

# Colorado TSA Student Bylaws

## ARTICLE I – GOVERNANCE

### *Section 1. The Advisory Committee*

1. The administration of Colorado TSA will be vested in the Colorado TSA Advisory  
The Advisory Committee shall consist of:
  - a. The State Advisor
  - b. The State Officer Advisor
  - c. The Program Director for STEM/Arts/IT for the Colorado Community College System
  - d. The Assistant Provost for Career and Technical Education for the Colorado Community College System
  - e. The Colorado TSA Corporate member
  - f. Any members of the National TSA Board of Directors
  - g. Any National TSA officers
  - h. At least one school district CTE director
  - i. The current Colorado TSA State Officer team
  - j. The current Colorado TSA Alumni Association President
  - k. The current Colorado TSA Alumni Association President-Elect
  - l. At least one representative advisor from the high school level
  - m. At least one representative advisor from the middle school level
  - n. At least one representative from post-secondary education
  - o. At least one business and industry representative
  - p. Other members may be included, not to exceed 25 total members.
2. The State Advisor shall serve as the chairperson for this committee and will not have voting rights except in the case of a tie.
3. The Advisory Committee shall have the authority to act on behalf of the Colorado Technology Student Association as necessary to maintain and promote the general welfare of the association when the membership is not in session, including the development and revision of policies and procedures in order to comply with local, state, and federal mandates and directives that impact the operation of the association.

## ARTICLE II - FINANCE

### *Section 1. Dues.*

1. All students who affiliate with a chapter and pay local, state and national dues are considered active members of Colorado TSA for the current membership year. Active members shall have the right to vote and participate in business brought before the membership if they are present at the state conference.
2. Disbursement goes through the office of the State Advisor.

## **ARTICLE III – COMMITTEES**

### *Section 1. Advisory Committee*

1. The Advisory Committee shall consist of:
  - a. The State Advisor
  - b. The State Officer Advisor
  - c. The Program Director for STEM/Arts/IT for the Colorado Community College System
  - d. The Assistant Provost for Career and Technical Education for the Colorado Community College System
  - e. The Colorado TSA Corporate member
  - f. Any members of the National TSA Board of Directors
  - g. Any National TSA officers
  - h. At least one school district CTE director
  - i. The current Colorado TSA State Officer team
  - j. The current Colorado TSA Alumni Association President
  - k. The current Colorado TSA Alumni Association President-Elect
  - l. At least one representative advisor from the high school level
  - m. At least one representative advisor from the middle school level
  - n. At least one representative from post-secondary education
  - o. At least one business and industry representative
  - p. Other members may be included, not to exceed 25 total members.
2. The State Advisor shall serve as the chairperson for this committee and will not have voting rights except in the case of a tie.
3. The Advisory Committee shall have the authority to act on behalf of the Colorado Technology Student Association as necessary to maintain and promote the general welfare of the association when the membership is not in session, including the development and revision of policies and procedures in order to comply with local, state, and federal mandates and directives that impact the operation of the association.
4. The Advisory Committee is bound by the Colorado TSA Administrative Bylaws. The Colorado TSA Administrative Bylaws shall supercede the Colorado TSA Student Bylaws if conflicts arise.

### *Section 2: The Executive Committee*

1. The Executive Committee shall consist of the State Advisor, the State Officer Team Advisor, the Program Director for STEM/Arts/IT for the Colorado Community College System, the Colorado State Parliamentarian, the elected officers of Colorado TSA (President, Vice-President, Secretary, Treasurer, Reporter and Sergeant-At-Arms), the Officers-At-Large, and any Colorado TSA member serving as a National TSA officer.

### *Section 3. Special Committees*

1. Special committees may be appointed by the Colorado TSA President whenever deemed necessary. These committees may have any number of members depending on the purpose of the committee. All committees must include one officer and other Colorado TSA members, who all must remain in good academic standing throughout their service on the committee.

## **ARTICLE IV. STATE OFFICERS**

*Section 1. Eligibility* – To serve as an officer, students must meet ALL of the following requirements:

1. Remain in good standing with the local, state, and national organizations and maintain above-average grades in all school work.
2. Submit a completed application before the deadline of 11:59 p.m. on February 1 of each year, which shall include the following:
  - a. A completed application packet
  - b. two letters of recommendation, sent via the professional email account of the chapter advisor and another adult who does not live at the same physical address or is not a member of the student's family who is able to recommend the student for office
  - c. a photo of the candidate against a plain background in full official TSA attire, from the waist up, in .jpg format with a resolution of at least 8 MP
3. Officers must meet eligibility standards as directed by the Colorado High School Activities Association (CHSAA) and the school and school district they represent. If an officer fails to meet eligibility standards, s/he will not be allowed to represent Colorado TSA at any state function and will be subject to dismissal from office.
4. Have demonstrated leadership within their chapter or school.
5. Attended one COTSA Fall Leadership or State Conference prior to submitting an application for office.

