

Indiana Technology Student Association

BYLAWS (Approved August 2016)



Article I: State Association and Chapters

Section 1. Chartered State Association

- A. Indiana TSA shall be a chartered member of the national Technology Student Association Incorporated (TSA).
- B. Indiana TSA shall be composed of all affiliated chapters within the state.
- C. Indiana TSA shall maintain good standing in the national organization by keeping policies which are consistent with those of the national organization and shall annually send to the national office immediately following the election of officers, a list of the names and addresses of the state association officers-elect and the state advisor.
- D. Indiana TSA shall participate in the TSA Region designated by the national organization.

Section 2. Chapters

- A. **Affiliated Chapters.** A TSA Chapter may be affiliated in public and private schools in which engineering and technology instruction (grades 6-12) is offered.
- B. **Organization.** A TSA chapter may be organized whenever, in the judgement of the teachers, students, and administrators, it would be advantageous to do so.
- C. **Good Standing.** TSA chapters in good standing shall be those which maintain policies consistent with those of the state and national organization; comply with the annual requirements for affiliation, including timely payment of dues and fees; and have a copy of the chapter bylaws on file in the State Advisor's office.

Article II: Advisors, Bylaws, Delegates

Section 1. State and Chapter Advisors

- A. The State Program Leader for Engineering and Technology Education shall give general guidance to the program and the coordination of state activities and shall serve as or appoint the State Advisor.
- B. The State Advisor shall be qualified in engineering and technology education and shall function as the administrative officer of the state association.
- C. Engineering and Technology teachers shall serve as the Chapter Advisors for local Indiana TSA chapters. In cases where there is no interested teacher, a state certified educator may be appointed by the school's principal. The Chapter Advisor shall be the administrative officer of the local chapter.

Section 2. Chapter Bylaws

Chapter Bylaws shall be adopted to govern the transaction of business, provided such bylaws are in accord with those of the national and state organization.

Section 3. Delegates

Delegate of the chapters to the state association meetings shall be determined by the chapter members in accordance with chapter bylaws and policies provided such bylaws and policies are in accord with those of the national and state organizations.

Article III: Dues, Fiscal Year, Budget, and Audit

Section 1. Dues

- A. National Dues. The amount of national dues for active members shall be determined by the National TSA. Those members who have not paid the current dues prior to the National TSA conference shall be automatically dropped from active membership in TSA.
- B. State Dues. State dues shall be determined by the State Advisory Board. State dues shall be in addition to national dues.
- C. Honorary Member Dues. Honorary members pay no dues.
- D. Alumni. The amount of dues for Alumni members shall be determined by the State Advisory Board.

Section 2. Fiscal Year

The fiscal year shall be July 1 to June 30.

Section 3. Budget

The state budget for Indiana TSA shall be prepared annually by the State Advisor and submitted for audit.

Section 4. Audit

The financial records and the financial statement of all income and expenditures shall be prepared by the state advisor for annual audit. The auditor's summary report shall be presented to the State Advisory Board for approval.

Article IV: Dissolution or Liquidation of Assets

Upon final dissolution or liquidation of Indiana TSA and after the discharge or satisfaction of all outstanding obligations and liabilities, the remaining assets shall be used by the State Advisory Board in accordance with the purposes of the state organization or shall be transferred to a qualified exempt organization within the meaning of section 501 (c) (3) of the Internal Revenue Code of 1954.

Article V: State Officer Team

Section 1. State Officers

The state organization shall have six elected officers. The order of the officers are President, Vice-President, Secretary, Treasurer, Sergeant-at-Arms, and Reporter.

Section 2. Qualifications

State Officers shall have the following qualifications:

- A. Currently an active member in an affiliated chapter.
- B. Completed a minimum of one engineering and technology course.
- C. Have a scholastic rating of average or above.
- D. Have an excellent attendance record according to local school's attendance policy.

Section 3. **Nominations and Elections**

A. Nominations:

1. State Officer Candidates. Candidates for State Office shall be determined by the State Advisory Board.
2. Nominees. Each affiliated chapter may submit nominees directly to the State Advisory Board.
3. Requirements. Any candidate for state office who does not meet the State Officer requirements in Article VII, Section 2 may submit a request for a waiver, which would be acted upon by the State Advisory Board.

B. Authority. The State Advisory Board shall review all applications for state officer candidates and determine the eligibility for each candidate to run for state office. The State Advisory Board shall interview all approved applicants and prepare a slate of officer candidates from the pool of approved applicants.

