

**MISSOURI DELEGATION**

**OF THE**

**TECHNOLOGY  
STUDENT  
ASSOCIATION**



**Members Handbook  
2011-2012**

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## 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.

## GOALS

1. To promote leadership, fellowship, and scholarship among students throughout the state of Missouri.
2. To promote Technology Education Programs in the public schools of Missouri.
3. To increase the knowledge and understanding of our industrial society and its relationship to technological advancement.

## OBJECTIVES

1. To develop through group action the ability of members to plan together, organize and carry out worthy activities and projects.
2. To provide good leisure time activities and hobbies.
3. To promote high standards of craftsmanship and safety.
4. To assist in providing guidance and counseling for students enrolled in Technology Education programs in making informed and meaningful choices in selected occupational fields.
5. To prepare individuals for enrollment in advanced and highly skilled vocational and technical education programs.
6. To develop consumer knowledge in students.
7. To provide career information and instructions pertaining to a broad range of careers.
8. To provide exploratory experiences in technology laboratories and observations in business or industry to acquaint students with jobs in the different occupations.
9. To assist Technology Education students in creative expression.
10. To promote and encourage all students to utilize basic essential life management skills.

## MEMBER PROGRAMS AND SERVICES

State and National competitive events  
Annual State and National conferences  
Technology Honor Society  
The F1 Challenge  
Saywire Online Networking Community  
Student Officer Program  
The Champion Fund

Leadership lessons  
Annual Leadership Academy  
Leadership Connections Degree Program  
(state only)  
Achievement/Recognition Awards Program  
Local, state, regional, and national activities  
Newsletters, handbook and manuals

By Laws of the Missouri  
TECHNOLOGY STUDENT ASSOCIATION

ARTICLE I

NAME

Section 1.

The official name of this organization shall be the "Missouri Technology Student Association" and may be referred to as "Missouri-TSA".

ARTICLE II

PURPOSES

Section 1.

The general purposes of this organization are:

- a) To promote leadership, fellowship, and scholarship among students throughout the state of Missouri,
- b) To promote Technology Education programs in the public schools of Missouri,
- c) To increase the knowledge and understanding of our industrial society and its relationship to technological advancement.

Section 2.

The specific purposes of the Association are:

- a) To develop through group action the ability of members to plan together, organize and carry out worthy activities and projects.
- b) To provide good leisure time activities and hobbies.
- c) To promote high standards of craftsmanship and safety.
- d) To assist in providing guidance and counseling for students enrolled in technology education programs and in making meaningful choices in selected occupational fields.
- e) To prepare individuals for enrollment in advanced or highly skilled vocational and technical education programs.
- f) To develop consumer knowledge in students
- g) To provide occupational information and instructions pertaining to a broad range of occupations.
- h) To provide exploratory experiences in technology laboratories, and observations in business or industry to acquaint students with jobs in the different occupations
- i) To promote and encourage all students in creative expression.
- j) To promote and encourage all students to utilize basic essential skills.

ARTICLE III

MEMBERSHIP

Section 1.

Missouri TSA will recognize individual membership through a district association and its local chapters, This is if they meet all constitutional requirements of the Technology Student Association (TSA).

Section 2.

Each elementary, middle, junior or senior high school local chapter must consist of a minimum of ten (10) individual members to be associated with TSA. In addition, a local school Association may be chartered as a member of Missouri TSA, Inc., upon approval of the Board of Directors of Missouri TSA, Inc.

- Section 3. Missouri TSA will recognize individual membership through a chartered local association if there is no district association. Local chapter affiliation with the Technology Student Association must come through membership in Missouri TSA and Identify itself by using the School name before the acronym TSA.
- Section 4. Membership eligibility will be governed by each chapter. Individual membership shall be recognized as active, alumni, associate, or honorary membership.
- Section 5. Active members shall be elementary, middle, junior or senior high students enrolled in or having completed any Technology Education course. An active member shall pay dues and may be declared eligible to hold a state office, to participate in state competitive events and projects, to serve as a state voting delegate or otherwise represent his or her chapter in Missouri TSA affairs as may be approved by this association or prescribed by the Missouri TSA constitution.
- Section 6. Alumni membership may be obtained after graduation from school by paying annual dues. Alumni members cannot hold office or vote.
- Section 7. Associate members are parents, guardians, or patrons who manifest and interest in Technology Education and who contribute an amount at least equal to annual dues and enjoy all rights and privileges except holding office and voting.
- Section 8. Honorary life members may be individuals who have made or are making contributions to the advancement of Technology Education, and shall be exempt from annual dues. Honorary life members may not hold office or vote. In honor of his dedication to the advancement of Technology Education in the State of Missouri as Founder and first State Advisor of Missouri TSA, Phil Schooley or North Pemiscot High School is recognized as an Honorary Life Member of Missouri TSA.
- Section 9. Annual membership dues will be raised by vote of the Board of Directors of Missouri TSA, Inc., based upon the needs of the association.
- Section 10. All individual members are eligible to participate at the local, state and national levels. No individual or chapter may join the national association without joining the state association.
- Section 11. A charter fee determined by the Board of Directors of Missouri TSA, Inc. will be charged for each chapter that affiliates with Missouri TSA.
- Section 12. The state officers shall consist of a: President, Vice president, Secretary, Treasurer, Reporter, and sergeant at Arms. There shall be nine (9) elected Region Vice Presidents. This number will vary, as each region must have an affiliated Missouri TSA association before a Region Vice President is elected from the Region. In the case where a Region has no representative eligible to be nominated for office, a neighboring Region can fill the vacancy providing the total number of state officers from that district does not exceed three (3).

Section 13. The Board of Directors of Missouri TSA, Inc., shall serve as a credentials committee to review all state officer candidates and their qualifications. Also, the Board of Directors will have the right to fill by appointment any vacancy that occurs in the state officers for the unexpired term, except the office of President, which shall be filled by the Vice president.

ARTICLE IV VOTING

Section 1. Local chapters shall exercise their voting privileges through voting delegates at the annual meeting of the Missouri TSA.

Section 2. Each chartered chapter is entitled to two (2) voting delegates for every ten (10) members for the purpose of transacting business of Missouri TSA. In case of a delegate's inability to attend, an alternate local delegate may be appointed by the local chapter's advisor.

Section 3. All registered voting delegates in attendance at the general assembly shall constitute a quorum for the transaction of any business.

Section 4. Voting members not present at the general assembly meeting may send their voting power with an alternate upon presentation of proper credentials.

ARTICLE V MEETINGS

Section 1. At least one (1) officer's meeting will be held prior to the spring conference. The time and place of the meeting is to be designated by the Missouri TSA, Inc., Board of Directors.

Section 2. There shall be held each year in the late spring a one-day minimum spring conference. The time and place to be designated by the Missouri TSA, Inc., Board of Directors.

Section 3. Each officer is to attend a Leadership Conference endorsed by the Missouri TSA, Inc., Board of Directors. Each elected officer shall attend the endorsed Leadership Conference during his or her elected year. Failure to attend the Leadership Conference will constitute grounds for impeachment from their elected office, subject to action by the Missouri TSA, Inc., Board of Directors.

Section 4. Parliamentary procedure for Robert's Rules of Order shall govern all meetings of the Missouri TSA, Revised.

ARTICLE VI STATE OFFICERS

Section 1. State officers will be nominated upon receipt of all state officer candidate forms and the credentials committee has completed all interviews prior to the annual meeting. A nominee may not serve as a voting delegate.

Section 2. Candidates for state office shall maintain membership in National TSA and shall present their platform at a general meeting during the state contest and competitive events. Failure of a candidate to personally present their platform at this general meeting will result in that candidate's name being removed from the ballot, subject to action by the Missouri TSA, Inc., Board of Directors.

Section 3. State Officers shall be elected by a majority of delegate votes cast at a general

meeting held during the state conference and competitive events. The Missouri TSA, Inc., Board of Directors will oversee the running of this election.

Section 4. The Missouri TSA, Inc., Board of Directors shall be eligible to serve as credentials committee members to review state officer candidates and their qualifications. Also, the credential committee will have the right to fill by appointment any vacancy that occurs in the state officers for the unexpired term, except the office of President, which shall be filled by the Vice president. There will be no nominations from the floor. If no one applies for a particular office by the official deadline date for state officer candidate application, the TSA credentials committee will appoint a qualified TSA member to fill the position following the Annual Meeting.

Section 5. Elected individuals for state office will be sworn in at the Annual Distinctions Conference and competitive events awards ceremony, and will hold office until the swearing in of the following year's newly elected state officers. Failure to fulfill the obligations of a state office without legitimate cause will result in the removal from office by the Missouri TSA, Inc., Board of Directors.

Section 6. The state officers shall consist of a: President, Vice president, Secretary, Treasurer, Reporter, and Sergeant at Arms. There shall be nine (9) elected Region Vice Presidents. This number will vary, as each Region must have an affiliated Missouri TSA association before an Region Vice President can be elected from the local chapter. In the case where an Region has no candidate eligible to be nominated for office, a neighboring local chapter can fill the vacancy providing the total number of state officers from that Region does not exceed three (3). The nine (9) Regions are established by the Missouri TSA, Inc., Board of Directors during the annual business meeting and posted on the Missouri TSA web site. The Region Vice President's local chapter advisor will serve as the Region Advisor during the term of their student officer.

