



# Texas TSA Handbook

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Learning to Lead in a Technical World!





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# Introduction

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**Opportunities to apply leadership, social, civic, career, and technical skills are provided through the Texas Technology Student Association (TSA), the student organization for STEM - CTE Students. An integral part of the instructional program, TSA assists students in the achievement of technologically related competencies in the areas of Architecture and Construction, Arts, Audio/Video Technology and Communications, Education and Training, Information Technology, Law and Public Service, Manufacturing and Science, Technology, Engineering and Mathematics.**

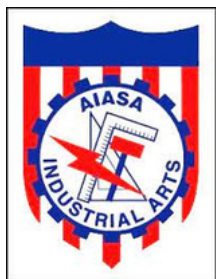


TSA is an avenue by which leadership, citizenship, college and career readiness is an integral part of a CTE Program of Study. Leadership training is provided through curriculum activities in which students learn to conduct and participate constructively in organized meetings, speak effectively before groups, work cooperatively with others, solve problems, and compete as individuals. TSA teaches students the value of fair play, citizenship, positive attitudes, and wholesome recreation.

TSA is sponsored by the Texas Education Agency Career and Technology Division. It is a non-profit, non-political Career and Technical Organization whose membership is composed of students who are or who have been enrolled in Career and Technical Education courses, who are in good standing with school administration and faculty, and who are doing satisfactory work in all classes. The daily operations of the organization are conducted by the Texas TSA Executive Director and the CTE Program Director at the Texas Education Agency.

The purpose of this handbook is to assist both TSA members and advisors in organizing and conducting local TSA chapters and affiliating with the state and national TSA associations. Further assistance in local, regional or state organization activities may be received by contacting:

Texas Technology Student Association  
[www.texastsa.org](http://www.texastsa.org)  
Pamela Cook - Executive Director  
[executive.director@texastsa.org](mailto:executive.director@texastsa.org)



# Organization History

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## Vision

For several decades various Texas Technology Education, Industrial Technology Education, and Industrial Arts teachers have worked at the local levels with students in extracurricular activities. Some organizations were active in their schools and communities while others existed in name only. During its existence the student organization for Technology Education, Industrial Technology Education, and Industrial Arts has evolved just as the instructional program area has evolved. During its existence the student organization has operated under two names: Technology Students Association, and the Industrial Arts Student Association.

## TIASA

In the early 1950's, the interest seemed to multiply and numerous Industrial Arts teachers in Texas began to organize student clubs. At the 1955 Industrial Teachers Conference on the Texas A&M University campus, attention was given to the formation and operation of student clubs. W. A. Mayfield of Snyder was discussion leader for this group. Some 40 Industrial Arts teachers who participated in this meeting voted to solicit the cooperation of regional Industrial Arts associations and the Texas Vocational Association toward the future promotion of student clubs on a state wide basis. A committee composed of B. E. Davis, Terrell Newberry, Rogers Barton, Leland Luchsinger, and W. A. Mayfield was appointed to explore the possibilities for such an organization. Out of this committee grew the Texas Industrial Arts Student Association.

In 1957, a committee composed of Dr. Pat Atteberry, W. A. Mayfield, Harry Thomas and Lawrence Wiltz made a study of industrial arts clubs in the United States for the American Vocational Association. Some of the facts revealed by this study were:

1. By far, the greater proportions of the active clubs have been organized within the past six years (1951-57). The range in the number of years of operation was from one to sixteen.
2. A majority of the clubs, or fifty-seven percent, were on the senior high school level. Thirty-one percent were mixed, junior high and senior high, and only eleven percent were at the junior level.
3. The majority of the clubs, sixty-four percent, met during school hours or immediately after school. Eighteen percent met in a combination of school time and after school; eighteen percent met in the evening.
4. Fifty percent of the clubs' memberships fell between sixteen and twenty-five in number with an average membership of twenty. Girls were also mixed in with the boys and numbered five or less.
5. There was little active participation by parents in the direction or operation of the clubs in the study.
6. Club activities of a strictly industrial arts nature appeared to follow the field curricular pattern taught in secondary schools at the time of the study.
7. Nearly one-half of the clubs reporting came from the state office of industrial education and only three states indicated that organized published assistance was available to clubs.

# 1958

In 1958, the Texas Industrial Arts Student Association was officially organized as a state youth organization sponsored by the Texas Industrial Arts Association, with the state office located in Snyder, Texas. W. A. Mayfield served as the first state advisor for TIASA. Texas A&M University was the site of the first State Industrial Arts Fair held in 1959. The state office moved to Bryan in 1963 after being in Snyder for five years. That same year, TIASA, through the combined efforts and knowledge of W. A. Mayfield, was instrumental in the organization of the American Industrial Arts Student Association at Tulsa, Oklahoma, during the national meeting of the American Industrial Arts Association. The first national officers elected were all from Texas.



# 1960's

In 1964, TIASA published the first edition of the TIASA Newsletter, a publication for the industrial arts chapters throughout the State of Texas.

The state office moved to the Texas Education Agency in Austin in 1966 when W. A. Mayfield became the state industrial arts consultant.

The Municipal Auditorium in Austin became the site of the Annual State Industrial Arts Interscholastic Competition and Youth Conference in 1968. This is an annual event usually held the first week in May following the regional competition and youth conferences.

The next year 1969, the state office moved to Texas A&M University when W. A. Mayfield became a member of the industrial education staff there.

# 1970-1980

In 1972, President Nixon signed P. L. 92-318 which broadened the definition of vocational education to include industrial arts education. In Texas, House Concurrent Resolution Number 77, enacted by the 63rd Legislature and approved by Governor Briscoe in May of 1973, provided for industrial arts to be included in the vocational education funding patterns.

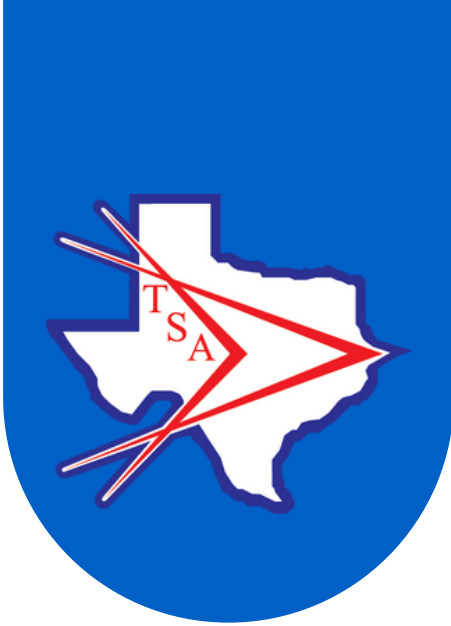
In July, acting on recommendations from Texas Industrial Arts Association and the Texas Industrial Arts Advisory Commission, the Commission of Education recommended to the State Board of Education:

1. Approval of the sponsorship by the Texas Education Agency of the industrial arts youth clubs of Texas in the same manner that the Agency sponsors the youth clubs other approved vocational educational programs.
2. Authorization of an Agency administrative consultant for coordinating youth clubs.

In September, Mr. Alvin Seher from Andrews was appointed by the Texas Education Agency as the Executive Secretary of TIASA. The TIASA sponsorship was then transferred from the Texas Industrial Arts Association and Texas A&M University to the Texas Education Agency in Austin, Texas.

TIASA gained national prominence through Mr. Seher's leadership and became affiliated with the American Industrial Arts Student Association, Inc., on December 1, 1977. Mr. Seher was elected to the first AIASA Board of Directors on March 13, 1978.

Upon Mr. Seher's death, February 1980, Jerry R. MyCue, Texas Education Agency, assumed the responsibilities associated with the youth organization.



# Technology Student Association

The Association delegates voted to change the name of the organization to the Technology Students Association at the annual business meeting, May 2, 1987, at the annual State Leadership Competition in Waco, Texas.

Mr. MyCue retired from the Texas Education Agency in August of 1994. He continued to serve as the Executive Director of TSA until February of 1995. At that time he resigned and conveyed his duties and responsibilities to Mr. Richard Grimsley, Director of Industrial Technology Education Programs at the Texas Education Agency.

During July of 1995, the Texas TSA Board of Director, at the request of the Texas Education Agency, appointed Mr. Charles Worley to serve as Executive Director to help conduct the day to day operations of the Association. At that time the daily operations of Texas TSA were conducted by the Texas TSA Executive Director under the direction of Karen Batchelor, Director of Technology Education Programs of the Texas Education Agency.

The Texas TSA Board of Directors is an advisory committee to the Texas Education Agency and does not set policies to guide the association. The board is asked to make recommendations to TEA and the TSA Executive Director concerning Affiliation and Membership, State Membership Dues, Annual Operating Budget, and the Collection of Association Moneys.

The organization officially changed its name to the Technology Students Association with the Secretary of State's office on January 14, 1997.

During the summer of 2009, the Texas TSA Board of Directors voted to consolidate the positions of Executive Director and State Advisor into one position.

In 2022, Texas TSA Board of Directors voted to hire a full-time Executive Director, Pamela Cook.

## Note:

- The Association received its Certificate of Incorporation, with the name Texas Industrial Arts Students Association, July 20, 1984, Charter Number 713547.
- The Association delegates voted to change the name of the organization to **Technology Students Association** at the annual business meeting, May 2, 1987, Waco, Texas.
- The Texas Industrial Arts Teachers Association changed its name, February, 1987, to **Association of Texas Technology Education**.
- The Association changed its Certificate of Incorporation to the name **Technology Students Association**, January 14, 1997.
- The Association revised the Student Constitution at the annual business meeting on May 9, 2003.
- The Association revised the Student Constitution at the annual business meeting on April 15, 2023 to define State Officer eligibility.

# How To Organize A Local TSA Chapter

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The following suggestions are offered to help with organizing a local chapter.

- Must have at least 10 student members to affiliate a chapter with the state and national associations. Six students may be officers.
- Teacher(s) must be willing to serve as an advisor(s) for the chapter.
- The Chapter should be cleared through administrative channels.
- Affiliate the Chapter on the National TSA website [www.tsaweb.org](http://www.tsaweb.org).
- Contact local Regional TSA Association for membership information, meeting/conferences schedule and resources for establishing the Chapter.
- Establish Chapter By-laws using the template/resources provided by National TSA in the Total TSA Portal on-line.
- Establish a Program of Work for the Chapter using the samples and templates provided by National TSA in the Total TSA Portal on-line.
- Obtain TSA Chapter Paraphernalia.



## TSA Chapter Paraphernalia

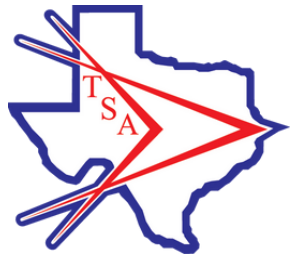
Only currently affiliated chapters may use association symbols or paraphernalia. Contact the state office for the vendors associated with the following recommended items:

1. An American and a Texas flag
2. State and National Handbooks for officers and advisors
3. Chapter emblem or banner
4. Official symbols mounted on a stand for each officer – must include gavel and block. Drawings that illustrated shape and size of office symbols can be requested from the National Office.
5. Treasurer's Record Book and/or Check Book
6. A chapter's Record Book
7. Secretary's permanent Minutes Book
8. Charter, framed
9. Creed, framed
10. Motto, framed
11. Code of Ethics, framed
12. Parliamentary Procedure Rules of Order Book – (Robert's Rules of Order, newly revised)



# TSA Emblems

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## Texas TSA Classic Emblem

The home of the State Association is designated by the outline map of Texas. The delta wings symbolize the forward look of a technical age and the learning process in a technical world. The symbol reminds us of the vast amount of knowledge contained in the fields of industry, technology and education.



## National TSA Emblem

The logo is a modern, futuristic symbol that represents the association's commitment to technology and its impact on the future.



## Texas TSA Modern Emblem

In 2017 a new logo was commissioned that would embody the unity and commitment between the National TSA association and Texas TSA, while respecting the history and foundation of the organization.

## Colors

Scarlet	Represents the strength and determination of students and teachers to
White	Represents the high standards, morals, and religious beliefs we hold.
Blue	Represents the sincerity of students and teachers in obtaining a greater knowledge of our technical world.
Light Grey	Represents the masses of laborers who work each day so that our nation will stand strong, and who prove that there is dignity in work.





# Code of Ethics

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We will conduct ourselves in such a manner as to be a credit to our organization, our school, and our community at all times by:

1. Respecting the rights of others.
2. Respecting the property of others.
3. Practicing courtesy at all times.
4. Being honest and sincere.
5. Being conscious of our personal appearance and dressing appropriately.
6. Taking pride in our organization and its work.
7. Controlling self, behavior, and language.
8. Respecting the other person's opinions and being tactful with criticisms.
9. Demonstrating good sportsmanship and fair play in all competitive activities.
10. Sharing educational experiences.



