

# Section IV

## Officer Candidate Information & Applications



State Officer Application  
National Officer Process  
& Notification of Intent to Run Form

# State Officer Application

# 2010-2011 Florida Technology Student Association State Officer Candidate Packet

## Table of Contents

APPLICATION PACKET INFORMATION .....	4
OFFICER CANDIDATE PROFILE.....	5
EDUCATION .....	5
CANDIDATE APPROVAL SIGNATURES .....	6
<i>Chapter Recommendation:.....</i>	<i>6</i>
<i>Receiving Chapter Recommendation:.....</i>	<i>6</i>
<i>School Recommendation: .....</i>	<i>6</i>
<i>Parent/Guardian Recommendation: .....</i>	<i>7</i>
<i>Release Authorization of grade records: .....</i>	<i>7</i>
<i>Release AUTHORIZATION FOR PHOTO AND WEBSITE: .....</i>	<i>7</i>
FLORIDA TSA OFFICER ELECTION & CAMPAIGN POLICIES.....	8
FLORIDA TSA OFFICER CODE OF CONDUCT .....	10
DUTIES AND RESPONSIBILITES OF A FLORIDA TSA OFFICER .....	10
STATE OFFICER GUIDELINES.....	9
<i>Traveling.....</i>	<i>9</i>
<i>Attire.....</i>	<i>9</i>
<i>Results of Violation.....</i>	<i>9</i>
PARENT & STUDENT AGREEMENT .....	11
BYLAWS OF THE FLORIDA TECHNOLOGY STUDENT ASSOCIATION .....	10
THE TSA CREED .....	15
THE TSA MOTTO .....	15

**APPLICATION PACKET POSTMARKED BY 3/27/2010 TO:  
HAROLD MINER, FL TSA EXECUTIVE DIRECTOR  
P.O. BOX 133  
HOWEY-IN-THE-HILLS, FL 34737**

**State Officer Candidates Must:**

1. Be an active member of an affiliated TSA chapter
2. Have held office in a local chartered TSA chapter
3. Have a 3.0 weighted or unweighted Grade Point Average or higher

**State Officer Candidates Must Submit by 3/27/2010:**

1. Completed Application Packet with appropriate signatures
2. One letter of recommendation: Administration, Advisor, Teacher, etc.
4. A Resume
5. Email of intent to run for office to Harold Miner, FL TSA Executive Director [hminer@usa2net.net](mailto:hminer@usa2net.net)
6. A digital announcement to include:
  - A recent digital photo in Official TSA Attire
  - A campaign paragraph for your intended office. This should not contain any personal data and will be posted on the Florida TSA website and in the State Conference Program
7. Official, unopened, school transcript

*Applications will be reviewed and approved applicants will be notified. All submitted materials become property of Florida TSA. Candidate profiles will be posted on the website for review. Each officer candidate may change his/her office intent one time by notifying Harold Miner, FL TSA Executive Director, no later than 6 pm on April 9, 2010. Prospective candidates must attend the mandatory candidate meeting at the State Conference on Wednesday, April 21, 2010 (Location & Time TBA in Conference Program).*

**NO LATE OR INCOMPLETE APPLICATIONS WILL BE ACCEPTED**

**State Officers are expected to attend all Florida TSA functions, which include but are not limited to the following events. Failure to attend any of the following events in their full duration may result in removal from State Office.**

- July 2010, Florida TSA State Officer Meeting (Date & Location TBA)
- November 2010, Florida TSA Leadership Conference and Competitions (Date & Location TBA)
- February 2011, State Officer Planning Meeting (Date & Location TBA)
- April 2011, Florida TSA State Conference and Competitions (Date & Location TBA)
- The State President is expected to attend all Florida TSA Board of Directors Meetings (Date & Location TBA)

**It is highly recommended that State Officers also attend the following National TSA functions.**

- June 28- July 2, 2010, National TSA Conference, Baltimore, Maryland
- June 21- June 25 2011, National TSA Conference, Grapevine, Texas

**Required Readings:**

Florida TSA Bylaws, Creed, State Officer Code of Conduct, Duties and Responsibilities, and the Guidelines. Applicants are responsible for all information covered in the bylaws, for the documents found in this package, and for having a basic understanding of the mission and goals of Florida TSA and National TSA.

