

**TECHNOLOGY STUDENT ASSOCIATION  
KENTUCKY STATE CHAPTER  
BYLAWS**

**Adopted April 12, 1997  
Amended April 6, 2001, April 9, 2002, January 17, 2016 and April 25, 2017**

**ARTICLE I. NAME**

The official name of this organization shall be the Kentucky State Chapter of the Technology Student Association and may be referred to as "KYTSA" or "Kentucky TSA".

**ARTICLE II. OBJECT**

The object of the organization shall be to promote the national objectives, goals, and education program of TSA on the state and local levels. KYTSA shall promote membership, extensions and retention, leadership training, and the educational programs sponsored by TSA.

**ARTICLE III. MEMBERSHIP**

Section 1. Classification The members of the state chapter shall be those members of KYTSA attending a Kentucky school who have paid national and state dues. There will be four classes of membership:

A. Active. Active members shall be students who are presently enrolled in or have been previously enrolled in Computer Science, Aircraft Maintenance, Aviation, Energy, Information Technology, Engineering, Media Arts, Project Based Learning (PBL), Science, Technology, Engineering, and Math (STEM), and/or Technology Education programs. An active member shall pay dues and may hold a national office, state office, regional office, participate in national, state, and/or regional competitive events or projects, serve as a national or state voting delegate, or otherwise represent their associations in national or state TSA affairs as may be approved by their association or chapter.

B. Alumni. Alumni members shall consist of those individuals who have completed an above mentioned program (has been a former active or associate KYTSA member) and who have graduated from or left school. Alumni members shall pay dues as established by the Board of Directors. Alumni members shall not have the right to vote or hold office.

C. Professional. Professional members are those persons engaged in education, business, or industry who have an interest in KY TSA and in the welfare of the above mentioned programs. Professional members shall pay dues as established by the Board of Directors. Professional members shall not have the right to vote or hold office.

D. Honorary or Honorary Life Members. Honorary or honorary life members may be individuals who have made or are making contributions to the advancement of engineering and technology education. Honorary or honorary life members must be approved by the KY TSA Board of Directors and shall be exempt from annual dues.

### Section 2. Dues

A. State Dues. Annual state membership dues for each membership classification shall be established by a two-thirds vote of the KYTSA Board of Directors and shall be remitted by the local chapter to the National TSA Office by the designated date. Each member shall also pay current national dues.

B. Local Chapter Dues. The local chapter may assess membership dues in addition to dues assessed by national and state TSA.

Section 3. Membership Year The membership year shall be September 1 to August 31.

## **ARTICLE IV. OFFICERS**

### Section 1. Qualifications for a State Office

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

1. Be an active high school member of KYTSA;
  - a) Current eighth (8th) grade students qualify if their attending high school has an active KYTSA Chapter.
2. Be holding or have held an elected local chapter office;
3. Not be eligible during their senior year;
4. File an official application along with a state officer candidate and advisor affidavit form by the designated date with the KYTSA State Advisor; and
5. Have credentials reviewed by the KYTSA State Advisor and will be notified of eligibility at least two weeks before the spring conference.
6. Candidates for the office of the presidency must have completed at least one year as a state officer in KYTSA prior to running for President.
  - a) If no previous or current eligible state officers run for president the office will be opened to the entire eligible delegation.

### Section 2. State Officers

A. The KYTSA state officers shall consist of:

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Sergeant-at-Arms

- 6. Reporter
- 7. Historian

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

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

D. The state officers shall attend the following required meetings:

-Executive Committee Meetings (approx. 2 in Sept/Oct, and January)

-Officer Work Days (approx. 2 in September, January)

- State Conference (March/April)
- SOLD Leadership Day in Frankfort (February)

Any other specially called meetings as directed by state coordinator or state advisor.

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

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

F. Duties:

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

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

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

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

5. **Sergeant-at-Arms**. It shall be the duty of the Sergeant-at-Arms to serve in any capacity as directed by the President; to assist in the preparation and control of the meeting place; in the event that a parliamentarian is not appointed by the President, to assist in conducting all meetings according to parliamentary procedure as set forth by Robert's Rules of Order, Newly Revised; and to be available as necessary in promoting the general welfare of KYTSA.

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

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

G. Nominations  
The KYTSA State Advisor will review all state officer candidates and their qualifications and will notify candidates of their eligibility at least two weeks before the state conference.

H. The KYTSA state officers shall be elected annually at the State Conference. There will be no nominations from the floor.

