

MEMORANDUM

To: KY TSA Local Chapters

From: Robin Johnson, KY TSA State Coordinator

Date: January 9, 2008

Subject: Amendments to the KY TSA Bylaws
KY TSA State Officer Candidate Form

It is time again to begin planning for our 2008-2009 State Officer Team and Proposed KY TSA Bylaw Amendments. The 2008 State Conference will be held on March 20-22, 2008 at the Executive West in Louisville.

To amend the KY TSA Bylaws, a proposed amendment must be submitted in writing by the chapter preparing the amendment by **February 6**. Any amendment receiving a two-thirds majority approval at the spring conference delegate assembly will be placed in effect after adjournment of the spring conference. List your chapters proposed amendment(s) to the KY TSA Bylaws. Provide a written justification for your proposal(s), if you desire.

Enclosed is the KY TSA State Officer Candidate Form that must be returned by **February 6, 2007**. Be sure to provide all necessary signatures and a one or two page resume. We are requiring that the advisor complete the Advisor's Affidavit as part of the application process. Please go over this document with your officer candidates so that everyone is aware of their responsibilities if elected to a state officer position.

Please send your amendment proposal(s) and officer nominations to the following address:

Henry Lacy, KY TSA State Advisor

Kentucky Department of Education
Capital Plaza Tower, 21st Floor
500 Mero Street
Frankfort, KY 40601

Again this year will be offering candidates a more involved role in their campaign. The candidates are asked to become actively involved in these events to promote their individual campaigns and to make the process of running for an office an exciting experience for everyone.

1. After the First General Session on Thursday afternoon, there will be a delegate meeting. At that meeting the officer candidates will be given three minutes to answer general questions about TSA. They will be screened and put onto note cards. The note cards will be in a large bowl and the candidates will pull a card and answer the question. They may answer as many questions as they can within the three-minute time limit.
2. At the mixer on Thursday night, each candidate will be assigned an 8-foot table to decorate as they choose. Your campaign can have a theme or you can decorate for school spirit. The candidates should bring fliers, brochures, resumes, etc to pass out to the chapter members as they come by their booth. They can also bring **candy, pencils, notepads, etc.** to give out while the booths are open. The booths will remain open from 9:00 p.m. – 11:00 p.m. There will be electrical outlets available if you need them. You might want to bring extension cords for your table. The booths may go up immediately following the Opening General Session and must come down immediately following the dance. No one can pass out information until the dance starts at 9:00 p.m.

In addition, I have enclosed the pages of the bylaws referring to officer positions, duties and responsibilities and election process. Please review this with your candidates so that they will fully understand the duties of their offices.

I realize this is a great deal of information, but I believe that by giving you as many details as possible we can improve the officer candidate application process for everyone. If you have questions, please do not hesitate to contact me.

Enclosure



State Officer Candidate Form
State Director Deadline: February 19, 2008

Mail to: Henry Lacy

**Kentucky Department of Education
Capital Plaza Tower, 21st Floor
500 Mero Street
Frankfort, KY 40601**

Student Name _____

Student Address _____

Student Phone _____

Student Email Address _____

Age _____ **Sex** _____ **Grade Point Average** _____

School Name _____

School Address _____

School Phone _____

Advisor's Email Address _____

What KY TSA office are you seeking? _____

What KY TSA offices have you held or holding? _____

Please include:

- A one or two page resume.
- A letter of recommendation from an administrator
- Digital picture of nominee
- The Reporter must submit a portfolio (4-5 pieces) of related work, which should include a school newspaper and a brochure

Qualifications for a State Officer

- **Be an active member of KY TSA**
 - Be holding or have held a local chapter office
 - Not eligible during senior year
 - File an official application by the designated date with the KY TSA State Advisor
 - No state officer may serve more than one year in the same office
 - The state officers shall attend all sessions of the state and national conferences, and all special called meetings
 - No local chapter may nominate more than two candidates for state office during the current school year
 - If the candidate is running for an office from the middle school level and will be entering high school during their term in office the following year, an affidavit and an application must be signed by both the middle and high school advisors.

I realize that by signing this form and the affidavit, I will abide, upon my election, with all rules and regulations set forth by the KY Technology Student Association Bylaws and by attending all meetings of state elected officers. I shall uphold my responsibilities to the best of my abilities.

Nominee Signature _____
Local Advisor Signature _____
Parent Signature _____
Principal Signature _____
Date _____

NOTE: YOU MUST WEAR OFFICAL DRESS.

ARTICLE IV. OFFICERS

Section 1. Qualifications for a State Office

A. To be qualified for a state office in KY TSA, a candidate shall:

1. Be an active member of KY TSA;
2. Be holding or have held an elected local chapter office;

3. Not be eligible during their senior year;
4. File an official application by the designated date with the KY TSA state director; and
5. Have credentials reviewed by the KY TSA State Advisor and will be notified of eligibility at least two weeks before the spring conference.

