

## ARTICLE I NAME

Section 1. The official name of this organization shall be the Oklahoma Technology Student Association and may be referred to as Oklahoma TSA.

## ARTICLE II PURPOSES

Section 1. The purposes of the Association are:

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.

## ARTICLE III ORGANIZATION

Section 1. The Oklahoma TSA is an Association of chartered local chapters within the state of Oklahoma.

Section 2. The administration of Oklahoma TSA will be vested in the State Executive Committee, comprised of the state supervisor for STEM, the state advisor, state officers, appointed state officers, and national officers who are active members of a TSA chapter. The Alumni Management Team will be ex-officio members of the committee.

## ARTICLE IV MEMBERSHIP

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

Section 2. Oklahoma 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 Oklahoma TSA are Active, Associate, Alumni, Professional, Honorary/Honorary Life Member.

Section 4. Active members shall be students who are presently enrolled in or who have satisfactorily completed a state-approved STEM course. An active member shall pay dues as established in order to 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 by their association.

Section 5. Associate members shall be students who are enrolled in related fields of instruction with emphasis in STEM or who have been previously enrolled in STEM programs. An associate member shall

pay dues as established by Oklahoma TSA. Associate members shall not have the right to vote or hold office.

Section 6. Alumni members shall consist of those individuals who have completed a STEM program (have been a former active or associate 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, and industry who have an interest in TSA and in the welfare of STEM. Professional members shall not have the right to vote or hold office.

Section 8. Honorary/Honorary Life Members may be individuals who have made or are making a contribution to the advancement of STEM as may be approved by the state TSA executive committee, 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 Oklahoma TSA will exercise their voting privileges through voting delegates by ballot or electronic voting.

Section 2. Each chartered local chapter will be entitled to two voting delegates, plus one additional voting delegate for each state and /or national officer that is an active member from that chapter.

#### ARTICLE VI MEETINGS

Section 1. A State TSA Conference shall be held each year, and this shall serve as the official annual meeting of Oklahoma TSA.

Section 2. The Executive Committee shall designate the time and place of the annual meeting and shall be empowered to call special meetings.

#### ARTICLE VII STATE OFFICERS

Section 1. Officers of Oklahoma TSA shall consist of a President, Vice President, Secretary, Treasurer, Sergeant-at-Arms, and Reporter. In addition, the Executive Committee may appoint up to two (2) alternate state officers and up to two (2) regional representatives. Section 2. These officers shall be elected by a majority vote of the voting delegates at the Annual State TSA Conference.

Section 3. Officers elected at the State TSA Conference will hold office until the close of the next annual meeting.

Section 4. Oklahoma TSA state officers who are elected as national association officers shall relinquish office in the state association but will remain as a member of the executive committee with all of the rights and privileges of a state officer.

## ARTICLE VIII EMBLEM AND COLORS

Section 1. The emblem of Oklahoma TSA and its colors shall be the same as those adopted by National TSA.

## ARTICLE IX MOTTO AND CREED

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

## ARTICLE X 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. No rules, regulations, and bylaws shall be adopted which are contrary to this constitution.

Section 3. In all meetings, Robert's Rules of Order, Newly Revised shall serve as standard procedure.

## BYLAWS

### ARTICLE I ELECTION OF STATE OFFICERS

#### Section 1. Eligibility

To serve as officers, student must meet all of the following requirements:

1. Remain in good standing with the local, state and the national organizations and maintain a 2.5 cumulative GPA for the prior two semesters.
2. Secure the written permission of the local administration to complete the duties and responsibilities associated with the office.
3. Have served as a local officer.
4. Have properly completed and submitted the officer nomination form to the state office prior to the published deadline.
5. Presidential and Vice Presidential candidates must have attended a TSA Fall Leadership Conference, a TSA State Conference, and a TSA National Conference prior to running for office.
6. All state officer candidates must have attended a TSA Fall Leadership Conference prior to running for office.

#### Section 2. Election Procedures

1. State officers shall be elected by voting delegates who have been selected by the local chapter. Each chartered local chapter is entitled to two voting delegates, plus one additional voting delegate for each

state officer and/or national officer that is an active member form that chapter, for the purpose of electing officers and transacting business of the state association.

2. Nomination of state officers shall be submitted on the officer nomination form supplied by the state association office and received by the state advisor prior to the published deadline for this form.

3. A chapter may nominate a maximum of two state officer candidates.

4. Candidates are able to run for state office through their junior year and serve as a graduating senior.

5. State Officers shall be elected by a ballot or electronic vote by the voting delegates at the annual state conference.

6. An election will be held to select the Oklahoma TSA State President.

i. A majority vote is required to elect the President if there are two or more candidates.

ii. If there are more than two candidates for the office of President and a majority is not reached on the first ballot, the candidate receiving the lowest number of votes shall be dropped and a second ballot vote will be taken, and the candidate receiving the lowest number of votes on each succeeding ballot will be dropped until a majority is reached.

7. After the presidential election has been held, all eliminated presidential candidates shall be placed in the officer pool. All eliminated presidential candidates and other candidates (the "officer pool") will be submitted to the delegates for election of the other five offices.

8. In the election of the five officers other than president, each voting delegate will have five votes to cast. Any delegate may cast no more than one vote per candidate.

9. The five candidates with the top number of votes will be named Oklahoma TSA State Officers.

i. The candidate receiving the most votes shall be Vice President, the second most votes shall be Secretary, the third most votes shall be Treasurer, the candidate receiving the fourth most votes shall be Reporter, and the candidate receiving the fifth most votes shall be Sergeant at Arms. (For the purposes of elections this shall be the order of officers.) If for any reason the state TSA advisor finds it necessary to change the position of the officer they have the authority to do so.

