of your term.

As you light your candle, may I remind you that the symbol of your office denotes the interdependence and cooperation of individuals working together for the betterment of mankind.

Please repeat after me:

In Unison I, (name), promise to fulfill the duties of my office as Reporter to the best of my ability.

(The Reporter, as he/she gives a symbol to the new officer, will say:)

Reporter I now present you with the symbol of your office and declare you duly obligated and installed as Reporter of (name of organization) for (year).

(The Treasurer faces the audience from behind the rostrum and the Treasurer-elect approaches and faces the rostrum.)

Treasurer Mr./Madam Treasurer-elect, you have been elected by your fellow members to serve as Treasurer of the organization. The duties of your office include billing for annual dues, our membership records, assisting in the making of the annual budget, paying all approved bills, maintaining accurate records, and preparing financial statements. A knowledge of simple accounting must be mastered and all records must be kept accurately.

As you light your candle, may I remind you that the symbol of your office, reflects the light of knowledge which dispels the darkness of ignorance. In the light of knowledge progress will be made toward vocational goals of the individual.

Please repeat after me:

In Unison I, (name), promise to fulfill the duties of my office as Treasurer to the best of my ability.

(The Treasurer, as he/she gives a symbol to the new officer, will say:)

Treasurer I now present you with the symbol of your office and declare you duly obligated and installed as Treasurer of (name of organization) for (year).

(The Secretary faces the audience from behind the rostrum and the Secretary-elect approaches and faces the rostrum.)

Secretary Mr./Madam Secretary-elect, you have been honored by your fellow members with the responsibility of keeping accurate minutes. You have custody of the Constitution and Bylaws and will have them available at each meeting to be used for reference. You will check and write correspondence and provide the President with an Agenda for the coming meeting.

As you light your candle, may I remind you that the symbol of your office represents the challenge of modern technology. It will signify the training needed to accept and master the challenge of new technical frontiers and the need for continuous education.

Please repeat after me:

In Unison I, (name), promise to fulfill the duties of my office as Secretary to the best of my ability.

(The Secretary as he/she gives a symbol to the new officer, will say:)

Secretary I now present you with the symbol of your office and declare you duly obligated and installed as Secretary of (name of organization) for (year).

(The President and President-elect take their places at the rostrum, facing the audience.)

President Mr./Madam President-elect, you have been selected by your fellow members to lead our organization for the coming year. A good President is one who can work with people and in turn get people to work with him/her for the betterment of the organization.

You must be aware of the work that has to be done and provide leadership in seeing it is accomplished. It's your responsibility to see that the organization is always moving ahead. You must know how to delegate authority to fellow officers and committees. You must preside over meetings, always using proper parliamentary procedure and practices. You must be the guiding light for fellow officers and members in the coming year.

As you light your candle, may I remind you that the symbol of your office is unity. Each of us standing alone means very little, but together we represent the strength of our organization. In the same respect, each of your officers alone can do little, but together they can work to carry out the activities and duties of this organization. So, I urge you to lead your officers in working together in and for the strength of (name of organization).

Please repeat after me:

In Unison I, (name), promise to fulfill the duties of my office as President to the best of my ability.

(The President, as he/she gives a symbol to the new President, will say:)

President I now present you with the symbol of your office and declare you duly obligated and installed as President of (name of organization) for (year).

Officers-elect are escorted to positions on stage by outgoing officers. When the retiring officers have escorted the officers-elect to their proper positions, they leave the stage and assume seats in the audience. The President remains on the stage with the President-elect.

The President passes the gavel to the President-elect.

President I pass to you this gavel to close this installation ceremony, and with its rap you launch the new year.

(The President-elect may present an acceptance speech before rapping the gavel to signify the closing of the meeting.)

INITIATION

Initiation activities are traditionally treated as "festive" occasions, usually centered around requiring new members to perform humorous tasks. The possibilities are virtually unlimited. Limitations would include a concern for the safety and welfare of the student and school policy restrictions.

Many organizations have developed a more solemn initiation ceremony. This type of initiation activity lends itself well to establishing and maintaining tradition. A solemn type initiation normally would require more planning and "atmosphere," and therefore would be more difficult to stage than the above-mentioned festive types.

Whatever type is chosen, it is important that the event be thought of as imperative in order to gain membership status. People seem to place more value in accomplishments which require some personal effort or sacrifice. A word of caution, do not make the personal effort or sacrifice outweigh the rewards of membership. If the cost is greater than the benefit very few of us would buy it.

DECA CHAPTER CANDIDATE INITIATION CEREMONY

(Sample)

CANDIDATE PREPARATION

The initiation ceremony is a very vital factor in the life of the DECA member. No local DECA Chapter should consider itself well organized until each member has been officially initiated. Careful plans should therefore be made to insure an impressive ceremony by carefully studying all data concerning the initiation ceremony as set forth in the Leadership Handbook and/or National DECA Handbook.

