



# Advisor Handbook

Information for Chapter Advisors of Alabama TSA

## Forward

**Dear TSA Chapter Advisors, Officers, and Members,**

It is the primary goal of the Alabama TSA Executive Committee to provide the means for chapters to thrive and grow. The strength of Alabama TSA lies in each of our chapters. We hope that the information provided in this packet will promote the continuing success and prosperity of your chapter and of Alabama TSA. Included in this packet are samples and links to; agendas, constitution, activity plans, promotional materials, and other informational documents that aim to provide your chapter, new or established, with the means to be an active part of Alabama TSA.

As always, the Alabama TSA Executive Committee is available to answer any questions and we encourage you to contact us with suggestions and concerns. If you would like to make any suggestions, corrections, or additions to this Chapter Advisor Handbook or have any other concerns, we would like to consider and incorporate your thoughts.

We wish you all possible success with your TSA endeavors this year and hope that this handbook will provide assistance and guidance to start your chapter or improve your chapter and its activities. For regular updates and information about state activities, please visit the Alabama TSA website at <http://www.alabamatsa.rocks> and view the current publications and postings of the Alabama TSA. We want to hear from you about your chapters successes this year and look forward to meeting with all of you at this year's state, and national events.

Sincerely Yours,

A handwritten signature in black ink that reads "Ben". The signature is stylized with a large, cursive 'B' and a simple 'en'.

Ben Scheierman

# What is Alabama TSA?

The Technology Student Association is a 501(c)(3) non-profit, Career and Technical Student Organization (CTSO) which focuses on promoting Technology Education in middle and high schools across the state. We have an annual membership of typically over 5,000 students in nearly 100 chapters all around Alabama.

## Conferences

Competition, Leadership & Teamwork: Alabama has an active delegation statewide and members can participate fully in all the conferences offered. At a state leadership conference Alabama TSA members participate in competitive events, actively campaign for state officer positions, attend general sessions, awards sessions, leadership workshops, and delegate business meetings. Members also join with other CTSO members from around the state at events such as the Alabama Joint Leadership Development Conference (JLDC). One of the largest leadership gatherings of students in the nation.

## Competitive Events

Competitive events are the focal point of the state conference, as members from around the state can compete in a wide range of 20+ competitive events that Alabama TSA has to offer. A complete list is included in this handbook. TSA members can participate individually or as a team in competitions as wide-ranging as Architectural Design to Webmaster, and Computer Aided Drafting to Promotional Marketing. Whether members' strengths lay in Engineering Design, Video Production, Public Speaking or constructing Architectural Models and displays, all competitors can compete against members of other state chapters in their areas of interest. TSA also has dedicated Middle School and High School divisions so that members compete against student members of their own age and abilities both at the state and national levels.

After having spent many hours preparing for competitive events, members check in their events on the first day. Due to our current association size, in almost all events, teams and members advance to the semi-finalist round where they may participate in interviews, presentations, and challenges that determine the competition placements. The second afternoon of the conference, the Annual Award Ceremony is held and the top ten contestants or teams in each event are awarded state finalist pins and the top three are awarded medals. In several events the opportunity to compete nationally at the national conference in the summer is determined by placing at the state conference. In a nearly equal number of events there is no need to place at the state level and individual chapter members and teams are eligible to compete simply by registering and attending the National Conference.

## Alabama TSA 2021-2022 statistics:

- How many total chapters did Alabama TSA have last year? 98
- How many total students? 6,820
- How many chapters attended State Conference? 46
- How many students attended State Conference? 507

# TSA Motto, Creed, and Mission

**Motto:**

"Learning to Lead in a Technical World"

**Creed:**

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.

**Mission:**

The Technology Student Association fosters personal growth, leadership, and opportunities in technology, innovation, design, and engineering. Members apply and integrate science, technology, engineering and mathematics concepts through co-curricular activities, competitive events and related programs.

# State Conference Information

**Who:**

Affiliated chapters and Alumni from across the Alabama are encouraged to attend.

**What:**

General sessions, competitions, delegation meeting, evening entertainment, officer candidate campaigning, college fair, open viewing of display competitions; and lots more!

**Where:**

Montgomery Renaissance Hotel and Convention Center. Information can be found on the website.

**When:**

This conference is scheduled to be held in April 18-19, 2023.

**Why:**

To meet awesome people and make new friends, to apply newly learned classroom skills to real world situations and competitions, to learn about other chapters activities and the goings-on at national TSA, attend the state delegate business session and other informational leadership sessions.

**How:**

Information pertaining to registration will be posted on the Alabama TSA website. Registration is completed online and is linked to the national membership system. Advisors must sign up each student that plans to attend the conference and any guests, chaperones, or additional advisors. Advisors will need to use the housing form located on the state website to contact the hotel to make room reservations.

**Link:**

<https://www.alabamatsa.rocks/>

The following documents are all located in the Document Library on the link above.

**TSA Code of Conduct**

**TSA Consent and Release Form**

**TSA Dress Code**

**TSA Medical Release**

**State Officer Candidate Forms**

**State Conference Events Lists**

**State Conference Agenda**

**TSA State Conference Rules and Regulations (Alabama Only Events)**

**TSA Governance**

**TSA Awards Programs**

**TSA Conference Housing**

# National Conference Information

**Who:**

All affiliated members of TSA across the nation are invited to attend the National Conference each year. Among these members are the top competitors from each state advisor approved competition. Members looking to participate in the leadership opportunities offered at the national level. Also, members competing in competitions offered without placing at the state level. As well as candidates running for a national office. All Alabama TSA chapter are strongly encouraged to attend the National Conference each year to represent our great state and demonstrate their enthusiasm, dedication, and leadership in TSA.

