

Far West Texas Technology Student Association

POLICY MANUAL

1.0 GENERAL INFORMATION

1.1 The success of Far West Texas Technology Teachers' Association, herein after referred to as FWT TSA, conferences, programs, and activities hinge on the support of all teachers, administrators, student officers, business people and state staff. It shall be the policy of FWT TSA to recognize and honor these volunteers whenever appropriate for their dedication and support of the goals of FWT TSA.

1.2 Public information efforts must identify that FWT TSA is an integral part of the Career & Technology Education/STEM instructional programs.

1.3 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 President prior to the next monthly scheduled meeting. A commitment must be made by each officer to attend all meetings and disseminate material to the membership at each monthly meeting.

1.4 Resignation - To be effective, an Officer's resignation must be in writing, signed by the member, and must be delivered to the Executive Committee for acting on the resignation. The Executive Committee 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 Executive Committee.

1.5 Removal From Office

- A. Any Executive Committee member may be removed from the Executive Committee for just cause by a 2/3 vote of the Association.
- B. Should the President be removed from office, the current Vice President will assume the Presidency and complete the term of the removed President as well as serving their two-year term.
- C. Except for the office of President, any vacancy on the Executive Committee shall be filled by the Association.

1.6 Whenever a vacancy of an elected member occurs, other than from expiration of the term of office, a special election will be held by ballot vote to fill the office within thirty days

1.7 An Association member shall not vote on any matter that brings to them financial gain.

2.0 FINANCES

2.1 Annual dues and late fees will be determined at the Back-to-School meeting held annually in August.

a. November 1st is the deadline for on-time registration.

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

a. In accordance with Texas TSA constitution, each local chapter must have at least ten paid members in order to affiliate a chapter with Texas TSA and the National organizations.

b. In order to be counted, chapter advisors must submit membership rosters to the Texas TSA membership director on time and must include the total payment with the roster.

2.3 TSA chapters having an outstanding balance with FWTTSA will not be allowed to register for the next conference/competition until all fees have been appropriately paid or an arrangement has been made.

2.4 FWTTSA will prepare, adopt and file a budget for the succeeding fiscal year and file a report annually.

2.5 The fiscal year for FWTTSA will begin July 1 and end June 30.

2.6 The Executive Committee 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 FWTTSA:

a. All money shall go to the FWTTSA treasurer/accountant.

b. All money disbursed must go through the approval process.

c. Money shall only be reimbursed for original receipts or invoices.

d. Documentation of money spent is required for all FWTTSA events. The financial report is due within 60 days on the event.

e. The Treasurer will promptly process the requisition for prompt payment.

f. Checks shall be pre-numbered and accompanied by supporting documents.

g. The Career Technology Student Organization (CTSO) shall limit payment of expenses with currency. Checks shall be used whenever possible.

2.7 The general FWTTSA operating funds shall be placed on deposit with an accredited financial institution. Account balances should exceed the amount insured by the respective federal agency.

2.8 FWTTSA money may not be deposited in any account other than those of FWTTSA. Money should not be held in excess of 72 hours whenever possible.

3.0 GRIEVANCE PROCEDURES

3.1 Grievance Committee - Shall be made up of the following members: President, Vice President, Secretary, Reporter, Parliamentarian and Treasurer.

3.2 All non-contest related complaints/grievances must be made in writing (including supporting documentation) within 5 business days of occurrence.

3.3 All contest related complaints/grievances must be made in writing (including supporting documentation) within 24 hours of the occurrence.

3.3 If the complaint or concern occurs at the local level, the matter should be addressed directly to the Grievance Committee.

3.4 If the Grievance Committee is unable to reach a decision or if the Grievance Committee deems it necessary, the matter may be brought before the entire membership.

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

3.6 The decision of the Grievance Committee is final.

4.0 HIGH POINT AWARDS

4.1 High Point **School** Awards will be awarded to the school earning the most points based on cumulative points for first through third places in on-site competitions only. Awards will be awarded out for First, Second, and Third place at both the High School and Middle School levels.

4.2 High Point **Individual** Awards will be awarded to the individual earning the most points based on first through third places in on-site competitions only. Awards will be awarded out for First, Second, and Third place at both the High School and Middle School levels.

5.0 TEXAS TSA ALUMNI ASSOCIATION

5.1 FWTTSA Alumni Association will be established and operated under the same by-laws as the National TSA Alumni Association. See National TSA Alumni Association By-laws.

6.0 CONTESTS

6.1 Contest maximum entries/chapter entries will be determined prior to the contest.

6.2 Schools participating in FWTTSA Contests are **required** to have, in attendance and in participation, a representative from their school at the two mandatory planning and scheduling meetings prior to the contest, as designated by the Executive Committee. When a school misses any mandatory meeting, they are automatically ineligible to compete in the next contest.

6.3 Any Advisor who does not adhere to contest policies will go before the Executive Committee for disciplinary action. Disciplinary action will include a letter of reprimand which will be placed on file with the Association and copies will be sent to Supervisors and Texas TSA. Disciplinary action may include suspension from competitions, forfeiting of High Point Awards and/or a loss of affiliation privileges depending on the severity of the offense.

6.4 Any chapter who has not affiliated with National and Texas TSA prior to the start of Regional Contest will not be eligible to participate.

6.5 All Regional Contests will follow the current State Rulebook and the National Competitive Events guide.

6.6 Advancement to State Contest will be determined by contest placement AND State entry limits.

7.0 CONDUCT

7.1 Students will comply with their District's Student Code of Conduct at all competitive events, conferences, and meetings.

7.2 Advisors will comply with their District's Code of Conduct at all competitive events, conferences, and meetings.

7.3 Student or Advisor infractions will be managed by the corresponding District according to their policy guidelines.

(Revised 7/16/2019)