# Ceremonies and Meetings



American Flag    Sergeant-at-Arms    Reporter    President    Secretary    Treasurer    Vice President    Texas Flag

(Officers Facing Audience)

-----Audience-----

## OPENING CEREMONY

**PRESIDENT** (raps gavel twice) Will the meeting please come to order. Mr./Ms. Sergeant-at-Arms, are all the officers in their places?

**SGT-AT-ARMS** They are, Mr./Ms. President.

**PRESIDENT** (raps gavel three [3] times for assembly to rise) Mr./Ms. Sergeant-at-Arms, please lead the assembly in the Pledge to the Flag of the United States of America.

**SGT-AT-ARMS** (leads Pledge to the Flag)

**PRESIDENT** (raps once and assembly is seated) Mr./Ms. Secretary, will you please call the roll.

**SECRETARY** Mr./Ms. Sergeant-at-Arms.

**SGT-AT-ARMS** Present. The symbol of my office is the “hearty handshake” (officer points to symbol), and it is my responsibility to see that the assembly is comfortable and properly welcomed. It is also my duty to serve as doorkeeper for this organization.



**SECRETARY**

Mr./Ms. Reporter.

**REPORTER**



Present. The symbol of my office is the beacon tower (officer points to symbol), and it is my duty to see that our school, community, and national association have a complete report of our organization's activities.

**SECRETARY**

Mr./Ms. President.

**PRESIDENT**



Present. The symbol of my office is the gavel (officer points to symbol). The duties vested in me by my office are to preside at all regular and special meetings of this organization and to promote cooperation in carrying out the activities and work of our organization.

**PRESIDENT**

Mr./Ms. Secretary.

**SECRETARY**



Present. The symbol of my office is the pen (officer points to symbol), and it is my responsibility to see that accurate and proper records are kept of all business and correspondence of this association.

Mr./Ms. Treasurer.

**TREASURER**



Present. The symbol of my office is a balanced budget (officer points to symbol), and it is the duty of my office to keep accurate records of all funds and see that our financial obligations are met promptly.

**SECRETARY**

Secretary: Mr./Ms. Vice President.

**VICE PRESIDENT**



Present. The symbol of my office is a star (officer points to symbol), and it is the duty of my office to see that we always have a strong membership, a good work program, and are alert to the welfare of our chapter.

**SECRETARY**

Mr./Ms. President, all officers are present and in their place.

**PRESIDENT**

(raps once with gavel for all officers to be seated)  
Mr./Ms. Sergeant-at-Arms, do we have guests present?

**SGT-AT-ARMS**

(If so, introduce guests. If not)  
No, Mr./Ms. President

**SECRETARY**

Mr./Ms. Secretary, we are ready to transact our business.

(Proceed according to the order of business.)

# ORDER OF BUSINESS

It is important that all organizations have an established order of business to be followed during regular meetings. The suggested order of business given below is for the benefit of both officers and members. The order of business may be altered to meet local needs.

1. **Opening Ceremony:** This includes the call to order, invocation (optional), pledge to flag, and roll call.
2. **Minutes of Previous Meeting:** Minutes should be read by the chapter secretary and approved by the group assembled.
3. **Officer Reports:** Any or all officers who have reports should give them at this point in the meeting.
4. **Report on Special Projects:** Special association work projects should be presented.
5. **Special Programs:** Special scheduled programs should be given at this time. The program should include any speakers, videos, etc.
6. **Old Business:** Old or unfinished business should be transacted.
7. **Committee Reports:** Standing and special committee reports should be presented.
8. **New Business:** All new business should be completed.
9. **Special Ceremonies:** Installation and initiation or other ceremonies should be held.
10. **Closing Ceremony:** The formal ceremony should be given to close the meeting.
11. **Entertainment, Recreation, and Refreshments:** This portion of the meeting should be last and turned over to the committee chairperson.

## CLOSING CEREMONY

**PRESIDENT** (raps 3 times; assembly rises.)

Will the assembly face the American flag and raise your right hand. Mr./Ms. Secretary, will you please read the creed.

**SECRETARY** (Creed is read.)

**PRESIDENT** Will the assembly please repeat the motto after me.

**PRESIDENT**

“LEARNING TO LEAD IN A TECHNICAL WORLD”

Does anyone know of any reason why this assembly should not adjourn?

I now declare this meeting adjourned until a special meeting is called or until our next regular meeting.

(raps once with the gavel)

(Meeting Adjourned)

## INSTALLATION OF OFFICERS

The most impressive installation ceremonies in any organization are conducted from memory. This will take more time and effort. However, such an instrument will produce dividends for all Association members.

An installation team from another association, an advisor, or past president may install officers. The newly elected officers are placed in front of their stations. The installation officer stands behind the rostrum. The invocation (optional) is presented by one of the members.

**INSTALLATION  
OFFICER**

“I consider it an honor to meet with this assembly and officially install the officers you have chosen to serve you this coming year. I know you have faith in each of them or they would not have been selected. In order for these officers to help this association progress, there must be enthusiasm and cooperation exercised by every member present. Will the assembly please rise and recite the pledge to the flag.

(Pledge is said and assembly is seated. New officers remain standing)

Will the newly elected officers repeat the symbols and duties of their officers, beginning with the President.

**NEWLY  
ELECTED  
OFFICERS**

(Proceeding in order from president to sergeant-at-arms, state their office symbols and duties)

**INSTALLATION  
OFFICER**

Does each officer pledge to lead this organization forward to the best of his/her ability?

## OFFICERS UNISON

"We do.

## INSTALLATION OFFICER

Will the assembly please rise. The newly installed officers will lead us as we repeat the creed.

## ASSEMBLY

(Creed is spoken)

## INSTALLATION OFFICER

I now declare these officers officially installed and responsible for performing the duties of their offices.

The meeting is adjourned.



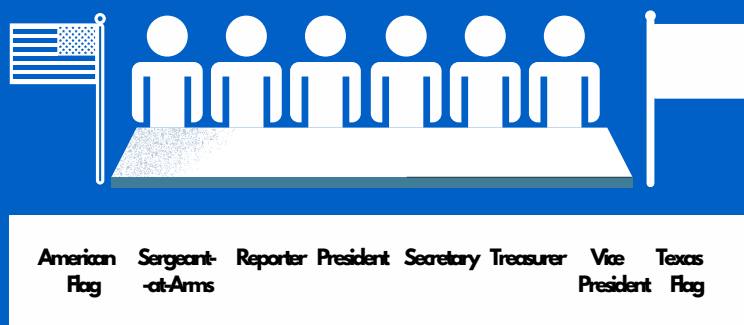
# PARLIAMENTARY PROCEDURE

Parliamentary procedure is a democratic process whereby chapter meetings are conducted so that business can be transacted in an orderly manner. Members of local chapters should know how to take part in meetings, how to conduct a meeting. And how the rights of the members are protected.

Knowledge of parliamentary procedure will not only serve to strengthen the chapter meetings but also provides the members with the invaluable tool of leadership and participation in their chapter, as well as in other organizations in the school and community. Many of today's community state and national leaders are using the knowledge of parliamentary procedure learned in various youth organizations.

# MEETING PHYSICAL ARRANGEMENTS

Chapter paraphernalia should be centered on two long tables with the flag of the United States of America on the right and the flag of the State of Texas on the left. The chapter emblem or banner should be hanging above and behind the President's rostrum (optional). The President's rostrum should be positioned in the center between the two flags. The symbols of the officers should each be in front of the proper officer.



## USE OF THE GAVEL

The gavel is the symbol of authority of the presiding officer.

Two taps of the gavel calls the meeting to order.

Three taps is the signal for all members to stand for the opening and closing ceremonies.

One tap is the signal to be seated, follows the announcement of the results of the main motion, and follows the announcement that the meeting is adjourned.

The gavel is also used to maintain order during chapter meetings; a short tap or a series of sharp taps of the gavel should restore order.



## PLEDGE



When repeating the pledge to the flag, it should be repeated as it is punctuated. The phrase “one nation under God” is meant to be said without pause.

Members should face the flag, placing the right hand over the left breast and holding it there while repeating the pledge of allegiance.

At the conclusion of the pledge, the hand should be dropped quietly to the side and the member should again face the President’s rostrum. The pledge should always be used in the official opening ceremony for meetings, at installation ceremonies, and at other appropriate association meetings.

## MOTTO

“Learning to Lead in a Technical World”



# CREED

I believe that Technology Education holds an important place in my life in the technical world. I believe there is a need for the development of good attitudes concerning work, tools, materials, experimentation and processes of industry.

Guided by my teachers, artisans from industry, and my own initiative, I will strive to do my best in making my school, community, state and nation better places in which to live.

I will accept the responsibilities that are mine. I will accept the theories that are supported by proper evidence. I will explore on my own for safer, more effective methods of working and living.

I will strive to develop a cooperative attitude and will exercise tact and respect for other individuals.

Through the work of my hands and mind, I will express my ideas to the best of my ability

I will make it my goal to do better each day the task before me and to be steadfast in my belief in my God and my fellow Americans.



# LOCAL, REGIONAL, AND STATE MEETINGS

## LOCAL MEETINGS

The program of work for the local association, as described here in this handbook and in the Constitution and By-laws, stresses the concept that the local meetings should be designed to fill a need pertaining to local chapter members. For this reason, the type and program of the local meetings will vary throughout the state. However, leadership training should be an integral part of the total chapter's program. Leadership training resources are available in the Total TSA Portal on the National TSA AMS.

## REGIONAL MEETINGS

The first regional meeting of the year is generally a meeting for business purposes and getting acquainted. Officers are elected and installed, the next meeting places are selected, and leadership development takes place followed by recreation and refreshments.

Other regional meetings are based around leadership activities, program development, regional contest preparation, and student recognition. Some of these meetings are mandatory for participation in the Regional Conference and are determined by the Regional Executive Committee.

A regional state conference meeting is held prior to state contest registration. Student projects and entries are slated for advancement to the State Conference following Texas TSA regional guidelines.

## STATE MEETING

The State meeting is held annually in April. Officers are elected for the coming year and other association business is transacted. Student projects and entries that were regional winners are entered in various categories as prescribed by the Association Rulebook. This meeting is usually a three-day event, culminating in an Awards Ceremony. The awards presentation include recognition of student contest winners, school awards and the introduction and installation of state officers.

**STATE RULEBOOK** may be accessed at <https://texastsarulebook.org/>

**NATIONAL COMPETITIVE EVENTS GUIDE** and **LEADERSHIP RESOURCES** may be accessed at <https://tsaweb.org> in the Association Management System under the Total TSA tab.

# PROGRAM OF WORK

Always have meeting well organized and have something to offer in the form of a program at each meeting. The program can be informative, inspirational, demonstrative, recreational, business related, or a field trip. A combination of two or more of these may be used to provide a well-rounded program.

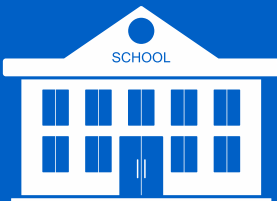
Yearly activities should always be included in the year's Program of Work. The activity chosen should meet school, chapter, or community needs, such as fundraising for the chapter, community welfare, safety, or some need in the school. Chapters should always set goals when planning activities. A chapter without goals or a project will not continue to function. Samples of a Program of Work and a template to use can be found on the National TSA website under the Total TSA Portal in the AMS.

All activities fall under one of four divisions: community, school, chapter and fundraising.



## Community Service Activity Examples

- American Cancer Society Events
- Toy Drives
- Clean-Up Campaigns
- Clothing & Food Drives
- Volunteering with Local Organizations (Senior Citizen Center, Shelters, etc)



## School Service Activity Examples

- Vinyl Work for Teachers
- Painting Parking Lots
- Sponsoring Assemblies
- Tech Support
- Purchasing needed items for schools



## Chapter Activity Examples for Promotion

- Maintaining a Chapter Social Media Site Promoting Chapter Activities
- Installing Officers and Members into the Chapter
- Create a Campus Display Promoting TSA Chapter
- Host a New Member Mixer
- Host a Bring a Friend Campaign to one of the Chapter Meetings.
- Invite Community Leaders to a Chapter Function.
- Sponsor a booth, float or activity during Homecoming.



## Fundraising Activities

- Run Concession Stand at Campus Events
- Sponsor Game Night and/or Movie Nights
- Candy/Food Sales
- Product/Brochure Campaign Sales
- Make and sale items from your CTE program
- Car Wash
- Rummage Sale



# **TEXAS TSA STUDENT CONSTITUTION & BYLAWS**

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**TEXAS TECHNOLOGY STUDENT ASSOCIATION**  
**STUDENT CONSTITUTION**  
**REVISED April 15, 2023**

**ARTICLE I. NAME**

This organization shall be known as the Technology Students Association\* and herein referred to as the “association.” The association may change its name to remain consistent with state and national affiliates without constitutional revision.