**What:**

National Conference is a place for members to experience everything our association is about. The first night of the conference a state delegation meeting is held to allow members to “meet and greet” one another, receive registration materials, and get oriented. Each day general sessions take place to take care of business and inform each member about what is going on in National TSA. Among these general sessions are the regional delegation meeting and annual business meeting where delegates may vote on amendments and elect the next year's officer team. Prior to the delegation meeting, officer candidates give their speeches and campaign to try and win each chapter's votes. During the days of the conference, members can compete in the competitions they have worked hard on all year. The Leadership Academy, a great learning opportunity, is held each year to teach and help members become the leaders of tomorrow. American Cancer Society, our National Service Project, holds a ceremony to celebrate, remember, and fight back to win the ongoing battle with cancer.

**When:**

The conference is typically held the last week of June and the first few days of July with an award ceremony as the conclusion.

**Where:**

The location of this conference changes every year, which presents different opportunities for tours and entertainment for students while traveling to or from the conference and while in the host city. Information is posted in advance so that planning can be done early. In 2023 the National TSA Conference will be at the Kentucky International Convention Center, Louisville, KY.

**Why:**

At the National Conference there are people from all over the nation and indeed the world. This gives members the chance to meet people with similar interests and become friends with people from different places. Along with meeting new people, members learn about other chapters and what is going on in their part of the world. In addition to the social aspect of National Conference, there are also opportunities to use your skills and what you have learned in the classroom in real life scenarios and compete against serious competitors from across the nation.

**How:**

Many believe that attending National Conference is far out of their reach, but with hard work, preparation, and fundraising, it is possible. Over 6,000 competitors each year are proof of that. For information on fundraising, take a look at the Guide to Fundraising on page 32 of this handbook.

**Link:** <https://tsaweb.org/events-conferences/2022-national-tsa-conference>

# Running for State or National Office

## **State Officer Candidate**

A state officer must have the confidence to lead and speak for the continuing growth of Alabama TSA. This is a great step in your TSA leadership career and should not be taken lightly. Eligibility requirements are:

1. Only "Active Members" of TSA will be eligible for a state office.
2. Candidates must be holding/have held an elected office in an affiliated chapter.
3. Students cannot be elected to a state office during their senior year.
4. A candidate may seek only one office.
5. The Middle School Vice President must be a rising seventh grader so that they will be a middle school student during their term.
6. The candidate should have knowledge of parliamentary procedures.
7. All candidates should have the ability to express opinions, make decisions, and be neat and business like in appearance.
8. All candidates should be familiar with the Alabama TSA Constitution and Bylaws.
9. No individual may serve more than one term as a state officer in the same office.
10. Candidates must have the endorsements of their parents, local chapter advisor and school administrator as required, with reference to character, leadership abilities, and scholastic achievement.
11. Must be available to represent the national, state, or district organization through personal appearances during his/her tenure of office.
12. Each candidate must be in good standing with their individual school and maintain a passing average during his/her tenure of office.
13. The candidate, if elected, will be required to attend at least three executive committee meetings, the State Officer Leadership Training Seminar (SOLTS) in June, the Joint Leadership Development Conference (JLDC) in the Fall, the TSA State Conference in the Spring
14. TSA functions shall take precedent over all extracurricular and/or school activities (cheerleading, football, etc.).
15. If an officer must miss a meeting, he/she is to personally contact the state TSA Advisor at least 48 hours before said meeting.

More information can be found on the TSA State Officer Candidate Information Sheet located in the Document Library of the state website.

## **National Officer Candidate**

If you are interested in running for a National TSA Office, please consult the National Officer Candidate Program on the National TSA Website. Also,, please contact the State Advisor at least 60 days before the deadline for the submission of your application with National TSA.

# Starting a Chapter



## Advisor Check List

1. Affiliate your chapter. Affiliation is when you pay your dues to National TSA so that your chapter may participate in TSA related events and conferences. This process is completed online at the National TSA website- [www.TSAWEB.ORG](http://www.TSAWEB.ORG)
  - Step-by-step Affiliation Instructions
  - Go to [TSAweb.org](http://TSAweb.org), and click on Join/Login at the top of the page.
  - New advisors may request a login on this page.
  - Click on Chapter Advisor.
  - Enter your username and password and select Affiliation and Updates from the dropdown menu.
  - Enter or review/update your chapter information. You will be required to create a TOTAL TSA password in order to proceed to the next step. Click on Submit at the bottom of the page once all information is completed.
  - Verify your advisor information and click Submit.
  - A TEAMS information screen will be displayed. You may sign up for TEAMS and it will be added to your affiliation invoice, or you may select the third option to continue TSA affiliation.
  - The Chapter Information page will be displayed. You may edit your chapter information, input your roster, or add advisors. Note: Once you submit a student member's name, they are a member of TSA and may not be removed or replaced by another student during the membership year. Do not enter a student's name on your roster unless you are certain they will be an active TSA member.
  - Click on View invoice and payment screen.
  - Review your invoice and select a payment option.
  - Once you have verified that your invoice is correct, select a payment option of purchase order or credit card, and click Submit. You will receive an automated email with the final invoice.
  - Submit the invoice to your financial department for payment.
  - Fax the approved purchase order to 703-758-4852.
  - Please note that chapter affiliation is not complete until national TSA receives payment or an approved purchase order for payment.
2. After affiliation you will receive a log in and password to a link which contains: The Total TSA Guide the complete guide to competitive events, leadership activities, and membership materials.

# Important Information

## Affiliation Process

1. Membership is only processed through the National TSA on-line affiliation system. Faxed or mailed affiliation forms will be returned with instructions to affiliate on-line.
2. If a chapter that originally affiliated as a Red CAP adds more than ten members, it automatically becomes a White CAP once the additional fees are paid. Red CAP and White CAP may change to BlueCAP at any time during the year by paying the difference in fees. Blue CAP may add members at any time at no additional cost.
3. A chapter that has paid White CAP fees in excess of the Blue CAP fee may change to Blue CAP status.
4. Any chapter reporting National TSA membership that does not have a state TSA delegation is placed in the chapter-at-large category. All chapters in the chapter-at-large category have rights and privileges of any other National TSA chapter, with the exception of state delegation officer representation.
5. Members of chapters in the chapter-at-large category are considered members in good standing when all applicable chapter and National TSA dues are paid in full.
6. A school may affiliate more than one chapter provided that the chapters represent different levels, i.e., a middle school level and a high school level may physically exist at one school, but not two middle school chapters; separate membership affiliations must be submitted to the National TSA office; separate registrations for the national conference must be submitted to National TSA.
7. Any chapter affiliation submitted to National TSA must be personally completed by the chapter advisor (or an appointed officer).
8. Unpaid invoices must be paid in full to National TSA prior to any chapter member participating in a state or national conference.

