

**BYLAWS  
OF THE  
ALABAMA ASSOCIATION OF THE  
TECHNOLOGY STUDENT ASSOCIATION**  
Reviewed 3-31-2007

**ARTICLE I – BINDING PROVISION**

**Section 1.** All provisions of these Bylaws shall be considered a part of the Alabama State TSA Constitution.

**ARTICLE II – MEMBERSHIP**

**Section 1.** “Active Members” are students who currently are enrolled in or have completed a Technology Education program prior to the 2002-2003 school year or must be currently enrolled in a Career Technologies program in a junior high/middle school or high school in Alabama

**Section 2.** “Alumni Members” are former students who were active TSA members in a local chapter but have graduated, left school, or moved to the next level of education.

**Section 3.** “Professional Members” are persons engaged as teachers of Technology Education prior to 2002-2003 school year or must be currently engaged as a teacher of a Career Technologies program and/or teacher education programs for Career Technologies “curriculum.”

**Section 4.** “Associate Members” are people who have an interest in TSA and the welfare of Career Technologies.

**Section 5.** “Honorary/Honorary Life Members” are individuals who have made or are making significant contributions to Alabama TSA.

**Section 6.** A minimum of ten (10) members is required for affiliation with State and National TSA.

**Section 7.** Members of the Collegiate Division shall be classified as “Professional Members.”

**Section 8.** Membership in the Alumni Division shall be restricted to “Alumni Members” and “Associate Members.”

**ARTICLE III – DIVISIONS**

**Section 1.** Each of the three divisions – Secondary, Alumni, and Collegiate – shall operate under the provisions of the State Constitution and Bylaws and under the Bylaws for the Division.

- Section 2.** Each division shall have provisions for annually electing a slate of six officers that will make up the Executive Committee. The election shall be by a majority of voting delegates in attendance at the annual business meeting of their respective divisions.
- Section 3.** To form a new division, the affiliated chapters that would make up the division must submit proposed Bylaws for the division to the Constitution and Bylaws Committee chairperson. If the proposed Bylaws are approved by a majority of this committee they shall be forwarded to the Executive Committee. When approved by the council, the Bylaws will become effective immediately.
- Section 4.** The Collegiate Division shall be limited to members who are either students or faculty currently enrolled in or employed in a teacher education program dealing with the Career Technologies curriculum in Alabama. Members must be in good standing in affiliated chapter at a recognized teacher education institution.

#### **ARTICLE IV – VOTING DELEGATES**

- Section 1.** For the Secondary Division, delegates shall be apportioned in the following manner:
- A. For chapters paying dues by “individual membership”, two (2) voting delegates will be allowed for each ten (10) members.
  - B. For chapters paying dues by “chapter affiliation”, six (6) voting delegates will be allowed for the entire chapter.
- Section 2.** No Secondary Division chapter will have less than two (2) voting delegates.
- Section 3.** A voting delegate must be present in order to cast a vote.
- Section 4.** Each State Officer shall have one additional vote they may cast by the local chapter to which he/she belongs.
- Section 5.** In the Secondary Division only “Active Members” may be voting delegates; in the Alumni Division only “Alumni Members” may be voting delegates; in the Collegiate Division only student “Professional Members” may be voting delegates.

#### **ARTICLE V – DUTIES OF OFFICERS**

- Section 1.** State, division, and chapter officers shall participate in the affairs of the Association, including attendance at the fall planning meeting and leadership training workshops and the state conference.
- Section 2.** **State officers’ responsibilities are as follows:**
- A. State President - To preside over all Association meetings; to server as chairperson of the Constitution and Bylaws Committee; to serve as ex-officio member of all state committees; to serve in all other capacities specified in the State Constitution and Bylaws.

