



## BYLAWS OF THE KANSAS ASSOCIATION OF THE TECHNOLOGY STUDENT ASSOCIATION

### ARTICLE I. NAME

The official name of this organization shall be the Kansas Technology Student Association and may be referred to as KSTSA, but officially as Kansas TSA.

### ARTICLE II. PURPOSES

#### *Section 1. General Purpose*

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

#### *Section 2. Specific Purposes*

The following are the specific purposes of Kansas TSA:

1. To assist local chapters in the growth and development of TSA;
2. To assist local chapters in the development of leadership and citizenship in social, economic, scholastic, and civic activities;
3. To increase the knowledge and understanding of our technological society;
4. To assist students in making informed and meaningful occupational choices; and
5. To promote technology education in schools throughout the state.

### ARTICLE III. ORGANIZATION

*Section 1.* Kansas TSA is an Association of chartered local chapters within the state of Kansas.

*Section 2.* The administration of Kansas TSA will be vested in the Kansas TSA Board of Directors.

### ARTICLE IV. MEMBERSHIP

*Section 1.* Membership in Kansas TSA shall be through the chartered local chapters of the State Association.

*Section 2.* Kansas TSA will be chartered as a member of TSA, Inc., upon approval from the national TSA, Inc. Board of Directors.

#### *Section 3. Student Classification*

The members of the state delegation shall be those members of Kansas TSA attending a Kansas school that have paid national and state dues. There will be one class of membership:

- A. **Active.** Active members shall be students who are presently enrolled in or have been previously enrolled in technology education programs. An active member shall pay dues and may hold a national office, state office, participate in national or state 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.

*Section 4. Non-student Classification*

There will be three classes of membership:

- A. **Alumni.** Alumni members shall consist of those individuals who have completed an Industrial Arts program or technology education program (has been a former active AIASA/TSA member) and who have graduated from or left school.
- B. **Professional.** Professional members are those persons engaged in education, business, or industry that have an interest in Kansas TSA and in the welfare of technology education. Professional members shall pay dues as established by the Kansas TSA Board of Directors.
- C. **Honorary or Honorary Life Members.** Honorary or Honorary Life members are individuals who have made contributions to the advancement of technology education and AIASA/TSA. Honorary or Honorary Life members must be approved by the Kansas TSA Board of Directors and shall be exempt from annual dues and conference registrations.

*Section 5.* No individual or chapter may affiliate with TSA by bypassing the state association.

*Section 6. Dues*

- A. **National Dues.** Annual national member dues for student and non-student membership classification shall be remitted by the local chapter as established by the National TSA Constitution and Bylaws and or national TSA policy guidelines by the designated date.
- B. **State Dues.** Annual state membership dues for student and non-student membership classification shall be established by a two-thirds vote of the students attending the state conference and shall be remitted by the local chapter as established by state and national TSA policy by the designated date.
- C. **Local Chapter Dues.** The local chapter may assess membership dues in addition to dues assessed by national and state TSA.
- D. **Minimum Affiliation Requirement.** In order to be an official recognized state and national affiliated chapter, each chapter must affiliate a minimum of ten (10) students at both the state and national level.
- E. **Ninth Grade Affiliation.** Ninth grade students may affiliate at either the middle school or high school level using the following parameters. If the school is a K-12, 6-12, or 7-12 school that has all of their facilities in one general area and the given students and faculty utilize and share buildings, the instructor may affiliate ninth grade students as they see fit. If the district as a separate middle school building and a separate high school building at a different site (across town or in a different town), and or they have a separate instructor at two or more different sites, they must affiliate ninth graders wherever they are housed. Affiliation for Kansas TSA (a Kansas CTSO recognized by the Kansas State Department of Education) has nothing to do with a school's affiliation and participation with the Kansas State High School Activities Association. Contact the Kansas TSA Board of Directors if your configuration does not fit any of the above configurations and a minimum of three (3) Kansas TSA members of the Board of Directors will make a determination for your school district.

*Section 7. Membership Year*

The membership year shall be September 1 to August 31.