## Chapter Management

1. Chapters must have 10 student members to affiliate with TSA.
2. Chapter membership type (Red CAP, White CAP or Blue CAP) must be the same at both the state and national levels.
3. A student may belong to only one local chapter and to only one state TSA delegation.
4. TSA membership must be affiliated through a local state-registered education district. "Home-schooled" students may become members through an agreement with an affiliated chapter.
5. Advisors of TSA chapters must be registered state-certified educators working in existing school facilities. It is recommended that a CTE STEM education instructor serve as a TSA chapter 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 has the same rights and privileges of any advisor as long as she/he maintains the chapter in good standing.
6. The chapter level (middle school or high school) is designated by the chapter advisor when affiliating each year.
7. Two schools may not combine to form one chapter at the same level or different levels. Each school must have a separate affiliated chapter.
8. A member may only belong to a TSA chapter where he or she attends school, unless they are home-schooled.

**Membership Dues**

1. Membership is not processed until all dues (national and state) are paid in full. State dues received at the National TSA office will not be remitted until all dues are paid in full.
2. All membership dues must be paid at the time of affiliation. Affiliations without dues will not be processed and neither the chapter nor its members will be in good standing until all dues are paid. TSA membership dues are non-refundable and non-transferable.
3. TSA operates under a unified dues policy, whereby all members must affiliate and pay applicable dues at the local, state, and national level. Individual dues at all levels (high school and middle school) consist of local chapter dues (determined by the chapter), state dues (determined by the state delegation), and national dues (determined by TSA, Inc.).
4. A written notification of transfer must be sent to the National TSA office if a student has paid individual membership dues and transfers to another chapter/school.
5. Any advisor affiliated with a chapter must pay the annual advisor dues.

Contact: Suzy Orr  
National TSA Membership  
Manager [msorr@tsaweb.org](mailto:msorr@tsaweb.org)

## **Fundraising**

1. Fundraising is defined as an organized activity of soliciting and collecting money for school or student organizations. Contributions and collections derived from school-sponsored fundraising activities shall be deposited in the school's activity fund bank account or district bank account. For example, schools can accept promotional items from companies for giveaways, i.e., t-shirts to be thrown into the stands at basketball games.
2. Insure that you follow all local policies for conducting fundraisers and that all monies are handled according to local protocols.

# Running a Chapter

## Role of the Advisor

While the success of a TSA chapter rests on many factors, the crucial factor is the chapter advisor. If the responsibilities of the advisor are well understood, worked at, and most of all enjoyed, the success of the chapter is almost guaranteed, and the advisor enjoys a great return on his/her personal investment.

Organizations move forward with the guidance of a dynamic and dedicated leader, and a TSA chapter is no exception. An effective advisor develops the skills of good planning, organization, and leadership. Students respond in kind to the advisor's display of integrity, perseverance, and initiative in professional and daily activities.

Recognizing the importance of the teacher's role, TSA provides the opportunity for integrating the TSA program of activities into classroom teaching. By supplementing the instructional curriculum with these activities, the teacher/advisor promotes a learning experience for students that is enriched and broadened.

### Advisor Responsibilities

The TSA chapter advisor's responsibilities include:

- ❖ Being knowledgeable about and orienting all technology education students and chapter members in the purposes, expectations, program, and organization of TSA, including:
  - motto
  - competitive events and awards
  - creed
  - leadership conferences
  - emblem symbolism
  - benefits of membership
  - colors
  - instruction correlating course content and TSA
  - official dress
  - chapter activities
- ❖ Acquainting parents with TSA activities, purposes, and opportunities offered through the instructional program.
  - Keeping school, faculty, and administrators informed of all activities.
  - Monitoring the collection and processing of membership dues. (TAPE)
  - Supervising the election and installation of officers
  - Training officers and members in effective leadership techniques
  - Supervising the chapter officers to ensure that meetings are scheduled and

- held on a regular basis. (TAPE)
- Monitoring the organization and the use of the secretary's and treasurer's books. (TAPE)
  - Supervising all Committees.
  - Coordinating the implementation of a well-balanced program of activities. (TAPE)
  - Keeping abreast of technology news and TSA regional, state, and national activities.
  - Preparing students for entry into regional, state, and national competitive events. (TAPE)
  - Accompanying and supervising students who attend regional, state, and national TSA conferences and events.
  - Maintaining chapter records. (TAPE)
  - Managing fundraising and insuring monies collected are handled properly. (TAPE)

## Role of the Officers

This information is also listed in the Alabama TSA Bylaws found at the following link: <https://www.alabamatsa.rocks>

### **President:**

It shall be the duty of the President of Alabama TSA to preside at all meetings; to make necessary committee appointments, to develop with the State Officer Team a program of work for the term of office; and to be available as necessary in promoting the welfare of Alabama. The president may appoint a parliamentarian who may or may not be a member of Alabama to serve as parliamentary consultant for the Alabama state conference.

1. Preside at and conduct meetings according to parliamentary procedure.
2. Appoint committees and serve as ex officio member of each.
3. Keep the meetings moving at an interesting pace.
4. Call upon other officers to take the chair when necessary or desirable.
5. Keep association activities progressing in a satisfactory manner.
6. Represent the association in outside activities.
7. Serve as a member of the association advisory committee or appoint a member from the Executive Board to fulfill that duty.