**MAKE YOURSELF A COPY OF THIS APPLICATION, AND THEN MAIL THE ORIGINAL!**

## OFFICER CANDIDATE PROFILE

Candidate's Name \_\_\_\_\_

State Office Position Sought: \_\_\_\_\_

Parents/Guardians Names: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Applicant Birth date: \_\_\_\_\_ Applicant Age: \_\_\_\_\_ Sex: \_\_\_\_\_

Email Address: \_\_\_\_\_

Current School: \_\_\_\_\_

Advisor(s) Name(s): \_\_\_\_\_

Advisor's Phone Number: \_\_\_\_\_ Advisor's E-mail: \_\_\_\_\_

## STUDENT EDUCATION

STUDENT GPA: \_\_\_\_\_

\_\_\_\_\_  
Guidance Counselor/Administrator Signature of GPA Verification

\_\_\_\_\_  
Guidance Counselor/Administrator Name

\_\_\_\_\_  
Guidance Counselor/Administrator Office Phone

Number of years enrolled in a Tech Ed course (including middle school): \_\_\_\_\_

List Course Titles:

Number of years nominee has been a member of TSA: \_\_\_\_\_

List chapter and state offices held, recent to past, including dates:

List all extracurricular activities aside from TSA:

## CANDIDATE APPROVAL SIGNATURES

.....  
(Student Name)

### CHAPTER RECOMMENDATION:

As the advisor for the above named student, I am aware of his/her desire to run for state office for the Florida Technology Student Association and fully understand the commitment and expected travel involved. I agree to support him/her if elected.

\_\_\_\_\_  
**Name of Candidate's Current Advisor**

\_\_\_\_\_  
**Advisor Email**

\_\_\_\_\_  
**Advisor Phone Number**

\_\_\_\_\_  
**Signature of Current Advisor**

\_\_\_\_\_  
**Date**

### RECEIVING CHAPTER RECOMMENDATION:

As the receiving advisor for the above named student, I am aware of his/her desire to run for state office for the Florida Technology Student Association and fully understand the commitment and expected travel involved. I agree to support him/her if elected.

\_\_\_\_\_  
**Name of Candidate's Receiving Advisor**

\_\_\_\_\_  
**Advisor Email**

\_\_\_\_\_  
**Advisor Phone Number**

\_\_\_\_\_  
**School**

\_\_\_\_\_  
**Signature of Receiving Advisor**

\_\_\_\_\_  
**Date**

### SCHOOL RECOMMENDATION:

I understand that the above named student at \_\_\_\_\_  
School has intentions to run for State Office in the Florida Technology Student Association. It has been brought to my attention that he/she, if elected, must attend the Florida TSA Leadership Training Workshop (2 school days), the State Leadership Conference (2 school days), and the Florida TSA state officer meetings (Oct meeting and a Feb meeting total of 2 school days). I understand that there will be a minimum of 6 (six) school days that will require release from school. I support this student's nomination.

\_\_\_\_\_  
**Principal Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Name of Principal**

**PARENT/GUARDIAN RECOMMENDATION:**

By signing below, I understand, accept, and agree to all terms, information, and conditions set forth in this application. I understand that by the decision of the State Department of Education, state officers are not permitted to drive themselves to and from state meetings and functions. I am aware that it is the responsibility of state officer for providing their own means of transportation to and from meetings and functions. I further profess that all information given throughout this application to be true and accurate to my knowledge.

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Name of Parent/Guardian**

**RELEASE AUTHORIZATION OF GRADE RECORDS:**

I authorize the release of my child's grade records as requested by Florida TSA. We release Florida TSA from any and all liability resulting from or pertaining to the furnishing of records, documents, and other information provided to Florida TSA for that purpose. I authorize Florida TSA to contact schools and other sources to obtain information to support this application and our student's term of office.

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Name of Parent/Guardian**

**RELEASE AUTHORIZATION FOR PHOTO AND WEBSITE:**

I understand my child will be attending the Florida Technology Student Association ("TSA") Annual State Conference and Competitions and campaigning for a state office, April 21- April 24, 2010. I also understand that my son/daughter's photo and submitted campaign statement will be published on the Florida TSA website as well as printed in the conference program. By signing below, I give permission for the above information to be published and distributed.