**ARTICLE V. OFFICERS**

*Section 1. Qualifications for a State Office*

- A. To be qualified for a state office in Kansas TSA, a candidate shall:
  - 1. Be an active member of Kansas TSA;
  - 2. Not be eligible to run for an office during their senior year;
  - 3. File an official application by the designated date with the Kansas TSA State Officer Advisor; and
  - 4. Have credentials reviewed and approved by the Kansas TSA State Officer Advisor and a minimum of three (3) members of the Board of Directors that do not have a candidate running for office. Candidates will be notified by the Kansas State Officer Advisor of their eligibility at least two weeks before the state conference. (moved from section 3B)

*Section 2. State Officers*

- A. The Kansas TSA elected state officers shall consist of:
  - 1. President
  - 2. Vice-President
  - 3. Secretary
  - 4. Treasurer
  - 5. Sergeant-at-Arms
  - 6. Reporter
- B. State officers elected at the state conference may hold a local TSA office concurrently with their term as a state officer.
- C. State officers may serve more than one term in the same state office.
- D. No local chapter may have more than one candidate filed for each state office during the current school year.
- E. Duties of all State Officers
  - 1. Lead and direct Kansas TSA to the best of his/her ability, keeping in mind the highest standards and ideals of the Association;
  - 2. Obtain official dress before representing the state association in an official capacity; and
  - 3. Attend and represent TSA at all required functions listed in the officer candidate agreement packet.
- F. Specific duties of each State Officer
  - 1. **President.** It shall be the duty of the President of Kansas TSA to preside at all meetings; to make necessary committee appointments, including the designation of a committee chairperson; to develop with the Board of Directors a program of work for the term of office; and to be available as necessary in promoting the welfare of Kansas TSA. The president may appoint a parliamentarian who may or may not be a member of Kansas TSA to serve as parliamentary consultant for the Kansas TSA State Conference.
  - 2. **Vice-President.** It shall be the duty of the Vice-President to serve in any capacity as directed by the President; to accept the responsibilities of the President as occasion may demand; and to be available as necessary in promoting the welfare of Kansas TSA.
  - 3. **Secretary.** It shall be the duty of the Secretary to serve in any capacity as directed by the President; to record proceedings of all meetings; and to be available as necessary in promoting the welfare of Kansas TSA.
  - 4. **Treasurer.** It shall be the duty of the Treasurer to serve in any capacity as directed by the President; to keep records and membership reports as necessary; and to be available as necessary in promoting the welfare of Kansas TSA.
  - 5. **Sergeant-at-Arms.** It shall be the duty of the Sergeant-at-Arms to serve in any capacity as directed by the President; to assist in the preparation and control of the meeting place; in the event that a parliamentarian is not appointed by the President, to assist in conducting all meetings according to parliamentary procedure as set forth by Robert's Rules of Order, Newly Revised; and to be available as necessary in promoting the general welfare of Kansas TSA.
  - 6. **Reporter.** It shall be the duty of the Reporter to serve in any capacity as directed by the President; to accumulate and keep up-to-date information on the history of the association; to prepare articles for publication in Kansas TSA and TSA publications, professional magazines and journals, newspapers, and other news media; to contact other association members concerning new items for publication; and to be available as necessary in promoting the general welfare of Kansas TSA.

*Section 3. Nominations*

- A. In order to run for state office, eligible persons will complete the officer candidate application and return it to the State Advisor six weeks prior to the State Conference.
- B. In the event no candidate has filed for a state office by the designated date, or if a candidate does not receive a majority vote, the Kansas TSA Board of Directors will appoint a qualified TSA student member to the position. In the event a member of the board is the advisor of a potential candidate, that advisor will not be involved in the appointment process.
- C. The Kansas State Officer Advisor may allow candidates to move from the original office they filed for if there are positions open and as long as all candidates are given an equal opportunity.

*Section 4. Elections*

- A. The Kansas TSA state officers shall be elected annually at the Kansas TSA State Conference. A majority vote of the voting delegates present and voting at the election session of the state conference shall be required to elect a candidate to office.
- B. Election of officers shall be by ballot vote.
- C. 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.
- D. The candidate for state office must be present at the state conference in order to be elected.
- E. The officers shall be elected in the following order: Sergeant-at-Arms, Reporter, Treasurer, Secretary, Vice President, and President.
- F. The state officers' term will begin at the close of the national conference in the year that they are elected, and they will serve until the close of the following national conference.
- G. 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 the position shall be filled by appointment of 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 VI. MEETINGS**