## ARTICLE VII DUTIES OF OFFICERS

### Section 1. **President**

The association president shall:

- a) Preside at and conduct meetings according to parliamentary procedure.
- b) Appoint committees and serve as ex officio member of each.
- c) Keep the meetings moving at an interesting pace.
- d) Call upon other officers to take the chair when necessary or desirable.
- e) Keep association activities progressing in a satisfactory manner.
- f) Represent the association in outside activities.
- g) Serve as a member of the association advisory committee or appoint a member from the Executive Board to fulfill that duty.
- h) Attend all state conferences of the Missouri Association.

Section 2.

**Vice-President**

The association Vice-President shall:

- a) Assist the president
- b) Serve and record member votes.
- c) Succeed the president in case of vacancy.
- d) Serve as chairperson of the membership and program committee.
- e) Meet with and be responsible for all committees.
- f) Attend all state conferences of the Missouri Association.

Section 3.

**Secretary**

The association Secretary shall:

- a) Prepare and read the minutes of each meeting.
- b) Count and record member votes.
- c) Read correspondence and communications at meetings.
- d) Keep association permanent records.
- e) Post notices to members pertaining to association activities and send invitations to guests.
- f) Be responsible for association correspondence.
- g) Call the meeting to order in the absence of the presiding officer.
- h) Attend all state conferences of the Missouri Association.

Section 4.

**Treasurer**

The association treasurer shall:

- a) Report all financial standing at each meeting. (A written report should be provided to each officer.)
- b) Keep an accurate record of receipts and payments.
- c) Obtain and present ideas and suggestions for increasing the treasury and financing activities.
- d) Keep the state advisor apprised of the financial changes of the Missouri TSA.
- e) Attend all state conferences of the Missouri Association.

Section 5.

**Reporter**

The association reporter shall:

- a) Prepare articles for publication.
- b) Contact members to obtain news regarding the association.
- c) Contact personnel in charge of other publications and provide copy conforming to their requests.
- d) Act as historian of the association by keeping an association publications archive.
- e) Assist with planning and arranging association exhibits.
- f) Act as editor of association publications with the responsibility of developing and publishing.
- g) Attend all state conferences of the Missouri Association.

Section 6.

**Sergeant at Arms**

The association sergeant at arms shall:

- a) Serve as parliamentarian for the association.
- b) Arrange meeting rooms and care for association paraphernalia.
- c) Be responsible for the comfort of those present at all meetings of and state conferences.
- d) Assist officer candidates prior to and during elections.
- e) Arrange entertainment, refreshments, and other details related to meeting programs.
- f) Serve as chairperson of the welfare committee.
- g) Attend all state conferences of the Missouri Association.

Section 7

**Region Vice President**

The Region Vice President shall:

- a) Preside at all meetings of the region and appoints committees in consultation with the Region Advisor.
- b) To serve in any capacity as directed by the President
- c) To communicate with their respective region and report concerns or ideas to the state officer team.
- d) Attend all state conferences of the Missouri Association.

ARTICLE VIII

THE MISSOURI TSA ADVISOR

Section 1.

It is recommended that a Technology and Engineering teacher serve as a 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 would have all the rights and privileges of a regular advisor as long as her/she maintains his/her chapter in good standing.

ARTICLE IX

ORGANIZATION

Section 1.

The Missouri Technology Student Association is an organization of local school associations, each operating in accordance with a charter granted by Missouri TSA, Inc.

Section 2.

Each chartered local school association of Missouri TSA, Inc., will be responsible for all operational activities within that local school or geographic unit under the direction of the state supervisor of Technology Education or appointed representative.

Section 3.

The administration of Missouri TSA interests will be vested in the Board of Directors of Missouri TSA, Inc.

ARTICLE X

FINANCES

Section 1.

Chartered local school associations will be responsible for state dues as determined by the Board of Directors of Missouri TSA, Inc.

Section 2.

The Missouri TSA, Inc., Board of Directors will manage TSA finances and will furnish an annual report to each chartered local school association.

ARTICLE XI EMBLEM AND COLORS

Section 1. The TSA emblem is a rectangular shape with three parts. The middle section and largest part of the emblem contains the letter TSA in a very large, bold print. The letters are white on a blue background. Below these letters and about 1/3 the size, is the name of the association—Technology Student Association—in white letters on a red background. The top portion contains the name – Missouri—in white letters on a red background. The logo is a modern, futuristic symbol that represents the association’s commitment to technology and its impact on the future.

Section 2. The colors of Missouri TSA shall be scarlet (red), white, and blue.

- a) Scarlet (red)—represents the strength and determination of the technology education students and teachers to obtain their goal.
- b) White—represents the high standards, morals, and religious beliefs we hold.
- c) Blue (navy)—represents the sincerity of the technology education students and teachers in obtaining a greater knowledge of our technical world.

ARTICLE XII MOTTO AND CREED

Section 1. The motto of the Missouri Technology Student Association will be “Learning to live in a technical world.”

Section 2. The creed of the Missouri 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.”

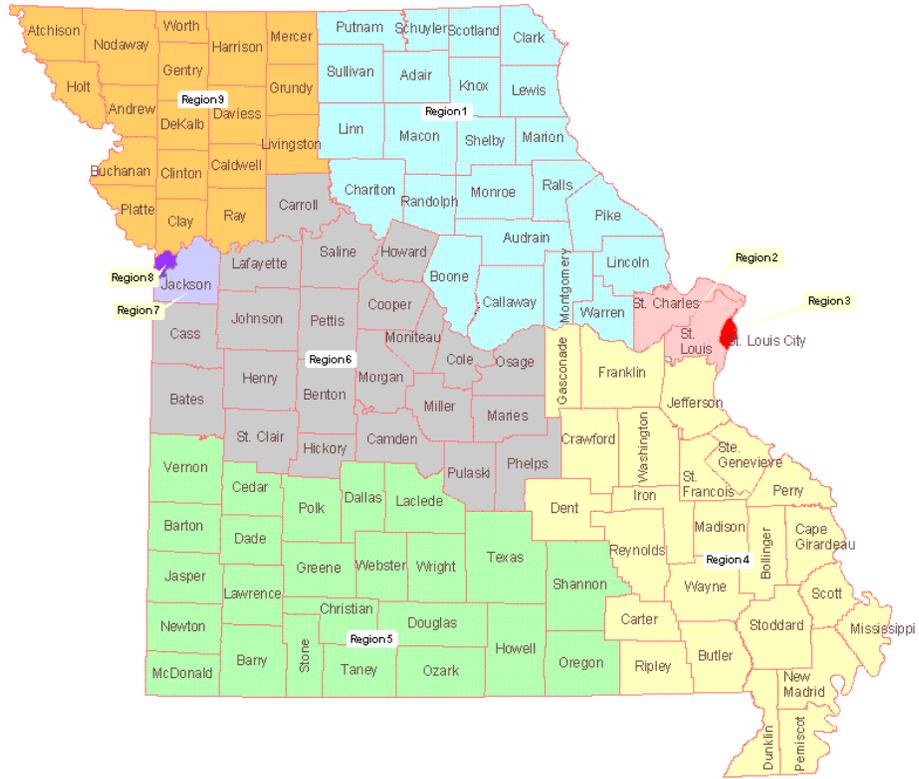
ARTICLE XIII AMENDMENTS

Section 1. An amendment to this By Laws must be submitted in writing by the local school association to the president, Missouri TSA, Inc., at least ninety (90) days prior to the annual meeting.

- Section 2. The president (chairman) of the Board of Directors of Missouri TSA, Inc., will be responsible for notifying in writing the local school associations and the Missouri TSA officers of the proposed amendment at least thirty; (30) days prior to the state annual meeting.
- Section 3. The proposed amendment must be approved by a three-fourths majority of the voting delegates present at the annual meeting.
- Section 4. Each local school association will be entitled to one vote for each local school chapter officer in attendance (maximum of 6) plus two additional votes for each chapter of that local school district.
- Section 5. The president (chairman) of the Board of Directors of Missouri TSA, Inc., will be responsible for notifying in writing the local school associations of adopted amendments within sixty (30) days of the state annual meeting.
- Section 6. Amendments will become effective in sixty (60) days unless a different time period is stipulated.

Revised by the voting delegates on April 8, 2005

MISSOURI TSA  
HANDBOOK AND DIRECTORY



## MISSOURI TSA INCORPORATED BYLAWS

### ARTICLE I NAME

- Section 1. The name of this Association shall be the Missouri Technology Student Association, Inc., hereafter known as Missouri TSA, Inc or The Corporation.
- Section 2. The office of The Corporation shall have its principal office in Jefferson City, Cole County, Missouri, and shall be deemed, for the purposes of venue in civil actions, to be an inhabitant and a resident thereof. The Corporation may establish offices in such other place or places, as it may deem necessary or appropriate in the conduct of its business.

### ARTICLE II. PURPOSE

- Section 1. The purpose of this Association shall be to serve students enrolled in Technology Education. The mission is to prepare our membership for the challenges of a dynamic world by promoting technological literacy, leadership, and problem solving, resulting in personal growth and opportunities. The specific goals of Missouri TSA, Inc., are
- a) provide opportunities to enhance student participation in and contribution to a technological society;
  - b) provide services that help deliver instruction and manage activities that ensure all students become technologically literate and productive in a democratic society;
  - c) provide resources and services to affiliated associates in empowering their administration and management of viable local chapters; and
  - d) implement "Continuous Improvement" strategies throughout Missouri TSA.
- Section 2. This Association shall be the sponsoring agency for the Missouri Technology Student Association.
- Section 3. Missouri TSA, Inc., shall not engage in any activity, which would be inconsistent with its status as an educational charitable association as defined in Section 501(c) (3) of the Internal Revenue Code of 1986, or any successor provision thereto.