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Name of Parent/Guardian**

## FLORIDA TSA OFFICER ELECTION & CAMPAIGN POLICIES

1. Florida TSA State Officers are to be elected by majority vote of the voting delegates at the State conference and consist of President, Vice President, Secretary, Treasurer, Reporter, and Sergeant-at-Arms.
2. The Florida TSA State Officer Advisor/Board Member will review applications to ensure all requirements have been met.
3. If there is a vacant office, an announcement of the vacant office(s) will be made at the Opening General Session. Following the Business Meeting and Elections, remaining candidates have the opportunity to interview for the vacant office with the Florida TSA Board Appointment Committee. The vacant appointment will be announced at the Closing Awards Ceremony.
4. All completed applications will be given to the Executive Director to be placed in storage at the completion of the Annual State Conference and Competitions.
5. If the office of President is vacant, the newly elected Vice President will be appointed and interviews will be held according to the procedures established above for the office of Vice President.
6. Candidates will present themselves to the general membership at the State Conference Opening General Session.
7. Candidates are allowed a specific amount of time (2 minutes) for campaign speeches.
8. No one, other than the candidate, may participate in his/her campaign speech in any way.
9. **All campaign speeches must be pre-approved. April 21, 2010, is the final day speeches will be reviewed. They must be emailed to Jenniferanne Broido, State Officer Advisor at [jenbroido@gmail.com](mailto:jenbroido@gmail.com)**
10. Campaign materials (buttons, pins, pencils, pamphlets, etc.) are allowed, however, candidates are responsible for ensuring that handout materials do not cause litter or safety problems. No posters, banners, etc., may be adhered to the walls of the conference site/hotel(s) or be free standing.
11. All State Officer Candidates will be provided with a standard size (6 by 2 feet) campaign table to use to display his/her campaign materials. All materials for decorating their table will be provided by the candidate. No electricity will be provided. It is unacceptable for State Officer Candidates to distribute campaign materials in any location other than the designated area. This includes all general sessions and all regular competitive event sessions.

**Failure to observe these policies may result in the candidate's removal.**

"We" (officer and parent(s)/guardian) fully understand the Officer Election and Campaign Policies of a Florida TSA Officer candidate and agree to comply with these terms.

\_\_\_\_\_  
Officer/Candidate Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian

\_\_\_\_\_  
Date

## STATE OFFICER GUIDELINES

It is the responsibility of all Florida TSA State Officers to conduct themselves in a proper, businesslike manner at all times during their term of office. Failure to follow the Officer Code of Conduct and/or Duties and Responsibilities may result in removal from Office.

### TRAVEL

If needed, a central meeting point will be determined to provide chaperoned travel for the State Officer's transportation to and from the central meeting point will be the responsibility of the Parent, Legal Guardian or Advisor of the State Officer. The central meeting point will be determined by the State Officer Advisor based on the most reasonable economic and geographic location.

The Parent or Legal Guardian may provide an optional mode of transportation to the final destination and by-pass the central meeting point. Any additional expense of the optional mode will be covered by the parent or legal guardian. Legal responsibility for the state officer will be assumed by the State Officer Advisor(s) at the final destination and will include only the duration of the final destination.

### ATTIRE

State officers shall wear official TSA dress, business-like attire, and /or appropriate dress as the occasion may demand. The official TSA dress and casual TSA apparel are considered appropriate dress for all conference activities. From the first scheduled TSA activity, Officers shall adhere to the dress code requirements as listed below.

#### A. Official TSA Attire

- Blazer: navy blue with TSA patch sewn on properly
- Tie or scarf: Official TSA, scarlet red
- Shirt/Blouse: white, with collar
- Pants: light gray (NO Skirts )
- Shoes: black closed toe; Socks/hose

#### B. Businesslike Attire (Minimum Standards)

- Collared shirt/blouse
- Long pants (preferably dress slacks)
- Dress shoes (closed toe)
- Socks/hose
- Belt

#### C. Casual TSA Attire

- TSA State Officer Polo
- Slacks: Khaki
- White tennis shoes
- Belt

#### D. Personal Appearance

- Appearance must be neat and professional at all times
- Hair must be all one color and have a business like appearance
- No hats will be worn when representing TSA  
Conservative make-up/nail polish will be worn when representing TSA

### RESULTS OF VIOLATION

Immediate **expulsion** from conference, workshop, executive council meeting, etc. will result from the following: (**NOTE: Immediate expulsion from an activity will also result in removal from office**):

1. Possession of alcoholic beverages or narcotics of any form possessed at any time, under any circumstances. Use or possession of such substances may subject the member to criminal prosecution.
2. **Gross** violation of male and female room regulations.
3. **Gross** damage to property, or violation of hotel safety codes, or criminal laws.

**NOTE:** Parents or guardians will be contacted and are responsible for making appropriate arrangements for the officer's immediate return home. It is also the responsibility of the officer or parent(s) to defray any cost relating to the incident.

**At the discretion of the Florida TSA Board of Directors Appointment Committee, State Officers may be removed from office for one or more of the following reasons:**

1. Failure to uphold the conduct and/or duties and responsibilities of their office.
2. Failure to attend required meetings.
3. Failure to follow rules, regulations, or to act in a professional manner.
4. Failure to meet appropriate deadlines without satisfactory explanation.

