

# New Member Packet

Information for New and Current Members of FWTTSA

# FORWARD

Dear TSA Chapter Advisors, Officers, and Members,

It is the primary goal of the Far West Texas Technology Student Association (FWTTSA) Executive Committee to provide the means for chapters to thrive and grow. The strength of TSA lies in each of our chapters. We hope that the information provided in this packet will promote the continuing success and prosperity of your chapter and of the Far West Texas Region TSA. Included in this packet are sample agendas, constitution, activity plans, promotional materials, and other informational documents that aim to provide your chapter, new or established, with the means to be an active part of Far West Texas TSA.

As always, the FWTTSA Executive Committee is available to answer any questions and we encourage you to contact us with suggestions and concerns. If you would like to make any suggestions, corrections, or additions to this Chapter Packet or have any other concerns, we would love consider and incorporate your thoughts. Please find the officer contact listings on page 6 to contact an officer for more information.

Please remember that our association meets once a month from August through May. Our meetings are usually on the first Monday of the month, but some exceptions occur so please check our website for updated days and times. It is important that you attend the meetings to help us plan and coordinate our regional competitions in the Fall and Spring. The link to our website is: <http://fwttsa.weebly.com>

We wish you all possible success with your TSA endeavors this year and hope that this packet will provide assistance and guidance to your chapter's activities. For regular updates and information about state activities, please visit the Texas TSA website at <http://www.texastsa.org>. We hope to hear from your chapters about your successes this year and look forward to meeting with all of you at this year's regional, state, and national events.

Sincerely Yours,

The Officers of the FWTTSA Executive Committee

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# WHAT IS TEXAS TSA?

The Technology Student Association is a 501(c)(3) non-profit, Career and Technical Student Organization (CTSO) which focuses on promoting Technology Education in elementary, middle and high schools across the United States.

## Conferences

Competition, Leadership & Teamwork: Regional Competitions are held during the spring, and winners qualify for the state events. Throughout the Texas TSA State Leadership Conference members compete in competitive events, actively campaign for state officer positions, and attend general sessions and business meetings. Members also join with each other from around the state at social events.

## Competitive Events

Competitive Events are the focal point of the Regional competition and State conference, as members from around the state are able to compete in events ranging from CAD Engineering 3D to Global Manufacturing and Fashion Design. At the Texas State Leadership Conference, Texas TSA members participate in many of the 64 competitive events TSA has to offer. Members compete individually or as a team in competitions such as Agriculture and Biotechnology , Electronic Gaming and Music Production. Whether members' strengths lay in graphic design and video production or designing and building models and displays, all competitors have the opportunity to compete against members of other state chapters in their areas of interest. In addition to the National TSA qualifying events, Texas also includes Texas only competitions .

After having spent hundreds of hours preparing for competitive events, members qualifying for State competition check in their events on the first day of State competition and wait for a list of the top twelve semi-finalists to be posted in their respective competitions the following morning. Teams and members who make the semi-finalist listings then participate in interviews, presentations, and challenges that determine the top three competition placements. The last morning of the conference, the Annual Award Ceremony is held and the top contestants in each event are awarded the opportunity to compete internationally at the national conference the following summer.

## Leadership Academy

The Annual Texas TSA Leadership Academy hosts members of the Texas TSA delegation who are interested in providing leadership and perhaps representing the organization as a regional or state officer. The Leadership lessons are thus focused on learning the ability to lead in a world that is continually increasing in terms of technology, size, and development rate. Members are able to apply their knowledge to situations officers in our organization often face, as well as leaders in the real world face through learning essential problem solving strategies and the importance of guidelines of procedure for meetings and business, using Robert's Rules of Order.

# MOTTO AND CREED

## Motto:

“Learning to Live 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.

## Mission:

The Technology Student Association fosters personal growth, leadership, and opportunities in technology, innovation, design, and engineering. Members apply and integrate science, technology, engineering and mathematics concepts through co-curricular activities, competitive events and related programs.

# 2018 - 2019

## Executive Committee Officers

President	Mike Quarles	Hornedo Middle School
Vice President	Francisco Nolasco	Americas High School
Secretary	Francisco Nolasco	America's High School
Treasurer	Bobby Morales	Sun Ridge Middle School
Reporter	Cody Logsdon	Chapin High School
Sergeant-At-Arms	Ann McEnroe	Bel Air High School
Executive Director Texas State TSA	Pam Cook	Chapin High School

## REGIONAL TECH DAY INFORMATION

### Who:

Affiliated chapters, schools interested in starting TSA, local sponsors, possible business partners, school and school board administrators, and local elected representatives should be invited to attend.

### What:

Advisors will be able to pick up their chapter's registration information as they arrive at the event. Traditionally, Tech Day is a fun day filled with technology based competitions for both individual students and teams. Planning for Tech day events takes place at the monthly FWTTSA meetings.

### When:

Tech Day is planned for November 9 or 12, 2018. The event will start at 9:00 and end at 5:00. An awards ceremony will take place during the conclusion of the event.

### Where:

The tentative location for Tech Day is TBD.

### Why:

Fall Rallies are held to get the students and advisors excited for the school year. The rally also provides the chance for members to spend time with other members of their region and for new and interested students, parents, and administrators to learn more about TSA.