**ARTICLE II. PURPOSES**

General: To widen and deepen the interest and knowledge of students in this technological age; to motivate regular schoolwork; and to promote technology education in the schools of Texas.

Specific:

1. To provide students with opportunities for the development of citizenship and leadership in social, civic, school, and community activities
2. To develop through group action the ability of members to plan together, organize, and carry out worthy activities and projects
3. To explore technology and the American industrial civilization
4. To promote high standards of craftsmanship, scholarship, and safety
5. To foster respect for the dignity of work
6. To provide acceptable leisure-time activities
7. To provide opportunities for wholesome recreation
8. To encourage creative expression
9. To develop consumer knowledge
10. To practice desirable habits and attitudes reflecting the American way of life
11. To prepare students to be college and career ready

\* The Association received its Certificate of Incorporation, with the name Texas Industrial Arts Students Association, July 20, 1984.  
Charter Number 713547.

The membership voted to change the name to Texas Technology Students Association, May 2, 1987. The Association changed its Certificate of Incorporation to Texas Technology Students Association, January 14, 1997.

## **ARTICLE III. MEMBERSHIP**

### **Section A: Eligibility**

1. For a chapter's membership to be eligible to participate in regional, state, and national business meetings, the local association must be currently affiliated with both the state and national association. The membership year shall extend from September 1 of one year to August 31 of the following year.
2. A local association must have at least 10 members in good standing who meets the conditions specified in Section B of Article III in order to receive a charter or affiliated status.
3. The Membership coordinator will affiliate qualified local associations annually through the state office upon receipt of properly completed affiliation materials.
4. Membership in the association shall include state, and national affiliation.

### **Section B: Regular Active Membership**

1. The local chapter will accept for membership any students enrolled in or having completed satisfactorily a state approved Career and Technical Education course.
2. Should a member violate the code of ethics or cast unsatisfactory reflections on the association or school, the member may be removed from active membership by a two-thirds vote of the members.
3. Membership is limited to local students at the advisor's assigned school.
4. A Career and Technical Education or technology education teacher shall serve as advisor. In the event that a CTE or technology education teacher is unavailable or unwilling to serve as an advisor, then a certified STEM instructor may serve as the chapter advisor with the approval of the school's principal.

### **Section C: Alumni Association**

Active members in good standing may obtain membership after separation from school by paying annual dues to the national alumni association.

## **Section D: Honorary Life Membership**

Persons engaged in the fields of education, business or industry, who have manifested a sustained interest in the welfare of the association, may be elected to honorary membership and enjoy all rights and privileges of the association except voting and holding office.

## **Section E: Professional Members**

Professional members are those persons engaged in education, business or industry, who have an interest in the activities and welfare of the association. Professional members shall pay dues but shall not have the right to vote or hold office.

# **ARTICLE IV. OFFICERS**

## **Section A: Slate of Officers**

- 1.The officers of the association shall be a president, vice-president, secretary, treasurer, reporter, and sergeant-at-arms.
- 2.Elected national association officers from Texas automatically become members of the state association state officer advisory committee with all rights and privileges of association officers.
- 3.State association executive committee officers are voting delegates and do not affect the number of delegates representing their chapter.

## **Section B: Eligibility**

To be eligible to serve as officers, students must meet all of the following conditions:

- 1.Remain in good standing with the local, state, and national organizations and maintain above-average grades in all schoolwork.
- 2.Secure the written permission of the local administration to complete the duties and responsibilities associated with the office.
- 3.Have served as a local or regional TSA officer. A state officer candidate must have held one of the following six offices prior to running for state office: President, Vice-President, Secretary, Treasurer, Reporter, and Sergeant-at-Arms.
- 4.Have properly completed and submitted the officer nomination form to the state office prior to the published deadline.
- 5.Be one of not more than two nominations for state office submitted by the local organization.
- 6.Must be at least a rising 9th grader to be eligible to run for office.



## **Section C: Elections**

1. State officers will be elected each year at the state meeting to serve the following year.

## **Section D: Tenure of Officers**

1. All officers shall serve for one year. The terms of office will begin immediately after the adjournment of the state meeting.
2. State officers may not succeed themselves in the same office with the exception of the case where an individual steps in to replace an officer position vacated by the elected individual and serves in that position for less than 6 months.

# **ARTICLE V. MEETINGS**

## **Section A: Regular Meetings**

1. There shall be a minimum of one annual business meeting for the election of state officers and transaction of association business.
2. Two qualified delegates from each local chapter in attendance will transact association business and elect state officers. Two-thirds of the registered delegates present at the meeting constitute a quorum.

## **Section B: Called Meetings**

1. Special meetings of the state association may be called by the Texas TSA state officer advisory committee at any time with the approval of the executive director. Two-thirds of the registered delegates present will constitute a quorum.
2. Two weeks written notice must be given to affiliated chapters prior to the meeting date.

## **Section C: Parliamentary Authority**

The adopted parliamentary authority for all association meetings shall be the current edition of "Robert's Rules of Order, newly revised."

# **STUDENT BYLAWS**

## **ARTICLE I. ELECTION OF OFFICERS**

### **Section A: Election Procedures**

- 1.State officers shall be elected by delegates who have been selected by the local associations. Each local association is entitled to two delegates for the purpose of electing officers and transacting business of the state association.
- 2.To be eligible for a state office, a member must have held office in either a local or regional association and be a member in good standing of an affiliated association chapter.
- 3.Nomination of state officers shall be submitted on the nomination form supplied by the state office and received by the membership coordinator postmarked on or before the date posted on the Texas TSA website.
- 4.A chapter may nominate a maximum of two candidates for state office.
- 5.Voting shall be by ballot and each officer shall be voted upon separately.
- 6.Graduating seniors are not eligible to hold state office.
- 7.All candidates must be a rising 9th. grader or older to be eligible to run for office.

### **Section B: Vacancies**

- 1.Vacancies that occur for state offices due to lack of candidates for that office will be filled by appointment of the Texas TSA state officer advisory committee.
- 2.A vacancy occurring in the unexpired term of state president shall automatically be filled by the vice-president. In the event the vice-president is unable to perform this duty, then the secretary shall assume this responsibility.
- 3.A vacancy occurring in the unexpired term of the office of vice-president, secretary, reporter, treasurer, or sergeant-at-arms will be filled by appointment. The appointment will be made by the Texas TSA State Advisor, State Officer Coordinator and Executive Director.
- 4.The appointment will be from the pool of candidates that ran for state office during the previous election. The non-elected candidate with the highest popular vote will be selected from that pool. If that candidate is not available, then the non-elected candidate with the second highest popular vote will be used. This process should be used until all un-elected candidates are utilized.
- 5.In the event that no non-elected candidates are available, then the committee is authorized, by any means they deem appropriate, to seek out qualified applicants and appoint them to fulfill the term of office which was vacated.

## ARTICLE II. DUTIES OF OFFICERS

### Section A: President

The association president shall:

1. Preside at and conduct meetings according to parliamentary procedure.
2. Appoint committees and serve as ex-officio member of each except the executive
3. committee.
4. Keep the meetings moving at an interesting pace.
5. Call upon other officers to take the chair when necessary or desirable.
6. Keep association activities progressing in a satisfactory manner.
7. Represent the association in outside activities.
8. Serve as a member of the Technology Students Association Board of Directors or appoint a member from the current TSA state office team to fulfill that duty.

Symbol of the Office of President is the Gavel.



### Section B: Vice-President

The association vice-president shall:

1. Assist the president.
2. Serve as president in the absence of the president.
3. Succeed the president in case of vacancy.
4. Serve as chairperson of the membership and program committee.
5. Meet with and be responsible for all committees.

Symbol of the Office of Vice President is the Star.



## **Section C: Secretary**

The association secretary shall:

- 1.Prepare and read the minutes of each meeting.
- 2.Count and record member votes.
- 3.Read correspondence and communications at meetings.
- 4.Keep association permanent records.
- 5.Post notices to members pertaining to association activities and send invitations to guests.
- 6.Be responsible for association correspondence.
- 7.Call the meetings to order in the absence of a presiding officer.

The symbol of the office of Secretary is the Pen.



## **Section D: Treasurer**

The association treasurer shall:

- 1.Report all financial standings at each meeting.
- 2.Keep an accurate record of receipts and payments.
- 3.Obtain and present ideas and suggestions for increasing the treasury and financing activities.

The symbol of the office of Treasurer is a Balanced Budget.



## Section E: Reporter

The association reporter shall:

- 1.Prepare articles for publication.
- 2.Contact members to obtain news regarding the association.
- 3.Contact personnel in charge of other publications and provide copy conforming to their requests.
- 4.Act as historian of the association by keeping association publications archive.
- 5.Assist with planning and arranging association exhibits.
- 6.Act as editor of association publications with the responsibility of developing and publishing.

The symbol of the office of Reporter is the Beacon Tower.



## Section F: Sergeant-at-Arms

The association sergeant-at-arms shall:

- 1.Serve as parliamentarian for the association. (Needs a current copy of Robert's Rules of Order, newly revised.)
- 2.Arrange meeting rooms and care for association paraphernalia.
- 3.Be responsible for the comfort of those present at all meetings.
- 4.Assist officer candidates prior to and during elections.
- 5.Arrange entertainment, refreshments, and other details related to meeting programs.
- 6.Serve as chairperson of the welfare committee.

The symbol of the office of Sergeant-at-Arms is the Hearty Handshake.



## **Section G: State Officer Coordinators**

The association state officer coordinators shall:

1. Be appointed annually by the Texas Technology Students Association Board of Directors.
2. Provide guidance and training opportunities for the state student officers to develop the leadership abilities of each.
3. Assist the state officers and state delegation in organizing and conducting regional, state, and national meetings.
4. The state officer coordinator is appointed by Texas TSA Board of Directors to be hired annually and will perform such duties as the Texas TSA Board of Directors may direct and will serve in the absence of the state advisor.

## **Section H: Executive Director**

The association executive director is recommended by the Texas TSA Board of Directors and approved by Texas Education Agency and shall:

1. Be responsible for the efficient administration of association activities.
2. Serve as ex-officio member of all committees.
3. Provide the Technology Students Association Board of Directors recommendations for efficient and effective operation of the association.
4. Serve as the State Advisor of Texas.

# **ARTICLE III FINANCE**

## **Section A: Dues**

1. State membership dues shall be recommended each year by the Texas Technology Students Association Board of Directors.
2. National & state membership dues will be collected by the National Association. The National Association will forward the state dues to the state office.

## **Section B: Expenditures**

1. The executive director shall authorize disbursements for the association.
2. Expenditures shall be for the welfare and promotion of the association.

## **ARTICLE IV COMMITTEES**

### **Section A: Executive Committee**

1. The Texas TSA state officer advisory committee shall consist of the elected state officers, the state advisor, the state officer coordinator and assistant state officer coordinator and national officers that reside in Texas.
2. The primary duty of the Texas TSA state officer advisory committee is to assist the student officers in the duties of their elected office. The Texas TSA state officer advisory committee directs all students' association leadership.
3. The Texas TSA state officer advisory committee shall act on behalf of the association as necessary to promote the general welfare of the association when the association is not in session.
4. The Texas TSA state officer advisory committee shall make recommendations to the Texas Technology Students Association Board of Directors concerning operation of the association.

### **Section C: Welfare Committee**

The welfare committee shall consist of the sergeant-at-arms as chairperson and four other officers. This committee shall be responsible for all refreshments, decorations, and comfort of guests.

### **Section D: Membership Committee**

The membership committee shall consist of the vice-president as chairperson, the president, and one advisor.

### **Section E: Special Committees**

Special committees may be appointed by the president whenever deemed necessary.

### **Section F: Texas Technology Students Association Board of Directors**

The board is an advisory committee to the Texas Education Agency and does not set policies to guide the association. The board is asked to make recommendations concerning the activities listed:

1. Affiliation and membership records.
2. State membership dues.
3. Annual operating budget.
4. Collection of association monies.



## **ARTICLE V AMENDMENTS**

### **Amendments to Constitution and Bylaws**

1. Amendments shall be submitted by the active members of the association.
2. Amendments shall be submitted in writing to the association state office. Proposed amendments must be signed by at least two active members and must be postmarked on or before February 1st of the year in which they will be introduced.
3. The amendments must have been submitted in writing to each affiliated chapter at least two weeks prior to the business meeting in which they will be considered by the executive director.
4. The amendments shall be read to the membership at the first general session but may not be voted upon until the second general session. The amendments shall be read a second time to the membership and a vote taken.
5. Two-thirds vote of the delegates present shall be necessary for adoption of amendments.

# TSA Bylaws



## ARTICLE I. NAME

### SECTION 1

The official name of this organization shall be the Technology Student Association and may be referred to as "TSA."

