



## BYLAWS OF THE KANSAS ASSOCIATION OF THE TECHNOLOGY STUDENT ASSOCIATION

### ARTICLE I. NAME

The official name of this organization shall be the Kansas State Chapter of the Technology Student Association and may be referred to as KSTSA.

### ARTICLE II. PURPOSES

#### *Section 1. General Purpose*

The purpose of the organization shall be to promote the national objectives, goals, and education programs of TSA on the state and local levels. KSTSA shall promote membership, extensions and retention, leadership training, and the educational programs sponsored by TSA.

#### *Section 2. Specific Purposes*

The following are the specific purposes of KSTSA:

1. To assist local chapters in the growth and development of TSA;
2. To assist local chapters in the development of leadership and citizenship in social, economic, scholastic, and civic activities;
3. To increase the knowledge and understanding of our technological society;
4. To assist students in making informed and meaningful occupational choices; and
5. To promote technology education in schools throughout the state.

### ARTICLE III. ORGANIZATION

*Section 1.* Kansas TSA is an Association of chartered local chapters within the state of Kansas.

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

### ARTICLE IV. MEMBERSHIP

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

*Section 2.* Kansas TSA will be chartered as a member of TSA, Inc., upon approval from the TSA, Inc. Board of Directors.

*Section 3. Student Classification*

The members of the state delegation shall be those members of KSTSA attending a Kansas school that have paid national and state dues. There will be one class of membership:

- A. **Active.** Active members shall be students who are presently enrolled in or have been previously enrolled in technology education programs. An active member shall pay dues and may hold a national office, state office, participate in national or state competitive events or projects, serve as a national or state voting delegate, or otherwise represent their associations in national or state TSA affairs as may be approved by their association or chapter.

*Section 4. Non-student Classification*

There will be three classes of membership:

- A. **Alumni.** Alumni members shall consist of those individuals who have completed an Industrial Arts program or technology education program (has been a former active AIASA/TSA member) and who have graduated from or left school.
- B. **Professional.** Professional members are those persons engaged in education, business, or industry that have an interest in TSA and in the welfare of technology education. Professional members shall pay dues as established by the Board of Directors.
- C. **Honorary or Honorary Life Members.** Honorary or Honorary Life members may be individuals who have made or are making contributions to the advancement of technology education and AIASA/TSA. Honorary or Honorary Life members must be approved by the KSTSA Board of Directors and shall be exempt from annual dues.

*Section 5.* No individual or chapter may affiliate with TSA by bypassing the state association.

*Section 6. Dues*

- A. **National Dues.** Annual national member dues for student and non-student membership classification shall be remitted by the local chapter as established by the National TSA Office guidelines by the designated date.
- B. **State Dues.** Annual state membership dues for student and non-student membership classification shall be established by a two-thirds vote of the students attending the state conference and shall be remitted by the local chapter as established by the National TSA Office by the designated date.
- C. **Local Chapter Dues.** The local chapter may assess membership dues in addition to dues assessed by national and state TSA.

*Section 7. Membership Year*

The membership year shall be September 1 to August 31.

**ARTICLE V. OFFICERS**

*Section 1. Qualifications for a State Office*

- A. To be qualified for a state office in KSTSA, a candidate shall:
1. Be an active member of KSTSA;
  2. Not be eligible to run for an office during their senior year;
  3. File an official application by the designated date with the KSTSA State Advisor; and
  4. Have credentials reviewed and approved by the KSTSA State Advisor and the Board of Directors.

*Section 2. State Officers*

- A. The KSTSA elected state officers shall consist of:
1. President
  2. Vice-President
  3. Secretary
  4. Treasurer
  5. Sergeant-at-Arms
  6. Reporter
- B. State officers elected at the state conference may hold a local TSA office concurrently with their term as a state officer.
- C. State officers may serve more than one term in the same state office.
- D. No local chapter may have more than one candidate filed for each state office during the current school year.
- E. Duties of all State Officers
1. Lead and direct KSTSA to the best of his/her ability, keeping in mind the highest standards and ideals of the Association;
  2. Obtain official dress before representing the state association in an official capacity; and
  3. Attend and represent TSA at all required functions listed in the officer candidate agreement packet.
- F. Specific duties of each State Officer
1. **President.** It shall be the duty of the President of KSTSA to preside at all meetings; to make necessary committee appointments, including the designation of a committee chairperson; to develop with the Board of Directors a program of work for the term of office; and to be available as necessary in promoting the welfare of KSTSA. The president may appoint a parliamentarian who may or may not be a member of KSTSA to serve as parliamentary consultant for the KSTSA State Conference.