- B. State Vice President – To assume the duties of the President in absence of the President; to serve as chairperson of the Nominations and Elections Committee; to server in any other capacity directed by the President.
- C. State Secretary – To keep accurate records of each state meeting of the Association and each Executive Council meeting; to serve as chairperson for the Resolutions Committee; to prepare the annual calendar of meetings of the various councils and committees; and to serve in any other capacity as directed by the President.
- D. State Treasurer – To keep accurate record of membership and Association finances as reported by the Executive Secretary; to serve as chairperson of the Auditing Committee; to make a “Treasurer’s Report” to the membership at business meetings; and to serve in any other capacity as directed by the President.
- E. State Reporter -To keep records, pictures, and other materials of historic importance to the Association; to serve as chairperson of the State Newsletter Committee; to compile a scrapbook to be presented at state meetings, conventions and on other appropriate occasions; and to serve in any other capacity as directed by the President.
- F. State Sergeant-at-Arms – To check the credentials of voting delegates, to seat same, and to maintain order during meetings; to serve as chairperson of the Social Functions Committee; to assist the President in setting up physical arrangements for and aiding during state meetings; and to serve in any other capacity as directed by the President.

**Section 3.** State officers shall represent the Association at the National TSA Conference.

#### **ARTICLE VI – ELECTION OF OFFICERS**

**Section 1.** Officers for each division shall be elected by roll call of chapters at the state conference.

**Section 2.** Eligible members for division officers are those who have held an elected office in their local chapter and are in good standing in an affiliated chapter. Further, in the Secondary Division only “Active members” are eligible, in the Alumni Division only “Alumni Members’ are eligible and in the Collegiate Division only “Professional members are eligible” to be elected to state or division offices.

**Section 3.** Officers elected at one annual business meeting shall hold office until the close of the next annual business meeting.

**Section 4.** Officers may not succeed him/herself in office.

**Section 5.** State officers elected to national office may not hold a state office during their national term of office.

**Section 6.** The Executive Committee for each division may fill by appointment any vacancy occurring in the officers for an un-expired term, except the office of President, which shall be filled by the Vice-President.

**Section 7.** Officer Replacement Policy

1. If an office becomes vacant, the officer candidate who was runner up will be asked if he/she would like to fulfill the office.
2. If the runner up declines, then the chapter which the officer left will be given the first opportunity to fill the vacancy with a qualified candidate (a past or current local officer).
3. If the office ran unopposed, then the chapter who lost the office has the first opportunity to fill the vacant office with a qualified candidate (a past or current local officer).
4. If no candidate is found (runner- up or from chapter losing officer candidate) then the TSA State Director will notify the chapters who attended the TSA State Conference of the vacancy. They will have to submit the candidate paperwork by a specific date that is set by the TSA State Director.

**ARTICLE VII – IMPEACHMENT OF OFFICERS**

- Section 1.** Any officer failing to perform his/her duties may either resign or be impeached and possibly removed from office.
- Section 2.** A 3/5-majority vote is required by the Executive Committee, other than the officer involved, to recommend removal from office.
- Section 3.** Any officer impeached must be given ample opportunity to testify on their own behalf prior to the vote to remove them from office.
- Section 4.** The State Advisor shall approve or reject the action taken by the Executive Committee in each instance of impeachment.
- Section 5.** Any State Office or Advisory Council member will be asked to resign if they miss two meetings during the year. Under extenuating circumstances the request to resign may be appealed. If a third meeting or activity is missed their resignation will be automatic.

**ARTICLE VIII – MEETINGS**

- Section 1.** The annual planning meeting and leadership-training workshop will be held in the fall; the state conference and annual business meeting will be held in the spring.
- Section 2.** Only chapter officers and advisors in affiliated chapters will be eligible to attend the fall planning meeting and leadership training workshop(s). Exceptions may be made only by the Executive Council.
- Section 3.** Additional Association meetings may be called by the Executive Council, subject to the approval of the State Advisor.
- Section 4.** Parliamentary procedure for all meetings shall be governed by Robert's Rules of Order, Newly Revised.

**Section 5.** The time and place of meetings of local chapters shall be determined by each local chapter. It is suggested that there be a minimum of one meeting a month.