### ARTICLE III. CORPORATE MEMBERS

- Section 1. The Missouri Technology Student Association, Incorporated (Missouri TSA, Inc.), is a non-profit, educational corporation consisting of those persons who are officially designated by the school districts to serve as teachers of Technology Education or an appointed representative in each school, district, or geographic unit chartered by this corporation. These persons will be known as "Corporate Members."
- Section 2. The teacher of Technology Education in any school district or an appointed representative will become a member of this corporation upon acceptance of a charter presented by Missouri TSA, Inc.

- Section 3. There will be one chapter for each school and for each area designated by the Missouri TSA, Inc., Board of Directors. This chapter will be known as a local chapter and will be a separate legal entity from Missouri TSA, Inc. Each local chapter will be eligible to be exempt from Federal and State Income Tax and will comply with the Missouri TSA, Inc., 501(c)(3) group exemption letter or any later provision thereof.
- Section 4. The State Advisor will review each charter application and make a recommendation to the Board of Directors for appropriate action. Upon approval of the application, notification will be given to the local chapter as to the time and place the charter will be presented.
- Section 5. Any local teacher of Technology Education or an appointed representative may apply for membership for their chapter through the State Advisor by submitting a letter to the State Advisor requesting the issuance of a charter for that local chapter including:
- a) A copy of the local chapter bylaws
  - b) A local chapter shall be at least 10 members
  - c) A list of the local chapter officers.
  - d) A remittance as set by the Missouri TSA, Inc. Board of Directors and the National TSA, Inc. Board of Directors to cover state and national dues for each chapter member.
- Section 6. The purpose of the local chapter will be to:
- a) provide a structure for Missouri TSA members to unite and collectively participate in the programs, services, and activities of Missouri TSA within the state; and
  - b) provide a vehicle, which will promote the progress and welfare of TSA as a whole, including, and without limitation, the provision of channels of communication between Missouri TSA, Inc., and the local chapter.
- Section 7. To be considered in good standing each local chapter will:
- a) have bylaws modeled after Missouri TSA, Inc., and TSA;
  - b) require unified student membership of TSA in which a student must be a member at the local, state, and national levels;
  - c) meet the requirements each school year of Article III: Section 3, Sections 5a, 5b, .5c; and Section 6; and
  - d) have permission to use the name and official logo of Missouri TSA, Inc., upon written approval by the Missouri TSA, Inc., State Advisor.

- Section 8. Any local chapter not in good standing will be notified in writing by the Missouri TSA, Inc., President that it must comply with Article III: Section 3, Sections 5a, 5b, 5c; and Section 6 within one year or the local chapter will:
- a) lose its Missouri TSA, Inc., corporate membership status and all the privileges which go with being a corporate member;
  - b) lose its tax exempt status 501(c)(3) and its privilege to file its Federal Income Tax and Expense Statement through TSA, Inc.; and
  - c) lose its charter and all privileges associated with the charter.
- Section 9. A local chapter may apply for a re-charter by complying with Article III: Section 3, Sections 5a, 5b, 5c, 5d, 5e; and Section 6 and paying any fees not paid when it lost its charter.
- Section 10. Only the Board of Directors and the State Advisor shall have the power to bind the corporation. No action taken by the membership or officers shall have the power or the effect of binding the corporation.
- Section 11. The fiscal year of Missouri TSA, Inc., shall extend from September 1 through August 31.

#### ARTICLE IV. OFFICERS

- Section 1. The officers of this association shall be a President, President-Elect. and Secretary/Treasurer, all of whom shall be active members in good standing at the time of their election and during their tenures of office. These three officers are elected from the six (6) corporate members.
- Section 2. The President will preside over all meetings of The Corporation and will serve as chair of the Board of Directors. The President will be responsible for the appointment of committee chair, will serve as special advisor to the Board of Directors, will direct the activities of The Corporation, and will otherwise represent The Corporation and the Board of Directors as may be necessary.
- Section 3. The Board of Directors at its annual meeting will elect the President-Elect annually by a majority vote. To be eligible for the position of President-Elect a corporate member must have two years remaining on the Board of Directors. The President-Elect will serve in the absence of the President and will perform other duties as the President or Board of Directors may direct. The President-Elect shall assume the position of President after serving one year as President-Elect.
- Section 4. The Board of Directors will elect the Secretary/Treasurer of the corporation every year by a majority vote at its annual meeting. To be eligible for the position of Secretary/Treasurer a corporate member must have two years remaining on the Board of Directors. The Secretary/Treasurer will serve as financial advisor to the state student organization and the State Advisor, issue notices of all official meetings, keep accurate records of all meetings, distribute copies of the minutes of such meetings to all Board of Directors' members, and perform other such duties as the President or Board of Directors may direct.

- Section 5. The term of office shall begin immediately following the Annual Meeting at which the officer was elected and end following the next Annual Meeting, except in the case of the Secretary/Treasurer, or until their successors are elected. The Secretary/Treasurer term will begin immediately following the Annual Meeting at which the Secretary/Treasurer was elected and end two years following the Annual Meeting at which the election took place or until the successor is elected.
- Section 6. In the event that a vacancy occurs in any office except that of the President, the Board of Directors shall appoint a corporate member to fill the vacancy in that office for the unexpired term. If the office of President becomes vacant, the President-Elect will automatically become President for the unexpired term and the vacancy arises in the office of President-Elect. The President-Elect, who is assuming the position of President, will continue to serve as President during their designated elected year of President.

#### ARTICLE V. CORPORATION'S ANNUAL MEETING

- Section 1. The corporate members shall meet not less than once annually, the date and location to be set by the Board of Directors and will be known as The Annual Corporate Meeting. All members will receive written notice, and a tentative agenda of this meeting at least thirty (30) days prior to the meeting. In the event a member is unable to attend, the member must designate in writing to the State Advisor before the opening of The Annual Corporate Meeting who their alternate representative will be attending. The Board of Directors determines special meetings time and place.
- Section 2. Each corporate member or an approved appointed representative would each have one vote.
- Section 3. A quorum will consist of one-third of the corporate membership.
- Section 4. Minutes from The Annual Corporate Meeting shall be distributed to the corporate membership within 60 days following The Annual Corporate Meeting.

#### ARTICLE VI. BOARD OF DIRECTORS

- Section 1. There are ten (10) or eleven (11) members of the Board of Directors, nine (9) or ten (10) with voting privileges and one (1) or two (2) non-voting member(s) as follows:
- a) six (6) members are elected from the Missouri TSA, Inc., corporate membership who is officially designated by the local school districts as teachers of Technology Education or an appointed representative of each local school, district, or geographic unit chartered by Missouri TSA, Inc. Two (2) are elected to three-year terms at the corporation's annual meeting by a majority vote.
  - b) three (3) members are classroom teachers: one (1) representing the TSA Advisors at the high school level, grades 9-12 one (1) at the middle school level, grades 6-8, and one (1) at the elementary level, grades k-5. These (3) three members are elected by the Local TSA Advisors by a plurality vote to a three-year term.
  - c) one (1) Missouri TSA Officer who is elected

annually for a one-year term by the newly elected Missouri TSA Officers.

d) one (1) teacher educator representative nominated by corporate members is elected at the annual meeting by a majority vote. e) the Executive Director or State Advisor of Missouri TSA, Inc. who is a non-voting member.

f) the Past President is an ex-officio, non-voting member of the board if the corporate member's term has expired. If the corporate member still has one year remaining on the Board when the corporate member is the Past President, then the Past President has a vote.

Section 2. The Missouri TSA., Inc., Board of Directors manages the affairs, sets policy of the corporation, and hires and discharges the Executive Director/Secretary. The Board of Directors may make special appointments, including committees, as deemed necessary.

Section 3. A majority of the voting members shall constitute a quorum at any Board of Directors meeting.

Section 4. There are two board meetings a year with one being at The Annual Corporate Meeting.

Section 5. In an emergency situation and upon the call of the President or seven (7) voting members, a conference call meeting by phone may be held. Any action taken by the Board of Directors as a result of the conference call must be followed by an official vote by mail or electronic communication in which a hard copy is produced. At the next Board of Directors' meeting, the Board may consider ratifying.

Section 6. A vote of the Board of Directors may also be taken by mail or *Fax* at the discretion of the President and the State Advisor.

Section 7. A member of the Board of Directors, excluding the State Advisor, may be removed by a two-thirds vote of the members of the Board of Directors. A Board of Directors member may resign at any time by giving written notice to the President of the Board of Directors or the State Advisor. Unless otherwise specified in the notice, the resignation shall take effect upon the receipt of the notice. Acceptance of the resignation is not necessary to make it effective.

Section 8. Vacancies on the Board of Directors shall be filled by a majority vote of the remaining members of the Board of Directors unless otherwise provided by law or by Missouri TSA, Inc.'s, Articles of Incorporation. A Board of Directors member elected by the Board to fill a vacancy shall be elected for the remainder of the term of the Board of Directors member whose position is being filled.