I. Elections:

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

2. Election of officers shall be by ballot vote.

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

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

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

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

J. Vacancies:

1. If the office of State President becomes vacant during the membership year, the Vice-President shall assume the office of President. If any other state office becomes vacant during

the membership year, the position shall be filled by appointment by the Board of Directors.  
2. Failure to fulfill the obligations of a state office without legitimate cause will result in the removal from office by the Board of Directors.

## **ARTICLE V. MEETINGS**

Section 1. A KYTSA State Conference will be held each year with the time and place to be determined by the Board of Directors.

Section 2. Each chartered chapter of KYTSA in attendance at the state conference will have its number of voting delegates determined by the number of members of that local chapter as of February 1. Each local chapter is entitled to the number of voting delegates as follows:

Number of Local Chapter Members
1-45 (2 voting delegates)
46+ (3 voting delegates)

Section 3. A majority of the registered voting delegates for the state conference shall constitute a quorum.

## **ARTICLE VI. BOARD OF DIRECTORS**

Section 1. The KYTSA Board of Directors shall consist of the following:

1. KYTSA State Advisor
2. KYTSA State Coordinator
3. KYTSA State President
4. KYTSA State President Local Chapter Advisor
5. KYTSA Past State President
6. KYTSA High School Local Chapter Representative
7. KYTSA Middle School Local Chapter Representative
8. Business/Industry Representative
9. Post-Secondary Representative

Section 2. The officers shall be: the Chairperson, Secretary, and Treasurer. The KYTSA State Advisor or his/her designee will serve as the Chairperson of the committee and will only vote to break a tie. Other officers shall be elected from and by the Board of Directors at the first meeting of the membership year.

Section 3. The Board of Directors shall have general supervision of the affairs of the organization between state conferences, shall make recommendations to the organization, and shall perform such other duties as specified in these bylaws or by the State Department of Education, Office of Career and Technical Education.

Section 4. Membership year for the Board of Directors shall run for two (2) years from July 1st to June 30th or until such appointments are made, with the exception of the Past State President, State Officers, and Alumni Representative, whose appointment will run for (1) year. Each year no less than 1/3 and no more than 2/3 of the Board of Directors will be appointed.

Section 5. A selection committee shall be chosen by the KYTSA State Advisor and confirmed by a majority of voting members of the KYTSA Board of Directors. The selection committee will solicit and review nominations, and by majority vote submit the names for appointment to the KYTSA State Advisor. The committee may consist minimally of the following individuals:

1. KYTSA State Advisor
2. KYTSA State Coordinator
3. KYTSA State President
4. A current TSA Advisor
5. A Business/Industry Representative

Section 6. A majority of the members shall constitute a quorum.

Section 7. There will be a minimum of two (2) meetings each year. The Chair may call special meetings. The Secretary or other board members with voting rights, with the approval of the majority of the board may call a special meeting. Four (4) weeks notification by mail, email, or telephone must be given for any meeting.

## **ARTICLE VII. EXECUTIVE COMMITTEE**

Section 1. The KYTSA state Executive Committee shall consist of the state officers, one local chapter advisor for each state officer, the KYTSA State Advisor, the KYTSA State Coordinator, and a maximum of six (6) at-large members. At-large members from business, industry, or education are selected by the Board of Directors.

Section 2. In the event more than one state officer comes from a local chapter, the Board of Directors will have the authority to select an auxiliary member to the Executive Committee. The auxiliary member must be an advisor from an active local KYTSA chapter. The number of local chapter advisors for state officers and auxiliary members will not exceed seven (7).

Section 3. The State Executive Committee shall meet upon the call of the Board of Directors for the purpose of planning and carrying out activities which promote the welfare of KYTSA.

Section 4. A majority of the members shall constitute a quorum.

Section 5. The state Executive Committee shall appoint standing and special activity committees as needed. Standing committees will include, but not be limited to, these committees: finance, bylaws, membership, public relations, state conference, state leadership conference.

## **Article VIII. Regional Committees**

Section 1. KYTSA shall consist of three (3) regions: Central Kentucky Technology Student Association (CKTSA), East Kentucky Technology Student Association (EKTSA), and West Kentucky Technology Student Association (WKTSA). Each region will have a regional committee known as CKTSA Regional Committee, EKTSA Regional Committee, and WKTSA Regional Committee.

Section 2. Each regional committee shall consist of the state officers within the region, local advisors within the region, regional officers according to Article VIII Section 5, and the KYTSA State Advisor as an ex-officio member.