### How:

Information pertaining to Tech Day will be posted on the FWTTSA website. <http://fwttsa.weebly.com>

# **TSA REGIONAL COMPETITION INFORMATION**

**Who:**

All affiliated members from across the region are invited to compete in specific competitive events against other members in their designated region to qualify, by placing in the top three, to compete in that event at the state level.

**What:**

Teachers will register students for events prior to regional competition. Registration will occur on-line, and must be completed by TBD. At the start of competition advisors will sign their chapters in and receive entry cards for students registered to compete. Competing students or teams must have their registration card to show event coordinators to compete in events. Students are then given time to set up and turn their projects in to the appropriate area for judging at a later time. Competition judging will continue through the afternoon.

**When:**

The date of the Regional Competition will be scheduled to be held the end of February or the beginning of March.

**Where:**

TBD

**Why:**

Allowing students to compete at a local level competition allows them to get feedback and competition experience before advancing to the state level. Students are given the opportunity to meet and interact with other members of their region through the different events of the day.

**How:**

Information pertaining to registration will be discussed during our monthly FWTTSA meetings. Registration is completed online. Advisors must online pre-register each student that plans to attend the conference and compete in onsite events.

Link: <http://fwtsa.weebly.com>



# STATE CONFERENCE INFORMATION

**Who:**

Affiliated chapters and Alumni from across Texas are encouraged to attend.

**What:**

General sessions; competitions; delegation meetings; mixer; officer candidate campaigning; technology fairs; open viewing of display competitions; and lots more!

**When:**

This conference is scheduled to be held April 25-27, 2019

**Where:**

The contest location has been changed to the Fort Worth Convention Center.

**Why:**

Awesome people; application of classroom skills to real world situations; learn about other chapters and goings-on at national TSA; attend the state business meeting and other informational sessions.

**How:**

Information pertaining to registration will be posted on the Texas TSA website under the State Competition tab. Registration is completed online. Advisors have to sign up each student that plans to attend the conference and any guests or additional advisors. Teachers will also have the option of ordering conference shirts, lapel pins, and awards. Hotel rooms will be blocked through a Texas TSA hotel block and they will be booked directly through Conference Direct and NOT through individual hotels. All chapters will be expected to book through the hotel block. The hotel block will open after October 1, 2017 and will be found on the Texas TSA website.

Links: <https://www.texastsa.org/>

# NATIONAL CONFERENCE INFORMATION

## Who:

All affiliated members of TSA across the world are invited to attend the National Conference each year. Among these members are the top competitors from each state competition, members looking to participate in the leadership opportunities offered at the national level, members competing in competitions offered without placing at states and candidates running for a national office. The Texas TSA chapters are strongly encouraged to attend the National Conference each year to represent Texas and demonstrate their dedication and leadership in TSA.

## What:

National Conference is a place for members to experience everything our association is about. The first night of the conference a Kick Off is held to allow members to “meet and greet” one another. Each morning general sessions take place to take care of business and inform each member about what is going on in National TSA. Among these general sessions are the delegation meeting and annual business meeting where delegates may vote on amendments and elect the next year’s officer team. Prior to the delegation meeting, officer candidates give their speeches and campaign to try and win each chapter’s votes. During the days of the conference, members have the opportunity to compete in the competitions they have worked hard on all year. Once the competitions are completed they are open for everyone to browse and observe the effort TSA members put into their work. The Leadership Academy, a great learning opportunity, is held each year to teach and help members become the leaders of tomorrow.

Relay for Life, our National Service Project, holds a ceremony to celebrate, remember, and fight back to win the ongoing battle with cancer. With everything happening at the National Conference, everyone is bound to stay busy with people from all across the nation.

## When:

The 2018 conference will be held June 28 – July 2 with an award ceremony as the conclusion.

## Where:

National Harbor (near Washington DC)

## Why:

At the National Conference there are people from all across the nation. This gives members the chance to meet people with their similar interests and become friends with people from different places. Along with meeting new people, you learn about their chapter and what is going on in their part of the country. In addition to the social part of National Conference, there are also opportunities to use what you learn in the classroom every day in real life scenarios and compete with the top competitors in the nation. .

## How:

Many believe that attending National Conference is far out of their reach, but with hard work, preparation, and fundraising, it is possible. For information on fundraising, take a look at the Official Guide to Fundraising on page 42 of this packet.

# **RUNNING FOR A REGIONAL, STATE, OR NATIONAL OFFICE**

## Duties of a Regional and/or State Officer Candidate

Officer candidates are required to give a speech which may not last longer than 4 minutes at the general session of the conference in which they are running. Candidates will be given time to campaign. They are encouraged to have a tabletop campaign display but materials may not be placed on facility walls, etc.

## Regional Officer Candidate

Running for a Regional Office is an important first step in taking part in the multiple leadership roles offered beyond the chapter level. To be eligible, you must have previously held a chapter position and have at least 2.5 GPA. The offices at the Regional level include President, Vice-President, Secretary, Treasurer, Reporter, Sergeant-at-Arms, Historian, and Parliamentarian. To submit your candidacy, fill out and mail the “2017-2018 Virginia TSA Regional Officer Application” located on the Virginia TSA website (under forms and applications) to the Virginia TSA office by the Regional Fair deadline. The candidate will receive a confirmation email one (1) week after the Regional Fair deadline.