## ARTICLE VII. EXECUTIVE COMMITTEE

- Section 1. The Executive Committee shall be composed of the President, the President-Elect, the Secretary/Treasurer, the Immediate Past President, and the State Advisor, The State Advisor is a non-voting member. the Past President is also a non-voting member if the Past President's term has expired on the Board of Directors. The Past President is a voting member if the Past President has a year remaining on the Board of Directors.
- Section 2. The Executive Committee shall handle the affairs of the corporation between Board of Directors' meetings, supervise the activities of the State TSA Officers, and perform other duties as assigned by the Board of Directors. The Executive Committee shall evaluate the State Advisor. The Executive Committee only has such power as given it by the Board of Directors.
- Section 3. The Executive Committee prepares a budget and submits it to the Board of Directors for approval at its fall meeting.
- Section 4. A conference call may be held in an emergency situation and upon the call of the President or two (2) voting members. Any action taken by the Executive Committee as a result of the conference call must be followed by an official vote by mail or electronic communication in which a hard copy is produced. At the next Executive Committee meeting, the Executive Committee may consider ratifying.
- Section 5. A majority of the voting members shall constitute a quorum at any Executive Committee meeting.

## ARTICLE VIII. NOMINATIONS AND ELECTIONS OR CORPORATE MEMBERS

- Section 1. The President-Elect will mail the list of corporate members to each corporate member 60 days before the The Annual Corporate Meeting. Corporate members submit two (2) nominees for the two corporate positions, which are available on the Board of Directors. Once the President-Elect receives the nominations, the President-Elect then requests each nominee to provide some specific background information. Thirty (30) days before The Annual Corporate Meeting the President-Elect mails this background information on each nominee to each corporate member. At The Annual Corporate Meeting each nominee may give a maximum two (2) minute speech. Following all the nominees' speeches, a ballot vote is taken to fill the two (2) positions on the Board of Directors. A majority vote of the corporate members present and voting shall be required for election. If there are more than three (3) nominees and two nominees do not receive a majority vote on the first ballot, any nominee, with a majority will be declared elected while the nominee with the lowest number of votes will be dropped and another ballot will be taken. On each succeeding ballot the nominee receiving the lowest number of votes will be dropped until a majority is reached for the two (2) positions.

- Section 2. The President-Elect will mail a letter to each Local TSA Advisor ninety (90) days before the Missouri ACTE Summer Conference requesting nominations at each level for one (1) member who is a classroom teacher and TSA advisor. These three levels are: the High School Level of grades 9-12, the Middle School Level of grades 6-8 and the Elementary Level of k-5 Sixty (60) days before The Annual Corporate Meeting the State Advisor will mail the ballot with the list of nominees to each Local TSA Advisor. Each Local TSA Advisor votes for one (1) at each level A plurality will elect.
- Section 3. The President-Elect will mail a letter to each corporate member ninety (90) days before the The Annual Corporate Meeting. Corporate members submit the name of one (1) teacher educator to be the teacher educator representative on the Board of Directors. Once the President-Elect receives the nominations, President-Elect then requests each nominee to provide some specific background information. Sixty days (60) before the The Annual Corporate Meeting the President-Elect will mail this background information on each nominee to each corporate member at The Annual Corporate Meeting each nominee gives a maximum two (2) minute speech. Following all the nominees' speeches a ballot vote is taken to fill the teacher educator position on the Board Directors. A majority vote of the corporate members present and voting shall be required for election. If there are more than two (2) nominees and a majority is not reached on the first ballot, the candidate with the lowest number of votes will be dropped and another ballot will be taken. On each succeeding ballot the nominee. receiving the lowest number of votes will be dropped until a majority is reached.

#### ARTICLE IX. STATE TSA ADVISORY COUNCIL

- Section 1. The Technology Student Association State Advisory Council provides guidance to the Technology Student Association in the areas of program development, financial matters, curricula events, professional improvement, and technology education promotion within education, business, and industry.
- Section 2. The State TSA Advisory Council (SAC) reports to the Missouri TSA, Inc., Board of Directors and does not have any authority or official policy making, responsibility.
- Section 3. The SAC meets at least once each fiscal year.
- Section 4. The SAC consists of business and industry representatives; a Missouri TSA, Inc., Board of Directors' representative; a State TSA officer, the TSA Executive Director or State Advisor, and an SAC Chairperson who is elected by the Missouri TSA, Inc., Board of Directors. ,SAC members are determined by the SAC Chairperson; the Missouri TSA Inc., Board of Directors' President; and the Missouri TSA State Advisor, with the approval of the Board of Directors. The Missouri TSA, Inc., Board of Directors, determines the Missouri TSA, Inc., Board of Directors representative, and the State TSA officer representative.

ARTICLE X. AMENDMENTS

To amend these Bylaws, a proposed amendment must be submitted in writing by the corporate member proposing the amendment to the President of Missouri TSA, Inc. at least sixty (60) days prior to The Annual Corporate Meeting. The President will inform the corporate members and the Board of Directors of the proposed amendment(s) at least 30 days prior to The Annual Corporate Meeting. A two-thirds vote at The Annual Corporate Meeting shall be required for adoption.

ARTICLE XI. PARLIAMENTARY AUTHORITY

The most current edition of *Robert's Rules of Order Newly Revised* shall be the parliamentary authority for this corporation and shall govern The Corporation in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.

I, the undersigned, duly elected Secretary/Treasurer of the Missouri TSA Inc., do hereby certify that the above and forgoing bylaws were duly revised and adopted as the bylaws of The Corporation and that the same do now constitute the bylaws of this Corporation.

Dated this 29<sup>th</sup> day of March, 2007

Robin Heilig  
Secretary/Treasurer

Gary Schreiner  
President

Paul Morris  
President Elect

## 2011-2012 REGION ADVISORS

	<b>Region 1 - Advisor</b>
	<b>Region 2 - Advisor</b>
	<b>Region 3 - Advisor</b>
	<b>Region 4 - Advisor</b>
	<b>Region 5 - Advisor</b>
	<b>Region 6 - Advisor</b>
	<b>Region 7 - Advisor</b>
	<b>Region 8 - Advisor</b>
	<b>Region 9 - Advisor</b>

## TSA MEMBERSHIP AFFILIATION POLICIES

(As determined by the TSA, Inc. Board of Directors)

**Contact:**

Sandy Honour  
Membership Manager  
[shonour@tsaweb.org](mailto:shonour@tsaweb.org)

### **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 Blue CAP 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 levels; 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 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 technology education teacher 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 s/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

## CHAPTER PARAPHERNALIA

Only currently affiliated chapters may use association symbols or paraphernalia. Contact the state office for the following recommended items:

1. An American and Missouri flag.
2. State and National Handbooks for officers and advisors.
3. Chapter emblem or banner.
4. Official symbols mounted on a stand for each officer-must include gavel and block. Drawings that illustrate shape and size of office can be requested from the National office.
5. Treasurer's Record Book and or Check Book.
6. A chapter's Record Book.
7. Secretary's permanent Minutes Book.
8. Charter, framed.
9. Creed, framed.
10. Motto, framed.
11. Code of Ethics, framed.
12. Parliamentary Procedure Rules of Order Book- (Robert's Rules of Order, newly revised).

## CODE OF ETHICS

We will conduct ourselves in such a manner as to be a credit to our organization, our school, and our community at all times by:

1. Respecting the rights of others.
2. Respecting the property of others.
3. Practicing courtesy at all times.
4. Being honest and sincere.
5. Being conscious of our personal appearance and dressing appropriately.
6. Taking pride in our organization and its work.
7. Controlling self, behavior, and language.
8. Respecting the other person's opinions and being tactful with any criticisms.
9. Demonstrating good sportsmanship and fair play in all competitive activities.
10. Sharing educational experiences.

## EMBLEM

The emblem is a symbol of the intent and goals of Missouri TSA. It is displayed in full in this handbook, on official documents, at all organizational functions, and is worn as a patch by members of Missouri TSA.



The copyright of the emblem is owned by the National Technology Student Association. Only chapters and individual members affiliated with the National are licensed to use and display the emblem.

## COLORS

**SCARLET:** Represents the strength and determination of students and teachers to obtain their goals.

**WHITE:** Represents the high standards, morals, and religious beliefs we hold.

**NAVY BLUE:** Represents the sincerity of students and teachers in obtaining a greater knowledge of our technical world.

**LIGHT GREY:** Represents the masses of laborers who work each day so that our nation will stand strong, and who prove that there is dignity in work.

## DRESS CODE

### **National TSA Dress Code**

Chapter and state advisors, and parents and chaperones, are responsible for seeing that all TSA student members wear official TSA attire, professional TSA attire, or business casual TSA attire as occasions may require. TSA attire may now be purchased online via the SHOP tab at the right.

**An official blue shirt is being introduced as part of the official TSA attire and the female tie is being eliminated. For more details visit the National TSA website at <http://www.tsaweb.org/Dress-Code>. [Download a flyer on the official blue shirt](#)**

Official TSA attire, professional TSA attire, and business casual TSA attire are considered appropriate dress for related conference activities and public appearances. Since adults (advisors, parents, guests) serve as role models at TSA conferences and activities, they are expected to dress appropriately for all related occasions they attend. Students must adhere to the TSA dress code requirements as listed below.

During general sessions at the national conference, student members must wear official TSA attire, professional TSA attire, or business casual attire. Adults must dress appropriately. No flip-flops, halter tops, tank tops or shorts are permitted for anyone at the general sessions.