### **Vice-President:**

It shall be the duty of the Vice-President to serve in any capacity as directed by the President; to accept the responsibility of the President as occasion may demand; and to be available as necessary in promoting the welfare of Alabama.

1. Assist the president
2. Serve and record member votes.
3. Succeed the president in case of vacancy.
4. Serve as chairperson of the membership and program committee.
5. Meet with and be responsible for all committees

### **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 Alabama TSA.

1. Prepare and read the minutes of each meeting.
2. Count and record member votes.
3. Read correspondence and communications at meetings.
4. Keep association permanent records.
5. Post notices to members pertaining to association activities and send invitations to guests.
6. Be responsible for association correspondence.
7. Call the meeting to order in the absence of the presiding officer.



**Treasurer:**

It shall be the duty of the Treasurer to serve in any capacity as directed by the President; to keep financial records and report them as necessary; to assist in efforts to gain corporate sponsorships for Alabama TSA; to oversee budgets; and to be available as necessary in promoting the general welfare of Alabama TSA.

1. Report all financial standing at each meeting. (A written report should be provided to each officer.)
2. Keep an accurate record of receipts and payments.
3. Obtain and present ideas and suggestions for increasing the treasury and financing activities.
4. Keep the state advisor apprised of the financial changes of the chapter's association of TSA.

**Reporter:**

It shall be the duty of the Reporter to serve in any capacity as directed by the President; to prepare articles for Alabama TSA and National TSA publications, professional magazines and journals, newspapers, social media, and other news media; to contact other association members concerning new items for publication; to gather information for the content of the Alabama TSA website and submit the information to the designated webmaster in a timely manner, and to be available as necessary in promoting the general welfare of Alabama TSA.

1. Prepare articles for publication.
2. Contact members to obtain news regarding the association.
3. Contact personnel in charge of other publications and provide copy conforming to their requests.
4. Act as historian of the association by keeping an association publications archive.
5. Assist with planning and arranging association exhibits.
6. Act as editor of association publications with the responsibility of developing and publishing Alabama TSA publications and communications.

**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 Alabama TSA.

1. Serve as parliamentarian for the association.
2. Arrange meeting rooms and care for association paraphernalia.
3. Be responsible for the comfort of those present at all meetings.
4. Assist officer candidates prior to and during elections.
5. Arrange entertainment, refreshments, and other details related to meeting programs.
6. Serve as chairperson of the welfare committee.

**Middle School Vice-President:**

To keep accurate records of materials that are of importance to Middle School members of the Alabama TSA; To serve as co-chair of the Nominations and Election Committee with particular attention paid to middle school candidates; and to serve in any other capacity as directed by the President.

## Statewide Activities

Listed below are some examples of how Alabama TSA chapters and members have participated in State-and Nation-Wide Events and Activities. Most of these events are created to raise awareness of the Technology Student Association (TSA) or promote Science, Technology, Engineering, and Mathematics (STEM) education across the nation. Some of the events that are supported by Alabama TSA include: National TSA Week, Career and Technical Education Week, Engineers Week, and the State and National Service Projects. Please visit the Alabama TSA website and consult the Calendar of Events which includes the dates during which these events are celebrated.

### National TSA Week

- Advertise a “TSA Tuesday” during which all the members of your chapter wear TSA apparel.
- Host a TSA Breakfast before school and sell doughnuts and bagels as a fundraiser to promote TSA
- Design a flyer to put in the office and other Career and Technology Classrooms around your school to publicize TSA.
- Submit an article to the Alabama TSA Newsletter about your TSA chapter’s traditions and successes in TSA.
- Host a dinner with your TSA chapter and other chapters in the county or host an event at which new members can meet the new members of your chapter and you can meet other TSA members in your county.

### Career and Technical Education Month

- Write a letter to your Congressional Representative about the importance of Technology Education and the activities of the Technology Student Association
- Contact another school in your district about starting a TSA chapter at their school and assist with the development of promotional materials for the new chapter.
- Write an article for your local newspaper about your school’s Technology Education Program
- Develop a promotional video or PowerPoint presentation to present to your school about TSA and Technology Education to promote your technology classes for incoming students.
- Learn about technology programs around the state and the nation and pick a topic to learn more about, submit your research in an article to the Alabama TSA Newsletter.

### Engineers Week

- Develop and test an experiment to determine the influences of technology and science in everyday life.
- Participate in or plan a service project in which you teach young or elderly members of your community about an aspect of science or technology.
- Plan a problem-solving activity in your chapter that utilizes a new aspect of technology.
- Discuss the impact of technology on the future, including its impact on leadership and job opportunities.
- Design a flyer promoting science and technology education through the Technology Student Association and post them around your school.

**State/National Service Project**

- Design a flyer promoting the state service project to distribute to chapter members and others in your community interested in participating in the state community service project.
- Develop a plan and goal for fundraising and holding the project.
- Write about your experiences participating in the state service project to submit to the TSA state advisor.

**2022 Alabama Service Project**

*Save your coins!*

This year we are asking each middle and high school TSA chapter to collect coins for the American Cancer Society. We will collect each chapter's donation during registration at state conference. The middle and high school chapter who donates the most money will each win a tech prize to be given out during the first general session.

*Save your coins for a great cause and potentially win a cool prize!*

# Reference Materials

**SAMPLE AGENDA**  
**TSA Chapter Meeting**  
August 17, 2023  
Central Alabama Electric Co-op

9:00 a.m.