## State Officer Candidate

A state officer must have the confidence to lead and speak for the continuing growth of Virginia TSA. This is a great step in your TSA leadership career and should not be taken lightly. Eligibility requirements are the same as for regional candidates. One must be able to attend all five Executive Committee meetings throughout the year, including the New Officer’s workshop in June. To submit your candidacy, fill out and mail the “2017-2018 Virginia TSA State Officer Application” (located on the Virginia TSA website on the Leadership tab) to the Virginia TSA office by the state conference “Technosphere” deadline. The candidate will receive a confirmation email one (1) week after the deadline.

## National Officer Candidate

If you are interested in running for a National TSA Office, please consult the National Officer Candidate Program on the National TSA Website.

Link:

<http://www.tsaweb.org>

# Starting a Chapter

# ADVISOR CHECKLIST

1. Affiliate your chapter. Affiliation is when you pay your dues to National TSA so that your chapter may participate in TSA related events and conferences. This process is completed online at the National TSA website - [www.tsaweb.org](http://www.tsaweb.org)
  - Click on the Manage My TSA button found at [www.tsaweb.org](http://www.tsaweb.org) on the right side of the page.
  - Select Chapter Advisors on the left side of the page.
  - For returning advisors, input username and password given to you by National TSA. New schools and advisors without logins, please select [Click Here](#) to request a login.
  - Input or review your school and membership information.
  - Required fields that must be updated are:  
Principal Membership Type (Red CAP, White CAP, or Blue CAP) Number of Members  
Hit submit once all information has been entered.
  - On the Membership Roster page: Note: Once you submit a student name, they are a member of TSA and another student's name cannot be substituted during the membership year. Spelling corrections may be sent to [lguido@tsaweb.org](mailto:lguido@tsaweb.org).
  - All advisors registered during the 15/16 affiliation are automatically included on your registration for this year. Please use the Add/modify Advisor button to change your advisors selections for affiliation.
  - Once you have made all your affiliation selections, click on [View Invoice and Payment Screen](#).
  - After reviewing your invoice, if you need to make changes, click on the [Return to Chapter Information](#) button.
  - Once you have verified that your invoice is correct, select payment by purchase order or credit card. If you are paying by purchase order but don't know the PO number, simply type in "TBD" where it asks for the PO number. If you are paying by check without a purchase order, choose the purchase order option and write the word "CHECK" where it asks for a PO number. You will receive an automatic invoice to your email after clicking on Submit. Once you hit submit, your existing chapter information cannot be changed. Please fax your purchase order within three business days to TSA at 703.758.4852.
  - A confirmation/invoice will be e-mailed to the address you have already provided.  
Please submit this emailed invoice to your financial department for payment.
  - Mail affiliation funds to: Technology Student Association  
1904 Association Drive  
Reston, VA 20191-1540
2. After affiliation you will receive a login and password to a link which contains: the competitive events, leadership activities, and membership materials.
3. Next you need to begin planning your chapter's attendance at our regional competition in El Paso. Information will be posted on the FWTTSA website under the Regionals tab.

4. Now students should begin working on their individual and team events in preparation for the Regional Competition.
  - a. Students have to be registered online in order to participate. There is no onsite registration.
  - b. There is a \$TBD per student per event registration fee.
  - c. The date for the opening of the registration portal will be posted online and an email will be sent out.
5. Only those students and/or teams finishing in the top three places at Regional competition can enter the same specific events at State competition. Teachers may only register Students who place among the top three finishers in Regional competition for State competition. Substitutions will not be permitted for individual competitive event winners, however, if a member of a team event is unable to attend State competition, substitutions are allowed as long as at least one of the original team members is still a participant on the team.

Such requests for substitutions must be submitted by the State registration deadline.

6. After the Spring Regional Competition, students can work on improving their projects if they placed 1<sup>st</sup> – 3<sup>rd</sup> in a Regional Fair event.
7. The State Conference, takes place the last weekend in April. The location of this event may change every year.
  - a. Students have to be registered online in order to participate. There is no onsite registration.
  - b. There is a TBD per student registration fee.
  - c. There is a TBD per guest, parent, and other visitor fee.
  - d. The date for the opening of the registration portal will be posted online and an email will be sent out.
  - e. Advisors will need to contact the hotel to make reservations.
8. National TSA Conference information can be obtained at [www.tsaweb.org](http://www.tsaweb.org)

## Important Information

### Affiliation Process

1. Membership is only processed through the National TSA online affiliation system. Faxed or mailed affiliation forms will be returned with instructions to affiliate on-line.
2. If a chapter that originally affiliated as a Red CAP adds more than ten members, it automatically becomes a White CAP once the additional fees are paid. Red CAP and White CAP may change to Blue CAP at any time during the year by paying the difference in fees. Blue CAP may add members at any time at no additional cost.
3. A chapter that has paid White CAP fees in excess of the Blue CAP fee may change to Blue CAP status.
4. Any chapter reporting National TSA membership that does not have a state TSA delegation is placed in the chapter-at-large category. All chapters in the chapter-at-large category have rights and privileges of any other National TSA chapter, with the exception of state delegation officer representation.
5. Members of chapters in the chapter-at-large category are considered members in good standing when all applicable chapter and National TSA dues are paid in full.
6. 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 chapters; separate membership affiliations must be submitted to the National TSA office; separate registrations for the national conference must be submitted to National TSA.
7. Any chapter affiliation submitted to National TSA must be personally completed by the chapter advisor (or an appointed officer).
8. Unpaid invoices must be paid in full to National TSA prior to any chapter member participating in a state or national conference.