TSA contestants must refer to the TSA competitive event CD for specific attire required for each competition and to the Competitive Events Attire section in the general rules.

### **Official TSA Attire: Most Formal**

Blazer: navy blue with official TSA patch

Ties: scarlet red imprinted with official TSA logo (for males and females)

Shirt or blouse: white, button-up with turn down collar

Pants or skirt: light gray

Dark socks: males only (black or dark blue)

Shoes: black dress shoes (unacceptable: athletic shoes, combat or work boots)

Sandals: females only may wear black open toe shoes or sandals

### **Professional TSA Attire: Less Formal**

Shirt: males or females, button-up with turn down collar  
(unacceptable: t-shirt, polo or golf shirt)

Blouses: females only

Ties: males required, females optional

Dress Pants (unacceptable: jeans, baggy pants, exterior pocket pants)

Dresses/Skirts: females only (length even with tips of one's fingers)

Dark Socks: males only (black or dark blue)

Shoes: dress shoes or boots (unacceptable: athletic shoes, combat or work boots)

Sandals: females only may wear open toe shoes or sandals

### **Business Casual TSA Attire: Least Formal**

Same as professional attire, however a tie is not required, and the shirt or blouse may be a polo or golf shirt. (Unacceptable: t-shirt or shorts)

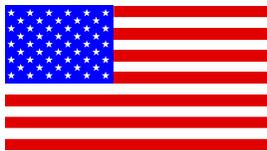
### **TSA STORE--Get your TSA attire from the Egroup**

Check out the official TSA accessories and items at [www.costore.com/tsa](http://www.costore.com/tsa). Or, contact the E Group, the official source for TSA attire and accessories, at [tsastore@egroup-inc.com](mailto:tsastore@egroup-inc.com) for all your TSA gear.

CEREMONIES AND MEETINGS

At the prescribed time for the meeting, the officers assume the position indicated.

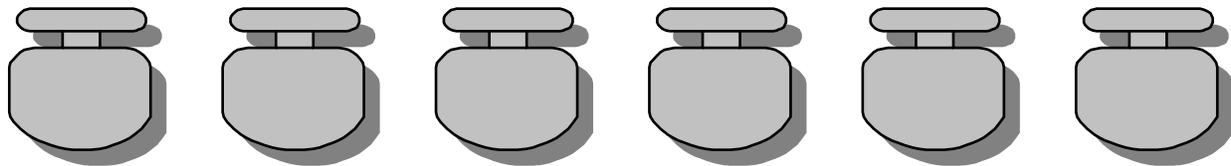
**State Banner**



American Flag



Missouri Flag



Sergeant-at-Arms -- Reporter ---President ---Secretary ---Treasurer -- Vice President

**Officers Table(s)**  
(Symbols positioned in front of the respective officer)

Region Vice Presidents

Region Vice Presidents

(Officers Facing Audience)

\*\*\*\*\***Audience**\*\*\*\*\*

PRESIDENT: (Raps twice with gavel. The group comes to order.)

*Will the meeting please come to order.*

(Pause--Officers, move chairs far enough back so you can sit on edge and still have room to stand between chair and table.)

(Optional) *The invocation will be given by...*

STUDENT: (Comes to front, gives the invocation, and returns to seat.)

PRESIDENT: *Mr./Ms. Sgt. at Arms, are all the officers in their places?*

MISSOURI TSA  
HANDBOOK AND DIRECTORY

- SGT.-AT-ARMS: (If an officer is absent, so state. If not)  
***They are, Mr./Ms. President***
- PRESIDENT: (Raps Three times for assembly to rise.)  
***Sergeant at Arms, please led the assembly in the pledge to the flag of the United States of America.***
- SGT. AT ARMS: (Leads pledge to flag)
- PRESIDENT: (Raps once and assembly is seated.)  
***Mr./Ms. Secretary, will you please call the roll.***
- SECRETARY: ***Mr./Ms. Sergeant at Arms.***
- SGT. AT ARMS: ***Present.***  
(Rise)  
***The symbol of my office is the "Hearty Hand Shake" and it is my responsibility to see that the assembly is comfortable and properly welcomed. It is also my duty to serve as doorkeeper for this association.***  
(Remain Standing)
- SECRETARY: ***Mr./Ms. Reporter.***
- REPORTER: ***Present.***  
(Rise)  
***The symbol of my office is the "Beacon Tower" and it is my duty to see that our school, community, area and state association have a complete report of our organization's activities.***  
(Remain Standing)  
(Pause)
- SECRETARY: ***Mr./Ms. President.***  
(Rise)

- PRESIDENT: *Present.*  
(Rise)  
*The symbol of my office is the gavel. The duties vested in me by my office are to preside at all regular and special meetings of this organization and to promote cooperation in carrying out the activities and work of our organization.*  
*Mr./Ms. Secretary.*
- SECRETARY: *Present.*  
(Rise)  
*The symbol of my office is the "Pen" and my responsibility is to see accurate and proper records are kept of all business and correspondence of this association.*  
(Remain standing)  
(Pause)
- SECRETARY: *Mr./Ms. Treasurer.*
- TREASURER: *Present.*  
(Rise)  
*The symbol of my office is a "Balanced Budget." It is my duty to keep accurate and proper records are kept of all funds and see that our financial obligations are met promptly.*  
(Remain standing)
- SECRETARY: *Mr./Ms. Vice-President.*
- VICE PRESIDENT: *Present.*  
(Rise)  
*The symbol of my office is a "Star." It is the duty of my office to see that we always have a strong membership and a good work program and are alert to the welfare of our association.*
- SECRETARY: *Mr./Ms. President, all officers (with the exception of \_\_\_\_\_) are present and in their places.*
- PRESIDENT: (Raps once with gavel for all officers to be seated.)  
*Mr./Ms. Sgt. At Arms, do we have guests present?*
- SGT. AT ARMS: (if so, introduce guests. If not)  
*No, Mr./Ms. President.*
- PRESIDENT: *Mr./Ms. Secretary, we are ready to transact our business.*  
(Proceed according to the order of business.)

## PLEDGE TO THE FLAG

When repeating the pledge to the flag, it should be repeated as it is punctuated. The phrase "one nation under God" is meant to be said without a pause. Members should face the flag, placing the right hand over the left breast and holding it there while repeating the following pledge:

***I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.***

At the conclusion of the pledge, the hand should be dropped quietly to the side and the member should again face the President's rostrum. The pledge should always be used in the official opening ceremony for meetings, at installation ceremonies, and at other appropriate association meetings.

## ORDER OF BUSINESS

It is important that all organizations have an established order of business to be followed during regular meetings; the suggested order of business given below is for the benefit of both officers and members. The order of business may be altered to meet local needs.

1. **Opening ceremony** - This includes the call to order, invocation (optional), pledge to flag, and roll call.
2. **Minutes of the previous meeting** - Minutes should be read by the chapter secretary and approved by the group assembled.
3. **Officer reports** - Any or all officers who have reports should give them at this meeting.
4. **Report on special projects** - Special association work projects should be presented.
5. **Special programs** - Special scheduled programs should be given at this time. The program should include speakers, films, or other types as appropriate.
6. **Old business** - Old or unfinished business should be transacted.
7. **Committee reports** - Standing and special committee reports should be presented.
8. **New business** - All new business should be completed.
9. **Special ceremonies** - Installation and initiation or other ceremonies should be held.
10. **Closing ceremony** - The formal closing ceremony should be given to close the meeting.
11. **Entertainment, recreation, and refreshments** - This portion of the meeting should be last and be turned over to the committee chairperson.

## CLOSING CEREMONY

PRESIDENT: (Raps three times; assembly rises)

*Will the assembly face the American flag and raise your right hand; Mr./Ms. Secretary will you please read the creed.*

SECRETARY: (Creed is read)

PRESIDENT: *Will the assembly please repeat the motto after me. "Learning to live in a technical world"*

*Does anyone know of any reason why this assembly should not adjourn? I declare this meeting adjourned until a special meeting is called or until our next regular meeting.*

(Raps once with gavel.)

(Meeting adjourned.)

## INSTALLATION OF OFFICERS

The most impressive installation ceremonies in any organization are conducted from memory. This will take more time and effort. However, such an effort will produce dividends for all Association members. An installation team from another association, and advisor, or past president may install officers. The newly elected officers are placed in front of their stations. The installation officer stands behind the rostrum. The invocation (optional) is presented by one of the members.

### **INSTALLATION OFFICER:**

*I consider it an honor to meet with this assembly and officially install the officers you have chosen to serve you this coming year. I know you have faith in each of them or they would not have been selected. In order for these officers to help this association progress, there must be enthusiasm and cooperation exercised by every member present. Will the assembly please rise and repeat the pledge to the flag.*

(Pledge is said and the assembly is seated. New officers remain standing.)

*Will the newly elected officers repeat the symbols and duties of their offices, beginning with the president.*

### **NEWLY ELECTED OFFICERS:**

(Proceeding in order from president to vice president, secretary, treasurer, reporter, and sergeant-at-arms, state their office symbols and duties.)