**State Officers receive partial financial support by Florida TSA and are fully expected to attend each of the required conferences/meetings for the full duration of their term. Failure to comply with attendance for reasons other than family emergency (with parent notification) is a violation of officer conduct.**

## FLORIDA TSA OFFICER CODE OF CONDUCT

1. During term of office, maintain a weighted or un-weighted G.P.A of 3.0 or higher.
2. Be a member of an affiliated TSA Chapter. In the event that an Officer is attending a school with no TSA affiliation, the student will have 6 weeks to establish an affiliated chapter per National TSA guidelines.
3. Will check e-mails weekly and respond in a timely fashion.
4. Will attend online meetings, as necessary.
5. All officers are expected to attend and be on time to all meetings and events during the year.
6. All officers shall behave in a courteous and respectful manner, refraining from language and actions that might bring discredit upon themselves, their school, their families, or upon Florida TSA.
7. It is recommended by the State Officer Advisor(s) that all state officers be limited to three on-site competitive events during the State Conference.
8. Behavior not conducive to a business environment is unacceptable. Such conduct includes, but is not limited to, actions disrupting a businesslike atmosphere, association with non-conference individuals or activities that endanger self or others.
9. At any function sponsored by TSA, all officers, participants and guests shall abide by the dress code. Unless otherwise noted, blue jeans and other casual attire are excluded from all functions.
10. There shall be no defacing of public property. The individual(s) responsible must pay any damages to the property or furnishings in the hotel rooms or building.
11. If male and female officers visit each other in their hotel rooms at any time, the door must be open. These visits must have prior approval of the State Officer Advisor(s), and an advisor must be present during these visits.
12. All officers will be in their own rooms by designated curfew and will not leave the room after curfew. Advisors will always do one or more room checks following curfew. Officers may expect the advisor to also follow-up with a phone room check at any hour following curfew.
13. Officers shall keep the State Officer Advisor informed of their activities and whereabouts AT ALL TIMES.
14. Accidents, injuries or illnesses must be reported to the State Officer Advisor(s) when they occur.
15. Officers must always travel with a group (never alone) and should not go into hotel stairwell alone, areas that are poorly lit, or areas that have light pedestrian traffic.
16. Florida TSA Medical Release Forms are required for all activities.
17. Officers, delegates, or alumni shall possess no alcoholic beverages, narcotics, or firearms in any form, at any time, under any circumstances.
18. Use of tobacco products is prohibited by all officers.
19. The Florida TSA Executive Committee reserves the right to dismiss any officer from the team if they are in violation of any rules and regulations.
20. The officers will attend all State sponsored meetings found in their officer candidate form and other meetings as called by the Florida TSA State Officer Advisor(s).
21. Officers found to be deceitful will be reprimanded.

## DUTIES AND RESPONSIBILITIES OF A FLORIDA TSA OFFICER

By electing you to State TSA office, the membership has entrusted the leadership of its organization to you and your fellow officers. With the acceptance of this honor come duties and responsibilities.

**Duty is defined, as “the conduct, obedience, loyalty, and submission required of an officer.”**

**Responsibility is “the reliability and moral accountability for duties expected of an officer.”**

Failure to uphold the duties and responsibilities of a Florida TSA State Officer may result in removal from office. Together, duty and responsibility convey the conduct and performance appropriate to all Florida TSA State officers. Regardless of which office you hold your duties and responsibilities as a State TSA officer obligate you to do the following:

1. Understand the mission and goals of Florida & National TSA.
2. Understand the Florida & National TSA bylaws.
3. Understand the TSA Creed and know it from memory.
4. Know your Officer Symbol part from memory.
5. To communicate in an effective manner with your State Officer Team and State Officer Advisor.
6. Be familiar with the organizational structure and policies of Florida TSA.
7. Understand and correctly use parliamentary procedure.
8. Memorize appropriate ceremonies and rituals.
9. Attend all meetings. No exceptions.
10. Be prepared to conduct meetings.
11. Be prepared to serve as a speaker.
12. Be loyal to the Florida TSA.
13. Help other officers accomplish their tasks.
14. Practice good speaking and writing skills as you represent the State association.
15. Be helpful, respectful, and responsible to all people.

## PARENT & STUDENT AGREEMENT

“We” (officer and parent(s)/guardian) fully understand the Florida TSA Code of Conduct and the Duties and Responsibilities of a Florida TSA State Officer and agree to comply with these guidelines. Furthermore, we are aware of the consequences that will result from violation of any of the above guidelines.

\_\_\_\_\_  
Officer/Candidate Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**Section 1**

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

**ARTICLE II PURPOSE**

**Section 1** The purposes of the Association are:

- (a) To assist local chapters in the growth and development of Florida TSA.
- (b) To assist local chapters in the growth and development of TSA.
- (c) To assist local chapters in the development of leadership and citizenship in social, economic, scholastic, and civic activities.
- (d) To increase the knowledge and understanding of our industrial technological society.
- (e) To assist technology education/industrial arts students in the making of informed and meaningful occupational choices.
- (f) To promote the formation and maintenance of Florida TSA chapters within all Technology Education programs in Florida.