## ARTICLE II. PURPOSES

### SECTION 1

The general purposes of this organization are to:

- assist state delegations in the growth and development of TSA.
- assist state delegations in the development and leadership in social, economic, educational and community activities.
- increase the knowledge and understanding of our technological world.
- assist technology education students in the making of informed and meaningful career goals.

### SECTION 2

The specific purposes of this organization are to:

- develop, through individual and team work, the ability of members to plan, organize, and use a variety of resources to solve problems.
- explore technology and develop an understanding of technological literacy.
- promote high standards of learning through curricular resource activities.
- encourage students in expressing creativity.
- develop consumer awareness.
- provide career opportunity information pertaining to a broad range of occupations, including training requisites, working conditions, salaries or wages, and other relevant information.
- provide exploratory experiences in classrooms and laboratories and develop partnerships in business or industry to acquaint students with career opportunities.
- assist in providing guidance and counseling for students enrolled in technology education programs in making informed and meaningful career choices.
- expose students to the responsibility of representing a large membership.

- instill desirable work habits and attitudes toward the positive way of life in students and foster a deep respect for the dignity of work.
- prepare individuals for enrollment in advanced or highly skilled vocational and technical education programs.

## ARTICLE III. MEMBERSHIP & ORGANIZATION

### SECTION 1

The Technology Student Association is an organization of state delegations each operating in accordance with a charter granted by TSA, Inc.

### SECTION 2

Each chartered delegation of TSA, Inc., will be responsible for all operational activities within that state or geographic unit under the direction of the State Supervisor of Technology Education or an appointed representative.

### SECTION 3

Membership in TSA shall be through chartered state delegations. A delegation will consist of TSA chapters within a state, territory, or equivalent geographic unit. Each chapter will consist of individual members as described below:

- **Active.** Active members shall be students who are presently enrolled in or have been previously enrolled in technology education programs. An active member shall pay dues as established by the TSA, Inc., Board of Directors, and may be declared eligible to hold a national office, to participate in national competitive events or projects, to serve as a national voting delegate, or to otherwise represent their delegations in National TSA affairs as may be approved by their delegations.
- **Associate.** Associate members shall be students who are enrolled in related fields of instruction with emphasis in technology education or who have been previously enrolled in technology education programs. An associate member shall pay dues as established by the TSA, Inc., Board of Directors. Associate members shall not vote or hold office.

# TSA Bylaws

## CONTINUED



- **Alumni.** Alumni members shall consist of those individuals who have completed an industrial arts/technology education program (have been former active or associate TSA members) and who have graduated from or left school. Alumni members shall pay dues as established by the TSA, Inc., Board of Directors. Alumni members shall not vote or hold office.
- **Professional.** Professional members are those individuals engaged in education, business, and industry who have interest in TSA and in the welfare of technology education. Professional members shall pay dues as established by the TSA, Inc., Board of Directors. Professional members shall not vote or hold office.
- **Honorary/Honorary Life.** Honorary/Honorary Life members may be individuals who have made or are making contributions to the advancement of technology education as may be approved by the TSA Executive Committee and shall be exempt from annual dues.

### SECTION 4

A state delegation may be chartered as a member of TSA, Inc., upon approval by the Board of Directors of TSA, Inc.

### SECTION 5

A state delegation shall use its full state name before the acronym TSA when identifying itself as a chartered state delegation of TSA, Inc.

### SECTION 6

Annual membership dues shall be determined by the TSA, Inc., Board of Directors, National TSA Officers, and the state delegations. Those members who have not paid the current dues prior to the National TSA Conference shall be automatically dropped from active membership in TSA.

### SECTION 7

The membership year shall be August 1 to July 31.

### SECTION 8

The membership year shall be August 1 to July 31.  
The fiscal year shall be September 1 to August 31.

## ARTICLE IV. EXECUTIVE COMMITTEE

### SECTION 1

The National TSA officers shall consist of a president, vice-president, secretary, treasurer, sergeant-at-arms, and reporter. No individual may serve more than one term as a national officer in the same office. These officers and the National TSA advisor(s) will be known collectively as the Executive Committee of TSA.

### SECTION 2

- **President:** It shall be the duty of the president of TSA to preside at all meetings; to make necessary committee appointments including the designation of a committee chairperson; to develop with the Executive Committee a program of work for the term of office; and to be available, as necessary, in promoting the general welfare of TSA.
- **Vice-President:** It shall be the duty of the vice-president to serve in any capacity as directed by the president; to accept the responsibility of the president as occasion may demand; to serve as chairperson of the TSA Council of State Presidents; and to be available, as necessary, in promoting the general welfare of TSA.
- **Secretary:** It shall be the duty of the secretary to serve in any capacity as directed by the president; to record proceedings of all meetings; and to be available, as necessary, in promoting the general welfare of TSA.
- **Treasurer:** It shall be the duty of the treasurer to serve in any capacity as directed by the president; to keep records and membership reports; and to be available, as necessary, promoting the general welfare of TSA.
- **Sergeant-at-Arms:** It shall be the duty of the sergeant-at-arms to serve in any capacity as directed by the president; to assist in the preparation and control of the meeting place, in the event that a parliamentarian is not appointed by the president; to assist in conducting all meetings according to parliamentary procedure as set forth by the current edition of Robert's Rules of Order, Newly Revised; and to be available, as necessary, in promoting the general welfare of TSA.
- **Reporter:** It shall be the duty of the reporter to serve in any capacity as directed by the president; to accumulate and keep up-to-date information on the history of the association; to prepare articles for TSA publications, professional

# TSA Bylaws

## CONTINUED



magazines and journals, newspapers and other news media; to contact other association members concerning news items for publication; and to be available, as necessary, in promoting the general welfare of TSA.

### SECTION 3. Qualifications for National Office

- Only an active member of TSA will be eligible to run for a national office. Students must have at least one year of high school eligibility remaining to run for national office. A student elected as a national officer at the annual meeting may not hold a state or local TSA office concurrently with the term as national officer.
- A student must be a member of TSA for at least one year before seeking a national office. A TSA member must have completed the eighth grade to be qualified for a national office. A TSA member must have served as an officer of the individual's state association to be qualified as a national officer candidate. No more than three TSA members from the same state delegation may run for a national office in the same year.

### SECTION 3. Nominations

- The National TSA president shall appoint a credentials committee consisting of a national advisor; a national officer not seeking re-election; a state president who, while serving on this committee, has no national officers or national officer candidates from the individual's state; a past national officer; and the executive director of TSA. This committee shall review all national officer candidates and their qualifications and will submit to the voting delegates a slate of all candidates declared eligible for each national office. There will be no additional nominations from the floor.

### SECTION 3. Elections

- National officers shall be elected by a majority vote of the voting delegates at the annual business meeting.
- Election of officers shall be by ballot vote.
- If there are more than two candidates for an office and a majority is not reached on the first ballot, the candidate receiving the lowest number of votes shall be dropped, and the candidate receiving the lowest number of votes on each succeeding ballot will be dropped until a majority is reached.

- If there is only one candidate for an office, the candidate must receive at least two-thirds (2/3) of the total votes from the votes cast. In this type of election, delegates may vote "Yes", "No", or may abstain. To be elected, an unopposed candidate must receive an affirmative two-thirds (2/3) vote from the total number of votes cast for that candidate by the delegates.

### SECTION 6

Failure to fulfill the obligations of a national office without legitimate cause will result in the removal from office by the TSA, Inc., Board of Directors.

### SECTION 7

National officers' terms will begin at the close of the national conference at which they are elected, and they will serve until the close of the following national conference.

### SECTION 8

Failure to fulfill the obligations of a national office without legitimate cause will result in the removal from office by the TSA, Inc., Board of Directors.

### SECTION 9

If no one applies for a particular office by the official deadline date for a national officer candidate application or an unopposed candidate does not receive a two-thirds (2/3) majority, there shall be a special election called after the general election takes place at the annual business meeting.

### SECTION 10

Those National Officer Candidates not elected to a National Office at the annual business meeting shall be the only members to be able to participate in the special election, however are not required to.

The special election shall be conducted after the winners of the general election have been announced. The participants of the special election may not campaign prior to the special election.

The special election shall not have any runoffs. The winner of the special election shall be the person with a plurality of the vote and will be announced immediately following the tabulation of the votes.

# TSA Bylaws

## CONTINUED



### ARTICLE V. MEETINGS

#### SECTION 1

A National TSA Conference will be held each year with the time, date, and place designated by the TSA, Inc., Board of Directors.

#### SECTION 2

Each chartered delegation will be entitled to one vote for each state officer in attendance {maximum of six (6)} plus two additional votes for each chapter in that state delegation which has student members in attendance at the conference.

#### SECTION 3

A majority of the registered voting delegates for the national conference shall constitute a quorum.

### ARTICLE VI. EXECUTIVE COMMITTEE

#### SECTION 1

The TSA Executive Committee shall consist of the National TSA officers and the national TSA Advisor(s).

#### SECTION 2

Meetings can be requested by the president and must be approved by the TSA advisor(s) and the TSA, Inc. executive director.

#### SECTION 3

A majority of the members shall constitute a quorum.

#### SECTION 4

The TSA Executive Committee shall appoint standing and special committees as deemed necessary.

### ARTICLE VII. THE LOCAL TSA ADVISOR

#### SECTION 1

It is recommended that a technology education teacher serve as a chapter TSA advisor; however, in cases where there is no such interested teacher, a state certified educator may be appointed by the school's principal. The appointed advisor would have all the rights and privileges of a regular advisor as long as that chapter is in good standing.

### ARTICLE VIII. BOARD OF DIRECTORS

#### SECTION 1

The TSA, Inc., Board of Directors is the policy making body for the administration of TSA activities and programs.

#### SECTION 2

The TSA, Inc., Board of Directors will manage TSA's finances and will furnish an annual report to each chartered delegation.

### ARTICLE IX. COUNCIL OF STATE PRESIDENTS

#### SECTION 1

The TSA Council of State Presidents shall be a non-voting body of TSA consisting of state presidents from each of the chartered state delegations. The TSA Council of State Presidents shall be chaired by the National TSA Vice-President. It shall be the duty of the TSA Council of State Presidents to promote the general welfare of the TSA through representative interaction between state TSA delegations.

### ARTICLE X. PARLIAMENTARY AUTHORITY

#### SECTION 1

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern TSA in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.

### ARTICLE XI. EMBLEM AND COLORS

#### SECTION 1

The TSA emblem is a rectangular shape with three parts. The middle section and largest part of the emblem contains the letters TSA in a very large, bold print. The letters are white on a blue background. Below these letters and about 1/3 the size, is the name of the association—Technology Student Association—in white letters on a red background. The top portion of the emblem is a blank, red, rectangular shape, the same size as the bottom area. This portion is intentionally left blank so that each state can put its own name on the emblem if desired.

# TSA Bylaws

## CONTINUED



### SECTION 2

The colors of (School Name) TSA shall be scarlet (red) PMS 1795, white, and navy blue PMS 286.

**Scarlet (red)**—represents the strength and determination of the technology education students and teachers to obtain their goal.

**White**—represents the high standards, morals, and religious beliefs we hold.

**Blue (navy)**—represents the sincerity of the technology education students and teachers in obtaining a greater knowledge of our technological world.

## ARTICLE XII. MOTTO AND CREED

### SECTION 1

The motto of the Technology Student Association will be: “Learning to lead in a technical world.”

### SECTION 2

The creed of the Technology Student Association will be:

- I believe that Technology Education holds an important place in my life in the technical world. I believe there is a need for the development of good attitudes concerning work, tools, materials, experimentation, and processes of industry.
- Guided by my teachers, artisans from industry, and my own initiative, I will strive to do my best in making my school, community, state, and nation better places in which to live.
- I will accept the responsibilities that are mine. I will accept the theories that are supported by proper evidence. I will explore on my own for safer, more effective methods of working and living.
- I will strive to develop a cooperative attitude and will exercise tact and respect for other individuals. Through the work of my hands and mind, I will express my ideas to the best of my ability.
- I will make it my goal to do better each day the task before me, and to be steadfast in my belief in my God, and my fellow Americans.

## ARTICLE XII. AMENDMENTS

### SECTION 1

To amend these bylaws, the proposed amendment(s) must be submitted in writing or by email by the chartered delegation to the President of TSA, Inc. at least ninety (90) days prior to the annual meeting.

- A Bylaws Committee of the Board of Directors of TSA, Inc. will review all proposed amendments. All approved amendments will be submitted to the chartered delegations and the National TSA officers by the president (chairman) of the Board of Directors of TSA, Inc. at least thirty (30) days prior to the annual meeting.
- The proposed amendment must be approved by two-thirds of the voting delegates present and voting at the annual meeting.
- Each chartered delegation will be entitled to one vote for each state officer in attendance {maximum of six (6)} plus two additional votes for each chapter in that state delegation which has student members in attendance at the conference.
- The president (chairman) of the Board of Directors of TSA, Inc. will be responsible for notifying in writing or by email to the Corporate Board member and State Advisor of the chartered delegations of adopted amendments within sixty (60) days of the annual meeting.
- Amendments will become effective in sixty (60) days unless a different time period is stipulated in the amendment.