C. Election of Officers: At the annual state conference, the voting delegate shall vote for the slate of state officer candidates. The State Officers shall be installed at the annual state conference and begin state officer duties immediately. The Indiana Advisory Board shall determine the policy concerning the election process to be used at the state conference.

Section 4. **Officer Duties**

A. The President shall preside over all business meetings of the organization and of the State Executive Council; be a member of the State Advisory Board; appoint, after consultation with the state advisor, members of all committees not otherwise designated; be a member ex officio of all State Executive Council committees; and assume all duties and responsibilities assigned by the State Advisor.

B. The Vice President shall assume responsibility in the absence of the President; to serve in any capacity as directed by the president; and assume all duties and responsibilities assigned by the State Advisor.

C. The Secretary shall record proceedings of all meetings; serve in any capacity as directed by the president; and assume all duties and responsibilities assigned by the State Advisor.

D. The Treasurer shall keep records and membership reports; serve in any capacity as directed by the president; and assume all duties and responsibilities as assigned by the State Advisor.

E. The Sergeant-at-Arms assists in the preparation and control of the meeting place, conducts all meetings according to the current edition of Robert's Rules of Order, serves in any capacity as directed by the president, and assumes all duties and responsibilities assigned by the State Advisor.

F. The Reporter accumulates and keeps up-to-date information on the history of the organization; to prepare articles for TSA publications, professional magazines, and journals, newspapers, social media platforms, and other media; to contact other association members concerning news items for publications; and to serve in any capacity as directed by the president and state advisor.

Section 5. **State Officer Team**

The elected officers of the Technology Student Association comprise the State Officer Team. The essential function of the council shall be program development, implementation, and public relations.

- A. The State Officer Team shall have the following responsibilities:
 - 1. Attend meetings of the State Officer Team in accordance with TSA policies.
 - 2. Recommend the establishment of programs, projects, and activities.
 - 3. Plan the program for the state meeting and other meetings sponsored by the state organization.
 - 4. Conduct the official business of the state organization.
 - 5. Interpret and advocate the goals and programs activities of Engineering and Technology Education and TSA to groups and individuals within and outside the organization.
 - 6. Conduct other business as shall be necessary to facilitate the progress of the organization.
 - 7. Recommend to the Advisory Board candidates to receive honorary membership.
- B. State Officer Team Advisors
 - 1. The State Advisor shall serve as the official advisor to the State Officer Team.
 - 2. Chapter Advisors may accompany council members to meetings and shall serve as consultants to the State Officer Team.

Section 6. **Term of Office**

State Officers term of office shall be from the time they are installed through the following Indiana TSA State Conference.

Section 7. **Vacancies**

The Executive Committee may fill by appointment any vacancy occurring during the State Officers for the unexpired term except the office of president, which shall be filled by the vice-president.

Section 8. **Removal from Office**

Any state officer failing to maintain qualifications in Article VII, Section 2, or failing to carry out the responsibilities defined in Article VII Sections 4 or 5, or violating TSA policies shall be removed from office. The State Advisor in consultation with the State Advisory Board shall have the authority to remove a student from state office in accordance with TSA policies.

Article VI: State Advisory Board

Section 1. **Advisory Board Composition**

The Indiana TSA Advisory Board will be composed of the following members, to be appointed by the State Advisor unless otherwise designated.

- A. The State Program Leader for Engineering and Technology Education, Indiana Department of Education
- B. The Indiana State Advisor of the Technology Student Association
- C. A representative from the Engineering and Technology Educators of Indiana

- D. A teacher educator from one or more of the Indiana Technology teacher preparation programs
- E. The Indiana TSA State President
- F. An additional Indiana TSA State Officer
- G. The Chapter Advisors of the TSA State President and the additional officer
- H. One or more representatives from business or industry
- I. One or more chapter advisors members as appointed

Section 2. **Term of Service**

The length of service of the representatives of agencies and organizations of the State Advisory Board shall coincide with policies governing the terms of office within the respective associations they represent. The length of term of all other State Advisory Board members shall be determined by the Advisory Board. August 1 to July 31st constitutes an official year of service.

Section 3. **Duties**

The duties of the State Advisory Board shall be to:

- A. Serve in advisory capacity to the State Executive Board and State Advisor.
- B. Establish policies and long term procedures.
- C. Call special meetings when the need arises and designate the function of such meetings.
- D. Approve nominees for honorary membership.
- E. Establish fund development programs, annual budget, projects, and activities.
- F. Facilitate and oversee the Indiana State TSA Competition.
- G. Conduct other business as shall be necessary to facilitate the progress of the organization.