**ARTICLE III ORGANIZATION**

**Section 1** Florida TSA is an Association of chartered local chapters within the State of Florida.

**Section 2** The administration of Florida TSA will be vested in the Florida TSA Board of Directors.

**Section 3** Each school shall be limited to one charter. A school with grades 7-12 may affiliate as two schools; a middle school and a senior high school, provided all 9th grade students be placed in the same level.

**ARTICLE IV MEMBERSHIP**

**Section 1** Membership in Florida TSA shall be through the chartered local chapters of this State Association.

**Section 2** Florida TSA will be chartered as a member of TSA Incorporated upon approval of the Board of Directors of TSA, Incorporated.

**Section 3** Classes of membership which shall be recognized by Florida TSA shall be: Active, Associate, Alumni, Professional, Honorary/Honorary Life Member.

**Section 4** Active members shall be students who are presently or previously enrolled in Technology Education programs. An active member shall pay dues as established, hold a state office, participate in state competitive events or projects, serve as a voting delegate, or otherwise represent their Association as may be approved.

**Section 5** Associate members shall be students who have displayed an interest in Technology Education or Florida TSA. An associate member shall pay dues as established by Florida TSA. Associate members shall not have the right to vote, hold office, or participate in competitive events.

**Section 6** Alumni members shall consist of those individuals who have completed a Technology Education or Industrial Arts program, (have been a former active or associate Florida TSA member) and who have graduated from or left school. Alumni members shall not have the right to vote or hold office.

**Section 7** Professional members are those persons engaged in education, business, or industry who have an interest in Florida TSA and in the welfare of Technology Education. Professional members shall not have the right to vote or hold office.

**Section 8** 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 Florida TSA Board of Directors, and shall be exempt from annual dues.

**Section 9** The membership year shall be August 1 to July 31.

**ARTICLE V VOTING**

**Section 1** Local chapters of Florida TSA will exercise their voting privileges through voting delegates at the annual State Leadership Conference.

**Section 2** Each chartered local chapter in attendance will be entitled to two (2) voting delegates.

**Section 3** Each state officer will be entitled to one (1) vote in addition to their chapter's votes.

**Section 4** Delegates lose all voting privileges during any absence from the floor.

**ARTICLE VI ELECTION OF OFFICERS**

**Section 1** All candidates for state office shall have held an office in a local chartered chapter.

**Section 2** All candidates seeking state office shall mail in with registration for state conference their application for office by the deadline for registration. To include:

- (a) A letter of intent to seek state office. This letter shall be signed by his/her chapter advisor attesting to scholastic achievement and conduct. It shall also be signed by his/her parent or guardian attesting to their knowledge of intent to seek state office.

(b) A resume containing the candidate's qualification and past history.

(c) In case an office is not filled by election at the annual meeting, the Florida TSA Board of Directors will appoint a member to fill the office.

**Section 3** All candidates for state office shall declare before the first general session at the annual Leadership Conference which office they are seeking.

**Section 4** Each candidate must present himself/herself to the assembly.

**Section 5** Each candidate will be provided with two (2) minutes to present himself/herself to the assembly.

**Section 6** State officers shall be elected by delegates who have been selected by the local chapters.

**Section 7** Each local chapter is entitled to two (2) delegates for the purpose of electing officers and transacting business of Florida TSA.

**Section 8** Any member may not hold the office of state president for two years in succession.

**Section 9** Election of officers shall be by secret ballot of the voting delegates. In the event a candidate is running unopposed, voting may be a voice vote to accept the candidate by a vote of acclamation.

**Section 10** Graduating seniors are not eligible to be elected to a state office.

**Section 11** Not more than two (2) members may run for, be elected to or appointed to state office from any one chapter for a particular membership year.

#### **ARTICLE VII MEETINGS**

**Section 1** A Florida TSA State Leadership Conference shall be held each year and this shall serve as the official annual meeting.

**Section 2** The Florida Technology Student Association & Foundation, Inc. Board of Directors shall designate the time and place of the annual meeting and shall be empowered to call special meetings.

**Section 3** In the event that no state officer is qualified to act as a parliamentarian, the Florida Technology Student Association & Foundation, Inc. Board of Directors may appoint a parliamentarian for the purpose of assisting in conducting the annual meeting.

**Section 4** In all meetings, unless otherwise addressed, Robert's Rules of Order, Newly Revised, shall serve as standard procedure.