Student Member  
Amended June 2018

- [Resolutions for website](#)
- [Resolution Form](#)



# **TEXAS TSA BOARD OF DIRECTORS**

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# **BOARD OF DIRECTORS CONSTITUTION**

Revised JuLY, 2019

## **ARTICLE I. NAME**

The governance board shall be known as the Technology Students Association Board of Directors and herein referred to as the “board”. The board may change its name to remain consistent with state and/or national affiliates without constitutional revision.

## **ARTICLE II. PURPOSE**

**General:** To widen and deepen the interest and knowledge of students in this technological age, to reinforce basic skills, and to promote STEM and Career & Technical Education in the schools of Texas.

### **Specifics:**

1. Serve in an advisory capacity to the Texas Education Agency.
2. Select an Executive Director.
3. Select a State Competition Director.
4. Select an association Treasurer.
5. Select a student association State Advisor.
6. Select the Texas Corporate Member to the National TSA organization.
7. Maintain and report affiliation and membership records.
8. Establish state membership dues.
9. Approve an annual operating budget and disbursement of funds.
10. Make provision for collecting association monies and keep records of expenditures.

## **ARTICLE III. MEMBERSHIP**

- 6 members – nominated from and elected by advisors that are currently operating an affiliated TSA chapter. Advisors serve a three-year staggered term that changes annually with two consecutive 3-year terms maximum. The elected advisor must remain a classroom teacher, and TSA affiliated chapter advisor to maintain his/her seat on the Texas TSA Board of Directors.
- 1 member – Texas TSA State President for a one-year term.
- Any replacement of any elected TSA Board member will be appointed by the president of the board with the approval by the majority of voting members of the Texas TSA Board of Directors.
- The Texas TSA board members elected at state contest will begin their term of service at the beginning of the next Texas TSA Board meeting.
- Resignation – To be effective, a Board Member's resignation must be in writing, signed by the member, and must be delivered to the Board for acting on the resignation. The Board may not refuse to accept a resignation. If a member submits a resignation, whether to be effective immediately or at a future date, a vacancy occurs on the date resignation is accepted by the Board. If a board member accepts a position, where they are no longer employed in the Technology Education classroom the board member must automatically resign when accepting such position. Even if no written resignation is submitted.

## **EX-OFFICIO MEMBERS**

Ex-officio members cannot nominate, vote or introduce motions.

- 1 member Executive Director of Texas TSA – annual appointment
- 1 member State Competition Director – annual appointment
- 1 member Association Treasurer – annual appointment
- 1 member Texas Corporate Member to national TSA – annual appointment
- 2 members Texas TSA State Officer Coordinators- annual appointment

## **ARTICLE IV. OFFICERS**

### **Section A: State of Officers**

The officers of the board shall be a president, vice-president, and secretary. All officers will be elected and will serve as the executive committee.

### **Section B: Eligibility and Election**

Officers will be in good standing with the board and will be elected each year at the summer meeting (EXCLUSION – student officer is not eligible for board office).

### **Section C: Tenure of Office**

All officers will serve for one year. Term of office will begin immediately after the adjournment of the summer meeting. Officers may serve a maximum of two consecutive terms.

## ARTICLE V. MEETINGS

### Section A: Meetings

- **Regular:** There shall be a minimum of one annual business meeting.
- **Special:** The executive committee may call the board for special meetings.

### Section B: Parliamentary Authority

The parliamentary authority for all board meetings shall be the most current edition of “Robert’s Rules of Order”.

### Section C: Quorum

A quorum will consist of a majority of the voting members of the board.

## **BOARD OF DIRECTORS**

### **BYLAWS**

#### **ARTICLE I.**

#### **ELECTION OF OFFICERS**

Board officers will be elected by regular board members. Each officer will be voted upon separately by ballot. The person with the greatest number of votes is elected to the office.

##### **Section A: Vacancies**

- 1.A vacancy occurring in the unexpired term of board president shall automatically be filled by a ballot vote by the board for the duration of the unexpired term.
- 2.A vacancy occurring in the unexpired term of office of vice-president or secretary will be filled by a ballot vote by the board for the duration of the unexpired term.
- 3.A vacancy occurring the unexpired term of a board member will be filled by appointment by remaining board members to fill the vacancy until the next regularly scheduled election. The newly elected member will then serve the remainder of the original unexpired term.

#### **ARTICLE II.**

#### **DUTIES OF OFFICERS**

##### **Section A: President**

- 1.Preside over all meetings of the board.
- 2.Serve as chairperson of the board.
- 3.Appoint committee chairpersons.
- 4.Direct operational activities of the board.
- 5.Represent the TSA Board of Directors.
- 6.Issue meeting notices.

## **Section B: Vice-President**

1. Assist the president.
2. Serve as president in the absence of the president.
3. Succeed the president in case of vacancy.
4. Meet with and be responsible for all committees.

## **Section C: Secretary**

1. Keep records of official business.
2. Perform other duties directed by the president.

## **ARTICLE III. COMMITTEES**

The president shall appoint any committees necessary to complete the goals and objectives of the board. All committees are subject to board approval.

## **ARTICLE IV. AMENDMENTS**

1. Amendments shall be submitted by the regular members of the board.
2. Amendments shall be submitted in writing to the board president.  
Proposed amendments must be signed by at least two regular members and must be postmarked a minimum of 30 days prior to the business meeting in which they will be introduced.
3. The amendments must have been submitted in writing to each board member at least two weeks prior to the business meeting in which they will be considered.
4. The amendments shall be read as the first action of new business during the business section of the board meeting.
5. Two-thirds vote of the regular board members shall be necessary for adoption of amendments.

**ARTICLE V.**  
**POLICIES AND PROCEDURES**

1. Policies are to be determined by board approval.
2. Policies require a vote of 2/3 of the board for change/approval.

# **TEXAS TSA POLICY MANUAL**

**1.1 The success of Texas TSA's conferences, programs, and activities hinges on the support of hundreds of teachers, administrators, student officers, business people and state staff. It shall be the policy of Texas TSA to recognize and honor these volunteers whenever appropriate for their dedication and support of the goals of Texas TSA.**

**1.2 Texas TSA Public information efforts must identify that Texas TSA is an integral part of the Technology Education instructional programs and that Technology Education is a program.**

**1.3 Members of the Texas TSA BOD and the Texas TSA, Inc. representatives from Texas, are prohibited from individually endorsing any specific product, product supplier, or services for Texas TSA Chapters. (Refer inquiries to the nationally approved list of sales products.)**

**1.4 The use of the TSA logo and emblem, and acronym TSA as registered with the U.S. Patent and Trademark Office and the Texas TSA logo as registered with the Secretary of State office will be controlled and/or protected by Texas TSA.**

**1.5 Officer Exchange - All new officers are entitled to a copy of past minutes and previous budgets. These are to be provided by the outgoing member to the Executive Director prior to the summer board meeting. A commitment must be made by each BOD member to attend all meetings and disseminate material to their respective regions after each board meeting.**

**1.6 Resignation - To be effective, a Board Member's resignation must be in writing, signed by the member, and must be delivered to the Board for acting on the resignation. The Board may not refuse to accept a resignation. If a member submits a resignation, whether to be effective immediately or at a future date, a vacancy occurs on the date the resignation is accepted by the Board.**



**1.7 The TEA CTSO staff representative shall serve as an ex-officio member of the board and the executive committee.**

**1.8 The board shall approve all personal contracts but may not award any contracts to voting members of the board.**

**1.9 A board member shall not vote on any matter that brings financial gain to them.**

**1.10 The Board of Directors will provide guidance and direction to the rulebook chairman**

**.**

**1.11 The Board of Directors will approve all state contest changes.**

## **2.0 BOD AND OFFICER JOB DESCRIPTIONS:**

### **2.1 State Advisor /Executive Director**

- **Is recommended and approved by the Board of Directors (BOD)**
- **Responsible for the efficient administration of association activities.**
  - **Provide oversight and guidance to all Association employees, area coordinators, committees, etc. Including collecting quarterly reports from said individuals and forwarding them to the President of the BOD.**
  - **Provides recommendations to the BOD to ensure efficient and effective operation of the association.**
  - **Regularly provide updates and information to the BOD, Chapter Advisors, and Student members.**
  - **Oversee association mailings.**
  - **Prepare the TSA Board of Directors election ballots**
- **Serve as a liaison with National TSA.**
  - **Send required documentation to National TSA.**
  - **Receive and disseminate information from National TSA to appropriate personnel.**
  - **Verify National TSA conference registration forms.**
  - **Register Chapters/Members in State Advisor Approved events.**
- **Serves as an ex-officio member of all committees.**
- **Assist the President of the BOD in setting up facilities and agendas for annual board meetings.**

- **Represent the Association at meetings with state and local organizations, as well as attend Association student leadership meetings.**
- **Attend all BOD meetings.**
- **Maintain a copy of the BOD agendas and minutes from the previous 3 years, including a record of all board recommendations and activities.**
- **Serves as Membership Director:**
  - **Coordinate and initiate an active membership recruitment program**
  - **Actively communicate and work with existing chapters to increase membership retention**
  - **Disseminate information and guidance concerning Texas and National TSA to members and Advisors.**
  - **Oversee marketing and promotion of Texas TSA**
  - **Work with Texas TSA staff to maintain a database of regional contacts and contest information**
- **Provide incoming State Advisor/Executive Director with guidance.**

## **2.2 President:**

- **Preside over all meetings of the board and work with the Executive Director to set the agenda for the meeting.**
- **Serve as chairperson of the board.**
- **Appoint committee chairpersons.**
- **Direct operational activities of the board.**
- **Represent the Association and BOD.**
- **Issue meeting notices.**
- **Provide the incoming President with guidance.**
- **Attend all BOD meetings.**

## **2.3 Vice-President:**

- **Assist the President**
- **Serve as the President in the absence of the President.**
- **Succeed the President in case of vacancy.**
- **Meet with and be responsible for all committees.**
- **Monitor the progress of motions passed or tabled by the board and report to the BOD the progress and/or result of the motion.**
- **Provide the incoming Vice-President with guidance.**
- **Attend all BOD meetings.**

## **2.4 Secretary:**

- **Keep records of official business.**
- **No later than 2 weeks after a BOD meeting the secretary will provide to all board members a summary of the minutes.**
- **All motions (passed, tabled, or failed) will be assigned an I.D. number ((I.e. 02-24- 1999/01 (date, #))**
- **Perform other duties as directed by the president.**
- **Transfer records from the previous 3 years, and correspondence.**
- **Maintain a current listing of board members at all times.**
- **Provide the incoming Secretary with guidance.**
- **Attend all BOD meetings.**

## **2.5 Treasurer**

- **Is recommended and approved by the Board of Directors (BOD)**
- **Disperse payments as outlined in the financial section of the policy manual.**
- **Report financial standings at each meeting by Treasurer or designee.**
- **Keep an accurate record of receipts and payments.**
- **Obtain and present ideas and suggestions for increasing the treasury and financing activities.**
- **Attend all BOD meetings.**

## **2.6 State Contest Director**

- **Is recommended and approved by the Board of Directors (BOD)**
- **Plan and coordinate the annual Texas TSA Competition.**
- **Arrange for a school awards coordinator to work in the registration area.**
- **Oversee NQE Coordinators, UTE Coordinators, Data Managers and other contest staff.**
- **Plan and coordinate with third party vendors for State Conference (electricity, venue, internet, decorators, etc)**
- **Evaluate contest data and make recommendations for rulebook consolidation revisions.**
- **Inventory, store and manage contest supplies.**
- **Plan and coordinate contest planning meetings.**
- **Answer emails and questions regarding events and contest.**
- **Report directly to the Executive Director.**
- **Attend all BOD meetings.**
- **Provide the incoming State Competition Coordinator with guidance.**