Each chapter candidate should be prepared well in advance of the initiation. The following is a list of items which must be taken into consideration and passed upon by the Chapter Advisor before the candidate is permitted to take part in the ceremony:

1. The candidate must know the DECA CREED and the DECA TAGLINE.
2. DECA and National DECA dues must have been paid for the current year.
3. Attendance record of the candidate at chapter meetings must meet the standards set up by the DECA Chapter. This record is the responsibility of the DECA Chapter Secretary.

HOW TO STAGE THE INITIATION CEREMONY

Normally staged in September or early October, the initiation ceremony offers the local chapter an opportunity to draw attention to its fundamental philosophies. It can be conducted at night with parents, school officials, and merchants attending; at school assemblies; in the privacy of a "members only" meeting; or jointly with a neighboring chapter.

The ceremony is adaptable either to a stage, or the center of a large room with the audience seated around the outer area. The diagram shows the positions of the participants.

The table of the president's position should be draped with a white sheet with lighted candles standing at each end. If available, a "stand-up" emblem may stand in the center, or a DECA banner may be hung behind the table.

The diamond is merely a line often indicated by blue and gold crepe paper taped to the floor.

A rostrum should be placed at the three remaining points of the diamond. They are usually available from the school or a local church, but music stands can be used if necessary.

The center table should be draped with a white sheet. It should contain at least one lighted candle with sufficient candles for the lighting ceremony arranged around the top.

The ceremonial team is composed of the pledge master (or pledge mistress), president, vice president, and two speakers. The pledge master is often an alumni member, but another person can be appointed when desired.

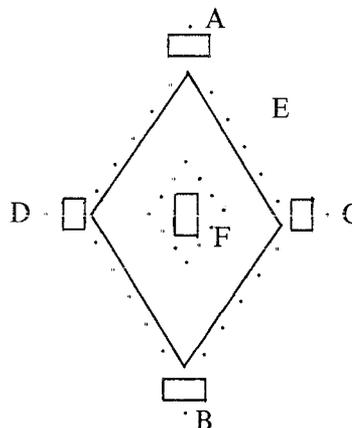
In two-year programs, the remaining team members are second-year students; in one-year programs, they are either alumni or current students who have taken the vows in advance from the other chapter members. It is not recommended that old members hold lighted candles during the entire ceremony due to its length.

In one-year programs, DE alumni or merchants may stand in the center. However, the area is often left vacant, and the lighting ritual is conducted by the ceremonial team.

The parts are usually read from scripts, but are obviously more effective when recited from memory. Spotlights and background music are commonly used for effect.

FLOOR PLAN FOR INITIATION CEREMONY

- A – President
- B – Vice President
- C – First Speaker
- D – Second Speaker
- E – Candidates for membership stand outside diamond, facing inward
- F – Second Year members and alumni face outward



CEREMONY

- President The _____ Chapter of the Arizona Association of the Distributive Education Clubs of America is now in session. The purpose of our meeting is to receive into our organization a number of new members. These candidates have been under the direction of the Pledge Master who will now report the result of his instructions.
- Pledge Master Mr. President, it is a pleasure to report that all candidates have met the conditions for membership in our chapter. I certify to you that each is satisfactorily completing at least one semester of school work, is satisfactorily performing his employment functions, and has maintained a cooperative attitude on all matters pertaining to chapter membership.
- President You have heard the report of the Pledge Master. Let us proceed with the ceremony.
- Pledge Master The candidates who have so qualified for membership are: (Read list of candidate's names.)
- Mr. President, I recommend that these candidates be formally granted the rights and privileges of full membership in our chapter.
- President You are about to take an important step. Your qualifications have been examined, and you have been recommended for membership in our organization. This is an important occasion for you and for us. It is one which we shall all cherish in memory because it focuses our attention on thoughts and purposes which are central in our lives.