### Section 3. Tenure

1. All state officers shall serve for one year. The term of office will begin immediately after the adjournment of the state conference.

2. State officers may not succeed themselves in the same office.

#### Section 4. Vacancies

1. Vacancies that occur for state offices due to lack of candidates for that office will be filled by appointment of the association's executive committee.

2. A vacancy occurring in the unexpired term of State President shall automatically be filled by the Vice President. In the event the Vice President is unable to perform this duty, the executive committee shall appoint a member to fill the vacancy. Nominees will be selected by the executive committee.

3. A vacancy offering in the unexpired term of the office of Vice President, Secretary, Treasurer, Reporter, Sergeant-at-Arms, or Representative, will be filled by appointment of the executive committee or by a special election held by the executive committee. Nominees will be selected by the executive committee.

### ARTICLE II DUTIES OF OFFICERS

#### Section 1. Responsibilities of all state officers shall include:

1. Shall lead and direct Oklahoma TSA to the best of his/her ability, keeping in mind the highest standards and ideals of the association.

2. Obtain official TSA dress before representing the state association in an official capacity.

3. Attend and represent Oklahoma TSA at the following functions

a. CTU Career Tech University

b. TSA National Conference

c. Annual Teachers Summer Conference

d. Annual Oklahoma TSA Fall Leadership Conference

e. Annual Oklahoma TSA State Conference

f. All executive committee meetings conducted throughout the year

#### Section 2. Specific individual officer duties shall include:

1. President

a. Preside at and conduct meetings according to parliamentary procedure.

b. Appoint committees and serve as ex officio member of each except the executive committee.

- c. Keep the meeting moving at an interesting pace.
- d. Call upon other officers to take the chair when necessary or desirable.
- e. Keep association activities progressing in a satisfactory manner.
- f. Represent the association in outside activities.

## 2. Vice President

- a. Assist the President.
- b. Serve as President in the absence of the President.
- c. Succeed the President in case of vacancy.
- d. Serve as chairperson of the membership and program committees.
- e. Meet with and be responsible for all committees.

## 3. Secretary

- a. Prepare and read the minutes of each meeting.
- b. Count and record member votes.
- c. Read correspondence and communications at meetings.
- d. Keep the association's permanent records.
- e. Post notices to members pertaining to association activities and send invitations to guests.
- f. Be responsible for association correspondence.
- g. Call the meetings to order in the absence of the presiding officer.

## 4. Treasurer

- a. Report all financial standings at each meeting.
- b. Obtain and present ideas and suggestions for increasing the treasury and financing activities.
- c. Assist the planning and arranging of association activities.

## 5. Reporter

- a. Prepare articles of publication.
- b. Contact members to obtain news regarding the association.

- c. Contact personnel in charge of other publications and provide copy conforming to their requests.
- d. Act as historian of the association by keeping association publications archive.
- e. Assist with planning and arranging of association exhibits.
- f. Act as editor of association publications with the responsibility of developing and publishing.

#### 6. Sergeant-at-Arms

- a. Serve as parliamentarian for the association.
- b. Arrange meeting rooms and care for association paraphernalia.
- c. Be responsible for the comfort of those present at all meetings.
- d. Assist officer candidates prior to and during elections.
- e. Arrange entertainment, refreshments, and other details related to meeting programs.

#### 7. Region Representative

- a. Promote leadership development in their region of Oklahoma.
- b. Represent the chartered local chapters in their region of Oklahoma.

### ARTICLE III FINANCE

#### Section 1. Dues

- 1. State membership dues shall be \$3 per member as determined by the executive committee with approval from the voting delegates at the annual state conference.
- 2. Dues for the State Association shall be paid by each active member of the local chapter in order for the local chapter to become affiliated with the State Association.
- 3. The amount set by the National Board of Directors of TSA as national dues shall be collected by the state advisor and forwarded to the national office by the established annual deadline.
- 4. Each local chapter shall determine the amount of dues to be collected for use by the local chapter.

#### Section 2. Expenditures

- 1. The state advisor shall collect monies and make disbursements for the association.
- 2. Expenditures shall be for the welfare and promotion of the association.

### ARTICLE IV COMMITTEES

## Section 1. Executive Committee

1. The executive committee shall consist of all state officers, appointed state officers, and national officers who are active members of an Oklahoma chartered local chapter, the state supervisor of the STEM Division, and the State TSA Advisor. The Alumni Management Team will be ex-officio members of the committee. The state advisor will act as the chairperson of this committee.
2. The executive committee shall act on behalf of the association as necessary to promote the general welfare of the association when the association is not in session.

## Section 2. Program Committee

1. The program committee shall consist of the Vice President and three other officers.
2. The program committee shall be responsible for the educational and recreational portion of the program.

## Section 3. Membership Committee

1. The membership committee shall consist of the Vice President as chairperson, the President, and one advisor.

## Section 4. Special Committees

1. Special committees may be appointed by the President whenever deemed necessary.

## ARTICLE V AMENDMENTS

### Section 1. Amendments to Constitution and Bylaws

1. Amendments shall be submitted by the active members of the association.
2. Amendments shall be submitted in writing to the association state office. Proposed amendments must be signed by at least two active members and must be postmarked a minimum of 60 days before the business meeting in which they will be introduced.
3. The amendments must have been submitted in writing to each affiliated chapter at least two weeks prior to the business meeting in which they will be considered.
4. The amendments shall be distributed to the voting delegates at the first general session or business session of the voting delegates. The amendments shall be read to the voting delegates before a vote is taken.
5. Two-thirds vote of the delegates present shall be necessary for adoption of amendments.