## **2.7 State Officer Coordinators**

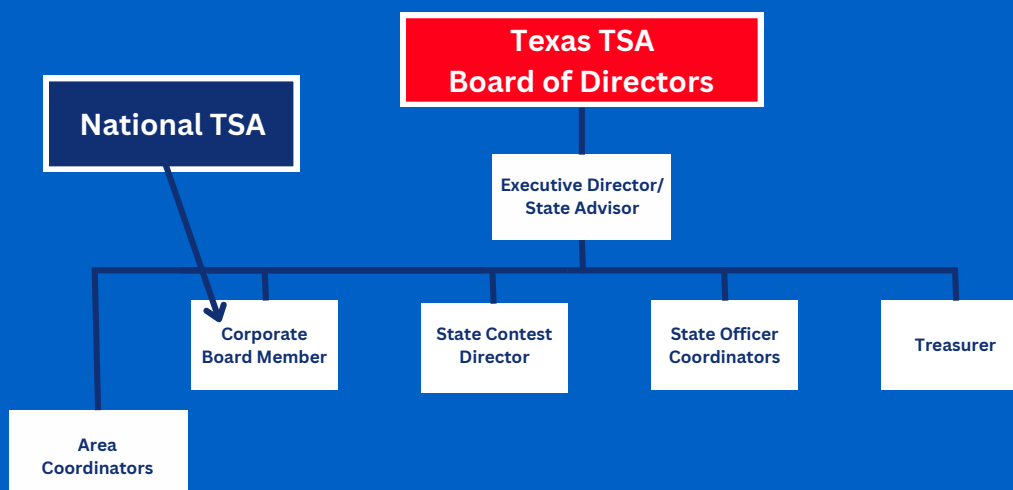
- **The state officer coordinators are appointed by the Texas TSA Board of Directors and will be hired annually.**
- **Provides guidance and training opportunities for state student officers to develop the leadership abilities of each**
- **Assist the state officers and delegation in organizing and conducting regional, state, and national meetings.**
- **Provide leadership training opportunities for the state officers.**
- **Provides guidance and training for state student officers in developing an annual Program of Work.**
- **Develops training materials, code of conduct, and policy manual for state student officers along with the Executive Director.**
- **Attend state leadership conferences as appropriate or send a designee.**
- **Chaperones and provides guidance in all meetings where state student officers attendance is required.**
- **Organizes annual state officer application and election process.**
- **Develops general session content for the State Conference.**
- **Oversees all general sessions.**
- **Oversees all leadership activities at the State Conference.**
- **The state officer coordinators will perform duties as assigned by the state advisor and will serve in the absence of the state advisor.**
- **Attend all BOD meetings.**
- **Provide the incoming state officer coordinators with guidance.**

## **2.8 TSA Corporate Board Member**

- **Selected annually by the Texas TSA Board of Directors.**
- **Provide the incoming TSA Corporate Board Member with guidance.**
- **Attend the National TSA Corporate Board meeting.**

## **2.9 Area Coordinators**

- **Is recommended and approved by the Board of Directors (BOD)**
- **Serve as a liaison between regions and chapters in their area and Texas TSA BOD**
- **Work directly with the State Advisor/Executive Director in providing and gathering information related to the efficient operation of the association in relation to the local chapters in their area**
- **Promote and provide guidance for leadership conferences**
- **Promote and provide guidance for regional competitions**
- **The number of Area coordinators will be determined by the Board of Directors (BOD)**



## 2.10 STANDARDS ON DUTIES OF A TSA BOARD MEMBER

**2.11 The board shall uphold the standards that promote the best interest of Texas TSA as a whole. The Board member shall:**

- Bring about desired changes through legal and ethical procedures, upholding the Texas TSA constitution and by-laws;
- Make decisions in terms of the welfare of all members of Texas TSA, regardless of ability, race, creed, sex or social standing;
- Recognize that decisions must be made by the board as a whole, and make no personal promise nor take private action that may compromise the board;
- Focus on board action on policymaking, planning, and evaluating;
- Support and protect Texas TSA in the proper performance of their duties;
- Vote to appoint the best qualified personnel available; and
- Hold confidential all matters pertaining to Texas TSA, which, if disclosed, may needlessly injure individuals, or Texas TSA. As role models for Texas TSA, board members, staff, and student leadership team are responsible for their public conduct even when they are not acting in their Texas TSA role. Texas TSA BOD, staff, and student leadership team will be held to the same professional standards in their public use of electronic media as they are for any other public conduct. If a Texas TSA BOD, staff or student leadership team's use of electronic media violates state or federal law or association policy, or interferes with their ability to effectively perform his or her job duties, they are subject to disciplinary action, up to and including termination of employment, resignation from the BOD, or termination from office. If a Texas TSA BOD, staff, or student leadership team member wishes to use a social network site or similar media for personal purposes, they are responsible for maintaining privacy settings appropriate to the content.

**2.12 The Board member shall understand the role and responsibility of the board, Executive Director and individual board members, and shall contribute to the development of:**

- **A statement of philosophy expressing the present and future needs of Texas TSA and the members therein;**
- **Goals and objectives reflecting the philosophy of the BOD;**
- **Program activities consistent with the goals and objectives established by the BOD;**
- **A method by which the needs and values of the Texas TSA membership and its diverse elements may be assessed and articulated in order to make appropriate decisions for Texas TSA;**
- **An allocation system designed to provide adequate resources to accomplish stated goals and objectives; and**
- **A systematic and timely review and evaluation of all phases of the programs and operations of Texas TSA.**

**2.13 The Board member shall be well versed in Board meeting management, and adhere to:**

- **The obligations of individual Board members to prepare for, attend, and participate effectively in Board meetings;**
- **The procedure for preparing for a Board meeting, including setting the agenda, determining the meeting dates and locations, acquiring needed information, placing items on the agenda, and receiving agendas; and**
- **The legal and practical aspects of conducting Board meetings, including the adoption of formal rules of parliamentary procedure to govern deliberations, the election of officers, audience and staff participation, open public meetings, and Board discussion.**

## **2.14 BOARD MEMBERS COMPENSATION AND EXPENSES**

**2.15 Board members shall serve without compensation.**

**2.16 CONTRACT EMPLOYEES - policies information.**

- **State Advisor/Executive Director - Salary to be paid monthly**
- **Treasurer - Salary to be paid in the following installments: 1/4 on October 1, 1/4 on February 1, 1/2 on May 31**
- **State Contest Director - Salary to be paid in the following installments: 1/4 on October 1, 1/4 on February 1, 1/2 on May 31**
- **State Officer Coordinators - Salary to be paid in the following installments: 1/4 on October 1, 1/4 on February 1, 1/2 on May 31**

**2.17 Contract employees and board members are required to submit any forms and applications which are used to conduct the business of Texas TSA. These files will be consolidated in a single location in the Texas TSA Google Drive. This site will be secure and access will only be granted to contract employees and board members. In the case that this is not feasible, these files will be collected and stored by the State Advisor who will then forward copies to the Board President.**

**2.18 Contract employees are required to submit to the State Advisor/Executive Director and President of Texas TSA quarterly reports of their activities related to their job responsibilities. The reports need to be submitted to the State Advisor prior to the first day of the month in January, April, July, and October. These reports will then be forwarded to the President of the BOD.**

### **3.0 TRAVEL GUIDELINES**

**3.1 Board members shall be reimbursed for reasonable expenses incurred in carrying out Board business at the Board's request and for reasonable expenses incurred while attending meetings and conventions as official representatives of the Board. An amount for Board Member Travel Expense Reimbursement shall be approved in the budget each year.**

- Reasonable travel expenses for student officers will be reimbursed according to established guidelines if districts will not pay.**
- Reasonable travel expenses for board members, state officer coordinator, and assistant state officer coordinator may be reimbursed according to established guidelines if districts will not pay.**
- Reasonable travel expenses will be reimbursed for other individuals that the BOD requested to attend meetings or other TSA functions.**

**3.2 Reimbursement shall be made by one of the following methods, as determined by the Board:**

- Reimbursement for use of personal car as set by the established mileage rate, or the actual cost of commercial transportation. Participants are expected to travel at the lowest available commercial transportation rate. Lodging and meals will be reimbursed at the current approved per diem rate or the actual cost whichever is lower. Other expenses will be reimbursed upon presentation of original receipts. Board members shall file a**



- **statement and attach original receipts documenting actual expenses for which reimbursement is requested.**
- **A set amount approved in advance for reasonable expenditures to be incurred on a particular trip. This amount shall include travel, lodging, meals, and any other reasonably predictable expenditure. Board members shall file a statement, with original receipts, accounting for amounts actually expended. Any excess shall be refunded to Texas TSA.**

**3.3 The Board may not pay the travel expenses of spouses and other persons who have no responsibilities or duties to perform for the Board when they accompany Board members to Board related activities.**

**3.4 All travel statements and original receipts must be filed within 30 days of travel for BOD, state officers, state officer coordinators, and , Executive Director, Contest Director, Treasurer, and TSA Corporate Board Member.**

**3.5 Reimbursement shall be made by Texas TSA as outlined by the guidelines below:**

- **Lodging**
  - **Not to exceed currently established state rate**
  - **Based on double occupancy**
  - **Reimbursement requires original receipts**
- **Transportation Costs**
  - **Ground travel**
    - **Point to point mileage based on State mileage book**
    - **Payment based on the current State Comptroller rate per mile**
- **Air travel**
  - **As reserved by the Executive Director or State Advisor when necessary**
  - **Pay actual cost only**
- **Per Diem**
  - **\$30.00 per day**

**3.6 Travel itineraries must be submitted a minimum of 48 hours in advance to the Executive Director for reimbursement to be made.**



**3.7 Travel for the State Officers – A stipend up to \$225.00 or a per diem of \$30.00/ day for meals, not both, will be given for those state officers attending the National TSA Conference. This money is only available if the state officer has inadequate means of financial support. The request must be made in writing by June 1st and must be approved by the State Officer Coordinator and the State Advisor. If the local advisor is in attendance at the National TSA Conference, the check will be made payable to the local chapter advisor. If the advisor will not be present, the check will then be payable to the Student Officer Coordinator.**

#### **4.0 FINANCES -**

**This Section Contains Policies Regarding Financial Reports, Accounts, Donations, Reserves, Budgets, Income and Expenditures.**

**4.1 State and National TEXAS TSA dues will be submitted in the following manner:**

- In accordance with Texas TSA constitution, each local chapter must have at least one (10) paid members in order to affiliate a chapter with TEXAS TSA and the National organizations.**
- In order to be counted, chapter advisors must submit membership rosters and payment to National TSA by dates posted annually on the Texas TSA. website.**

**4.2 Annual TSA membership affiliation fees will be sent to National TSA. National TSA will then forward to Texas TSA state dues. Texas members shall pay affiliation fees for state and national membership. State membership only is not permitted.**

**4.3 Refunds for registration fees will be honored prior to the state conference registration deadline. No refund requests will be granted past that date. Requests for refunds must be made in writing prior to the conference using the appropriate form posted on the Texas TSA website.**

**4.4 Texas TSA chapters having an outstanding balance with Texas TSA will not be allowed to register for the next conference until the fees have been appropriately paid.**

**4.5 Texas TSA will prepare, adopt and file a budget for the succeeding fiscal year and file a report of the disbursements and receipts for the preceding fiscal year. The state budget shall be monitored and approved by the BOD, Executive Director and the CTE division of the Texas Education Agency.**

**4.6 The fiscal year for Texas TSA, Inc. will begin September 1 and end August 31.**

**4.7 The BOD shall have responsibility for ensuring financial accountability and shall implement appropriate checks and balances in order to accomplish the purpose. Procedures for disbursements and collection of money for TEXAS TSA:**

- All money shall go to the TEXAS TSA address listed on invoice.**
- All money disbursed must go through the approval process. The Executive Director and the treasurer/accountant shall be the budget managers for the state budget. The approval, in the form of the signature of the appropriate budget managers, shall be obtained before money can be disbursed.**
- Money shall only be reimbursed for original receipts or invoices.**
- Documentation of money spent is required for all TEXAS TSA events. The financial report is due within 30 days of the end of the event.**
- The Treasurer/Accountant will promptly process the requisition for prompt payment.**
- Checks shall be pre-numbered and accompanied by supporting documents. The CTSO shall limit payment of expenses with currency. Checks shall be used whenever possible.**
- Expense vouchers submitted by Career and Technology Staff shall be reviewed and approved by the Texas TSA Executive Director.**

**4.8 The general Texas TSA operating funds shall be placed on deposit with those institutions insured by federal deposit insurance agencies. Account balances should exceed the amount insured by the respective federal agency. No Texas TSA money may be deposited in any account other than those of Texas TSA. Money should not be held in excess of 72 hours whenever possible.**

**4.9 Regional leadership conferences, if necessary, will be given a \$200 maximum stipend to cover necessary expenses. The request must be made by November 15th and the agenda must be approved by the State Advisor/Executive Director. The Regional Leadership Conference Coordinator shall file a statement, with original receipts, accounting for amounts actually expended. All expenditure statements and receipts must be filed within 30 days of approved regional leadership conference dates.**

**4.10 Texas TSA will submit a quarterly report of cash disbursements and payments by check to the TEA-CATE unit director. The treasurer/accounting firm retained by the organization will prepare this report.**