### Chapter Management

1. Chapters must have 10 student members to affiliate with TSA.
2. Chapter membership type (Red CAP, White CAP or Blue CAP) must be the same at both the state and national levels.
3. A student may belong to only one local chapter and to only one state TSA delegation.
4. TSA membership must be affiliated through a local state-registered education district. "Home-schooled" students may become members through an agreement with an affiliated chapter.
5. Advisors of TSA chapters must be registered state-certified educators working in existing school facilities. It is recommended that a technology education teacher serve as a 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.
6. The chapter level (middle school or high school) is designated by the chapter advisor when affiliating each year.
7. Two schools may not combine to form one chapter at the same level or different levels. Each

school must have a separate affiliated chapter.

8. A member may only belong to a TSA chapter where he or she attends school, unless they are home-schooled.

### Membership Dues

1. Membership is not processed until all dues (national and state) are paid in full.

State dues received at the National TSA office will not be remitted until all dues are paid in full.

2. 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. TSA membership dues are non-refundable and non-transferable.

3. 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.).

4. 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.

5. Any advisor affiliated with a chapter must pay the annual advisor dues.

Contact: Sandy Honour Membership Manager [shonour@tsaweb.org](mailto:shonour@tsaweb.org)



# Running a Chapter

# Role of the Advisor

While the success of a TSA chapter rests on many factors, the crucial factor is the chapter advisor. If the responsibilities of the advisor are well understood, worked at, and most of all enjoyed, the success of the chapter is almost guaranteed and the advisor enjoys a great return on his/her personal investment.

Organizations move forward with the guidance of a dynamic and dedicated leader, and a TSA chapter is no exception. An effective advisor develops the skills of good planning, organization, and leadership. Students respond in kind to the advisor's display of integrity, perseverance, and initiative in professional and daily activities.

Recognizing the importance of the teacher's role, TSA provides the opportunity for integrating the TSA program of activities into classroom teaching. By supplementing the instructional curriculum with these activities, the teacher/advisor promotes a learning experience for students that is enriched and broadened.

## ADVISOR RESPONSIBILITIES

The TSA chapter advisor's responsibilities include:

- Being knowledgeable about and orienting all technology education students and chapter members in the purposes, expectations, program, and organization of TSA, including:
  - motto
  - competitive events and awards
  - creed
  - leadership conferences
  - emblem symbolism
  - benefits of membership
  - colors
  - instruction correlating course content and TSA
  - official dress
  - chapter activities
- Acquainting parents with TSA activities, purposes, and opportunities offered through the instructional program.
  - Keeping school, faculty, and administrators informed of all activities.
  - Monitoring the collection and processing of membership dues.
  - Supervising the election and installation of officers
  - Training officers and members in effective leadership techniques
  - Supervising the chapter officers to ensure that meetings are scheduled and held on a regular basis.

- Monitoring the organization and the use of the secretary's and treasurer's books
- Supervising all Committees.
- Coordinating the implementation of a well-balanced program of activities.
- Keeping abreast of technology news and TSA regional, state, and national activities.
- Preparing students for entry into local, regional, state, and national competitive events.
- Accompanying and supervising students who attend regional, state, and national TSA leadership conferences and competitive events.
- Maintaining chapter records.

# Role of the Officers

## President

The president is the presiding officer of all meetings conducted by the chapter. It is the duty of the president to conduct all meeting according to Robert's Rules of Order, newly revised, limit debate when necessary and assure it remains on topic, represent the chapter in a proper manner at all functions, organize meetings to be held by the chapter, communicate with all officers and members of the chapter and association, make sure the chapter is moving forward in accordance with the Program of Activities set within the chapter, and to promote the growth and welfare of the chapter and association.

1. Preside at and conduct meetings according to parliamentary procedure.
2. Appoint committees and serve as ex officio member of each.
3. Keep the meetings moving at an interesting pace.
4. Call upon other officers to take the chair when necessary or desirable.
5. Keep association activities progressing in a satisfactory manner.
6. Represent the association in outside activities.
7. Serve as a member of the association advisory committee or appoint a member from the Executive Board to fulfill that duty.

## Vice-President

The Vice President is to assist the president in all duties and to preside over all meetings and functions, in which the president of the chapter is absent. The Vice President should work closely with all committees and stay up to date on all activities and work of the chapter and association.

1. Assist the president
2. Serve and record member votes.
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.

## Secretary

The Secretary is to keep all records of the chapter. It is the duty of the Secretary to record and read all minutes of the chapter, send out meeting notices, prepare the agenda for all meetings held by the chapter, take and record all votes, and assist the president in anyway necessary.

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 meeting to order in the absence of the presiding officer.

### Treasurer

The Treasurer is responsible for all funds of the association. The treasurer must keep an up to date record of all funds, organize fundraisers and sponsorships, and assist in preparing the annual budget of the association.

1. Report all financial standing at each meeting. (A written report should be provided to each officer.)
2. Keep an accurate record of receipts and payments.
3. Obtain and present ideas and suggestions for increasing the treasury and financing activities.
4. Keep the state advisor apprised of the financial changes of the chapter's association of TSA.

### Reporter

The Reporter must keep an up to date record book of the association's activities. It is the duty of the Historian to work with the secretary and reporter to keep records of the association, take photographs at every chapter function, promote the association, and assist the chapter in all ways found necessary by the chapter.