Section 4. **Meetings**

The State Advisory Board shall have at least four regular meetings per year. One of the meetings must be in person and will be the organizational meeting for the year. The time and place of all meetings will be determined by the State Advisory Board Chair. Special meetings may be called by the State Advisor, the State Executive Board, or upon the request of a majority of members of the State Advisory Board. Electronic and teleconference meetings shall be permissible.

Section 5. **Committees of the State Association**

There shall be an executive board and ad hoc committees of the association as needed.

- A. State Executive Board. The State Executive Board shall be composed of the State Advisor, the State Program Leader for Engineering and Technology Education, and the Chair of the State Advisory Board. This board shall act in times of emergency to transact such business as shall require immediate attention. The State Executive Board shall report its interim actions in writing at the next regular meeting of the State Advisory Board. Meetings of the State Executive Board shall be held at the call of any of the members of the State Executive Board and information relative to items of business shall be stated in advance whenever possible. Electronic and teleconference meetings shall be permissible.

- B. Ad Hoc Committee. Ad hoc or advisory committees and task forces may be appointed by the State Advisor and/or the State Executive Board. Such committees shall report to the State Advisory Board through the State Advisor.

Section 6. **State Advisory Board Officers**

- A. State Advisory Board Chair. The Chair of the State Advisory Board shall be appointed by the State Advisor for a one-year term, and may serve more than one consecutive term.
- B. Secretary. The State Advisor shall appoint a member of the State Advisory Board as secretary to take minutes and prepare a summary of each meeting.
- C. Treasurer. The State Advisor shall appoint a member of the State Advisory Board as Treasurer to prepare any financial statements and audits and prepare budgets.
- D. Vice Chair. The State Advisor shall appoint a Vice Chair so there is always a person in a leadership capacity ready to take on the role of the Board Chair.

Section 7. **Quorum**

A majority of the voting members present at a meeting of the State Advisory Board shall constitute a quorum for transaction of business. The same shall pertain to all committees of the council. Proxy voting is not allowed.

Section 8. **Channel to the Board**

Any official communication from individuals or groups shall be presented in writing to the State Advisory Board.

Article VII: Meetings

Section 1. **State Business Meeting**

There shall be one annual state business meeting that will take place at the Indiana TSA State Conference. The purpose of the meeting shall be to transact the business of the organization.

Section 2. **Voting Delegates**

Each chapter shall be entitled to have two official voting delegates at the annual state business meeting plus the votes of the State and National Officers.

Section 3. **Voting**

- A. The privilege of making motions, debating, and voting shall be limited to the designated Voting Delegates and the State Executive Council present at the annual state business meeting. Proxy voting is not allowed.
- B. Voting Delegates present at the annual state business meeting shall constitute a quorum.

Section 4. State Bylaw Amendments

State bylaws may be amended at the annual state business meeting by two-thirds of the voting delegates present and voting with the following provisions:

- A. Amendments shall be proposed by a chapter of the association; the State Advisory Board; or the State Advisor and received in the office of the State Advisor at least ninety (90) days prior to the state meeting.
- B. Notices of proposed amendments shall be sent by official notification to all affiliated chapters no later than 30 days prior to the state meeting.
- C. The proposed amendment must be approved by two-thirds of the voting delegates present and voting at the annual meeting.
- D. Each chapter will be entitled to one (1) vote for each state officer in attendance (maximum of 6) plus two (2) additional votes for each chapter which has student members in attendance at the state conference.
- E. Amendments will become effective in 60 days unless a different time frame is stipulated in the amendment.

Article VIII: Ethics

Section 1. Code of Ethics

All members of the State Advisory Board and committees of the State Advisory Board shall follow the National TSA code of ethics.

Section 2. Conflict of Interest

Any duality of interest or possible conflict of interest on the part of any State Advisory Board member, volunteer, or employee of the Technology Student Association shall be disclosed to the State Advisor.

Section 3. Compensation

Members of the State Advisory Board shall receive no monetary compensation for serving on the State Advisory Board from Technology Student Association or Indiana TSA, except reimbursement of reasonable expenses that are permitted when funds are available and approved by the State Advisory Board.

Article IX: Policies and Procedures

Policies and procedures shall be maintained and updated as needed. Policies and procedures may be developed or revised by the State Advisor and approved by the State Advisory Board.

Article X: Parliamentary Authority

Robert's Rules of Order, Newly Revised shall govern the business of the Indiana Technology Student Association in all cases which are applicable.