

## CONSTITUTION OF THE EDMOND TECHNOLOGY STUDENT ASSOCIATION

### ARTICLE I- NAME

Section 1. The official name of this organization shall be the **EDMOND TECHNOLOGY STUDENT ASSOCIATION** of the Technology Student Association and may be referred to **as EDMOND TSA.**

### ARTICLE II- PURPOSES

Section 1. The purposes of the Association are:

- (1) To assist members in the growth and development of TSA.
- (2) To increase the knowledge and understanding of our technological society.
- (3) To assist TSA members in the making of informed and meaningful occupational choices.

### ARTICLE III- ORGANIZATION

Section 1. The **EDMOND** Association of TSA is an Association of Technology Education students in the school.

Section 2. The administration of **EDMOND** TSA will be vested in the Chapter Advisor and Chapter Officers.

Section 3. The **EDMOND** Association of TSA will be a student lead organization.

### ARTICLE IV- MEMBERSHIP

Section 1. Membership in TSA will be through the local chapter.

Section 2. **EDMOND** TSA will be chartered as a member of TSA Incorporated, upon approval of the State Association.

Section 3. Classes of membership which shall be recognized by the **EDMOND** Association of TSA shall be Active or Alumni.

Section 4. Active members shall be students who are presently enrolled in Edmond Public Schools and/or who have satisfactorily completed a state-approved technology education course. An active member shall pay dues as established in order to hold an office, to participate in competitive events or projects, to serve as a voting delegate, or to otherwise represent their association. Active members shall be defined as students whose dues are paid, who attend 75% of monthly Chapter Meetings, and who compete at a minimum of three (3) Mini Conferences for the current school year.

Section 5. Alumni members shall consist of those individuals who have either completed a technology education program or have been a former active TSA member for at least one school year. Alumni members shall not have the right to vote or hold office.

Section 6. The membership shall be August 1 to July 31.

## **ARTICLE V- VOTING**

Section 1. All students who are considered active members are allowed to vote.

## **ARTICLE VI- MEETINGS**

Section 1. EDMOND TSA shall hold weekly meetings, which will be set up by the individual chapters.

Section 2. In EDMOND TSA meetings, Robert's Rules of Order, Newly Revised shall serve as standard procedure.

## **ARTICLE VII-OFFICERS**

Section 1. Chapter Officers of the EDMOND Association of TSA shall consist of a President, Vice President, Secretary, Treasurer, Reporter, and Sergeant-at-Arms.

Section 2. EDMOND Chapter Officers shall be elected by a majority vote of the active chapter members and shall hold this office for one year.

Section 3. EDMOND Chapter Officers are expected to maintain active member status.

Section 4. EDMOND TSA Chapters should have alternate chapter officers for each officer position. So that in the event that an EDMOND Chapter Officer is unable to fulfill their role, the alternate may step in as needed.

Section 5. EDMOND TSA Chapter Officers and alternate chapter officers will comprise a Chapter Leadership Team.

## **ARTICLE VIII-EMBLEM AND COLORS**

Section 1. The emblem and colors of the EDMOND Association of TSA shall be the same as those adopted by State and National TSA.

## **ARTICLE IX- MOTTO AND CREED**

Section 1. The motto and creed of the EDMOND Association of TSA shall be the same as those adopted by the State and National Association of TSA.

## **ARTICLE X- RULES, REGULATIONS, AND BYLAWS (Member Expectations)**

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

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

## **ARTICLE XI- ELECTION OF LOCAL OFFICERS**

### Section 1. Eligibility

To serve as officers, students must meet all of the following requirements:

(1) Remain in good standing with the local, state, and national organizations and maintain above-average grades in all school work.

(2) Secure the written permission of the parent or guardian to complete the duties and responsibilities associated with the office

(3) Secure the written referrals from a minimum of two current teachers.

(4) Have properly completed and submitted the officer nomination form to the local advisor prior to the published deadline.

### Section 2. Election Procedure

(1) Local officers shall be elected by the active members of the **EDMOND** TSA Chapter.

(2) Voting shall be by ballot and each officer shall be voted upon separately.

(3) Incoming 6th and 9th graders are not eligible to hold chapter office but can be considered as an alternate chapter officer position.

(4) **EDMOND** TSA Chapter Officer elections are held in the Spring for next school year.

### Section 3. Tenure

(1) All officers shall serve for one year.

(2) The terms of office will begin August 1st..

### Section 4. Vacancies

(1) Vacancies that occur for chapter offices due to lack of candidates for that office will be filled by Advisor appointment if needed.

(2) A vacancy occurring in the unexpired term of EDMOND TSA Chapter President shall automatically be filled by the Vice President. In the event the Vice President is unable to perform this duty, the Advisor shall conduct a special election to fill the vacancy. Nominees may be selected by the Leadership Team.

(3) A vacancy occurring in the unexpired term of the EDMOND TSA Chapter offices of Vice President, Secretary, Reporter, Treasurer, or Sergeant-at-Arms will be filled by the Alternate for that office.