#### **ARTICLE VIII STATE OFFICERS**

**Section 1** Officers of Florida TSA shall consist of the following:

**President:** preside at and conduct the State Leadership Conference according to parliamentary procedures, represent the Association as a member of the State Board of Directors; shall send a "Message from the President" to the state Reporter for inclusion in the state newsletter; chair the Florida delegation at the national TSA conference.

**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.

**Secretary:** it shall be the duty of the Secretary to serve in any capacity as directed by the President; to record proceedings at the State Leadership Conference to the State Reporter for inclusion in the state newsletter.

**Treasurer:** it shall be the duty of the Treasurer to serve in any capacity as directed by the President; to report to the assembly at the State Leadership Conference the financial information for inclusion in the state newsletter.

**Reporter:** It shall be the duty of the Reporter to serve in any capacity as directed by the President; to prepare articles for publication in TSA publications, professional magazines and journals, newsletters and other news media; to contact chartered chapters concerning news items for publication; to act as student editor for the State Program Director.

**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 Parliamentary is not appointed, the Sergeant-at-Arms will assist in conducting all meetings according to parliamentary procedure as set forth by Robert's Rules of Order, Newly Revised; and to introduce any guests present at the State Leadership Conference.

**Section 2** These officers shall be elected by a majority vote of the voting delegates in attendance at the annual State Leadership Conference.

**Section 3** Officers elected at the State Leadership Conference will hold office from August 1 through July 31.

**Section 4** If a state officer is elected to National TSA office, he/she shall relinquish his/her post at the state level.

**Section 5** If a state officer is unable to fulfill his/her duties, that state officer will be replaced subject to ratification of the Board of Directors.

## **SECTION IX DUES**

**Section 1** Dues for the Florida Association shall be paid by each active member of the local chapter in order for the local chapter to become affiliated with the Florida Association.

**Section 2** The amount of state dues shall be set by the Florida TSA Board of Directors.

**Section 3** The amount set by the Board of Directors of TSA as national dues shall be set aside from the amount collected as state dues.

**Section 4** Each local chapter shall determine the amount of dues to be collected for use by the local chapter.

**Section 5** An annual report of finances shall be provided to each chartered chapter.

**Section 6** All materials and equipment purchased by Florida TSA shall belong to Florida TSA.

**Section 7** An annual report of finances shall be provided to each chartered chapter.

## **ARTICLE X EMBLEM AND COLORS**

**Section 1** The emblem of Florida TSA and its colors shall be the same as those adopted by National TSA with the exception that the word "Florida" may be added to the top blue section of the field.

## **ARTICLE XI MOTTO AND CREED**

**Section 1** The motto and creed of Florida TSA shall be the same as those adopted by National TSA.

## **ARTICLE XII OFFICIAL DRESS**

**Section 1** Official dress of Florida TSA shall be Navy Blue Blazer with TSA Florida patch over left breast pocket, Gray Slacks or Skirt, White Shirt or Blouse, Red Tie or Scarf, Black Shoes.

## **ARTICLE XIII CODE OF ETHICS**

**Section 1** Florida TSA Code of Conduct shall be:

- (a) Respecting the rights of others.
- (b) Respecting the property of others.
- (c) Practicing courtesy at all times.
- (d) Being honest and sincere.
- (e) Being conscious of our personal appearance and dressing appropriately.
- (f) Taking pride in our Association and its work.
- (g) Controlling self, behavior and language.
- (h) Respecting the other person's opinions and being tactful with any criticism.
- (i) Demonstrating good sportsmanship and fair play in all competitive activities.
- (j) Sharing educational experiences with others.

**Section 2** Every participant shall acknowledge and adhere to all rules at Florida TSA sponsored events.

**Section 3** Responsibility for individual actions ultimately become the responsibility of the entire chapter.

**Section 4** Disciplinary actions, when necessary, will be taken according to Florida TSA Board of Directors Policy.

## **ARTICLE XIV RULES, REGULATIONS, AND BYLAWS**

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

**Section 2** Any matter not specifically covered by these Bylaws may be addressed by Board of Directors Policy. These policies when properly recorded and circulated to all chapters will be binding on all chapters.

**Section 3** No rules, regulations, Bylaws, or policies shall be adopted which are contrary to these Bylaws.

## **ARTICLE XII AMENDMENTS**

**Section 1** These Bylaws may be amended by a two-thirds (2/3) vote of approval by delegates at the annual meeting.

**Section 2** These Bylaws may be amended by a two-thirds (2/3) vote of approval by the Board of Directors at any meeting which is open to the general membership.

**Section 3** Proposed amendments to these Bylaws must be submitted to each affiliated chapter 30 days prior to consideration.