### **INSTALLATION OFFICER:**

*Does each officer pledge to lead this organization forward to the best of his/her ability?*

### **OFFICERS IN UNISON:**

*We do.*

### **INSTALLATION OFFICER:**

*Will the assembly please rise. The newly installed officers will lead us as we repeat the creed.*

**ASSEMBLY:** (Creed is spoken)

### **INSTALLATION OFFICER:**

*I now declare these officers officially installed and responsible for performing the duties of their offices. The meeting is adjourned.*

## MOTTO

**"Learning to live in a technical world"**

## CREED

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 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.

## MISSOURI LEADERSHIP CONNECTION DEGREE PROGRAM

You are about to embark on a journey with TSA that will connect you with the effective communication skills, self-confidence and poise to become an effective leader. TSA can open many doors to exciting opportunities for you as you accept the challenge in becoming a better leader through leadership training in TSA. How far you go in the future will be determined by your own determination and motivation.

This program is designed to assist each participant in preparing for leadership in your local TSA chapter, state TSA delegation and for those who aspire for greater things, becoming a National TSA Officer. This program is divided into four degrees of achievement that must be obtained in respective order as follows:

- 1st Degree
- 2nd Degree
- 3rd Degree
- 4th Degree

Each participant is encouraged to work at their own pace while preparing for the exam that is required for completing each degree. The written exam will be administered by the local chapter advisor at his or her discretion. It is important that each participant keep an accurate record of all your achievements, including appropriate signatures where required to receive the award and degree. There is an application required for each degree and a \$5.00 processing fee must be included with the application. The awarding of the appropriate degree will be presented during the Annual Connections Conference. Students must achieve at least 85% mastery or higher of the content to be an eligible recipient for the respective award.

### Academic Degree

#### Requirements:

This degree is available for all Missouri TSA members regardless of school grade level. A Missouri TSA member will receive this degree upon the completion of the following requirements:

1. Participation in the Annual Missouri TSA Connections Conference,
2. Successful completion of all of the requirements of the annual Connections Conference,
3. Official TSA member in good standing,
4. Serve on a local chapter committee,
5. Attend the Annual Connections Conference, and
6. Completion of the Academic Degree written exam (a – g), scoring 85% or better.
  - a. The time limit for the exam shall not exceed 30 minutes.
  - b. The exam shall be administered by the local chapter advisor.
  - c. The exam shall capture TSA general information and 46 questions shall constitute a complete exam.
  - d. The questions shall be acquired from the *Academic Degree* unit of study.
  - e. The exam questions will consist of matching and multiple-choice type.

- f. The results shall be announced and awarded at an Annual Conference
- g. The exam for the *Academic Degree* will consist of the following:
  - i. Motto, Colors and Emblem
  - ii. The Officer Symbols
  - iii. The duties of the officers
  - iv. The goals of the organization
  - v. The state officers names, schools, officer titles and region vp's
  - vi. The key personnel of TSA
  - vii. The TSA official dress code
  - viii. Parliamentary Procedure
  - ix. Missouri data
  - x. National conferences

### **Collegiate Degree**

#### **Requirements:**

This degree is available for all Missouri TSA members who have previously earned the Missouri TSA Academic Degree. A Missouri TSA member will receive this degree upon the completion of the following requirements:

1. Be a TSA member of good standing,
2. Must have competed for a local TSA chapter office (local chapter advisor approval),
3. Must have served on a local TSA chapter committee,
4. Must give at least one TSA presentation to a school group or community organization,
5. Must have attended a previous Missouri TSA Connections Conference, and
6. Must have completed the *Missouri TSA Collegiate Degree* written exam with 90% mastery or above.

#### **Exam Information:**

The exam shall be administered by the local advisor at the local school. A time limit of 30 minutes shall be given to complete the exam. The exam shall consist of multiple choice and matching questions.

1. National TSA Information
2. Leadership Connections Degrees
3. TSA Creed
4. Key Personnel

The Missouri TSA Collegiate Degree test, including answer key, will be made available to each chapter advisor upon request. The *Missouri TSA Collegiate Degree* exam shall be graded by the local chapter advisor at the local school and the results reported to Missouri TSA. Members who meet all of the above requirements shall be recognized during a Missouri TSA Conference.

### **Scholar Degree**

#### **Requirements:**

This degree is the highest degree issued by Missouri TSA. This degree is available only to those student members who have previously earned the three foundational degrees. A Missouri TSA member is eligible to receive this degree upon the completion of the following expectations:

1. Be a TSA member of good standing,
2. Currently holding or have held a local TSA chapter office,

3. Must have attended and/or competed in a competitive event at a past National TSA Conference,
4. Score a 90% or above on the *Missouri TSA Scholar Degree* exam,
5. Must maintain a "B" average or better in all Technology Education classes,
6. Must give at least one public presentations about TSA to a community organization different from the one served to earn the collegiate degree,
7. Must serve on one local TSA chapter committee different from the one served on to achieve the Scholar Degree,
8. Participate in a competitive event at the upcoming Missouri TSA Distinctions Conference,
9. Complete and send in the Missouri TSA Scholar Degree application to the Missouri Department of Elementary and Secondary Education, Industrial Education Section, Technology Education Program supervisor,
10. Interview with the screening committee during the Missouri TSA Distinctions Conference, and
11. Provide a professional portfolio demonstrating your TSA experiences. You may utilize photos, school newspaper articles, copy of your transcript, local newspaper photos and/or articles.

All *Missouri TSA Scholar Degree* applicants resumes shall be reviewed prior to the Missouri TSA Distinctions Conference. Those members who meet all of the requirements shall be recognized at the Missouri TSA Distinctions Conference as recipients of the *Missouri TSA Scholar Degree*. There is a \$5.00 processing fee for each degree and member receiving the appropriate lapel pin and certificate of achievement . The qualified recipients shall be entitled to all the rights, privileges, and honors that accompany this degree at the Annual Missouri TSA Distinctions Conference.

**Note:** *Official degree exam and answer key are available upon request from the State Advisor's Office.*

## TSA SERVICE PROJECT

### TSA & The American Cancer Society

During the school year, TSA chapters around the country raised money to help fund the vital research, education, advocacy, and patient services of the American Cancer Society. Congratulations to all who participated! Click below on the annual Spirit of Service Award Winners links to view the top fundraisers.

All contributions raised from July 1 to June 1, each year will be tallied and counted towards this goal. Please record your fundraising efforts this year by filling out the form below. The deadline for fundraising submissions is June 1 each year. To learn where to send your fundraising dollars, go to [www.cancer.org](http://www.cancer.org), and click on "Find ACS In Your Community". Send your check to the address of your local ACS.

### The American Cancer Society's Spirit of Service Award Levels:

- Platinum Award: \$500 - \$999 raised during the year
- Diamond Award: \$1,000 - \$1,999 raised during the year
- Purple Award: \$2,000 & above raised during the year

**ADVISORS:** Please fill out the form online so your fundraising for the American Cancer Society can be counted, and when complete, just click on the 'Send' button. Please leave a convenient contact phone number, as each submission will be checked. This information can be found online at <http://www.tsaweb.org/National-Service-Project>.



## TOTAL TSA

The TOTAL TSA CD replaces the three-CD TSA Trifold. Each affiliated chapter advisor receives the free TOTAL TSA CD, which includes competitive event rules, membership materials and leadership lessons.

### **Membership Materials**

Whether you are new to TSA or a seasoned advisor, the Membership Materials section has something for you. It provides guidelines for promoting, running and maintaining your chapter. It also includes chapter organization tips, promotional and marketing ideas, and descriptions of TSA's awards and recognitions. Use this along with the Leadership Lessons and Competitive Events materials to create the total TSA chapter experience.

### **Competitive Events**

In order to achieve the goals of its mission statement, TSA offers its members challenging technology and leadership competitions. Every two years TSA's competitive events are reviewed and revised by the Competition Regulations Committee (CRC), a standing group of technology educators with hands-on classroom experience. The Competitive Events portion of TOTAL TSA presents guidelines for all national TSA conference competitions, as well as a comprehensive view of each event's connection to science, technology, engineering and mathematics (STEM) standards. Additionally, leadership skills and career choices are featured for each event. Relevant for local state and national competitions, the competitive events materials provide an excellent motivational tool for curricular activities in the classroom.

### **Leadership Lessons**

Leadership is for all TSA members. By learning leadership skills such as creative and critical thinking, communication, decision making, ethics, self-esteem, problem solving and teamwork, students are empowered for success in their competitions, classes and future careers. The contents of the Leadership Lessons section will help advisors enhance chapter dynamics and broaden the learning that takes place when students participate in TSA competitive events. The lessons can be integrated into both the technology education curriculum and the TSA chapter program of activities.

For more information on the TOTAL TSA CD resources go to <http://www.tsaweb.org/>.

## AWARDS AND RECOGNITION

The Technology Student Association Awards and Recognition Programs are designed to promote TSA and to recognize the individuals who do so. Please be sure to read the descriptions on the application forms carefully as supplemental material may be required. For Missouri TSA Achievement and Recognition Awards information and forms go to [http://dese.mo.gov/divcareered/tsa\\_recognition.htm](http://dese.mo.gov/divcareered/tsa_recognition.htm).

### Achievement Awards

Achievement Program -- Bronze-local, \*Silver-state, and \*Gold-national)  
\*TSA Technology Honor Society  
Chapter Excellence  
Advisor of the Year  
Pinnacle Award (state only)  
Leadership Connections Degrees (state only)

### Scholarships

William P. Elrod Memorial Scholarship  
TSA “Teach Technology” Scholarship

\*There are three (3) awards that require a fee. Applications for the Silver and Gold Achievement Awards and the TSA Technology Honor Society must include \$5 per nominee. Awards and recognition program participants are recognized at the state Distinctions Conference and the National TSA Conference each year.