Call to Order

**Presiding**

President

**Invocation**

Sgt. at Arms

**Opening Ceremony**

Officer Team

**Roll Call**

Secretary

**Minutes**

Secretary

**Treasurer's Report**

Treasurer

**Membership Report**

Reporter

**Unfinished Business:**

None from 2022

**New Business:**

**2023 Program of Work Development**

Membership Drive

Service Project

Developing a Program of Work Campaign

State Conference Participation Campaign

**2023 Budget Approval**

Advisor Annual Budget Report

**Promotions/Social Media/Facebook/Website**

**2023 State Conference Planning**

Select Events from MS and HS Lists

Fundraising for Montgomery/Hotel/Meals/Transportation

Leadership Workshops

Administration Approval

Contact Local Businesses to Serve as Sponsors

Post-Secondary Partnership

Local Competitions to Prepare

**Workshop Development**

Chapter Officer Workshop Development to promote POW quick start

**Closing Ceremony**

Officer Team

# SAMPLE CHAPTER CONSTITUTION

The constitution should be stated in simple, easily understood terms. It should include only essential items and be developed in cooperation with the school staff and student body. Amendments should be simple and direct. The constitution must be studied regularly and changed to stay vital, meaningful, and real. The vice-president of the organization is often put in charge of these changes. He or she may chair a committee which routinely examines the constitution, proposes amendments, and oversees the ratification process.

## <Insert School>TSA CONSTITUTION

### I. Name

Section 1: The official name of this association shall be the “(School Name) Chapter of the Technology Student Association” which may also be referred to as TSA.

### II. Purposes

Section 1: The general purposes of this organization are:

1. To promote leadership, fellowship, and scholarship among students of \_\_\_\_
2. To promote technology education at \_\_\_\_\_
3. To increase the knowledge and understanding of our industrial society and its relationship to technological advancement.
4. To promote creativity and innovation in the development and application of technological solutions to complex problems facing our school, community, nation, and world.
5. To promote community service outreach

Section 2: The specific purposes of this organization are

1. To develop planning strategies and teamwork among members through group action in activities and projects.
2. To provide good leisure time activities and hobbies.
3. To promote high standards of safety and craftsmanship
4. To assist in providing guidance for students interested in technology and in making meaningful choice in selected occupational fields
5. To prepare individuals for enrollment in advanced or highly skilled vocation and technical education programs and providing students with occupational information and instructions pertaining to a broad range of occupations.
6. To develop consumer knowledge in students
7. To provide exploratory experiences in technology laboratories, and observations in business or industry to acquaint students with jobs in the different occupation
8. To promote and encourage students' creativity in problem solving and expression
9. To promote and encourage all students to utilize basic essential skills.

### III. Organization

Section 1: The National TSA, Alabama TSA and their respected Constitution and Bylaws are superior to this association and its Constitution and Bylaws, respectfully.

Section 2: The association shall have the authority to collect specified dues to cover for National, State, and Chapter registrations and events.

Section 3: Expenditures of Funds approved by the Executive Council or general assembly must be approved, in writing, by the faculty advisor and appropriate administrative contacts.

Section 4: Standing and Special Committees shall be created by the Executive Council or the General Assembly to accomplish tasks outside of the general membership

Section 5: Standing Committees shall be created by a 2/3 vote of the general assembly and shall continue from year to year. A 2/3 vote of the general assembly shall be necessary to dissolve such a committee.

### IV. Membership

Section 1: The \_\_\_\_\_ will be chartered as a member of the TSA Incorporated, upon approval of Alabama TSA Inc.

Section 2: The \_\_\_\_\_ will recognize individual membership through local chapter affiliation with the TSA

Section 3: The \_\_\_\_\_ will govern membership eligibility in accordance with the National TSA and the Alabama TSA. As such, individual membership shall be recognized as active, alumni, associate, or honorary membership as defined by the National TSA and Alabama TSA Constitutions and Bylaws.

Section 3: The \_\_\_\_\_ shall, with the consent of the principal, allow home-schooled students to be full, active members of the association.

Section 4: The membership shall be August 1 to July 31

### V. Meetings

Section 1: The time, date, and subject for meetings of the executive council will be held on dates designated by the Executive Council.

Section 2: The executive council in coordination with the chapter advisor will have the right to plan and execute special meetings.

Section 3: Parliamentary procedure by the guidelines set forth in *Robert's Rules of Order Newly Revised* shall govern all meetings of the association.

## VI. Executive Council

Section 1: The Chapter Officers, referred to as a whole as the Executive Council, shall consist of a: President, Vice President, Secretary, Treasurer, Reporter, Sergeant-at-Arms.

Section 2: The administration of the association's interests will be vested in the\_\_\_\_ TSA Executive Council.

Section 3: Chapter officers shall be elected by a majority of delegate votes cast at a general meeting at a pre-determined date to hold office for the coming year and until new officers are elected and officially installed.

Section 4: The executive council will have the right to fill by appointment any vacancy that occurs in thechapter officers for the unexpired term by a special election called by the President to be held at the next regularly scheduled meeting; with the exception that the office of President which will be filled by another member of the executive council in the following order: Vice-President, Secretary, Sergeant-at-arms, Reporter, and Treasurer.

Section 5: Each officer shall hold office from the moment of their installation to the end of a predetermined length of time (9 nine weeks, semester, year) of that membership year.

## VII. Officer Duties

Section 1. The chapter President shall:

1. Preside at and conduct meetings according to parliamentary procedure.
2. Appoint committees and serve as ex officio member of each.
3. Keep the meetings moving at an interesting pace.
4. Call upon other officers to take the chair when necessary or desirable.
5. Keep association activities progressing in a satisfactory manner.
6. Represent the association in outside activities.
7. Serve as a member of the association advisory committee or appoint a member from theExecutive Council to fulfill that duty.

Section 2: The chapter Vice-President shall:

1. Assist the president
2. Serve and record member votes.
3. Succeed the president in case of vacancy.
4. Serve as chairperson of the membership and program committee.
5. Meet with and be responsible for all committees.



Section 3: The chapter Secretary shall:

1. Prepare and read the minutes of each meeting.
2. Count and record member votes.
3. Read correspondence and communications at meetings.
4. Keep association permanent records.
5. Post notices to members pertaining to association activities and send invitations to guests.
6. Be responsible for association correspondence.
7. Call the meeting to order in the absence of a presiding

officer.