2. **Vice-President.** It shall be the duty of the Vice-President to serve in any capacity as directed by the President; to accept the responsibilities of the President as occasion may demand; and to be available as necessary in promoting the welfare of KSTSA.
3. **Secretary.** It shall be the duty of the Secretary to serve in any capacity as directed by the President; to record proceedings of all meetings; and to be available as necessary in promoting the welfare of KSTSA.
4. **Treasurer.** It shall be the duty of the Treasurer to serve in any capacity as directed by the President; to keep records and membership reports as necessary; and to be available as necessary in promoting the welfare of KSTSA.
5. **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 parliamentarian is not appointed by the President, to assist in conducting all meetings according to parliamentary procedure as set forth by Robert's Rules of Order, Newly Revised; and to be available as necessary in promoting the general welfare of KSTSA.
6. **Reporter.** It shall be the duty of the Reporter to serve in any capacity as directed by the President; to accumulate and keep up-to-date information on the history of the association; to prepare articles for publication in KSTSA and TSA publications, professional magazines and journals, newspapers, and other news media; to contact other association members concerning new items for publication; and to be available as necessary in promoting the general welfare of KSTSA.

*Section 3. Nominations*

- A. In order to run for state office, eligible persons will complete the officer candidate application and return it to the State Advisor six weeks prior to the State Conference.
- B. The KSTSA State Advisor and the Board of Directors will review all state officer candidates and their qualifications and will notify candidates of their eligibility at least two weeks before the state conference.
- C. The KSTSA state officers shall be elected annually at the State Conference.
- D. In the event no candidate has filed for a state office by the designated date, or if a candidate does not receive a majority vote, the Board of Directors will appoint a qualified TSA student member to the position.

*Section 4. Elections*

- A. A majority vote of the voting delegates present and voting at the election session of the state conference shall be required to elect a candidate to office.
- B. Election of officers shall be by ballot vote.
- C. If there are more than two candidates for an office and a majority is not reached on the ballot, the candidate receiving the lowest number of votes

shall be dropped, and the candidate receiving the lowest number of votes on each succeeding ballot will be dropped until a majority is reached.

- D. The candidate for state office must be present at the state conference in order to be elected.
- E. The officers shall be elected in the following order: Sergeant-at-Arms, Reporter, Treasurer, Secretary, Vice President, and President.
- F. The state officers' term will begin at the close of the national conference in the year that they are elected, and they will serve until the close of the following national conference.
- G. Vacancies
  - 1. If the office of State President becomes vacant during the membership year, the Vice-President shall assume the office of President. If any other state office becomes vacant during the membership year the position shall be filled by appointment of the Board of Directors.
  - 2. Failure to fulfill the obligations of a state office without legitimate cause will result in the removal from office by the Board of Directors.

#### ARTICLE VI. MEETINGS

*Section 1.* A KSTSA State Conference will be held each year with the time and place to be determined by the Board of Directors. The annual business meeting will be held during the State Conference.

*Section 2.* Local chapters of KSTSA will exercise their voting privileges through voting delegates at the annual business meeting during the KSTSA State Conference.

*Section 3.* Each affiliated chapter of KSTSA in attendance at the state conference will have its number of voting delegates determined by the number of members of that local chapter as of February 1. Each local chapter is entitled to the number of voting delegates as follows:

- A. Number of chapter members divided by 3 (CAP=40 members)
- B. Add the total of A to the number of chapter members attending the State Conference
- C. Divide the total of B by 2
- D. Add the number attending the Fall Leadership Conference to C
- E. Divide the total of D by 3
- F. Add the number attending the national conference to the total of E
- G. Add the number of officers attending Directions to the total of F
- H. Add the number of state officers to the total of G
- I. Add the number of national officers to the total of H

*Section 4.* A majority of the registered voting delegates for the state conference shall

constitute a quorum.

**ARTICLE VII. THE LOCAL TSA ADVISOR**

It is recommended that a technology education teacher serve as a chapter TSA 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 would have all the rights and privileges of a regular advisor as long as that chapter is in good standing.

**ARTICLE VIII. STATE ADVISOR**

*Section 1.* The KSTSA State Advisor will be elected by the Advisory Council to a three (3) year term.