Section 2. State Officers

A. The KY TSA state officers shall consist of:

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Sergeant-at-Arms
6. Reporter
7. Historian

B. State officers elected at the annual meeting may hold a local TSA office concurrently with their term as state officers.

C. No state officer may serve more than one term in the same state office.

D. The state officers shall attend all sessions of the state and national leadership conferences, state executive committee meetings, and the state conference and national conference.

E. No local chapter may nominate more than two candidates for state office during the current school year.

F. Duties:

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

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

3. Secretary. It shall be the duty of the Secretary to serve in any capacity as directed by the President; to record proceedings of all meetings; and to be available as necessary in promoting the welfare of KY TSA.

4. Treasurer. It shall be the duty of the Treasurer to serve in any capacity as directed by the President; to keep records and membership reports as necessary; to serve as the liaison of the corporate sponsorship program to coordinate the efforts of the state officer team to obtain corporate funding for Kentucky TSA; and to be available as necessary in promoting the welfare of KY TSA.

5. Sergeant-at-Arms. It shall be the duty of the Sergeant-at-Arms to serve in any capacity as directed by

the President; to assist in the preparation and control of the meeting place; in the event that a parliamentarian is not appointed by the President, to assist in conducting all meetings according to parliamentary procedure as set forth by Robert's Rules of Order, Newly Revised; and to be available as necessary in promoting the general welfare of KY TSA.

6. Reporter. It shall be the duty of the Reporter to serve in any capacity as directed by the President; to accumulate and keep up-to-date information on the history of the association; to prepare articles for publication in KY TSA and TSA publications, professional magazines and journals, newspapers, and other news media; to contact other association members concerning new items for publication; and to be available as necessary in promoting the general welfare of KY TSA.

7. Historian. It shall be the duty of the Historian to serve in any capacity as directed by the President; keep a yearly scrapbook to include minutes, memorabilia, photographs, articles, newsletters (KY TSA and National), listed honors of members, conference information, booklets, handouts, etc., and gather information for the content of the Kentucky TSA website and submit the information to the designated webmaster in a timely manner.

G. Nominations

1. The KY TSA State Advisor will review all state officer candidates and their qualifications and will notify candidates of their eligibility at least two weeks before the state conference.

2. The KY TSA state officers shall be elected annually at the State Conference. There will be no nominations from the floor.

H. Elections

1. A majority vote of the voting delegates present and voting at the election session of the state conference shall be required for election.

2. Election of officers shall be by ballot vote.

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

4. The candidates for state offices must be present at the state conference at which they are to be nominated to be eligible for official nomination.

5. In the event no candidate has filed for a state office by the required date, the KY TSA State Advisor may extend the deadline.

6. The state officers' term will begin at the close of the state conference at which they are elected, and they will serve until the close of the following state conference.

I. Vacancies

1. If the office of State President becomes vacant during the membership year, the Vice-President shall assume the office of President. If any other state office becomes vacant during the membership year, the position shall be filled by appointment by the Board of Directors.

2. Failure to fulfill the obligations of a state office without legitimate cause will result in the removal from office by the Board of Directors.

KENTUCKY TECHNOLOGY STUDENT ASSOCIATION

STATE OFFICER CANDIDATE AND ADVISOR AFFADAVIT

I give my permission for _____ to run for the
(Officer Candidates Name)
office of _____ for the 2006-2007 academic year.

(Officer Candidate Position)

By signing this affidavit, I fully understand the duties and responsibilities of running a

State officer and will support _____ during their term as state
(Candidates Name)

officer to include:

- Transporting the candidate to and from:
 - Executive Committee Meetings (approx. 3 in July, Sept/Oct, and January)
 - Officer Work Days (approx. 1, February)
 - State Leadership Conference (traditionally in Sept/Oct)
 - State Conference (March/April)
 - Career and Technical Student Organization Training (June)
 - CTSO Leadership Day in Frankfort (February)
 - Any other specially called meetings as directed by state coordinator or state advisor.

If I cannot transport my officer candidate for any reason, I will find transportation with
either the parent or another school representative.

I will also provide technical support and supervision of all activities involving the officer to include proofreading all articles for submission to the executive committee or to the website, provide follow-up or reminders of activities to be performed by the state officer, and attend all executive committee meetings as an active member of the Kentucky TSA Executive Committee.

I also understand that if elected, the officer may not miss more than two functions required by the state officer team (unless pre-approved by the State Advisor and State Coordinator or has an approved medical excuse) during their term in office. If the officer fails to comply, he/she will be asked to resign.

Signed:

(Advisor) (Date)

(Officer Candidate) (Date)