**Section 4** Approval shall be by two-thirds (2/3) of the voting delegates present.

**Section 5** If adopted, the amendment or amendments will take effect upon adjournment of the annual meeting in which it is presented for approval.

## THE TSA 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.

## THE TSA MOTTO

“Learning to Live in a Technical World”

# National Officer Application

Applications will be available each January for students interested in running for a National TSA Office. Those interested should contact Mary Jo Patterson, Leadership Services Manager at [mjpatterson@tsaweb.org](mailto:mjpatterson@tsaweb.org). Below are the national TSA officer candidate qualifications, the application procedure, and candidate information.

## **National TSA Officer Candidate Information Overview**

(Updated December 17, 2009)

### **National TSA Officer Candidate Qualifications**

1. The qualifications to be a candidate for national TSA office restrict persons not legally residing in the United States of America.
2. The candidate must be a TSA member.
3. No more than three TSA members in good standing from the same state delegation may compete for a national office in the same year.
4. Only current TSA members (active) in good standing are eligible to run for or hold a national office.
5. Candidates must be holding, or have held, an elected chartered state delegation office for at least one year.
6. A student cannot be elected to a national office during his or her senior year. He or she must have at least one year of school remaining at the time he or she runs for national office.
7. A TSA member must have completed the eighth grade to be qualified for a national TSA office.
8. A candidate may seek only one national office per year.
9. A candidate should have a thorough knowledge of parliamentary procedures and the TSA bylaws.
10. A candidate must be a member of TSA for at least one year before seeking a national office.
11. All candidates should have the ability to express opinions, make decisions, and be neat and business-like in appearance.
12. All candidates should read carefully the section in the TSA bylaws about national officer qualifications and duties, and, specifically, the responsibilities of the office they seek.
13. No individual may serve more than one term in the same national office.
14. Candidates must attend all national officer candidate meetings at the national TSA conference. Failure to attend all candidate meetings may result in removal.
15. Any candidate elected as a national officer at the national conference may not hold a state or local TSA office concurrently with his or her term as a national officer.
16. If elected, a national TSA officer will miss approximately five school days during the school year to fulfill his or her duties and must be able to travel alone and independently to all required events.
17. The elected TSA president will be required to attend the TSA, Inc. Board of Directors meetings in October 2010, March 2011, and June 2011. No exceptions.
18. If a school district, or the officer's parents, requires an adult travel companion, it will be at their own expense. The companion will not participate in the officer program.

### **National TSA Officer Candidate Application Procedure**

1. Those students interested in running for national office can contact Mrs. Patterson, Leadership Services Manager at [mjpatterson@tsaweb.org](mailto:mjpatterson@tsaweb.org) beginning **January 4, 2010**. In your e-mail request, please include your name, home mailing address, and home telephone number.
2. Candidates must complete the "National TSA Officer Candidate Agreement Form" and the "National TSA Officer Candidate Application" and submit these, along with their photo (preferably their school picture), and a one-page resume to their state advisor by the suggested date of **April 7, 2010** (postmarked). The information provided along with your school photo becomes property of National TSA and may be published in print or electronic format.
3. State advisors are responsible for selecting a screening committee to check each candidate's qualifications and to interview the candidate for the purpose of determining his or her capabilities to serve as a national TSA officer in his or her desired office. After screening and approving the application, state advisors need to send the candidate's forms to National TSA by **May 14, 2010** (postmarked). If there is no state advisor from a candidate's state, the candidate should send the forms directly to National TSA by **May 14, 2010** (postmarked). Also, at this time a color, digital photo (jpeg format) of the candidate dressed in official TSA attire must be sent electronically to Mrs. Patterson at [mjpatterson@tsaweb.org](mailto:mjpatterson@tsaweb.org).
4. National TSA will notify officer candidates by email of their eligibility by **June 1, 2010** (postmarked).

5. Candidates must attend the national officer candidate orientation meeting at the National TSA Conference on **June 28, 2010** from 3:00 pm – 4:00 pm at the Hilton Baltimore Hotel, 401 West Pratt Street, Baltimore, MD 21201. Candidates may bring one adult guest to this meeting or they may attend alone. No other persons may attend this meeting. (Please do not wear official TSA attire to this meeting).

All newly elected officers are required to attend a one-hour orientation meeting immediately following the awards ceremony of the national TSA conference on **July 2, 2010**. Candidate's travel plans need to accommodate this request.

## **National TSA Officer Candidate Information**

National TSA Officers are to be elected by majority vote of the voting delegates at the national conference and consist of president, vice president, secretary, treasurer, reporter, and sergeant-at-arms. Individuals elected as national officers hold office until the close of the next national conference. Upon being elected, all travel/lodging expenses of the national TSA officers to approved events are paid for by National TSA.