*Section 2.* The KSTSA State Advisor shall be responsible for carrying out the following duties:

- A. Communicate with Local Chapters in regards to state activities
- B. Coordinate and organize conferences with the Overseeing Advisor
- C. Relay information between the Kansas State Department of Education (KSDE) and local chapters
- D. Relay information between the National TSA Office and local chapters
- E. Control the finances of the organization and provide a report/ledger when requested by the Board of Directors

**ARTICLE IX. CORPORATE BOARD MEMBER**

*Section 1.* The Corporate Board Member shall be designated by the Kansas State Department of Education to represent KSTSA.

*Section 2.* The Corporate Board Member will represent the state as a member of the National Board of Directors.

**ARTICLE X. BOARD OF DIRECTORS**

*Section 1.* The KSTSA Board of Directors shall consist of the KSTSA State Advisor, the Immediate Past State Advisor, the Chairperson, the Kansas State Department of Education Liaison, the State President, a Corporate Board Member, and three elected advisors.

*Section 2.* The Board of Directors shall have general supervision of the affairs of the organization between state conferences, shall make recommendations to the organization, and shall perform such other duties as specified in these bylaws.

**ARTICLE XI. ADVISORY COUNCIL**

- Section 1.* The KSTSA Advisory Council shall consist of all KSTSA chapter advisors with the State Advisor, and State Officers.
- Section 2.* The KSTSA Advisory Council shall meet upon the call of the Board of Directors for the purpose of planning and carrying out activities which promote the welfare of KSTSA.
- Section 3.* A majority of the members shall constitute a quorum.
- Section 4.* The Advisory Council will elect the three elected advisors and the elected chairperson to the Board of Directors. Each affiliated chapter has one vote.
- Section 5.* The State Advisor will act as chairperson of the Advisory Council.

## **ARTICLE XII. CODE OF CONDUCT**

The following guidelines have been established to ensure KSTSA members and officials are representing KSTSA to the best of their abilities.

- Exemplary conduct and leadership is expected of all KSTSA members and elected officials.
- Elected Officials' duties, because of the importance of the leadership involved, are strongly recommended over extracurricular activities.
- All KSTSA officials, during their term of office, shall be and remain in good standing with his/her respective school and the KSTSA Board of Directors.
- All elected officials shall attend all mandatory meetings unless excused by the state advisor; elected state officials **MUST** be the one to contact the State Advisor in such situations. Failure to do so will result in immediate removal from their office. Personal and family emergencies will be considered.
- Respecting the rights of others.
- Respecting the property of others.
- Practicing courtesy at all times.
- Being honest and sincere.
- Being conscious of our personal appearance and dressing appropriately.
- Taking Pride in our organization and its work.
- Controlling self, behavior, and language.
- Respecting the other person's opinions and being tactful with criticisms.
- Demonstrating good sportsmanship and fair play in all competitive activities.
- Participating in educational experiences with others.
- Kansas TSA does not condone the use of illegal substances.

## **ARTICLE XIII. REMOVING ELECTED OFFICIALS FROM OFFICE**

- Section 1.* Any KSTSA Member (State Advisor, Board of Directors Member, State Officer, etc.) that is not carrying out the duties required by their office will

be removed by a majority vote of the Board of Directors. The Board of Directors will appoint a qualified KSTSA member to fill the vacancy and carry out the remainder of the term of office.

*Section 2. Further Causes for Removal*

- A. Not carrying out the expressed wishes of the Board of Directors and Advisory Council
- B. Not promoting KSTSA in a positive manner
- C. Abusing powers and privileges granted by the office
- D. Not representing KSTSA in a positive light
- E. Not abiding by the KSTSA Code of Conduct in accordance with the National Code of Ethics
- F. Committing an act that requires legal action or moral difficulties

**ARTICLE XIV. PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern KSTSA 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 organization may adopt.

## ARTICLE XV. OFFICIAL DRESS

*Section 1.* Chapter and state advisors, and parents and chaperones, are responsible for seeing that all KSTSA student members wear official TSA attire, professional TSA attire, or business casual TSA attire as occasions may require. Official TSA attire, professional TSA attire, and business casual TSA attire are considered appropriate dress for related conference activities and public appearances. Since adults (advisors, parents, guests) serve as role models at KSTSA conferences and activities, they are expected to dress appropriately for all related occasions they attend. Students must adhere to the KSTSA dress code requirements as listed below.