Section 4: The chapter Treasurer shall:

1. Report all financial standing at each meeting. (A written report should be provided to each officer.)
2. Keep an accurate record of receipts and payments.
3. Obtain and present ideas and suggestions for increasing the treasury and financing activities.
4. With help from the advisor stay apprised of the financial changes of the chapter.

Section 5: The chapter Reporter shall:

1. Prepare articles for publication.
2. Contact members to obtain news regarding the association.
3. Contact personnel in charge of other publications and provide copy conforming to their requests.
4. Assist with planning and arranging association exhibits.
5. Act as editor of association publications with oversight of developing and publishing.

Section 6: The chapter Sergeant-At-Arms shall:

1. Serve as parliamentarian for the association.
2. Arrange meeting rooms and care for association paraphernalia.
3. Be responsible for the comfort of those present at all meetings.
4. Assist officer candidates prior to and during elections.
5. Arrange entertainment, refreshments, and other details related to meeting programs.

VIII. Advisors

Section 1: It is recommended that a Technology & Engineering Education, STEM, or Computer Science teacher serve as the chapter's faculty advisor; however, in the case 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 her/she maintains in good standing with the association.

Section 2: The faculty advisor shall interpret the school rules and regulations to the organization and shall be the principal's representative to the organization.

Section 3: The advisor shall advise on all decisions made by the association. When such decisions conflict with the rules and regulations of the school, the advisor may exercise a reserved veto power. If the Executive Council of the association disagrees with the justification of the veto, the Executive Council may submit an appeal, in writing, to the school's assistant principal or principal, whichever is appropriate, after meeting with the advisor and resolving that no understanding can be met.

Section 4: There may also be additional, adult chapter advisors who offer expertise, guidance, supervision, and assistance who are appointed by the Executive Council and faculty advisor with the approval of the school's principal.

#### IX. Mission, Motto, and Creed

Section 1: The motto of the \_\_\_\_\_ Technology Student Association will be: "Learning to live in a Technical World"

Section 2: The creed of the \_\_\_\_\_ Technology Student Association will be:

"I believe that Technology Education holds an important place in my life in the technical world.

I believe that 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 their 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."

Section 3: The mission of the \_\_\_\_\_ Technology Student Association shall be:

"To foster personal growth, leadership, and opportunities in technology, innovation, design and engineering. Members apply and integrate science, technology, engineering, and mathematics (STEM) concepts through activities, competitive events, and related programs."

#### X. Ratification and Amendment

Section 1: This constitution shall be valid and operative when approved by two-thirds of the members, the faculty, advisor, and the principal or his/her designated representative. Upon ratification, this constitution shall be valid and operative until the dissolving of this association.

Section 2: An amendment to the Constitution must be submitted in writing by an active member, at least thirty (30) days or one regularly scheduled meeting, whichever passes first, prior to a regularly scheduled meeting.

Section 3: Proposed Amendments must be approved first by the faculty advisor and then by a 2/3 vote of the general assembly of the association.

Section 4: Amendments will become effective in sixty (60) days unless a different time is stipulated

## Sample Outline of Chapter Meeting Programs

At the chapter level, meetings are the cornerstone of effective communication among chapter members, advisors, and other faculty members. To provide chapters with a sense of meeting essentials the following included here are what takes place during a meeting; who oversees the meeting; and when meetings should take place. Therefore, this document outlines some sample meeting programs that can be changed to fit your chapter's yearly goals. As you are planning your meetings, another useful document in this packet to consult would be the Sample Agenda Document. Agendas are used to communicate a meeting's goal to advisors and members before the meeting and are essential in ensuring that a group stays on task during the meeting to make sure that their goals are accomplished.

August	Meeting (1)- What Is TSA? Officer Applications
September	Meeting (2)- Officer Elections, Develop a Program of Work
October	Meeting (3)-Leadership Activity, Go Through Events, Plan Service Project Meeting (4)- Discuss Events. Start Fundraising
November	Meeting (5)- Choose Events and Start Construction, Practice, Documentation Meeting (6)- Social Event, Continue Fundraising, Conduct Service Project
December	Meeting (7)- Fundraising, Continue Work on Competitive Events
January	Meeting (8)- Continue Work on Events, Fundraising, Conduct Service Project
February	Meeting (9)- Submit State Pin and State Tee, Prepare for State Registration, State Office Applications, TSA Honor Society Applications
March	Meeting (10)- Finalize Events, Discuss Conference Agenda Meeting (11)- Refine Competitions and Registration Details for State Conference Registration for State Conference
April	Meeting (12)- Finalize All Competitions and Travel Plans before Alabama State Conference
May	Meeting (13)- National Conference Information; Registration Details, Competitions, Travel
June	Meeting (14)- Competitions and National Conference

# Meeting Paperwork

## Writing the Agenda

An agenda is a specific list of items to be addressed at a meeting. A draft of the agenda should be prepared by the president and the executive council a few days in advance of the meeting. It's helpful to deliver copies of the agenda in advance to everyone expected to attend the meeting. The membership, in turn, should then have an opportunity to add to the agenda prior to the meeting or at the beginning of the meeting.

## Writing the Minutes

The minutes of the meeting are an essential, required part of your chapter's records. The duty of minute recording always falls to the Secretary (hence the reason a meeting may not take place without a chair or secretary present).

According to §48 of Roberts Rules of Order, 10th edition:

- The first paragraph of the minutes must include:
  - the kind of meeting (regular or special).
  - the name of the organization or assembly.
  - date, time, and (unless always the same) place.
  - presence of the President and Secretary or the names of their substitutes.
  - whether the minutes were read and approved, or 'approved as corrected'
- The body should:
  - not include exact phrases of what was said, except if motions arise from them
  - include the text of main motions, whether they were amended, approved, or lost
  - the text of main motions should include the wording of any approved amendments and if the motion is adopted state 'as amended'
- The last paragraph should:
  - state the time of adjournment (but not list that any motion was made to adjourn)
  - Simply read that, "The meeting adjourned at \_\_: \_\_ A.M./P.M."
- The signature of the secretary should be included. There is no need to include "Respectfully Submitted."