## **ARTICLE XII- DUTIES OF OFFICERS**

Section 1. Responsibilities of all chapter officers shall include the following:

- (1) Lead EDMOND TSA to the best of his/her ability keeping in mind the highest standards and ideals of the association.
- (2) Follow all rules and regulations of the Edmond Public School's Student Behavior Policy.
- (3) Attend and represent EDMOND TSA at all the local functions.
- (4) Maintain eligibility as determined by Edmond Public Schools.
- (5) Obtain official TSA dress before representing EDMOND association in an official capacity.

Section 2. Specific individual EDMOND TSA Chapter Officer duties shall include the following:

(1) President

- a. Preside at the conduct meetings according to parliamentary procedure.
- b. Appoint committees and serve as ex officio member of each
- c. Keep the meetings moving at an interesting pace.
- d. Call upon other officers to take the chair when necessary or desirable.
- e. Keep chapter activities progressing in a satisfactory manner.
- f. Represent the chapter in outside activities.
- g. Assist the Chapter Advisor in encouraging EDMOND TSA Members to apply for TSA awards, etc.

(2) Vice President

- a. Assist the President
- b. Serve as President in the absence of the President.
- c. Succeed the President in case of vacancy.
- d. Serve as chairperson of the membership and program committee.
- e. Meet with and be responsible for all committees.

f. Assist the Chapter Advisor that all forms are turned in and organized for an event.

(3) Secretary

a. Prepare and read the minutes of each meeting.

b. Count and record member votes.

c. Read correspondence and communications at meetings.

d. Keep local permanent records.

e. Post notices to members pertaining to local activities and send invitations to guests.

f. Be responsible for local correspondence.

g. Call the meeting to order in the absence of a presiding officer.

(4) Treasurer

a. Report all financial standings at each meeting.

b. Obtain and present ideas and suggestions for increasing the treasury and financing activities.

c. Preside over and assist with planning and arranging fundraising activities.

d. Assist with EDMOND TSA Chapter's donation to the State Service Project and/or other community service projects.

e. Assist with ordering needed items for EDMOND TSA Chapter

(5) Reporter

a. Prepare articles for publication.

b. Contact members to obtain news regarding the chapter.

c. Contact personnel in charge of other publications, such as school newspaper, school website, etc. and provide documentation as needed.

d. Act as historian of the chapter by keeping chapter archives to include photos, list of winners, etc..

e. Assist with planning and arranging chapter exhibits.

f. Act as editor of chapter publications with the responsibility of developing and publishing.

(6) Sergeant-at-Arms

- a. Serve as parliamentarian for the chapter.
- b. Arrange meeting rooms and care for chapter flags, name plaques, etc.
- c. Be responsible for the comfort of those present at all meetings.
- d. Assist officer candidates prior to and during elections.
- e. Arrange entertainment, refreshments, and other details related to meetings.
- f. Assist with check out/in process of uniforms and other equipment, as needed.
- g. Be responsible for taking attendance at chapter meetings and any other activities.

**ARTICLE XIII-FINANCE**

Section 1. Membership dues for EDMOND TSA Chapters

(1) Annual dues shall be \$ 25.00 per member or as determined by the Chapter Advisor and Principal.

(2) Dues shall be paid by each active member of the chapter in order for the chapter to become affiliated with the State and National Associations.

(3) The amount for affiliation with national and state TSA shall be collected and submitted by the chapter advisor to the National TSA Association.

Section 2. Expenditures

(1) The local advisor shall collect monies and make disbursements for the association.

(2) Expenditures shall be for the welfare and promotion of the chapter.

**ARTICLE XIV - COMMITTEES**

Committees may be appointed by the President and Chapter Advisor whenever deemed necessary.

**ARTICLE XV – TSA STATE ATTENDEES**

**Edmond TSA Students are eligible to attend TSA State Conference if...**

(1) They are considered an Active Member

(2) They are a member in good standing

(3) They earned a trophy or were a member of a team which earned a trophy at a TSA Mini Conference during the current school year.

(4) For events that are limited (capped) the event which earns the highest ranked trophy at the most recent competition will be the chapter representative at the State Conference.

#### **ARTICLE XVI– TSA NATIONAL ATTENDEES**

##### **Edmond TSA Students are eligible to attend the National TSA Conference if...**

(1) They are a member in good standing

(2) They are considered an Active Member

(3) They earned a 1<sup>st</sup> place trophy or were a member of a team which earned a 1<sup>st</sup> place trophy at the State TSA Conference for the current school year.

(4) Second Place Winners at TSA State Conference for the current school year may attend the National Conference if the following apply

(a) it is not a limited (capped) event

(b) all expenses are paid by a predetermined date

(c) provide their own chaperone, Edmond TSA Chapter Advisors cannot be responsible for the second place winner(s).

#### **ARTICLE XVII- AMENDMENTS** to the Constitution

(1) Amendments shall be submitted in writing by active members of an EDMOND TSA chapter to their Chapter Advisor.

(2) Proposed amendments must be signed by at least two active EDMOND TSA members and must be submitted by May 1st.

(3) The amendments shall be read, discussed and voted on by the EDMOND TSA Advisors no later than September 1st.

(5) A majority vote of the EDMOND TSA Advisors shall be necessary for amendments to the Constitution to be accepted.