- Vice President Our organization exists because it has a high purpose to which all who become members commit themselves. This purpose is eight-fold: First, to develop leadership in the field of distribution that is competent, progressive, self-reliant, and cooperative. Second, to provide for an intelligent choice of occupations in distribution through exploration of opportunities in the field. Third, to create in each member an abiding interest in his chosen occupation by emphasizing the contribution he can make through his work to the betterment of his home and community. Fourth, to encourage the use of high ethical standards in business. Fifth, to provide for physical and mental health through satisfactory social and recreational activities. Sixth, to foster a deep feeling of civic, social, and moral responsibilities of business to society. Seventh, to develop an appreciation of the influence of the fine arts, both in business and in personal life. Finally, to develop a respect for vocational education and to encourage the use of its facilities in keeping alert and progressive in our chosen professions.
- These purposes determine the character of our chapter activities. In social, professional, civic, and benevolent activities, we further develop the sense of friendship and unity which permit us to help and encourage one another in the pursuit of our common ideals.
- President In view of this statement of the purposes of the Distributive Education Clubs of America, will you accept the responsibilities and obligations of membership in our organization, and receive the meaning of the symbols by which we express to one another our common purposes?
- Candidate I will.
- Vice President Basic in the design of our insignia and to the meaning of our organization is the diamond. The diamond means value. Our business activities evolve from a recognition of value, even as value evolves from human needs and desires. In our distributive professions, we are meeting human needs and making possible the satisfaction of desires. In this way we recognize the principle of value.
- First Speaker The first point of the diamond represents vocational understanding. The Distributive Education graduate is prepared to take his place in the business world with an understanding of the operation of distributive businesses, the types and kinds of merchandise sold, the work of the salesman, and the opportunities of further accomplishment in the field of distribution.
- Second Speaker The second point represents civic consciousness. The Distributive Education student learns to recognize his obligations to the community in which he lives through studying community needs, planning worthwhile projects, and serving to create a better place to live.
- First Speaker The third represents social intelligence. The Distributive Education student has an opportunity to develop socially. Many social events during the year provide ample opportunity for the student to gain an understanding of what is socially acceptable.

- Second Speaker The fourth point represents leadership development. The Distributive Education student has an opportunity to participate in many activities in which he can learn to assume responsibility and serve in the capacity of both follower and leader.
- Vice President At the center of our insignia you will observe the package. This is the symbol of the distinctive character of our organization. We are engaged in the task of transferring the finished product of our research laboratories and factories to the customer. Our part is no less essential than that of the scientist and manufacturer. Let us then value our vocation as a high calling, worthy of our best effort, and capable of yielding to us genuine satisfaction. This package signifies the care we must use in handling the merchandise we sell, the courtesy we must use in dealing with our customers, and the confidence we must build in the minds of our customers, so that our world of business will be progressively better. It is a continual reminder to us of the high standards of our organization.
- President Vocational understanding, civic consciousness, social intelligence, leadership development—these four points surround the package of satisfaction, a job well done.
- Vice President The colors of this organization are blue and gold. These have their symbolical meanings also.
- First Speaker Blue is the color which suggests sincerity and genuineness. It is the color of the heavens above us. It encourages us to reach upward, continually trying to improve ourselves and our services to mankind. It suggests that we should be true to ourselves.
- Second Speaker Gold to us suggests the crowning success which comes to one who lives usefully and wisely. We are all seekers after success, not only because of the wealth it brings, but mainly because of the satisfaction which we derive from it. It is a good thing for a man to know that he has done well.
- Vice President You have heard the explanation of our insignia. As members of the Distributive Education Clubs of America, you are expected to support the activities of our chapter, to carry out the duties assigned to you, to promote the best interests of your organization, and by diligent attention to your work, to qualify for leadership by meeting the high standards set in work experience, in school work, and in personal character.
- President You are now prepared to take the vows of membership in our organization. As you repeat these vows, think of the meaning of the words you say and resolve to do your best to live by them. Please repeat after me:

“I solemnly pledge myself to carry out to the best of my ability all of the duties and responsibilities of membership in the Arizona Association of the Distributive Education Clubs

of America. I fully accept the purposes of this organization, and promise to uphold its ideals in my personal life and in my business activities. I realize the importance of working cooperatively. I will so conduct myself that I shall reflect honor upon the organization, and I will at all times endeavor to maintain high standards of personal integrity.”

As a symbol of your induction into our organization, you will now take your places in the diamond, where your fellow-members will light your candles as a token of your acceptance. (pause)

I now declare you to be members of the _____ Chapter of the Distributive Education Clubs of America, with all the rights and privileges of membership. Let us repeat in unison, The DECA Creed. (Read DECA Creed.)

OFFICER LEADERSHIP TRAINING

Competent leadership is the greatest asset of any organization. Enthusiastic, active, and knowledgeable leaders seem to naturally generate enthusiastic, active, and knowledgeable followers. As teacher-coordinator, you can obviously benefit from this condition, and should strive for its occurrence. Officer training and motivation is one of the responsibilities of a teacher-coordinator, and quite possibly one of the more rewarding. **YOU ARE THE LEADER OF LEADERS!**

The following material, titled *Officer Leadership Handbook*, has been designed to help you train officers. It can be used in any way you care to use it. You may decide to present the contents of the handbook in formal training sessions. You may decide to reproduce the handbook and give it to the officers to study independently. Or, you may want to combine the above techniques into part formal training sessions and part independent study. The *Officer Leadership Handbook* is a compilation of the "general" competencies needed by the officers. Therefore, you may find it necessary to obtain other kinds of materials to develop specific skills.