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 an 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.

### Sergeant-At-Arms

The Sergeant-at-Arms is in charge of all set up of meetings and other gatherings of the association. It is his/her duty to ensure the room is set up properly, the area is secure, all guests are comfortable, and to take charge of all candidates prior to speeches and induction ceremonies.

1. Serve as parliamentarian for the association.
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.
1. 5. Arrange entertainment, refreshments, and other details related to meeting programs.
5. Serve as chairperson of the welfare committee.

### Immediate Past President

1. Assist the president and other officers by providing guidance and insight.
2. Promote the general welfare of the association.

# Reference Materials

# SAMPLE MEETING AGENDA <Insert School Name>

## Technology Student Association

Meeting Agenda  
\_\_\_\_\_, 201\_

- Opening  
Call to Order
  
- Reports  
Minutes of the Previous Meeting  
Treasurer's Report  
Outreach Report
  
- Old Business  
Technosphere Results  
Officer Elections  
Fundraising
  
- New Business  
National Conference  
New Officer Results
  
- Closing  
Adjourn

# SAMPLE CHAPTER CONSTITUTION

The constitution should be stated in simple, easily understood terms. It should include only essential items, and be developed in cooperation with the school staff and student body. Amendments should be simple and direct. The constitution must be studied regularly and changed to stay vital, meaningful, and real. The vice-president of the organization is often put in charge of these changes. He or she may chair a committee which routinely examines the constitution, proposes amendments, and oversees the ratification process.

## <Insert School TSA name> CONSTITUTION

### I. Name

Section 1: The official name of this association shall be the “\_\_Technology Student association” which may also be referred to as\_\_\_\_\_.

### II. Purposes

Section 1: The general purposes of this organization are:

1. To promote leadership, fellowship, and scholarship among students of \_\_\_\_\_
2. To promote technology education at \_\_
3. To increase the knowledge and understanding of our industrial society and its relationship to technological advancement
4. To promote creativity and innovation in the development and application of technological solutions to complex problems facing our school, community, nation, and world
5. To promote community service and outreach

Section 2: The specific purposes of this organization

are:

1. To develop planning strategies and teamwork among members through group action in activities and projects.
2. To provide good leisure time activities and hobbies\*?
3. To promote high standards of safety and craftsmanship
4. To assist in providing guidance for students interested in technology and in making meaningful choice in selected occupational fields
5. To prepare individuals for enrollment in advanced or highly skilled vocation and technical education programs and providing students with occupational information and instructions pertaining to a broad range of occupations.
6. To develop consumer knowledge in students
7. To provide exploratory experiences in technology laboratories, and observations in business or industry to acquaint students with jobs in the different occupation
8. To promote and encourage students’ creativity in problem solving and expression
9. To promote and encourage all students to utilize basic essential skills.

### III. Organization

Section 1: The National TSA, Texas TSA, and\_\_\_\_\_Region TSA and their respected Constitution



and Bylaws are superior to this association and its Constitution and Bylaws, respectfully.

Section 2: The association shall have the authority to collect specified dues to cover for National, State, Regional, and Chapter registrations and events.

Section 3: Expenditures of Funds approved by the Executive Committee or general assembly must be approved, in writing, by the faculty advisor and appropriate administrative contacts.

Section 4: Standing and Special Committees shall be created by the Executive Committee or the General Assembly to accomplish tasks outside of the general membership

Section 5: Standing Committees shall be created by a 2/3 vote of the general assembly and shall continue from year to year. A 2/3 vote of the general assembly shall be necessary to dissolve such a committee.

#### IV. Membership

Section 1: The \_\_\_\_\_ will be chartered as a member of the TSA Incorporated, upon approval of Texas TSA Inc.

Section 2: The \_\_\_\_\_ will recognize individual membership through local chapter affiliation with the TSA

Section 3: The \_\_\_\_\_ will govern membership eligibility in accordance with the National TSA and the Virginia TSA. As such, individual membership shall be recognized as active, alumni, associate, or honorary membership as defined by the National TSA and Texas TSA Constitutions and Bylaws.

Section 3: The \_\_\_\_\_ shall, with the consent of the principal, allow home-schooled students to be full, active members of the association.

Section 4: The membership shall be August 1 to July 31

#### V. Meetings

Section 1: The time, date, and subject for meetings of the Executive Committee will be held on dates designated by the \_\_\_ Executive Committee.

Section 2: The Executive Committee in coordination with the chapter advisor will have the right to plan and execute special meetings.

Section 3: Parliamentary procedure by the guidelines set forth in Robert's Rules of Order Newly Revised shall govern all meetings of the association.

#### VI. Executive Committee

Section 1: The Chapter Officers, referred as a whole as the Executive Committee, shall consist of a: President, Vice President, Secretary, Treasurer, Reporter, Sergeant-at-Arms, and Immediate Past President.

Section 2: The administration of the association's interests will be vested in the \_\_\_ TSA Executive Committee.

Section 3: With the exception of the Immediate Past President, chapter officers shall be elected by a majority of delegate votes cast at a general meeting at a predetermined date to hold office for the coming year and until new officers are elected and officially installed. The position of Immediate Past President shall be filled by the president of the previous year to hold offices for the coming year and until new officers are elected.