#### **ARTICLE IX – DUTIES OF COMMITTEES**

**Section 1.** The Constitution and Bylaws Committee, chaired by the State President, shall review all proposed amendments to the State Constitution and/or Bylaws. The committee chairperson shall submit in writing the findings and the proposed amendments to the State Advisory sixty (60) days prior to the state conference.

**Section 2.** The Nominations and Elections Committee, chaired by the State Vice President, shall check the qualifications and certify those members who are eligible to be nominated and have announced their candidacy for state office. The committee will prepare the ballot with a slate of candidates and assist the President in the voting and counting process.

**Section 3.** The Resolutions Committee, chaired by the State Secretary, shall receive and/or draft and present to the delegate body at the annual business meeting such resolutions as may be in order at the time of the state conference.

**Section 4.** The Auditing Committee, chaired by the State Treasurer, shall examine the financial records of the Association and make a report of the findings to the delegate body at the state conference.

**Section 5.** The Social Functions Committee, chaired by the State Sergeant-at-Arms, shall oversee any social functions of the Association, including those in route to, from, and during the National TSA Conference. Plans and activities shall have the prior approval of the Executive Council.

**Section 6.** The State TSA Newsletter Committee, chaired by the State Reporter, will assist the State Advisor in the preparation of the Newsletter. The committee's activities shall include solicitation of articles from local chapters, councils, and committees, in addition to the actual preparation of Newsletter for reproduction, under the guidance of the State Advisors.

**Section 7.** The State Conference Committee, Chaired by the State Advisor, shall plan the state conference and identify subcommittees and positions of responsibility needed to conduct the conference. The committee will oversee the work of the subcommittees.

#### **ARTICLE X – STATE ADVISORY COUNCIL**

**Section 1.** The election of at large members of the Advisory Council shall be conducted by the current chairperson of the council at the state conference. Only advisors from the affiliated chapters in good standing in the secondary Division shall be eligible for election.

**Section 2.** The election of chairpersons by the majority of the council shall be conducted at the state conference.

**Section 3.** The term of chairperson of the council shall be from July 1 to June 30.

**Section 4.** The term of office of the members at large of the Advisory Council shall be two years, with not more than one-half new at any one time.

#### **ARTICLE XI – FINANCES**

**Section 1.** All funds of the Association shall be entrusted to the care and safe keeping of the State Executive Secretary.

**Section 2.** All funds will be allocated by check according to the specific budget categories approved by the Executive Council.

**Section 3.** All funds shall be deposited in a checking and/or savings account maintained and controlled by the Executive Secretary. Books and reports will be kept to show the receipt and expenditures of all funds by the Association.

**Section 4.** No debts shall be incurred, nor shall any member of the Association enter into any financial agreement on behalf of the association, without the prior written approval of the Executive Council and Executive Secretary.

#### **ARTICLE XII – EXECUTIVE COUNCIL**

**Section 1.** The Executive Council, assisted by the Advisory Council, may establish rules and procedures as may be necessary to conduct business of the Association.

**Section 2.** The Executive Council may, at its discretion, delegate authority to the State Advisor to act on its behalf.

**Section 3.** The Executive Council shall appoint committee members, considering recommendations by the chairperson, and name additional committees, as it deems necessary to carry out the activities of the Association.

#### **ARTICLE XIII – DUTIES OF EXECUTIVE COMMITTEES**

**Section 1.** The Executive Committees of the divisions shall be the governing body of the division except as provided by the State Constitution and Bylaws and division Bylaws.

**Section 2.** The Executive Committees, assisted by the Advisory Council, may establish rules and procedures as may be necessary to conduct the business of the division.

**Section 3.** The Executive Committee may recommend nominees for “Honorary/Honorary Life Membership” to the Executive Council for approval. These memberships shall be awarded at the state conference, following notification of the recipient by the State Advisor. Divisions shall determine the criteria for selection and defray the cost of the award.