**4.11 Texas TSA will follow the policies as set by TEA in regards to the Policy approved by TEA in September 2021.**

**\*See TEA-CTSO oversight policy.**

**4.12 CTSSO credit cards shall only be used for legitimate business expenses. A list of expenditure types for which the card may be used shall be approved by the CTSSO board and made available to the CATE staff.**

- Approved business expenses include: Hotel, meals, travel, officer attire, equipment, supplies, and promotional materials.**
- Original receipts must be attached to the credit card statements and payment vouchers. Travel vouchers shall be reviewed and approved by the designated CTSSO representative before payment by the CTSSO.**
- The Executive Director, State Officer Coordinator, Contest Director and Treasurer will be authorized to hold credit cards for the association.**

**4.13 Texas TSA may execute, perform, and make payments under contracts, which may include leases, leases with option(s) to purchase, or installment purchase, with any person for the use, acquisition, or purchase of any personal property, or the financing thereof. The contracts shall be on terms and conditions that are deemed appropriate by the Board in accordance with state law.**

**4.14 Interest accumulated from the Texas TSA scholarship account must be used to award student scholarships. The principle must remain intact for the purpose of generating scholarship money.**

**At the time of the annual audit the principle balance must be on deposit for scholarships to be awarded.**

**The BOD will determine the number and amount of the scholarships to be awarded at the annual state conference.**

**Students who meet the minimum criteria as established by the BOD will be eligible for consideration.**

## **5.0 GRIEVANCE PROCEDURES - Not contest related**

**5.1 Grievance Committee - Shall be made up of the following members: Executive Director, Texas TSA BOD - President, Texas TSA BOD - Vice-President, Corporate Board Member and a recording secretary.**

**5.2 All complaints/grievances must be made in writing. (Including supporting documentation)**

**5.3 If the complaint or concern occurs at the state level, the matter should be addressed directly to the Grievance Committee.**

**5.4 If the Grievance Committee is unable to reach a decision or if they deem it necessary, the matter may be brought before the entire Board of Directors.**

**5.5 The person filing the grievance will receive a written response outlining the Grievance Committee decision.**

**5.6 The decision of the Grievance Committee is final.**

## **6.0 AWARDS - Not Contest Related**

**6.1 Texas TSA Statesman Degree - This prestigious award is earned by demonstrating knowledge of Texas TSA Information and History, National TSA Information, Basic Parliamentary Information by achieving the Statesman Test minimum score at a Regional and/or State Conference.**

**This award is made up of two levels:**

- **Lone Star Degree** - This degree may be earned at any of the regional or state leadership conferences by taking a written test over general Texas TSA knowledge and making a grade of 75 or higher.
- **Texan Degree** - may be earned at any of the state level conferences by first earning the Lone Star Degree and taking a written test over more specific Texas TSA knowledge and making a grade of 80 or higher.

**6.2 Chapter Excellence Award** - The Chapter Excellence Award recognizes one middle school chapter and one high school chapter for outstanding program quality and achievement in TSA.

**6.3 National TSA Award Programs** - Texas TSA will recognize annually the following National TSA Award Programs:

- Advisor of the Year
- TSA Achievement Program
- National Technical Honor Society

## **7.0 Sexual Harassment and Discrimination Policy**

### **7.1 POLICY PROHIBITING UNLAWFUL HARRASSMNET AND DISCRIMINATION**

Unlawful harassment or discrimination of its employees, or by its employees, is strictly prohibited. It is the policy of Texas TSA that all employees have the right to work in an environment free from any type of unlawful harassment and discrimination, including freedom from sexual harassment and harassment or discrimination based upon race, color, national original, religion, gender, age, or disability.

Unlawful harassment or discrimination is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, national original, religion, gender, age, disability, or marital status, or that of his relatives, friends, or associates, and that:

- Has the purpose or effect of creating an intimidating, hostile, or offensive working environment; or
- Has the purpose or effect of unreasonably interfering with an individual's work performance; or
- Otherwise adversely affects an individual's employment opportunities.

Harassing and discriminating conduct includes, but is not limited to, the following:

- epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to race, color, national origin, religion, gender, age, disability, or any other classification protected by Federal, state, or local law; and
- written or graphic material that denigrates or shows hostility or aversion toward an individual or a group because of race, color, national origin, religion, gender, age, disability, or any other classification protected by Federal, state, or local law; and that is placed on the wall, bulletin boards, or elsewhere on the employer's premises, or circulated in the workplace.

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**Harassment of Sexual Gender.** Texas TSA prohibits sexual harassment on the job. Sexual harassment includes, but is not limited to, unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature, if:

1. Submission to the conduct is explicitly or implicitly made a condition of employment or is used as the basis for employment decisions; or
2. The conduct has a purpose or effect of unreasonably interfering with an individual's work performance or the effect of creating an intimidating, hostile, or offensive work environment.

**Sexual harassment need not involve sexual advances, romantic interest, or sexually provocative conduct. Sexual harassment can also be any type of verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her gender and that:**

1. Has the purpose or effect of creating an intimidating, hostile, or offensive working environment; or
2. Has the purpose or effect of unreasonably interfering with an individual's work performance; or
3. Otherwise adversely affects an individual's employment opportunities. For example, conduct that intimidates, ridicules, or maliciously demeans the status of an individual because of gender can constitute sexual harassment if it is sufficiently severe and pervasive to alter the conditions of the individual's work environment.

## **Complaints.**

- 1. An employee who has a complaint of unlawful harassment or discrimination of any kind of work, whether by supervisors, co-workers, or visitors, or who has knowledge of unlawful harassment or discrimination if urged to follow Texas TSA's grievance procedure.**
- 2. The Association will investigate all complaints and will endeavor to handle them expeditiously and in a professional manner.**

**Retaliation.** Retaliation against an employee for filing a complaint of unlawful harassment is prohibited.

## **8.1 Texas TSA Membership Affiliation Policies**

### **Affiliation Process**

- 1. Membership is processed through the National TSA online affiliation system.**
- 2. TSA offers three curriculum-integrated membership programs. Chapters choose the program that works best for them:**
  - a. Red Chapter Affiliation Program - Up to 10 Student Members.**
  - b. White Chapter Affiliation Program - 11 or more Student Members.**
  - c. Blue Chapter Affiliation Program - Unlimited Student Members.**
- 3. A school may affiliate more than one chapter provided that the chapters represent different levels, i.e., a middle school level and a high school level may physically exist at one school, but not two middle school levels or not two high school levels; separate membership affiliations must be submitted.**
- 4. Any chapter affiliation submitted to National TSA must be personally completed by the chapter advisor (or an appointed officer).**
- 5. Unpaid invoices must be paid in full to National TSA prior to any chapter member participating in a state or national conference.**

### **Chapter Management**

- There is a required minimum of ten (10) members per chapter. Chapters must have student members to affiliate with Texas TSA.**
- A student may hold membership in only one local chapter and only one state TSA delegation.**



- **Advisors of TX TSA chapters must be registered state-certified educators working in existing school facilities. It is recommended that a technology education teacher serve as a TX TSA chapter advisor. However, in cases where there is no such interested teacher, a state-certified educator may be appointed by the school's principal. The appointed advisor has the same rights and privileges of any advisor as long as s/he maintains the chapter in good standing.**
- **The chapter level (middle school or high school) is designated by the chapter advisor when affiliating each year.**

### **Membership Dues**

- **Membership is not processed until all dues (national and state) are paid in full.**
- **All membership dues must be paid at the time of affiliation. Affiliations without dues will not be processed and neither the chapter nor its members will be in good standing until all dues are paid. TX TSA membership dues are non-refundable and non-transferable.**
- **TX TSA operates under a unified dues policy, whereby all members must affiliate and pay applicable dues at the local, state, and national level. Individual dues at all levels (high school and middle school) consist of local chapter dues (determined by the chapter), state dues (determined by the state delegation), and national dues (determined by TSA, Inc.).**
- **A written notification of transfer must be sent to the National TSA office if a student has paid individual membership dues and transfers to another chapter/school.**

### **10.1 Texas TSA Scholarship Policies**

**The number and amount of scholarships will vary each year according to the interested generated from the Texas TSA Scholarship fund. The Texas TSA Board of Directors will set the amount of the scholarships at the summer Texas TSA Board meeting for the following school year.**

### **Application Process**

- **Active TSA Members interested in applying for the Texas TSA Scholarships must submit a completed application by March 1st to be considered for these scholarship awards. Please submit the application online.**



## **Scholarship Management**

- 1. The Texas TSA Scholarships are reserved for current Texas TSA members that are graduating seniors.**
- 2. One \$2,500 scholarships will be awarded in the memory of W.A. Mayfield founding father of Texas TSA.**
- 3. One \$2,500 scholarship will be awarded in the memory of Al Seher.**
- 4. One \$1,500 scholarship will be awarded in the memory of George “Big George” Howle.**
- 5. One \$1,500 scholarship will be given in honor of founding fathers of ATTE (Association of Texas Technology Education).**
- 6. Additional \$1,500 At Large Texas TSA scholarships will be given out annually. The number of scholarships awarded will be determined annually by the Texas TSA Board of Directors.**
- 7. Application will be available on-line January 1 - March 1 annually.**
- 8. Incomplete packets will not be reviewed.**
- 9. The instructors of the scholarship applicants will be notified prior to the State Conference, if their student is selected to receive an award. Award recipients will be recognized during the awards ceremony at the State Conference.**
- 10. Winners may use the scholarship for enrollment and tuition, fees, books, supplies and equipment required for course instruction at accredited post-high school training institutions in the United States.**

## **Scholarship Disbursement**

- 1. To claim your scholarship, you must send proof of college or university enrollment no later than August 15 to link provided in acceptance letter. Acceptable proof of enrollment:**
  - a. Photocopy of your dated Student ID (with current date)**
  - b. Photocopy of your class registration.**
  - c. Photocopy of your class schedule.**
  - d. Photocopy of your school bill.**
  - e. URL of your institution’s publicly accessible web page or web directory that proves your student status.**
- 2. Award checks will be mailed directly to the student at the address provided on the acceptance form.**

## **11.1 Texas TSA Investment Policy**

### **I. PURPOSE**

**This investment policy statement sets forth the process that the Association has adopted to make investment-related decisions. This policy identifies the investment goals and objectives of the plan, sets out decision-making processes for selecting investments, and specifies the procedures to be used in assessing ongoing investment performance. The investment policy statement will be used as the basis for measuring and evaluating future investment performance and will itself be reviewed, at least annually, by the Board of Directors.**

### **II. Responsibility for Management of Funds**

**All funds of the Association shall be managed by the board of directors, at the discretion of the board, an external agent or agencies may be engaged to manage funds of the Association; in which case, the external manager(s) shall be responsible directly to the board of directors.**

### **III. Safety**

**Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest-rate risk.**

### **IV. Liquidity**

**The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. Because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds such as in bank deposits to ensure that appropriate liquidity is maintained to meet ongoing obligations.**

### **V. Yield**

**The investment portfolio shall be managed with the objective of attaining a competitive rate of return given the constraints of the aforementioned safety and liquidity objectives. Securities shall not be sold prior to maturity with the following exceptions:**

- 1. A security with declining credit may be sold early to minimize loss of principal.**
- 2. Liquidity needs of the portfolio require that the security be sold.**

## **VI. Ethics & Conflicts of Interest**

**Officers involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program or that could impair their ability to make impartial decisions. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio.**

## **VII. Investment Restrictions and Prohibited Transactions**

**To provide for the safety and liquidity of the Association's funds, the investment portfolio will be subject to the following restrictions:**

- 1. Borrowing for investment purposes ("leverage") is prohibited.**
- 2. Instruments known as Structured Notes (e.g. inverse floaters, leveraged floaters, and equity-linked securities) are not permitted. Investment in any instrument, which is commonly considered a "derivative" instrument (e.g. options, futures, swaps, caps, floors, and collars) is prohibited.**
- 3. Contracting to sell securities not yet acquired in order to purchase other securities for purposes of speculating on developments or trends in the market is prohibited.**

## **VIII. Guidelines for Investing**

**The investment goal of the total fund is to invest with medium risk tolerance. The Association will be able to investigate other investment funds that might be more reliable or financially viable if at the advice of the board, professional financial adviser, and accountant that would be a move that benefits the Association. The board shall evaluate the results for the existing investment funds at least annually. Performance comparisons will be made against the appropriate market indexes for each investment.**

- Certificate of Deposit (CD):**

**The organization has a certificate of deposit which is reviewed annually. This was purchased for diversification purposes. It has an annually renewal of April.**

- **Money Market Funds:**

**The money market fund will be utilized for the liquidity needs of the Association. The Texas TSA Board stated that the Texas TSA treasurer can move money from the Edward Jones money market account when that account exceeds \$30,000, and that the Texas TSA treasurer be allowed to move the excess money (that over \$30,000) into the Hartford funds under the advisement of the current professional financial advisor within Edward Jones. See Motion#3 dated 2/23/06.**