Section 4: The Executive Committee will have the right to fill by appointment any vacancy that occurs in the chapter officers for the unexpired term by a special election called by the President to be held by of at the next regularly scheduled meeting; with the exception that the office of President which will be filled by another member of the Executive Committee in the following order: Vice-President, Secretary, Parliamentarian, Sergeant-at-arms, Historian, Reporter, and Treasurer.

Section 5: The election of officers shall be by a majority vote of the members, with the exception of the office of Immediate Past President which will be filled by the President of the previous year's Executive Committee. The President shall be elected first, followed by the Vice-President, Secretary, Treasurer, and so on, in that order.

Section 6: Each officer shall hold office from the moment of their installation to the end of that membership year.

## VII. Officer Duties

Section 1. The chapter President shall:

1. Preside at and conduct meetings according to parliamentary procedure.
2. Appoint committees and serve as ex officio member of each.
3. Keep the meetings moving at an interesting pace.
4. Call upon other officers to take the chair when necessary or desirable.
5. Keep association activities progressing in a satisfactory manner.
6. Represent the association in outside activities.
7. Serve as a member of the association advisory committee or appoint a member from the Executive Board to fulfill that duty.

Section 2: The chapter Vice-President shall:

1. Assist the president
2. Serve and record member votes.
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.

Section 3: The chapter 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 meeting to order in the absence of the presiding officer.

Section 4: The chapter Treasurer shall:

1. Report all financial standing at each meeting. (A written report should be provided to each officer.)
2. Keep an accurate record of receipts and payments.
3. Obtain and present ideas and suggestions for increasing the treasury and financing activities.
4. Keep the state advisor apprised of the financial changes of the Abingdon High School TSA.

Section 5: The chapter 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 an 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.

Section 6: The chapter Sergeant-At-Arms shall:

1. Serve as parliamentarian for the association.
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.

Section 7: The chapter Immediate Past President shall:

1. Assist the president and other officers by providing guidance and insight.
2. Promote the general welfare of the association.

## VIII. Advisors

Section 1: It is recommended that a Technology Education teacher serve as the chapter's faculty advisor; however, in the case 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 her/she maintains in good standing with the association.

Section 2: The faculty advisor shall interpret the school rules and regulations to the organization and shall be the principal's representative to the organization.

Section 3: The advisor shall advise on all decisions made by the association. When such decisions conflict with the rules and regulations of the school, the advisor may exercise a reserved veto power. If the Executive Committee of the association disagrees with the justification of the veto, the Executive Committee may submit an appeal, in writing, to the school's assistant principal or principal, whichever is appropriate, after meeting with the advisor and resolving that no understanding can be met.

Section 4: There may also be additional, adult chapter advisors who offer expertise, guidance, supervision, and assistance who are appointed by the Executive Committee and faculty advisor with the approval of the school's principal.

## IX. Mission, Motto, and Creed

Section 1: The motto of the \_\_\_ Technology Student Association will be: “Learning to live 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 that 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 their 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.”

Section 3: The mission of the \_\_ Technology Student Association shall be:

“To foster personal growth, leadership, and opportunities in technology, innovation, design and engineering. Members apply and integrate science, technology, engineering, and mathematics (STEM) concepts through activities, competitive events, and related programs.”

## X. Ratification and Amendment

Section 1: This constitution shall be valid and operative when approved by two-thirds of the members, the faculty, advisor, and the principal or his/her designated representative. Upon ratification, this constitution shall be valid and operative until the dissolving of this association.

Section 2: An amendment to the Constitution must be submitted in writing by an active member, at least thirty (30) days or one regularly scheduled meeting, whichever passes first, prior to a regularly scheduled meeting.

Section 3: Proposed Amendments must be approved first by the faculty advisor and then by a 2/3 vote of the general assembly of the association.

Section 4: Amendments will become effective in sixty (60) days unless a different time is stipulated

# SAMPLE OUTLINE OF CHAPTER MEETING PROGRAMS

At the chapter level, meetings are the cornerstone of effective communication among chapter members, advisors, and other faculty members. In order to provide chapters with a sense of meeting essentials. Some included here are: what takes place during a meeting; who is in charge of the meeting; and when meetings should take place. Therefore, this document outlines some sample meeting programs that can be changed to fit your chapter's yearly goals. As you are planning your meetings, another useful document in this packet to consult would be the Sample Agenda Document. Agendas are used to communicate a meeting's goal to advisors and members before the meeting and are essential in ensuring that a group stays on task during the meeting to make sure that their goals are accomplished.

September Meeting (1)- What is TSA?

October Meeting (2)- Activity, Go through events

Meeting (3)- Discuss Tech Day, Discuss events. Discuss

Fundraising November El Paso TSA Event- Tech Day

Meeting (4)- Discuss Leadership Academy, Choose Events, Plan Fundraising

Texas TSA Event- Texas TSA Leadership Academy

December Meeting (5)- plan fundraising, work on events (individual) January

Meeting (6)- events (individual), fundraising, Plan Service Project

February Meeting (7)- for competitions and registration details, plan service project

Deadline- Deadline for registration for regional

fairs Regional Officer Applications due

March Meeting (8)- Finalize events, Discuss conference outline

El Paso Regional TSA Event-Regional Competition

Meeting (9)- refine competitions, officially start group competitions for states; competition and registration details for State Competition

Deadline- Registration for State competition State officer applications

April Meeting (10)- competitions and conference information

Fundraising activity

Meeting (11)- finalize all competitions before State competition

Texas TSA Event- State Competition

May 1 Deadline- National TSA award applications due

Meeting (12)- competitions- national conference information; registration details and competitions

Fundraising activity

May 22 Deadline- National Conference registration due to National

TSA June Meeting (13)- competitions and National Conference

information June 28-July 2 National TSA Event- National TSA Conferences

# MEETING PAPERWORK

## Writing the Agenda

An agenda is a specific list of items to be addressed at a meeting. A draft of the agenda should be prepared by the president and the executive committee a few days in advance of the meeting. It's helpful to deliver copies of the agenda in advance to everyone expected to attend the meeting. The membership, in turn, should then have an opportunity to add to the agenda prior to the meeting or at the beginning of the meeting.