- Section 1.* A Kansas TSA State Conference will be held each year with the time and place to be determined by the Board of Directors. The annual business meeting will be held during the State Conference.
- Section 2.* Local chapters of Kansas TSA will exercise their voting privileges through voting delegates at the annual business meeting during the Kansas TSA State Conference.
- Section 3.* Each affiliated chapter of Kansas TSA 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:
  - A. Number of chapter members divided by 3 (CAP=40 members)
  - B. Add the total of A to the number of chapter members attending the State Conference
  - C. Divide the total of B by 2
  - D. Add the number attending the Fall Leadership Conference to C
  - E. Divide the total of D by 3
  - F. Add the number attending the national conference to the total of E
  - G. Add the number of officers attending any national leadership conference approved by the Kansas TSA Board of Directors to the total of F
  - H. Add the number of state officers to the total of G
  - I. Add the number of national officers to the total of H
- Section 4.* A majority of the registered voting delegates for the state conference shall constitute a quorum.

**ARTICLE VII. THE LOCAL TSA ADVISOR**

It is recommended that a technology education teacher serve as a chapter TSA 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 that chapter is in good standing.

## **ARTICLE VIII. ADVISORY COUNCIL**

- Section 1.* The Kansas TSA Advisory Council shall consist of all Kansas TSA chapter advisors, the State Advisor, the State Officer Advisor, all State Officers and the Corporate Member if employed by a school district. The afore mentioned must be in good standing with Kansas TSA and must be in attendance in order to cast a vote at a meeting.
- Section 2.* The Kansas TSA Advisory Council shall meet upon the call of the Board of Directors for the purpose of planning and carrying out activities which promote the welfare of Kansas TSA.
- Section 3.* A majority of the members shall constitute a quorum.
- Section 4.* The Advisory Council will elect three advisors and the chairperson to the Board of Directors. Each affiliated chapter has one vote.
- Section 5.* The elected chairperson of the Kansas TSA Advisory Council will act as chairperson of the Advisory Council and the Board of Directors. The Kansas TSA State Advisor and the Kansas TSA State Officer Advisor will assist the chairperson in setting the agenda and present reports at all Advisory Council meetings.

## **ARTICLE IX. BOARD OF DIRECTORS**

- Section 1.* The Kansas TSA Board of Directors shall consist of the elected Chairperson to the Advisory Council and the Board of Directors, the State Advisor, the Immediate Past State Advisor (most recent and available), the State Officer Advisor, the Corporate Board Member, the Kansas State Department of Education Liaison, the Kansas TSA State President (student), and three elected advisors. Each position has one vote and one person may not cast more than one vote even if it becomes necessary for one individual to represent more than one position.
- Section 2.* 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.
- Section 3.* The chairperson shall be elected by the advisory council at the annual advisor's meeting during the state conference.
- Section 4.* A secretary will be elected by the members of the Board of Directors for a three-year term. The secretary is elected from the board positions described in article IX section 1.

## **ARTICLE X. STATE ADVISOR**

- Section 1.* The Kansas TSA State Advisor will be elected by the Kansas TSA Board of Directors to a three (3) year term.
- Section 2.* The Kansas TSA State Advisor shall be responsible for carrying out the following duties:
- A. Communicate with local chapters in regards to state activities
  - B. Coordinate and organize conferences with the overseeing/host advisor
  - C. Relay information between the Kansas State Department of Education (KSDE) and local chapters
  - D. Relay information between the National TSA Office and local chapters
  - E. Manage, with the direction of the board of directors, the finances of the organization and provide a report/ledger when requested by the Board of Directors
  - F. The financial report from the state advisor will be detailed and congruent with the previous financial statement.

## ARTICLE XI. STATE OFFICER ADVISOR

- A. The Kansas TSA State Officer Advisor will be elected by the Kansas TSA Board of Directors for a three (3) year term.
- B. The state officer advisor will be responsible for coordinating all state officer activities with the Kansas TSA State Advisor and the Kansas TSA Board of Directors.
- C. The Kansas TSA State Officer will report to the Kansas TSA **Board of** Directors.

## ARTICLE XIII. CORPORATE MEMBER

*Section 1.* The Corporate Member is the appointed representative for the State of Kansas who must attend each national conference and the official national corporation's annual meeting. The Corporate Member must be endowed with a rich knowledge of Kansas TSA history. This individual must have experience in hosting Kansas TSA functions, held positions of leadership at the state and national levels such as state advisor and coordinating events at the national level.