Please refer to Roberts Rules of Order, Newly Revised for a complete instruction and sample set.

## Parts Of A Meeting

It is customary for every group to adopt a standard order business for the meeting. When the organization's by-laws do not provide for or require a specific order, the following is in order. The Outline below contains both the section of the meeting that is being addressed together with the proper phraseology according to *Robert's Rules of Order Newly Revised*.

1. Call to Order
  - a. "Will the meeting please come to order?"
2. Roll Call
  - a. "Will the secretary please call the roll?"
3. Reading and Approval of Minutes
  - a. "Will the secretary please read the minutes of the last meeting?" The minutes are read, and the chairman asks:
  - b. "Are there any corrections to the minutes?" The chair pauses to hear any corrections offered. If there are none, the chair says, "There being no corrections, the minutes will stand approved as read."
  - c. If there are corrections, the chair recognizes the correction(s) and asks, "Are there further corrections to the minutes?" If there are none, the chair states, "They're being no further corrections; the minutes will stand approved/as corrected."
4. Adoption of Agenda
  - a. This step is provided to insure that (1) all persons are aware of what has been proposed for discussion at the meeting (2) that all persons are given the opportunity to have whatever matter(s) they feel is (are) important to the organization placed on the agenda for discussion; and (3) to provide a limit to and order for the matters to be discussed at the meeting.
  - b. To achieve this, the presiding officer states, "The following items are proposed for discussion at this meeting." After reading the list of proposed agenda items, the presiding officer asks, "Are there other matters that should be discussed at this meeting?" If there are additional matters requiring discussion, the chair places them in their proper positions on the agenda.
  - c. The chair, after ensuring that all pertinent matters will come before the meeting, reads the entire agenda and states, "There being no other matters that should come before the meeting, the agenda for this meeting will stand as read."
5. Report of Officers and Standing Committees
  - a. Officers, boards, or standing committee should be called upon to report in the order in which they are mentioned in the constitution or bylaws.
6. Report of Special Committees
7. Unfinished Business
  - a. "We have now come to unfinished business. Our agenda lists the following matters as unfinished business." The chair reads from the agenda and states, "We will hear these matters in the order in which they have been mentioned."
8. New Business
  - a. "We have now come to new business. Our agenda lists the following items as new business..." (Chair reads from the agenda). He states, "We will hear them in the order in which they were mentioned."
9. Program

- a. Program such as exhibitions, demonstrations, etc., which are incidental to the business meeting, will be scheduled for presentation at this time.

#### 10. Adjournment

- a. Unqualified form:  
Proposer moves for adjournment; motion is seconded; chairperson calls for a vote; action depends upon majority vote. The motion cannot be discussed.
- b. Qualified Form:  
Proposer moves for adjournment within a definite time or adjournment to meet again at a specified time; motion is seconded; the chair calls for discussion; a vote is taken; action depends upon majority vote; can allow for legal continuation of the meeting.

## Sample Meeting Activities

The ADDIE Game (Analysis, Design, Development, Implement, Evaluate) Type: Team Building

Materials: paper, pencils, some materials may vary depending on the problem Time: 60 minutes

Description: Make up a reasonable problem scenario for your chapter, e.g. *"Our chapter wants to attend Nationals in Orlando, Florida this year, but we don't have enough money to afford it. Create two fundraising possibilities and then choose the best from the two. Be creative and come up with ways to advertise and make the fundraiser effective."* Break your chapter into small teams. Have them discuss the problem and come up with a solution:

- Analyze the problem - How can we raise enough money to get our chapter to the National TSA Conference this year?
- Perform a short task analysis - What are effective fundraisers?
- Design the fundraiser- What are you going to do? How will you raise money?
- Develop the fundraiser- Outline how the fundraiser will work, what are the goals, what materials you need, what sponsors are available
- Implement - Have each small team in turn, introduce themselves in front of the group and present their fundraiser.
- Evaluate - Give prizes to the most original and effective group.

All in All

Type: Team building

Materials: 20 ft. rope, 15 ft. rope, 10 ft. rope, 5 ft. rope (lengths may be larger or smaller depending on the size of the group)

Time: Avg. 30 min. (depends on how well the team cooperates)

Description: Place the largest rope in a circle on the floor in front of the group. The challenge is for the group to get everyone into the circle. You do this for each length of rope. Each time it gets harder, and the group must be more creative and work more as a team to get everyone in the circle.

**"The Student Leadership Challenge: Five Practices for Becoming an Exemplary Leader"** by James Kouzes and Barry Posner from Wiley Publishing embraces the five philosophies that chapter members and advisors can use in their everyday life: Model the Way, Inspire a Shared Vision, Challenge the Process, Enable Others to Act, and Encourage the Heart.



## Fundraising

The following will introduce ideas that will aid chapters in raising money to support their endeavors within TSA. There are several ways to raise money for your chapter. Ultimately, fundraising activities are not only effective in raising money for your chapter but also essential in promoting the TSA. Alternatively, contacting businesses and individuals for sponsorship is also an extremely effective means of raising funds to fuel your chapter's goals. In this section you will find information on both ways to make fundraising and sponsorship successful in your chapter. Additional Fundraising Ideas can be found at the following link: [Fundraising Ideas](#)

### **Fundraising Event Ideas**

In the following section you will find a variety of fundraising event and activity ideas that TSA members and chapters have found successful in the past. These ideas can be adapted countless ways to fit your chapter's goals and needs. They not only serve as a means of funding your chapter's goals, but also of promoting our organization. If you have other good ideas for fundraising please submit them to the state advisor for inclusion.

#### *Dining to Donate*

Your chapter signs up with your local Applebee's for a night to host your event. You are given invitations to give to guests in your community. When these guests present the invitation, your chapter receives 15% of the profit from that guest. The more people who show their invitation the more money your chapter makes. Many Restaurant Chains offer this opportunity.