## Writing the Minutes

The minutes of the meeting are an essential, required part of your chapter's records. The duty of minute recording always falls to the Secretary (hence the reason a meeting may not take place without a chair or secretary present).

According to §48 of Robert's Rules of Order, 10th edition:

- The first paragraph of the minutes must include:
  - the kind of meeting (regular or special);
  - the name of the organization or assembly;
  - date, time, and (unless always the same) place;
  - presence of the President and Secretary or the names of their substitutes;
  - whether the minutes were read and approved, or 'approved as corrected'
- The body should:
  - not include exact phrases of what was said, except if motions arise from them
  - include the text of main motions, whether they were amended, approved, or lost
  - the text of main motions should include the wording of any approved amendments and if the motion is adopted state 'as amended'
- The last paragraph should:
  - state the time of adjournment (but not list that any motion was made to adjourn)
  - read simply that, "The meeting adjourned at \_:\_\_\_\_\_A.M./P.M."
- The signature of the secretary should be included. There is no need to include "Respectfully Submitted."

Please refer to Roberts Rules of Order, Newly Revised for a complete instruction and sample set.

## PARTS OF A MEETING

It is customary for every group to adopt a standard order business for the meeting. When the organization's bylaws do not provide for or require a specific order, the following is in order. The Outline below contains both the section of the meeting that is being addressed together with the proper phraseology according to Robert's Rules of Order Newly Revised.

1. Call to Order
  - a. "Will the meeting please come to order?"
2. Roll Call
  - a. "Will the secretary please call the roll?"
3. Reading and Approval of Minutes
  - a. "Will the secretary please read the minutes of the last meeting?" The minutes are read and the chairman asks:
  - b. "Are there any corrections to the minutes?" The chair pauses to hear any corrections offered. If there are none, the chair says, "There being no corrections, the minutes will stand approved as read."
  - c. If there are corrections, the chair recognizes the correction(s) and asks, "Are there further corrections to the minutes?" If there are none, the chair states, "They're being no further corrections; the minutes will stand approved/as corrected."
4. Adoption of Agenda
  - a. This step is provided to insure that (1) all persons are aware of what has been proposed for discussion at the meeting (2) that all persons are given the opportunity to have whatever matter(s) they fee is (are) important to the organization placed on the agenda for discussion; and (3) to provide a limit to and order for the matters to be discussed at the meeting.
  - b. To achieve this, the president officer states, "The following items are proposed for discussion at this meeting." After reading the list of proposed agenda items, the presiding officer asks, "Are there other matters that should be discussed at this meeting?" If there are additional matters requiring discussion, the chair places them in their proper positions on the agenda.
  - c. The chair, after ensuring that all pertinent matters will come before the meeting, reads the entire agenda and states, "There being no other matters that should come before the meeting, the agenda for this meeting will stand as read."
5. Report of Officers and Standing Committees
  - a. Officers, boards, or standing committee should be called upon to report in the order in which they are mentioned in the constitution or bylaws.
6. Report of Special Committees
7. Unfinished Business
  - a. "We have now come to unfinished business. Our agenda lists the following matters as unfinished business." The chair reads from the agenda and states, "We will hear these matters in the order in which they have been mentioned."
8. New Business
  - a. "We have now come to new business. Our agenda lists the following items as new business..." (Chair reads from the agenda). He states, "We will hear them in the order in which they were mentioned."
9. Program
  - a. Program such as exhibitions, demonstrations, etc., which are incidental to the business meeting, will be scheduled for presentation at this time.

## 10. Adjournment

### a. Unqualified form:

Proposer moves for adjournment; motion is seconded; chairperson calls for a vote, action depends upon majority vote. The motion cannot be discussed.

### b. Qualified Form:

Proposer moves for adjournment within a definite time or adjournment to meet again at a specified time; motion is seconded; the chair calls for discussion; a vote is taken; action depends upon majority vote; can allow for legal continuation of the meeting.



## SAMPLE MEETING ACTIVITIES

The ADDIE Game (Analysis, Design, Development, Implement, Evaluate)

Type: Team Building

Materials: paper, pencils, some materials may vary depending on the problem  
Time: 60 minutes

Description: Make up a reasonable problem scenario for your chapter, e.g. "Our chapter wants to attend Nationals in Orlando, Florida this year, but we don't have enough money to afford it. Create two fundraising possibilities and then chose the best from the two. Be creative and come up with ways to advertise and make the fundraiser effective." Break your chapter into small teams. Have them discuss the problem and come up with a solution:

- Analyze the problem - How can we raise enough money to get our chapter to the National TSA Conference this year?
- Perform a short task analysis - What are effective fundraisers?
- Design the fundraiser- What are you going to do? How will you raise money?
- Develop the fundraiser- Outline how the fundraiser will work, what are the goals, what materials you need, what sponsors are available
- Implement - Have each small team in turn, introduce themselves in front of the group and present their fundraiser.
- Evaluate - Give prizes to the most original and effective group.

