

## Nevada DECA Chapter Registration/Membership/Payment Policy

This memo serves as your notification of a new policy passed by Nevada DECA Board of Trustees during the Friday, September 9, 2011 meeting.

Nevada DECA incurs regular/annual expenditures that include but are not limited to awards, room rentals, competitive event licenses/printing/duplication, food and beverage, scoring, judge recruitment, state officer program/travel, insurance, etc. In order to offset this we utilize revenue that includes donations, membership dues, registration fees, conference fees, interest income, etc. Our budget, like any other institutions, is tight. Therefore, when estimated/promised earnings don't arrive or are significantly late, then it makes a serious impact on the financial health of the association and negatively impacts the experience of other DECA members and advisors who have planned accordingly and submitted their registration in a complete and timely fashion. In addition to the difficulty of managing association funds it has become increasingly difficult to plan/prepare for conferences and competitive events due to last minute changes/additions/substitutions.

To that end, the following policies have been instituted:

- **Chapter Non-Payment Policy:** Each school must have their state DECA account at a \$0 balance and all outstanding bills paid within 30 days after the last DECA event or they will be ineligible for participation in further DECA activities until the balance is zero.
- **Late Registration Policy:** Registrations received after the conference registration deadline will be subject to a late fee of \$20.00 per person. Late registrations will not be accepted without late fees. This policy applies to all DECA Conferences.
- **Refund Policy:** All registration fees are non-refundable. There are no exceptions to this rule. Registration fees are due and owing as soon as the registration is submitted (regardless of whether payment has been made). No drops are allowed once registration is submitted. For events that require air travel, no drops are allowed after the deadline for names to be submitted to the airline (as listed in the conference registration materials). No exceptions.
- **Substitution/Change Policy:** Substitutions after the registration deadline are accepted, up to the stated deadline for receiving changes/substitutions. Substituting student(s) MUST compete in the same event(s) as the student for whom they are substituting. Reminder, no refunds are permitted. There is a \$10.00 change fee for each substitution/change that is made (this fee is per change; if three students are substituted or there are changes made to registrations for three students it is a total of \$30.00). Verbal changes are not accepted; all changes must be in writing and on the proper forms.

- **Membership Policy:** The official membership roster and dues must be received by DECA Inc by November 15 of each membership year. Students may be added to the roster until the final membership deadline which is March 1 of each membership year. HOWEVER, to be eligible to compete, students MUST be registered DECA members prior to the registration deadline for the conference they are competing in. If a student has been found competing in a conference and their dues have not been paid, the student/school will forfeit any awards, recognition, and qualifications to advance to higher competition. Further, DECA is a unified dues organization. It is unacceptable to receive dues locally for members and then, for example, only submit the state/national portion in order to make them eligible for a conference. Local chapters are permitted to assess a reasonable amount for local membership dues.