#### *Flapjack Fundraiser*

Your Chapter signs up with a local restaurant for a time to host your event. Prior to the event you are given tickets to sell to the community for a reasonable price. The guests, who bought tickets, come between 8 and 10 the morning of your Pancake Breakfast. Volunteers from your chapter serve the guests and your chapter receives tips, donations, and most of the money from tickets.

#### *Sadie Hawkins Day Dance*

The tradition calls for girls to invite boys to the dance in a once-a-year role reversal. The tradition started with the 1930s Lil' Abner comic strip, and then somewhere along the way, February 29 officially became Sadie Hawkins Day. However, it doesn't have to be Leap Year, it can be anytime you want to put a twist to your normal dance. Decorate your space with hay, denim, and other appropriate items. Dress up in overalls, denim outfits, and checkered shirts. To raise money charge admission, sell refreshments, hold raffles, and sell pictures of guests all dressed up in front of a cool backdrop.

#### *Candy, Cookie Dough, and Pie Sales*

Selling sweets is always a huge hit! Purchase value packs of large bars of candy, of lollipops or register with a fundraising organization and have members of your chapter sell them to students and faculty at your school. A percentage of what each member sells will go toward paying for attending state and national events.

#### *Video Game Tournament*

In the spirit of the Video Game Design Competition, host an event in which students at your school can compete against each other in a selected video game. Advertise the event with flyers and through your technology education classes. Set up 4-6 video game stations on the day of the event and charge a flat price to participate in the tournament and select a prize to award the top three finishers.

### *Internet Sales*

There are many companies that offer fundraising opportunities online that are tailored for schools. Investigate them closely and fully understand your contractual agreements with these companies.

### *Business Partnership*

Contact local businesses about the Technology Student Association to see if they would be interested in sponsoring your chapter to attend state and national events. Advocate TSA using a professional letter to communicate your experiences in the organization, and the purposes of our organization. Be sure to include what you intend to gain by going to the conferences and mention your research and competitive activities.

# TSA MIDDLE SCHOOL EVENTS 2022

## UPDATE 1/24/2022

Please Note: Guidelines for all events are located on the National TSA website in the Middle School Competitive Events Guide (Total TSA). Password access will be granted to the advisor when membership dues are paid to National TSA. Contest guidelines for Alabama only events are located on the Alabama TSA website [www.alabamatsa.rocks](http://www.alabamatsa.rocks)

<b>EVENT</b>	<b>MAXIMUM # ENTRIES PER CHAPTER</b>
Advisor of the Year	1 individual
CAD Foundations	2 individuals
Career Prep	2 individuals
Challenging Technology Issues	2 teams of 2
Children's Stories	2 individuals or teams of 2-3
Coding	2 individuals or teams of 2-3
Cybersecurity	2 individuals
Data Science and Analytics	2 teams of 2
Digital Photography	2 individuals
Dragster	3 individuals
Essays on Technology	2 individuals
Flight	2 individuals
Forensic Science	1 team of 2
Foundations of Information Technology	2 individuals
Inventions and Innovations	2 teams of 3-5
Junior Solar Sprint	2 teams of 2-4
Leadership Strategies	2 teams of 3
Mechanical Engineering	1 team of 3-6
Medical Technology	2 teams of 2-3
Microcontroller Design	1 team of 2-5
Off the Grid	2 teams of 2-3
Prepared Speech	2 individuals
Problem Solving	2 teams of 2
Promotional Marketing	3 individuals
Structural Engineering	2 teams of 2
System Control Technology	2 teams of 3
Tech Bowl	1 team of 3
VEX Robotics	3 teams
Video Game Design	1 teams of 2-5
Website Design	1 teams of 3-5
Catapult Design <b>(Alabama Only)</b>	2 teams of 2-4
Creed <b>(Alabama Only)</b>	3 individuals
Safety Illustration <b>(Alabama Only)</b>	3 individuals
State Pin Contest <b>(Alabama Only)</b>	3 individuals
State T-Shirt Contest <b>(Alabama Only)</b>	3 individuals

# ALABAMA TSA HIGH SCHOOL EVENTS 2022

Please Note: Guidelines for all events are located on the National TSA website in the High School Competitive Events Guide (Total TSA). Password access will be granted to the advisor when membership dues are paid to National TSA. Contest guidelines for Alabama only events are located on the Alabama TSA website [www.alabamatsa.rocks](http://www.alabamatsa.rocks)

<b>EVENT</b>	<b>MAXIMUM # ENTRIES PER CHAPTER</b>
Advisor of the Year	1 individual
Animatronics	1 teams of 2-5
Architectural Design	3 individuals or teams of 2-3
Biotechnology Design	2 teams of 2-3
Children's Stories	2 individuals or teams of 2-3
Coding	2 individuals or teams of 2-3
Computer-Aided Design (CAD), Architecture w/Animation	2 individuals
Computer-Aided Design (CAD), Engineering w/Animation	2 individuals
Cybersecurity	2 individuals
Data Science and Analytics	2 teams of 2
Digital Video Production	2 individuals or teams of 2-3
Dragster Design	3 individuals
Engineering Design	1 team of 3-5
Essays on Technology	2 individuals
Extemporaneous Presentation	2 individuals
Flight Endurance	3 individuals
Forensic Science	1 team of 2
Photographic Technology	2 individuals
Prepared Presentation	2 individuals
Promotional Design	3 individuals
Structural Engineering	3 teams of 2
System Control Technology	2 teams of 3
Technology Bowl	1 team of 3
Technology Problem Solving	3 teams of 2
VEX Robotics	3 teams
Video Game Design	1 teams of 2+
Webmaster	1 team of 2+
Catapult Design ( <b>Alabama Only</b> )	2 teams of 2-4
Creed ( <b>Alabama Only</b> )	3 individuals
Safety Illustration ( <b>Alabama Only</b> )	3 individuals
State Pin Contest ( <b>Alabama Only</b> )	3 individuals
State T-Shirt Contest ( <b>Alabama only</b> )	3 individuals