

# **BYLAWS OF THE FLORIDA TECHNOLOGY STUDENT ASSOCIATION and FOUNDATION, INC.**

## **ARTICLE I OBJECT**

The object of the Foundation is set forth in Article III, Purpose, of its Articles of Incorporation.

## **ARTICLE II BOARD OF DIRECTORS**

### **Section 1 Consistent with Article IV of the Articles of Incorporation, voting members of the Board of Directors shall include:**

- (a) The President of the Florida Technology Student Alumni Division;
- (b) Other voting members appointed by the State Program Director for Technology Education through the selection process as described in Section 4.
- (c) The majority of voting members shall be former or active advisors of Florida Technology Student Association chapters who are members in good standing, with dues paid, and State and National TSA affiliation, if appropriate.

### **Section 2 Ex-officio (non-voting) members of the Board shall include:**

The elected or appointed President of the Florida Technology Student Association; The highest ranking National Officer of the Technology Student Association from the State of Florida The State Program Director for Technology Education, as appointed by the Florida Department of Education; The FL TSA Executive Director; The FL TSA Conference Manager, other ex-officio members as recommended by the State Program Director for Technology Education or the Chairman of the Board of Directors and approved by majority of the Board.

### **Section 3 Terms of Office**

- (a) Membership year for the Board of Directors shall run for two (2) years from May 1st to April 30th or until such appointments are made, with the exception of the Alumni President and Student Officer(s), whose appointment will run for one (1) year; (b) Each year, no less than 1/3 and no more than 2/3 of the Board of Directors will be appointed.

### **Section 4 Selection of Board**

- (a) A selection committee shall be chosen by the Chairperson and confirmed by a majority of voting members of the Florida TSA, Board of Directors.
- (b) The Selection committee will solicit and review applications, and by majority vote, submit the names for appointment to the State Program Director for Technology Education. The committee may consist minimally of the following individuals: a. Chairperson for the Florida TSA Board of Directors; b. State Program Director for Technology Education or his designee; c. a current TSA Advisor; d. a Business Representative; and e. the

Executive Director of FL TSA. The State Program Director or his designee will serve as the Chairperson of the committee and will only vote to break a tie.

### **ARTICLE III OFFICERS**

**Section 1** The officers of the Corporation shall be: the Chairman, Secretary, and Treasurer. These officers shall be elected from the Board of Directors at the first meeting of the membership year.

**Section 2** Nominations shall be made from the floor. The Board members shall elect, by ballot, the officers for a term of one (1) year. The terms of office shall be upon election and continue until their successors are elected.

**Section 3** Officers shall perform the duties provided in this section and such other duties as they are prescribed for the office in these Bylaws, in the adopted parliamentary authority, in the standing rules, or as assigned by the Board of Directors.

**(a) The Chairman shall** be the Chief Executive Officer and official spokesman of the Florida Technology Student Association and Foundation, Inc.; appoint committees subject to approval of the Board of Directors; subject to Board approval, sign contracts as required; be authorized to sign checks. **The Secretary shall** record minutes of all meetings of the Corporation Board of Directors; furnish a copy of the minutes to each member of the Board and to other persons directed by the Chairman not more than thirty (30) days after each meeting subject to Board approval, sign contracts as required. **The Treasurer shall** be custodian of all funds and serve as Chairman of the Budget and Finance Committee; make a financial report to the Board of Directors at each meeting and at other times when requested by the Chairman of the Board of Directors; submit semiannual financial reports at both Florida Technology Student Association Leadership conferences; be authorized to sign checks; keep records in accordance with all State and Federal statutes.

**Section 4** Vacancies in office shall be filled by election at any regular or special meeting of the Corporation.

### **ARTICLE IV MEETINGS**

**Section 1** There will be a minimum of two (2) meetings each year to facilitate the planning of student activities. The Chair may call special meetings. The Secretary with the approval of the majority of the board may call a special meeting. Four (4) weeks notification by mail, email, or telephone must be given for any meeting.

**Section 2** A quorum shall be a majority of the members of the Board of Directors with voting rights.

## ARTICLE V COMMITTEES

**Section 1** Committees, standing or special, shall be appointed by the Chairman of the Board of Directors as deemed necessary to carry on the work of the Corporation. The Chairman shall be an ex-officio member of all committees.

**Section 2** The following Committees are suggested for consideration:

**Budget and Finance Committee:** this committee shall be responsible for conducting an annual audit of the financial records of the Florida Technology Student Association and Foundation, Inc., as well as preparing budget information including a proposed budget for the board's consideration.

**Program Committee:** this committee shall be responsible for the program at the State Leadership Conference.

**Judges Committee:** this committee shall be responsible for securing judges for the State Leadership Conference contests.

**State Officers Training Program Committee:** this committee shall be responsible for coordinating a program for officer training.

**Membership Committee:** this committee will be responsible for planning and implementing a program to increase and/or maintain membership.

## ARTICLE VI NATIONAL LIAISONS

**Section 1** The Executive Director shall be the State Advisor of Florida TSA, Inc. as approved by the majority of the Board. The Board does retain the option to select a different person for designation of State Advisor with the understanding that there are certain responsibilities attached to the title.

**Section 2** The TSA Corporate Member shall be the Chair of the Florida TSA, Inc. Board. Should the chair choose not to accept this responsibility, the board would be free to elect someone of their choice for the responsibility. Anyone accepting the title understands that there are responsibilities attached to the title.

**Section 3** In the event of no approved State Advisor or Corporate Member, the appointment will be referred to a selection committee. The committee shall make recommendations to the board within thirty (30) days of its creation.

## ARTICLE VII PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Roberts Rules of Order Newly Revised shall govern the Corporation in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Corporation may adopt.

## **ARTICLE VIII AMENDMENT OF BYLAWS**

These Bylaws may be amended at any regular or special meeting of the Corporation by an affirmative vote of two-thirds (2/3) of all voting Board members. The amendment must be submitted in writing.

## **BYLAWS OF THE FLORIDA TECHNOLOGY STUDENT ASSOCIATION**

### **ARTICLE I NAME**

**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 seven (7) through twelve (12) may affiliate as two schools; a middle school and a senior high school, provided all 9th grade students be placed in only one 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 STEM (Science, Technology, Engineering, and Mathematics) programs and are enrolled during the current academic year in a school whose grade levels fall within the range of Kindergarten through twelve (K-12). 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 and 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 FL TSA Board of Directors shall set the amount of state dues for all categories.

**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 any chartered chapter upon request.

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

#### **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 in the form of a Policy. These policies when properly recorded and circulated to all chapters will be binding.

**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.