All in All

Type: Team building

Materials: 20 ft. rope, 15 ft. rope, 10 ft. rope, 5 ft. rope (lengths may be larger or smaller depending on the size of the group)

Time: Avg. 30 min. (depends on how well the team cooperates)

Description: Place the largest rope in a circle on the floor in front of the group. The challenge is for the group to get everyone into the circle. You do this for each length of rope. Each time it gets harder and the group has to be more creative and work more as a team to get everyone in the circle.

# FUNDRAISING

The following will introduce ideas that will aid chapters in raising money to support their endeavors within TSA. There are several ways to raise money for your chapter. Ultimately, fundraising activities are not only effective in raising money for your chapter but also essential in promoting the TSA. Alternatively, contacting businesses and individuals for sponsorship is also an extremely effective means of raising funds to fuel your chapter's goals. In this section you will find information on both and ways to make fundraising and sponsorship successful in your chapter.

## Fundraising Event Ideas

In the following section you will find a variety of fundraising event and activity ideas submitted by Virginia TSA members and chapters who have found them successful in the past. These ideas can be adapted countless ways to fit your chapter's goals and needs. They not only serve as a means of funding your chapter's goals, but also of promoting our organization.

### Applebee's Dining to Donate or Flapjack Fundraiser

**Dining to Donate:** Your chapter signs up with your local Applebee's for a night to host your event. You are given invitations to give to guests in your community. When these guests present the invitation your chapter receives 15% of the profit from that guest. The more people who show their invitation the more money your chapter makes. Many Restaurant Chains offer this opportunity.

**Flapjack Fundraiser:** Your Chapter signs up with a local Applebee's for a time to host your event. Prior to the event you are given tickets to sell to the community for a reasonable price. The guests, who bought tickets, come between 8 and 10 the morning of your Pancake Breakfast. Volunteers from your chapter serve the guests and your chapter receives tips, donations, and a majority of the money from tickets.

### Sadie Hawkins Day Dance

The tradition calls for girls to invite boys to the dance in a once-a-year role reversal. The tradition started with the 1930s Lil' Abner comic strip, and then somewhere along the way, February 29 officially became Sadie Hawkins Day. However it doesn't have to be Leap Year, It can be anytime you want to put a twist to your normal dance. Decorate your space with hay, denim, and other appropriate items. Dress up in overalls, denim outfits, and checkered shirts. To raise money charge admission, sell refreshments, hold raffles, and sell pictures of guests all dressed up in front of a cool backdrop.

### Candy, Cookie Dough, and Pie Sales

Selling sweets is always a huge hit! Purchase value packs of large bars of candy, of lollipops or register with a fundraising organization and have members of your chapter sell them to students and faculty at your school. A percentage of what each member sells will go toward paying for attending state and national events.

### Video Game Tournament

In the spirit of the Electronic Game Design Competition, host an event in which students at your school can compete against each other in a selected video game. Advertise the event with flyers and through your technology education classes. Set up 4-6 video game stations on the day of the event and Charge a flat price to participate in the tournament and select a prize to award the top three finishers.

### Business Partnership

Contact local businesses about the Technology Student Association to see if they would be interested in sponsoring your chapter to attend state and national events. Advocate TSA using a professional letter to communicate your experiences in the organization, and the purposes of our organization. Be sure to include what you intend to gain by going to the conferences and mention your research and competitive activities.

# Middle School

## Competitive Events

Agriculture and Biotechnology Design  
Career Prep  
Catapult design  
Challenging Technology Issues  
Chapter Team  
Children's Stories  
Community Service Video  
Construction Challenge  
Digital Photography Dragster  
Design  
Electrical Applications  
Environmental Engineering  
Essays on Technology  
Flight  
Forensic Technology  
Geospatial Technology **Now a National Event!**  
Mass Production Inventions  
and Innovations Junior  
Solar Sprint Leadership  
Strategies Medical  
Technology Issues Prepared  
Speech  
Problem Solving  
Promotional Marketing  
STEM Animation  
Structural Model  
System Control Technology  
Tech Bowl  
Technical Design  
VEX IQ Robotics  
Video Game Design  
Website Design

# High School

## Competitive Events

Animatronics Architectural  
Renovation Biotechnology  
Design Career Skills  
Chapter Team

Computer-Aided Design (CAD) 2D, Architecture  
Computer-Aided Design (CAD) 3D, Engineering  
Computer Numerical Control (CNC) Production  
Debating Technological Issues  
Desktop Publishing Digital  
Video Production Dragster  
Design Engineering Design  
Essays on Technology  
Extemporaneous Speech  
Fashion Design  
Flight Endurance Future  
Technology Teacher Geospatial  
(Virginia Only)  
Manufacturing Prototype  
Music Production  
On Demand Video

Open Source Software Development  
Photographic Technology  
Prepared Presentation Principles  
of Technology (Virginia Only)  
Promotional Graphics SciVis  
Structural Engineering System  
Control Technology  
Technical Sketching and Application  
Technology Bowl  
Technology Problem Solving  
Transportation Modeling VEX  
Robotics  
Video Game Design  
Webmaster