- **The Hartford Funds:**

**The investments within the Hartford Funds are to be in a moderate growth investment pattern.**

- **Washington Mutual Funds:**

**This investment is permanently restricted. The donor stipulated the original donation and any other money deposited into this fund be restricted and cannot be removed from this fund. However, the income it produces can and is moved directly into the money market account to be used to meet ongoing obligations. To protect the investment, the fund can be moved, upon the advice of an external agent or agencies, if the performance of the investment tool is judged to jeopardize the security of the investment. This action must be approved by the board prior to any change.**

## **12.1 Regional Chartered Associations**

- **In order to be considered an active Regional Chartered Organization and be recognized by Texas TSA, each Region MUST have a minimum of 6 (six) chapters paying dues to National TSA and Texas TSA.**
- **Regions that do not meet the six-school minimum BUT can exhibit a good faith effort to promote TSA in their area may request a waiver from the board. This waiver is good for 1 (one) calendar year.**

- **Regions must meet the following operational standards to maintain chartered status:**
  - **Meet all deadlines put forth by Texas TSA and National TSA.**
  - **Regions must maintain and use acceptable financial practices so as not to jeopardize their status with local, state, and federal institutions.**
  - **Regions must create, maintain, and publish a set of by-laws or rules for the operation of their Regional Chartered Organization.**
  - **Appoint a Regional Liaison to manage communication with Texas TSA. This person's contact info must be sent to [executive.director@texastsa.org](mailto:executive.director@texastsa.org) by end of September each school year.**
  - **Appoint a Regional Data Manager to manage Regional Contest Data and to submit Regional Data to the Texas TSA Data Managers by published date.**
  - **Must hold a regional contest with published location, dates, and results. This information must be available by November 1st each year and information sent to [executive.director@texastsa.org](mailto:executive.director@texastsa.org) by this deadline.**
  - **Regional contest must be operated using the current year rulebook and national competitive events guide.**
  - **Regional contest must be held by required deadline set by Texas TSA.**
  - **Regional data must be submitted by published Texas TSA data deadline.**
- **Regional Liaison duties and responsibilities:**
  - **Regularly communicate with Texas TSA. Make sure Texas TSA is notified of your regional contest and meeting dates.**
  - **Ensure all requirements under #3 are followed and reported to Texas TSA.**
  - **Ensure regional members are aware of updated information regarding membership and contest from Texas and National TSA.**
- **Regions who fail to meet the above standards can face the following consequences:**
  - **Regional chartered status will be revoked or placed on probationary status.**

- **Current regional leadership will be required by Texas TSA to step down and allow a reorganization of the regional chartered organization in order to maintain good standing with Texas TSA.**
- **Regional contest results can be invalidated which would result in schools within the region not being allowed to compete at state contest.**
- **The oversight of this policy will fall under the governance of the Texas TSA Board of Directors. When a region is found to be in non-compliance, an initial letter of notification will be sent by the Executive Director of Texas TSA. All follow up actions will be handled by the BOD President and/or Executive Director.**

### **13.1 Texas TSA Chapter Participation Policy - July 2023**

- **In order for a registered Texas TSA chapter to participate in a sanctioned Texas TSA event such as State or Regional Contest, the chapter must meet the following requirements:**
  - **A chapter must be officially approved and supported by the campus and district administration to participate as a CTSO (Career and Technical Student Organizations).**
  - **The lead chapter advisor must be a professionally licensed school employee that has been fully sanctioned by the campus, the district Career and Technical Education Director or Coordinator, and district administration to act in good faith as their representative in all matters related to the chapter. Private or charter schools must meet similar requirements based on their structure. Please contact our Executive Director for clarification.**
  - **The lead advisor is required to travel and be onsite with the chapter at state or regional contests for schools to be eligible to participate. If this is not possible then all steps must be taken to ensure an adequate replacement is available and that the campus and district administration has authorized them to fill the role temporarily. Texas TSA and the Chartered Regional Organization must be notified in advance.**
  - **A parent can serve as an additional advisor or chaperone with full approval from the campus and/or district administration.**

- **A student is never allowed to fill the role of advisor. If such is found to be true then Texas TSA retains the right to suspend the chapter's participation in all sanctioned Texas TSA events.**
- **Students are not allowed to transport themselves to TSA events outside of their community unless the campus and district administration has fully approved such travel. In such cases, Texas TSA and our Chartered Regional Organizations assume no liability as this is not a method of travel we consider safe.**



## **CAREER AND TECHNICAL EDUCATION STUDENT ORGANIZATIONS**

### ***Oversight Policy***

The United States Department of Education (USDE) describes career and technical student organizations (CTSOs) as a critical component of an effective career and technical education (CTE) program. The responsibility for CTE instructional programs and related activities, including CTSOs, rests with state and local education agencies.

The federal Carl D. Perkins Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act of 2018 (Perkins V), Section 3. Definitions, defines CTSOs as:

#### **(6) Career and Technical Student Organization**

(A) In general – The term ‘career and technical student organization’ means an organization for individuals enrolled in a career and technical education program that engages in career and technical education activities as an integral part of the instructional program.

(B) State and National Units – An organization described in subparagraph (A) may have state and national units that aggregate the work and purposes of instruction in career and technical education at the local level.

## **I. OVERVIEW**

The Texas Education Agency (TEA) is responsible for oversight of the state affiliate of nine CTSOs, as well as integration of CTSO activities into a state approved CTE program of study. TEA supports the state affiliate of the following CTSOs:

- BPA - Business Professionals of America
- DECA
- FBLA - Future Business Leaders of America
- FCCLA - Family, Career and Community Leaders of America
- National FFA Organization
- FEA - Future Educators of America
- National HOSA
- SkillsUSA
- TSA - Technology Student Association



## **II. OVERSIGHT**

A. Unless TEA management determines otherwise, a TEA CTE staff member shall provide oversight of the expenditure of Perkins grant funds for one or more CTSO state affiliate(s), but TEA CTE staff shall not be involved in the day-to-day operations (membership dues, finances, conference registration, etc.) of a CTSO state affiliate. The board of directors of each CTSO state affiliate shall adopt and implement bylaws and policies for the efficient operation and fiscal management of the CTSO state affiliate.

B. TEA CTE staff shall:

1. provide oversight regarding the expenditure of Perkins grant funds and collaborate with the CTSO state affiliate board of directors to provide leadership at meetings and conferences;
2. work in partnership with the CTSO state affiliate board of directors to cooperatively evaluate the CTSO state affiliate for effectiveness and compliance with the goals of the CTSO state affiliate regarding expenditures of Perkins funds;
3. serve as ex-officio, non-voting members on the CTSO state affiliate board of directors, including the executive board and its executive sessions and committees;
4. provide administrative leadership regarding the expenditure of Perkins grant funds for the CTSO state affiliate board of directors to ensure that the policies and rules are carried out in a timely and equitable manner; and
5. monitor the CTSO state affiliate's eligibility for and compliance with requirements of Perkins grant funds as established in the funding agreement with TEA.

## **III. FINANCIAL ACCOUNTABILITY**

The Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act allows states to use Perkins funds to provide support for CTSOs:

Title I Part C – Local Provisions, Section 135. Local uses of funds.

(c) Requirements for uses of funds -

(5) plan and carry out elements that support the implementation of career and technical education programs and programs of study and that result in increasing student achievement of the local levels of performance established under section 113, which may include –

(O) supporting career and technical student organizations, including student preparation for and participation in technical skills competition aligned with career and technical education program standards and curricula;

TEA CTE staff will verify that an organization meets the requirements to receive Perkins funds as the state affiliate of a national CTSO and monitor state affiliates for fiscal compliance.

A. Each CTSO state affiliate board of directors shall be responsible for ensuring financial accountability and shall implement checks and balances to accomplish the organization's purposes.

1. Each CTSO state affiliate shall submit quarterly financial reports of cash disbursements and payments to the TEA CTE staff. At the request of TEA CTE staff, a CTSO state affiliate shall provide more frequent financial reports.
2. Each CTSO state affiliate board of directors must review quarterly financial reports of cash disbursements and payments.
3. Each CTSO state affiliate shall tie all expenditures to the mission and goals of the organization.
4. Each CTSO state affiliate will use a standardized expense reimbursement form.
5. Each CTSO state affiliate shall have policies prohibiting the receipt and disbursement of currency.
6. All CTSO state affiliate checks shall be serially pre-numbered and accompanied by appropriate supporting documents as required in the organization's bylaws/policies. Only designated CTSO state affiliate representatives shall have authorization to sign checks.
7. TEA CTE staff shall not have authorization to sign CTSO checks.

#### B. AUDITS

1. Each CTSO state affiliate shall employ an independent certified auditor to perform an annual audit and issue an opinion on the accuracy and fairness of the entity's financial statement.
  - a. The audit shall include all accounts, investments, and financial activities of the organization.
  - b. The certified auditor will present the annual independent audit to the CTSO state affiliate board of directors, including a printed copy of the audit for each board member.
2. Each CTSO state affiliate shall submit an electronic copy of the annual independent audit report to the TEA CTE staff and to the TEA eGrants system as required.
3. The CTSO state affiliate may not use Perkins funds to pay for the audit but may use Perkins funds for other (allowable) expenses.

#### C. MEAL EXPENSES

When a CTSO state affiliate pays for meals, the organization shall keep a list of recipients with the meal receipt.

#### D. CREDIT CARDS

1. Each CTSO state affiliate that has credit cards shall:
  - a. adopt a policy that limits the use of a CTSO-owned card to legitimate organizational expenses and prohibits use of a CTSO-owned credit card for non-organizational or personal expenses; and
  - b. requires card holders to submit original receipts to the CTSO state affiliate for statement payment.
2. TEA CTE staff shall not be assigned or have the use of a CTSO-owned credit card.

#### E. TRAVEL POLICY FOR TEA CTE STAFF

1. A CTSO state affiliate may not pay TEA CTE staff travel expenses.

Government Code Title 6. Public Officers and Employees  
Subtitle B. State Officers and Employees – Chapter 660. Travel Expenses  
Subchapter A. General Provisions Sec. 660.016. Prohibition against accepting money or travel expense reimbursements from certain persons.

- (a) Unless authorized by law, a state employee may not accept money for wages or for a travel expense reimbursement from a person that the employee's employing state agency intends to audit, examine, or investigate or is auditing, examining, or investigating.

#### F. TEA COORDINATION

1. CTSOs should not send membership rosters and dues to TEA.
2. TEA staff shall not have access to or be responsible for receiving or processing mail for a CTSO.
3. TEA CTE staff may not be assigned a CTSO cellular telephone or other communication device.

### IV. PLANNING AND MANAGEMENT

Each CTSO state affiliate shall:

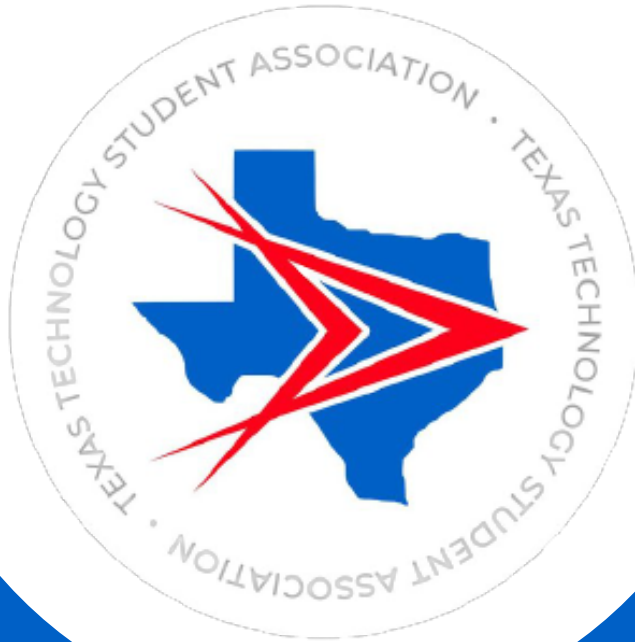
- A. have a policy providing membership opportunities to students previously or currently enrolled in a CTE state-approved program of study; and
- B. plan state conferences and competitive events to ensure compliance with all provisions of Texas Education Code §33.081 and 19 Texas Administrative Code Chapter 76 Subchapter AA.

## **V. CTE PROFESSIONAL DEVELOPMENT CONFERENCES**

A. CTSO state affiliate activities shall include involvement in CTE statewide professional development conferences. Presentations shall include techniques for integrating CTSO activities into the CTE program of study, with emphasis on strategies to increase the participation of students who are members of special populations.

B. CTSO state affiliates shall participate in TEA CTE professional development when requested and practical.

*Revisions: September 2004; October 2006, March 2010, May 2012, October 2019, September 2021,*



# Texas Technology Student Association

**Revised January 2024**

## **Contact Information :**

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