*Section 2.* The Corporate Member is appointed by Kansas TSA and may be the state supervisor of technology education if qualified as per section 1 and approved by the Kansas TSA Board of Directors.

## ARTICLE XIII. KANSAS STATE DEPARTMENT OF EDUCATION LIAISON

- A. The KSDE Liaison will be the representative to the Kansas TSA State Board of Directors appointed by the KSDE.
- B. The KSDE may send a proxy, but in the event more than one KSDE representative is present, there will be only one vote cast representing the KSDE.

## ARTICLE XIV. CODE OF CONDUCT

The following guidelines have been established to ensure Kansas TSA members and officials are representing Kansas TSA to the best of their abilities.

- Exemplary conduct and leadership is expected of all Kansas TSA members and elected officials.
- Elected Officials' duties, because of the importance of the leadership involved, should have priority over other extracurricular activities.
- All Kansas TSA officials, during their term of office, shall be and remain in good standing with his/her respective school and the Kansas TSA Board of Directors.
- All elected officials shall attend all mandatory meetings unless excused by the Kansas TSA Board Chair. Elected state officials **MUST** contact the Kansas TSA Board Chair in such situations. Failure to do so may result in immediate removal from their office. Personal and family emergencies will be considered.
- Respect the rights of others.
- Respect the property of others.
- Practice courtesy at all times including meetings and correspondence (written and oral) outside of meetings.
- Be honest and sincere.
- Be conscious of our personal appearance and dressing appropriately.
- Take pride in our organization and its work.
- Control behavior and language.
- Respect the other person's opinions and be tactful with criticisms.
- Demonstrate good sportsmanship and fair play in all competitive activities.
- Participate in educational experiences with others.
- Kansas TSA does not condone the use of illegal substances.
- Work within the parameters of the Kansas TSA Bylaws and Policies. Never infer your own opinion when a bylaw or policy is not clear and never bestow judgment on your own in unclear situations.

## ARTICLE XV. REMOVING ELECTED OFFICIALS FROM OFFICE

*Section 1.* Any Kansas TSA Member (State Advisor, Board of Directors Member, State Officer, etc.) that is not carrying out the duties required by their office or adhering to the code of conduct may be removed by a majority vote of the Board of Directors. The Board of Directors will appoint a qualified Kansas TSA member to fill the vacancy and carry out the remainder of the term of office.

*Section 2.* *Further Causes for Removal*

- A. Not carrying out the expressed wishes of the Board of Directors and Advisory Council
- B. Not promoting Kansas TSA in a positive manner
- C. Abusing powers and privileges granted by the office
- D. Not representing Kansas TSA in a positive light
- E. Not abiding by the Kansas TSA Code of Conduct in accordance with the National Code of Ethics
- F. Committing an act that requires legal action or moral difficulties

## ARTICLE XVI. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern Kansas TSA 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 XVII. OFFICIAL DRESS

*Section 1.* Chapter and state advisors, and parents and chaperones, are responsible for seeing that all Kansas TSA student members wear official TSA attire, professional TSA attire, or business casual TSA attire as occasions may require. 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, and guests) serve as role models at Kansas TSA conferences and activities, they are expected to dress appropriately for all related occasions they attend. Students must adhere to the Kansas TSA dress code requirements as listed below.

- A. Official TSA Attire, in accordance with National TSA Bylaws:
  - i. Blazer: Navy blue with official TSA patch
  - ii. Ties: Scarlet Red imprinted with official TSA logo (for Males and Females)
  - iii. Shirt or Blouse: White, button-up with turn down collar
  - iv. Pants or Skirt: Light Gray
  - v. Dark socks: Males only (Black or Dark Blue)
  - vi. Shoes: Black dress shoes  
(Unacceptable: Athletic Shoes, Combat or Work boots)
  - vii. Sandals: Females only may wear black open toe shoes or sandals
- B. Professional TSA Attire, in accordance with National TSA Bylaws:
  - i. Shirt: Males or females, button-up with turn down collar  
(Unacceptable: T-shirt, Polo or Golf shirt)
  - ii. Blouses: Females only
  - iii. Ties: Males required, Females optional
  - iv. Dress pants  
(Unacceptable: Jeans, baggy pants, exterior pocket pants)
  - v. Dresses/skirts: Females only (Length even with tips of one's fingers)
  - vi. Dark socks: Males only (Black or Dark Blue)
  - vii. Shoes: Dress Shoes or Boots  
(Unacceptable: Athletic Shoes, Combat or Work boots)
  - viii. Sandals: Females only may wear open toe shoes or sandals
- C. Business Casual TSA Attire, in accordance with National TSA:
  - i. 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)