Section 3. A regional Chairperson shall be elected during the first regional meeting of the membership year.

### Section 4. Qualifications for a Regional Office

A. To be qualified for a regional office in KYTSA, a candidate shall:

1. Be an active member of KY TSA;
2. Be holding or have held an elected local chapter office;
3. File an official application along with appropriate paperwork as specific by the regional committee.

### Section 5. Regional Officers

A. Each regional officers shall consist of:

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

B. Regional officers elected may hold a local TSA office concurrently with their term as state officers.

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

D. The state officers shall attend all required regional meetings within their region.

E: Duties

- 1.** All officers: Attend all regular scheduled/called meetings of the Regional Committee.
  - 2.** All Officers: Participate in regular communication with the other regional officers by established methods (Google Hangout, text, email, or any other agreed upon method of communication) in order to carry out the directives assigned to the officer team by the regional committee and also to stay informed on issues, meeting dates and responsibilities.
  - 3.** All Officers: Assist in planning, setup and preparations for the regional competition.
  - 4.** All Officers: Other duties as determined by the regional committee.
  - 5.** President. It shall be the duty of each Regional President to preside at all regional meetings; to make necessary committee appointments, to develop with their regional officer team a program of work for the term of office; and to be available as necessary in promoting the welfare of KYTSA. The president may appoint a parliamentarian who may or may not be a member of KYTSA to serve as parliamentary consultant for the KYTSA state conference.
  - 6.** Vice-President. It shall be the duty of each regional Vice-President to serve in any capacity as directed by the regional President; to accept the responsibility of the President as occasion may demand; and to be available as necessary in promoting the welfare of KYTSA.
  - 7.** Secretary. It shall be the duty of each regional Secretary to serve in any capacity as directed by the regional President; to record proceedings of all regional meetings; and to be available as necessary in promoting the welfare of KYTSA.
  - 8.** Treasurer. It shall be the duty of each regional Treasurer to serve in any capacity as directed by the regional President; to keep financial records and report them as necessary; to assist in efforts to gain corporate sponsorships for Kentucky TSA; to oversee budgets; and to be available as necessary in promoting the general welfare of KYTSA.
  - 9.** Sergeant-at-Arms. It shall be the duty of each regional Sergeant-at-Arms to serve in any capacity as directed by the regional President; to assist in the preparation and control of the meeting place; in the event that a parliamentarian is not appointed by the President, to assist in conducting all meetings according to parliamentary procedure as set forth by Robert's Rules of Order, Newly Revised; and to be available as necessary in promoting the general welfare of KYTSA.
  - 10.** Reporter. It shall be the duty of each regional Reporter to serve in any capacity as directed by the regional President; to prepare articles for KYTSA and National TSA publications, professional magazines and journals, newspapers, social media, and other news media; to contact other association members concerning new items for publication; to gather information for the content of the Kentucky TSA regional webpage and submit the information to the designated webmaster in a timely manner, and to be available as necessary in promoting the general welfare of KYTSA.
- B Historian.** It shall be the duty of each regional Historian to serve in any capacity as directed by the regional President; keep a yearly scrapbook to include minutes, memorabilia, photographs, articles, newsletters (KYTSA and National), listed honors of members, conference information, booklets, handouts, etc., and gather information for the content of the Kentucky TSA regional webpage and submit the information to the designated webmaster in a timely manner, and to be available as necessary in promoting the general welfare of KYTSA.



## **ARTICLE IX. PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern KYTSA 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.

## **ARTICLE X. AMENDMENTS**

Section 1. To amend these bylaws, the proposed amendment(s) must be presented in writing by the Board of Directors, Executive Committee, Regional Committees, or local chapter proposing the amendment(s) to the KYTSA State Advisor at least sixty (60) days prior to the state conference. A proposed amendment shall be reviewed by the Board of Directors. The Board of Directors shall submit the proposed amendment, with recommendation, to the local chapters at least two (2) weeks prior to the state conference.

Section 2. Any proposed amendment(s) to these bylaws must be presented to the voting delegates of KYTSA at the first general business session during the state conference by the State President. The proposed change may be adopted by a two-thirds (2/3) vote of the voting delegates present and voting at the second business session of the state conference.

Section 3. Any proposed amendment(s) to these bylaws that has been presented to the voting delegates of KYTSA and voted on in the second business session of the state conference and that has failed may not be presented to the delegation at the next state conference.

Section 4. If adopted, the amendment or amendments will take effect upon adjournment of the annual state conference in which it is presented for approval.