- A. Official TSA Attire, in accordance with National TSA Bylaws:
  - i. Blazer: Navy blue with official TSA patch
  - ii. Ties: Scarlet Red imprinted with official TSA logo (for Males and Females)
  - iii. Shirt or Blouse: White, button-up with turn down collar
  - iv. Pants or Skirt: Light Gray
  - v. Dark socks: Males only (Black or Dark Blue)
  - vi. Shoes: Black dress shoes  
(Unacceptable: Athletic Shoes, Combat or Work boots)
  - vii. Sandals: Females only may wear black open toe shoes or sandals
  
- B. Professional TSA Attire, in accordance with National TSA Bylaws:
  - i. Shirt: Males or females, button-up with turn down collar  
(Unacceptable: T-shirt, Polo or Golf shirt)
  - ii. Blouses: Females only
  - iii. Ties: Males required, Females optional
  - iv. Dress pants  
(Unacceptable: Jeans, Baggy pants, Exterior pocket pants)
  - v. Dresses/skirts: Females only (Length even with tips of one's fingers)
  - vi. Dark socks: Males only (Black or Dark Blue)
  - vii. Shoes: Dress Shoes or Boots  
(Unacceptable: Athletic Shoes, Combat or Work boots)
  - viii. Sandals: Females only may wear open toe shoes or sandals
  
- C. Business Casual TSA Attire, in accordance with National TSA:
  - i. Same as professional attire, however a tie is not required, and the shirt or blouse may be a polo or golf shirt.  
(Unacceptable: T-shirt or shorts)

*Section 2.* During general sessions at all conferences, student members must wear official TSA attire, professional TSA attire, or business casual attire. Adults must dress appropriately.

*Section 3.* TSA contestants must refer to the TSA curricular resource guides for specific attire required for each competition and in the Competitive Events Attire section in the general rules.

#### **ARTICLE XVI. EMBLEM & COLORS**

*Section 1.* The emblem and colors of TSA, Inc. are granted to KSTSA through the state charter.

The emblem and colors of KSTSA shall be the same as National TSA.

*Section 2.* The TSA, Inc. emblem is a rectangular shape with three parts. The middle section and largest part of the emblem contains the letters TSA in a very large, bold print. The letters are white on a blue background. Below these letters and about 1/3 the size, is the name of the association—Technology Student Association—in white letters on a red background. The top portion is a bland, red, rectangular shape, the same size as the bottom area. This portion is where the state—KANSAS—is displayed.

*Section 3.* The colors of TSA, Inc. shall be scarlet (red), white, and blue (navy). Scarlet (red) represents the strength and determination of the technology education students and teachers to obtain their goal. White represents the high standards, morals, and religious beliefs. Blue (navy) represents the sincerity of the technology education students and teachers in obtaining a greater knowledge of our technological world.

#### **ARTICLE XVII. TRADEMARK POLICIES**

KSTSA adheres to and enforces all trademark policies stated in the National Trademark Policies regarding the use of the association's name, colors, and emblem. Any illegal use of these items can be cause for legal action by TSA, Inc.

#### **ARTICLE XVIII. MOTTO AND CREED**

*Section 1.* The motto of KSTSA will be “Learning to live in a technical world” in accordance with the National bylaws.

*Section 2.* The creed of KSTSA, in accordance with the National bylaws, shall be:

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.

#### **ARTICLE XIX. AMENDMENTS**

- Section 1.* To amend these bylaws, the proposed amendment(s) must be presented in writing to the Board of Directors ninety days prior to the state conference. A proposed amendment shall be reviewed by the Board of Directors. The Board of Directors shall submit the proposed amendment(s) to the local chapters thirty days prior to the state conference of the current membership year.
- Section 2.* The State President must present proposed amendment(s) to these bylaws, as per Section 1, to the voting delegates of KSTSA at the first general session of the state conference. The change will be adopted by a two-thirds (2/3) vote of the calculated chapter votes at the business session of the state conference.
- Section 3.* Proposed amendment(s) to these bylaws, as per Section 1, that have been presented to the voting delegates of KSTSA during the business session of the state conference that fail to be ratified may be presented to the delegation at the next state conference.

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Ratified March 26, 2004  
By KSTSA Members  
Emporia High School  
Emporia, KS

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Amendments Ratified March 18, 2005  
By KS TSA Members  
Emporia High School  
Emporia, KS