*Section 2.* During general sessions at all conferences, student members must wear official TSA attire, professional TSA attire, or business casual attire. Adults must dress appropriately.

*Section 3.* TSA contestants must refer to the TSA curricular resource guides for specific attire required for each competition and in the Competitive Events Attire section in the general rules.

## **ARTICLE XVIII. EMBLEM & COLORS**

*Section 1.* The emblem and colors of TSA, Inc. are granted to Kansas TSA through the state charter. The emblem and colors of Kansas TSA shall be the same as National TSA.

*Section 2.* The TSA, Inc. emblem is a rectangular shape with three parts. The middle section and largest part of the emblem contains the letters 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 is a bland, red, rectangular shape, the same size as the bottom area. This top portion is where the state — KANSAS — is displayed.

*Section 3.* The colors of TSA, Inc. shall be scarlet (red), white, and blue (navy). Scarlet (red) represents the strength and determination of the technology education students and teachers to obtain their goal. White represents the high standards, morals, and religious beliefs. Blue (navy) represents the sincerity of the technology education students and teachers in obtaining a greater knowledge of our technological world.

## **ARTICLE XIX. TRADEMARK POLICIES**

Kansas TSA adheres to and enforces all trademark policies stated in the National Trademark Policies regarding the use of the association's name, colors, and emblem. Any illegal use of these items can be cause for legal action by TSA, Inc.

## **ARTICLE XX. MOTTO AND CREED**

*Section 1.* The motto of Kansas TSA will be “Learning to live in a technical world” in accordance with the National bylaws.

*Section 2.* The creed of Kansas TSA, in accordance with the National bylaws, shall be:

I believe that Technology Education holds an important place in my life in the technical world. I believe there is a need for the development of good attitudes concerning work, tools, materials, experimentation, and processes of industry.

Guided by my teachers, artisans from industry, and my own initiative, I will strive to do my best in making my school, community, state, and nation better places in which to live.

I will accept the responsibilities that are mine. I will accept the theories that are supported by proper evidence. I will explore on my own for safer, more effective methods of working and living.

I will strive to develop a cooperative attitude and will exercise tact and respect for other individuals. Through the work of my hands and mind, I will express my ideas to the best of my ability.

I will make it my goal to do better each day the task before me, and to be steadfast in my belief in my God, and my fellow Americans.

**ARTICLE XXI. AMENDMENTS**

- Section 1.* To amend these bylaws, the proposed amendment(s) must be presented in writing to the Board of Directors ninety 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(s) to the local chapters thirty days prior to the state conference of the current membership year.
  
- Section 2.* The State President must present proposed amendment(s) to these bylaws, as per Section 1, to the voting delegates of Kansas TSA at the first general session of the state conference. The change will be adopted by a two-thirds (2/3) vote of the calculated chapter votes at the business session of the state conference.
  
- Section 3.* Proposed amendment(s) to these bylaws, as per Section 1, that have been presented to the voting delegates of Kansas TSA during the business session of the state conference that fail to be ratified may be presented to the delegation at the next state conference.

**ARTICLE XXII. DEFAULT TO NATIONAL BYLAWS/POLICY PROCEDURE**

- Section 1.* In the event an issue arises that is not clearly covered by the Kansas TSA Bylaws, the Kansas TSA Board of Directors will utilize the national constitution and bylaws and or national policy as a guide to render as fair and definitive judgment as possible until the Kansas TSA Bylaws or Kansas TSA Policy is amended.

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Ratified March 26, 2004  
By Kansas TSA Members  
Emporia High School  
Emporia, KS

Amendments Ratified March 18, 2005  
By Kansas TSA Members  
Emporia High School  
Emporia, KS

Amendments Ratified April 17, 2009  
By Kansas TSA Members  
Webster Conference Center  
Salina, KS