### Recognition Awards

#### TSA Distinguished Service Award (state only)

The adult recipient is selected on the basis of valued service to TSA. Both past and present contributions are considered (as verified by responsible parties). The criteria are as follows:

1. association with TSA in some capacity for a minimum of three years,
2. active participation, as evidenced by attendance at the conferences, membership on committees, judging student events, etc.,
3. involvement with advancing TSA, as evidenced by work in professional education groups, publications, research, etc.,
4. high standards of achievement as shown by establishment of new TSA chapters, program expansion or innovation, or by,
5. accomplishments of student members who have attained prominence and distinction,
6. recognition by fellow professionals, as indicated by similar awards from local, district, state or regional groups.

Current TSA, Inc. Board of Directors members are excluded from nomination during their respective terms of office.

#### Distinguished Student Award (state only)

The student recipient is selected on the basis of valued service to the community and to TSA. Both past and present contributions are considered (as verified by responsible parties). The criteria are as follows:

1. a member in good standing with TSA for a minimum of one school year,
2. active participant in TSA in local, state, or national involvement,

3. recognition by fellow students, teachers, or administrators of technology and engineering programs as a student who has achieved prominence and distinction.

*Dr. Bob Hanson Distinguished Student Award (national)*

The student recipient is selected on the basis of valued service to the community and to TSA. Both past and present contributions are considered (as verified by responsible parties). The criteria are as follows:

4. a member in good standing with TSA for a minimum of one school year,
5. active participant in TSA in local, state, or national involvement,
6. recognition by fellow students, teachers, or administrators of technology and engineering programs as a student who has achieved prominence and distinction.

*TSA Outstanding Recognition Award (state only)*

The adult recipient is selected on the basis of valued service contributin to the growth of TSA. Both past and present contributions are considered (as verified by responsible parties). The criteria are as follows:

1. the organizations(s) that the recipient representat has supported TSA in some capacity at the local, state, or national level for a minimum of three years,
2. active participation, as evidenced by attendance at the conferences, membership on committees, judging student events, etc.,
3. efforts to advance TSA, as evidenced by encouraging business personnel and industrial leaders to support TSA activities.

*TSA Honorary Life Award (national)*

The adult recipient has supported TSA in a significant way for a minimum of five years and is a person from who TSA may reasonably expect continued interest in its activities.

*Distinguished Alumni Award (state only)*

The adult recipients (three per year) of this award are alumni of TSA who have demonstrated commitment and service to TSA beyond graduation. The criteria are as follows:

1. graduated from high school at least three years prior, after being a member in good standing with TSA for a minimum of two years,
2. active participation since graduation, as evidenced by attendance at the conferences, membership on committees, judging student events, or other service of value to TSA.

*TSA Star Recognition Program (national)*

Recognizes chapters that assist in the affiliation of new TSA chapters. Visit <http://www.tsaweb.org/> for an application. All applications and nominations must be postmarked or arrive via fax by Mar 1 to National TSA.

## LOCAL, REGION, AND STATE MEETINGS

### **LOCAL MEETINGS:**

The program of work for the local association, as described here in this handbook, in the Constitution, and Bylaws stresses the belief that our local meetings should be designed to fill a need pertaining to our local chapter members. For this reason, the type and program of our meetings will vary. However, leadership training should be a part of the total chapter's program.

### **REGION MEETINGS:**

the first region meeting of the year is generally a meeting for business purposes and getting acquainted. Officers are elected and installed, the next meeting places are selected, and leadership development takes place followed by recreation and refreshments.

Other region meetings are based around leadership activities, program development, region event preparation, and competitive chapter activities which are followed by recreation and refreshments.

The last region meeting is usually held late in the year, prior to the state meeting. Projects are entered in judging competition and student participation events of various kinds are conducted. Students and projects placing in these events are eligible to compete in the events at the state meeting.

### **STATE MEETING:**

The state meeting is usually held in May. Officers are elected for the coming year and other association business is transacted. Projects that were district winners are entered in various categories as prescribed by the Association Rules Handbook. This meeting should eventually become a two-day event, climaxed by an awards presentation. The awards presentation activities usually recognition of student contest winners, project winners, and introduction and installation of state officers.

## PROGRAMS

### **PROGRAMS:**

Always have meetings well organized and have something to offer in the form of a program at each meeting. The program can be informative, inspirational, demonstrative, recreational, business, or field trips. A combination of two or more of these may be used to provide a well-rounded program. The program chairperson is one of the most important members in the local association.

### **THOUGHT:**

If you don't have a program, why have a meeting? If you don't have meetings, you don't have an organization. The need for programs is important in continuing your organization.

### **ACTIVITIES:**

Yearly activities should always be included in the year's work plans. The activity chosen should meet some school, association, or community need, such as raising funds for the association, community welfare, safety, or some need in the school. Chapters should always set goals when planning activities. The local association should never be without a work project. A chapter without goals or a project will not continue to function.

## SUGGESTED CHAPTER ACTIVITIES

All activities come under one of four divisions:

**Community**

**School**

**Chapter**

**Fund Raising**

### ***COMMUNITY SERVICE ACTIVITY EXAMPLES:***

1. Sponsoring safety campaigns.
2. Sponsoring fire prevention activities
3. Repairing Christmas toys in cooperation with local fire department.
4. Making house numbers on street curbs.
5. Helping with cleanup drives.
6. Marking and numbering hubcaps and recording numbers.
7. Sponsoring community fair exhibits.
8. Collecting used clothing for service organizations
9. Sponsoring special citizens' weeks.
10. Refinishing city library furniture.
11. Collecting food for community charity.
12. Helping in door-to-door fund raising drives.

### ***SCHOOL SERVICE ACTIVITY EXAMPLES:***

1. Making school bulletin boards.
2. Keeping parking stripes painted.
3. Sponsoring Assemblies.
4. Building campus benches.
5. Building scenery for plays.
6. Stenciling numbers on stadium or gym bleacher seats.
7. Building items for special school events.
8. Sponsoring exhibits and banquets.
9. Purchasing needed items for school.
10. Making minor repairs on athletic equipment.

### ***CHAPTER ACTIVITY EXAMPLES FOR PROMOTION OF STUDENT ORGANIZATIONS:***

1. Writing newspaper articles or writing reports for the school paper.
2. Posters in the hallways, cafeteria or other highly visible locations.
3. Handling radio and television publicity.
4. Awarding Craftsman and Master Craftsman Awards.
5. Awards for Excellence in Industrial Technology.
6. Preparing past chapter honor rolls, chapter record book, and officer emblems.
7. Installing officers and members into chapter.
8. Presenting entertainment.
9. Sponsoring competition between local clubs.
10. Sponsoring socials or parties.
11. Handling judging competition.
12. Inviting community leaders to chapter functions.

13. Having cards printed with club motto to be distributed at special times, such as when the club has helped someone.
14. Having "open" lab time for students to visit and learn about you club activities and your courses.

***FUND RAISING ACTIVITIES:***

1. Sponsoring different types of concessions, such as:
  - a. Stands at football, basketball, and track events.
  - b. Chili suppers, pancake suppers, cake or pie sales.
  - c. Selling pillows, programs or mums at athletic events.
2. Sales of citrus fruit, spirit ribbons, popcorn, cheeses, or nuts.
3. Sponsor a newspaper drive or recycling drive.
4. Having light bulb or broom sales.
5. Sponsoring game night in the school's gym or cafeteria.
6. Sponsoring movies.
7. Holding magazine subscription drives.
8. Making scrap metal drives. (copper, aluminum, iron)
9. Printing a school directory
10. Sponsoring rummage sales.
11. Marking curbs with house numbers in cooperation with cities.
12. Sponsoring Halloween festivals.
13. Sponsoring fat or lean ball games, donkey ball games, or some similar event.
14. Holding an automobile rodeo with emphasis on skilled driving.
15. Sponsoring a junior rodeo in conjunction with agriculture students.
16. Sponsoring talent shows.
17. Washing and waxing cars.
18. Making plaster is from molds.
19. Building and selling garbage can racks, portable bookcases, telephone racks, other similar household aids.
20. Raising plants from seed in hotbeds or other plants from cuttings for spring sales.
21. Selling Christmas trees.
22. Selling ballpoint pens engraved with chapter name and motto.
23. Mass produce something and sell it such as a pen for your club.
24. Selling coupon books
25. Selling T-shirts.
26. Other ideas approved by chapter and advisor.

## TEN STEPS TO STARTING A TSA CHAPTER

Starting a chapter is easy if you lay some groundwork. First, learn all about TSA and what it offers. Without proper preparation, you could be up against administrative opposition or be unable to ignite the interest of your students.

What is TSA? What can TSA do for you, your students and your school? If you know the answers to questions like these, then you'll be able to dispel doubts your principal or students may have about starting a chapter.

### **Through TSA membership students:**

- Learn from leadership training.
- Develop and increase individual civic pride, responsibility, and involvement.
- Participate in service activities and projects for the benefit of others.
- Are provided the opportunity for individual growth, development, and maturation according to one's own interests and abilities.
- Are Involved in projects for one's chapter, school, community, and self.
- Meet and work with leaders from business, industry, and the community to gain additional career information and exposure.
- Participate in local, state, and national conferences.
- Learning how to share with others—by leading, following, and making decisions that affect oneself and other members.
- Share in all the benefits and membership services provided through local, state, and national membership affiliation.