See the **National TSA Officer Candidate Qualifications and National TSA Officer Application Procedure** sections found in this document for information about running for national office.

*Conference Program Photo* - You are required to provide a color, digital photo of yourself in official TSA attire to the national TSA office by May 14, 2010. The photo should be a jpg, 300 dpi, 4" x 6" from the chest up with a white background. This photo will be used in the National TSA Conference program. Please email this digital photo to Mrs. Patterson at [mjpatterson@tsaweb.org](mailto:mjpatterson@tsaweb.org) by May 14th.

*Campaign Booth* - Each candidate will be given one 3' x 6' foot table at the Education Fair from 11:00 am to 1:00 pm and from 1:30pm – 5:00pm on Wednesday, June 30, 2010. This tabletop will serve as your campaign booth. The candidate may place a tabletop display on the table top and hand out campaign materials from this table. No signs or banners may be hung from the front of the table. No electricity will be provided. Please bring your campaign tabletop display to the conference with you. Only one person, you or a representative, will be allowed to "staff" your campaign booth at any time. You will have a lunch break from 1:00 pm – 1:30 pm and a boxed lunch will be provided.

*Campaigning* - Prior to the conference and at the conference, no campaigning may occur before attending the national officer candidate's orientation meeting on June 28th. This includes any campaigning or announcing your candidacy on the Internet. Failure to observe this policy could result in the candidate's removal. Throughout the conference, candidates will be able to greet attendees entering the general sessions and will also be available following the general sessions to greet attendees. However, campaign materials may not be distributed at these times. Candidates are not allowed to attend state delegation meetings except their own.

*Campaign Materials* – **All** campaign materials must be approved by Mrs. Patterson at the national TSA office **before purchase**. Please contact Mrs. Patterson at [mjpatterson@tsaweb.org](mailto:mjpatterson@tsaweb.org) for approval. Following the national officer candidate meeting on Sunday, June 28th, you may begin handing out campaign materials. Campaign materials (buttons, pins, pencils, pamphlets, etc.) are allowed pending approval by National TSA; however, candidates are responsible for ensuring that handout materials do not cause litter or safety problems. No posters, banners, etc., may be adhered to the walls of the conference site/hotel(s) or be free standing. Also, campaign materials may not be handed out in general sessions, delegation meetings, in competitions, or in the sleeping room area of the hotel. No water bottles, candy, mints, gum, edible items will be allowed. No raffle tickets are allowed. No helium balloons are allowed.

*New This Year* –

*Campaign Greeting and Question* - At the first general session of the conference, each candidate will be given the opportunity to come to the podium on stage to state their name and office they are seeking. At that point, each candidate will be asked a different question by a current national TSA officer. Examples of possible questions to be asked are: What is your greatest strength? How do you manage your time? What person from history has influenced you the most? etc. Each candidate will be allowed 30 seconds to respond to the question. The responses will be timed. The questions asked of each candidate will be approved by the National TSA Leadership Manager and the National TSA Executive Director.

*Campaign Speeches* - Candidates are allowed a specific amount of time (2 ½ minutes) for campaign speeches at the Second General Session at the national conference on Wednesday, June 30<sup>th</sup> and must follow specific campaign regulations. No one, other than you, may participate in your campaign speech in any way. No props are allowed. All campaign speeches must be emailed to Mrs. Patterson at [mjpatterson@tsaweb.org](mailto:mjpatterson@tsaweb.org) by June 18<sup>th</sup> **for approval**.

Any questions about running for a national TSA office can be directed to Mrs. Patterson, Leadership Services Manager at [mjpatterson@tsaweb.org](mailto:mjpatterson@tsaweb.org). For information about the 2010 National TSA Conference, please visit the TSA homepage at [www.tsaweb.org](http://www.tsaweb.org)

## National Officer – Notification of Intent to Run

*This form must be brought to and turned in at conference registration check-in. Interviews will be scheduled at that time.*

I, \_\_\_\_\_ have followed and meet the guidelines listing in both the state conference packet and on the national website regarding TSA National Officer candidacy. Below are the signatures of myself and my supporting sponsors.

**Officer Candidate:** \_\_\_\_\_ **Running for office of TSA National:** \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

By signing this form, I am stating that I have read and understand the requirements of a national officer. I understand my role in assisting the above mentions candidate from campaign through fulfillment of the one year commitment of an elected national officer.

**Parent Guardian:**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**School Level Administrator:** (of school attending during year of office)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Chapter Advisor:** (current year)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Chapter Advisor:** (of school attending during year of office)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date