### *Section 2. Election procedures*

1. State officers shall be elected by all eligible voters in attendance at the annual state meeting.
2. State officer candidates must have a complete application on file and receive email confirmation from the State Advisor or State Officer Advisor of file completion before they will appear on the ballot. State officer candidates may not campaign in any way prior to being introduced at the opening session. This includes unsolicited interaction on social media. Any officer candidate found to be engaging in campaign behavior will become ineligible to run for office or to serve as an officer, if discovered after the election.
3. A chapter may nominate a maximum of three students for leadership positions. This includes elected state officers, officers-at-large, or national officer candidates in any given school year.
4. Voting shall be by ballot at the State Conference.
5. Graduating seniors are not eligible to apply for or hold a state office.
6. A candidate for president must have attended one state and one national conference prior to the year they apply.

### *Section 3. Tenure*

1. All state officers shall serve for one year. The term of office will begin immediately following the completion of the oath of office during the awards ceremony at the state conference.

### *Section 4. Vacancies*

1. Vacancies that occur for state offices for lack of candidates for that office will be filled by appointment of the Executive Committee.
2. A vacancy occurring in the unexpired term of State President shall automatically be filled by the Vice President. In the event the Vice President is unable to perform this duty, the Executive Committee shall appoint a member of the current officer team to fill the vacancy or conduct a special election to fill the vacancy. Nominees will be selected by the Executive Committee.
3. A vacancy occurring in the unexpired term of Vice President, Secretary, Reporter, Treasurer, or Sergeant-at-Arms, will be filled by appointment of the Executive Committee or by a special election held by the Executive Committee.

### *Section 5. Responsibilities of all state officers shall include:*

1. Shall lead and direct Colorado TSA to the best of his/her ability keeping in mind the highest standards, ideals and strategic plan of the association.
2. Obtain official TSA dress before representing the state association in an official capacity.
3. Attend the required functions:
  - a. CTSO State Officer Training
  - b. National TSA Conference
  - c. Fall Leadership Conference
  - d. Annual Colorado TSA State Conference
4. In the event an officer is unable to attend one of the required functions, the officer will be removed from office. Exceptions may be made by the Executive Committee in the event of documented family emergencies.

*Section 6.* Specific individual officer duties shall include:

1. President: It shall be duty of the President of Colorado 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 his/her term of office; and to make himself/herself available, as necessary, in promoting the general welfare of Colorado TSA.
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 make himself/herself available, as necessary, in promoting the general welfare of Colorado 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 make himself/herself available, as necessary, in promoting the general welfare of Colorado 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, and to make himself/herself available, as necessary, in promoting the general welfare of Colorado TSA.
5. Reporter: It shall be the duty of the Reporter to prepare articles for publication; contact members to obtain news regarding the association; contact personnel in charge of other publications and provide copy conforming to their requests; assist with planning and arranging association exhibits; and act as editor of association publications, including social media accounts and make himself/herself available, as necessary, in promoting the general welfare of Colorado TSA.

6. 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 available and to make himself/herself available, as necessary, in promoting the general welfare of Colorado TSA.
7. Officers-at-Large: It shall be the duties of the Officers-At-Large to serve with the officer team in any official capacity, and make themselves available, as necessary in promoting the general welfare of Colorado TSA. There shall be two (2) officers-at-large, unless Colorado runs a national officer candidate. In that case, the national officer candidate shall take one of the Officer-At-Large slots.
8. National Officer Candidates/National Officers: It shall be the duty of the National Officer Candidates/National Officers to serve with the officer team in any official capacity and make themselves available, as necessary in promoting the general welfare of Colorado TSA.

## **ARTICLE V – AMENDMENTS**

### *Section 1. Amendments to the Constitution and Bylaws*

1. Amendments to the Constitution and Student Bylaws shall be submitted by any active member of the association.
2. Amendments shall be submitted in writing to the state office, and must be electronically time-stamped a minimum of 45 days in advance of the opening of the state conference.
3. Any amendment to the Colorado TSA Constitution or the Colorado TSA Student Bylaws that is appropriately submitted to the state office will be sent via email to all chapters once it is approved via electronic vote of the Advisory Committee, no later than 30 days in advance of the opening of the state conference. Any amendment to the Colorado TSA Administrative Bylaws will be submitted for discussion and decision by the Advisory Committee but shall not come before the general assembly or student members.
4. Any amendments up for vote will be read into the minutes prior to a vote being taken. Voting shall be by ballot following the business meeting.
5. Two-thirds vote of the delegates present shall be necessary for adoption of amendments.
6. The ratified amendments will become effective at the beginning of the next membership year unless a different time period is stipulated.