### **Through TSA membership schools and advisors:**

- Promote, expand, and improve the total technology education program.
- Create additional means of developing student interest in broad-based learning.
- Promote the school, with visibility provided through school and community projects.
- Provide opportunities for students to integrate learning experiences from other instructional areas.

### **Through TSA membership your community:**

- Benefits from a productive group that is oriented to serve the community.
- Gains a more highly skilled potential workforce.
- Will gain recognition for the community's students.

Since 1978, TSA has been serving technology education students and instructors by successfully fulfilling their needs in Technology Education.

### **1. The organizing committee**

- Select a few enthusiastic students to organize a TSA chapter.
- Encourage this group to become familiar with TSA before they begin.
- For single sections, select four or five students from the class.
- For school-wide chapters, select at least one representative from each training program.

The committee should elect a chairperson to serve until the chapter is officially underway. This organizing committee is the first step in putting chapter control in the hands of the students. The two main duties of the organizing committee will be to draft a local constitution (necessary for obtaining a charter) and to plan a membership campaign. The constitution is the framework for how the chapter will be run. You can find suggested constitutions in the *TSA Chapter Program Kit* and the *Teacher's Tool Kit*.

### **2. The recruitment meeting**

To introduce TSA to the other students, conduct a recruitment meeting. Use school announcements, bulletin boards, fliers and word-of-mouth to promote the meeting.

Here's a simple format for the meeting:

- Introduce organizing committee members.
- Have the chairperson or advisor deliver an overview of TSA
- Show the TSA recruitment video "*TSA Open Doors*".
- Present the idea of forming a chapter to the class for debate.
- If the class is in favor of forming a chapter, present the constitution. If the class likes it, have them vote to pass the constitution.
- When the constitution has been passed, plan the membership drive.
- Explain the dues and set a deadline for paying them.

### **3. The membership drive**

After planning you will begin your membership drive. Appoint a representative from each classroom to collect dues until officers are elected and you have a treasurer. When collecting dues, keep several things in mind:

- Adhere to school policy.
- Set a deadline that is early enough to allow you to meet both your local, state and national deadlines. The national deadline for membership is March 1 (see the roster instructions sheet for your state deadline.) The sooner your rosters are received, the quicker your service starts.
- Record the names of paid members on your TSA Chapter Affiliation Booklet. If paying dues is difficult for students, hold a fund-raiser to pay the dues for the entire class (everyone should participate in the event.)

#### **4. Officer elections**

Hold elections for chapter officers. Keep the election simple. For instance, you could hold a meeting and request nominations for candidates then have a show of hands to elect officers.

To encourage enthusiasm, conduct a political campaign. For that, appoint a committee to develop election guidelines (dates, application procedures and nominee requirements).

#### **5. The officers' first order of business**

Hold a meeting of the newly elected officers. The first item of business should be petitioning the state for a charter. First, make sure your school has never been issued one. If it has, then you don't need another. Find out by calling your state association. If you do need a charter, contact National TSA for a charter application and fill it out. Send the original copy to National TSA and a copy of the application along with a copy of your constitution to your state association

#### **6. Chapter committees**

The chapter president establishes the committees as specified by the Missouri Quality Chapter Standards

#### **7. Develop a Calendar of Activities**

The chapter's Calendar of Activities and the chapter's project goals, is a plan for the year. Establish a Calendar of Activities Committee to come up with the plan and make recommendations to each standing committee. To help chapters plan Calendar of Activities.

#### **8. Vote on the Calendar of Activities**

Once the tentative calendar of activities is selected, present it to **all** members for their approval. The program directly influences the TSA year.

#### **9. Get the necessary materials**

A well run TSA chapter uses all of its available resources such as the:

- *Total TSA CD*
- Competition Events Guide for Middle School/High School.
- TSA Information Directory

### **10. The advisor's continuing role**

TSA philosophy is that students manage their chapter, so your role should lessen as the year goes by. But the best advisors remain an active part of the chapter; advisors are official members. After starting a chapter, the advisor's duties include the following:

- Maintain student enthusiasm.
- Provide guidance as needed.
- Clarify or point out what students might neglect.
- Encourage chapter evaluation.
- Relate TSA activities to classroom learning, community life and the student's future roles in society.
- Set standards for members to follow by being a positive role model.

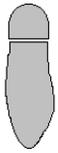
The greatest pitfall for advisors is doing all the work alone. Not only is this unfair, but it wears them out and deprives the students of the rewards of running a chapter. Let students run the show!

## **PARLIAMENTARY PROCEDURE**

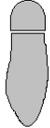
Although the majority of TSA members are not involved in running meetings, everyone is encouraged to actively participate. In order to do so effectively, members should be familiar with typical parliamentary procedure. The purpose of parliamentary procedure is to:

1. Enable a group of people to transact business with speed and efficiency,
2. Protect the rights of each individual, and
3. Preserve a spirit of harmony within the group and organization.

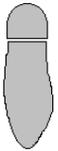
## STEPS TO PROCESS A MAIN MOTION (Rule of Eight)



Obtain the floor



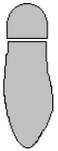
Assign the floor



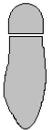
Make the motion



Second the motion



State the motion



Discuss/debate



Put the question

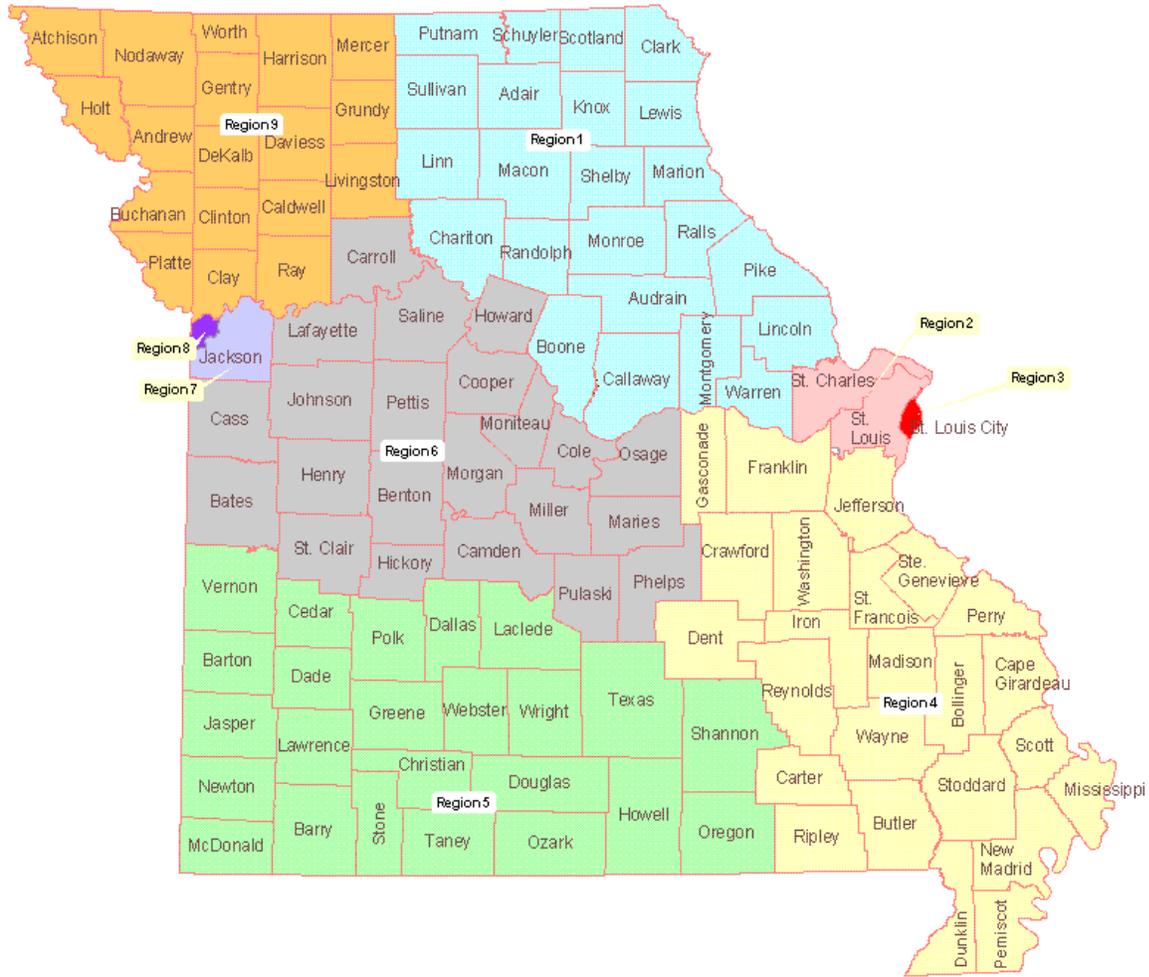


Announce vote and state action

MISSOURI TSA  
HANDBOOK AND DIRECTORY



## MISSOURI TSA REGIONAL MAP



To view this map online go to  
[http://dese.mo.gov/divcareerred/tsa\\_map.htm](http://dese.mo.gov/divcareerred/tsa_map.htm)