STATE OFFICER CANDIDATE INFORMATION PACKET

State Officer Application

This application must be completed with signatures and all attachments as one PDF file to the JudgePro platform by the posted deadline. The PDF file should be names your first and last name and the office you plan to run for (ex: First Last-President.pdf). Please type all information into the forms with the exception of original signatures.

State Officer Candidates Must:

1. Be an active member of an affiliated TSA chapter.
2. Have held an office in a local chartered TSA chapter.
3. Have a 3.0 or higher weighted or unweighted GPA.
4. Maintain a positive and "good standing" with Parents/Guardians, School, and Advisors.

State Officer Candidates Must Submit the Following:

1. Completed Application with Appropriate Signatures
2. One Letter of Recommendation: Teacher, Advisor, Coach, Administration etc…
3. Resumè
4. Official transcript
5. A personal statement not to exceed 250 words. This statement should address why you desire to be a state officer and what makes you stand apart from other candidates.
6. Your 2-minute campaign speech.

Applications will be reviewed and approved applicants will be notified. All work submitted as part of this application must be original to the state officer candidate. The use of any generative software (including the use of AI) will disqualify an applicant from candidacy. Campaign speeches will be approved by the state officer advisor and applicants will be notified via email on the approval of both their application and their campaign speeches. All submitted materials become property of Florida TSA. Once approved, candidates will be required to attend a virtual meeting prior to the conference to review campaign policies and regulations. Failure to attend this meeting will result in your application for candidacy being pulled from consideration. Prospective candidates must also attend the mandatory candidate meeting at the State Conference (Location & Time in Conference Program).

No late or incomplete applications will be accepted!
No exceptions!

State Officers are expected to attend all FL TSA functions, which include but are not limited to the following events. Failure to attend any of the following events in their full duration may result in removal from State Office.

- 3 State Officer Planning Meetings (Date & Location TBA)
- State TSA Fall Leadership Conference (Date & Location TBA)
- Spring FL TSA State Conference and Competitions (Date & Location TBA)

It is highly recommended that State Officers also attended the following National TSA function:

- National TSA Conference

Required Readings:

Florida TSA Bylaws, Creed, State Officer Code of Conduct, Duties and Responsibilities, and the Guidelines. Applicants are responsible for all information covered in the bylaws, for the documents found in this package, and for having a basic understanding of the mission and the goals of Florida TSA and National TSA.

Officer Candidate Profile

Candidate's Name:

State Officer Position Sought:

Parents/Guardians Names:

Home Address:

Home Phone:

Cell Phone:

Current School:

Applicant Birth Date:

Advisor(s) Name(s):

Applicant Age:

Advisor's Phone Number:

Email Address:

Advisor's Email:

Student Education

Student GPA (Verified signature below):

Guidance Counselor/Administrator Signature:

Guidance Counselor/Administrator Name:

Guidance Counselor/Administrator Office Phone:

Number of Years Enrolled in a Tech Ed Course (include middle school):

Course Titles:

Number of years nominee has been a member of TSA:

List chapter, district, and state offices held, recent to past, including dates:

List all extracurricular activities aside from TSA:

Candidate Approval Signatures

_____

(Student Name)

Chapter Recommendation:

As the advisor for the named student, I am aware of his/her desire to run for state office for the Florida Technology Student Association and fully understand the commitment and expected travel involved. I believe this student is ready and agree to support him/her if elected.

_____ _____

Name of candidate's current advisor Advisor E-mail

_____ _____

Advisor Phone Number School name

_____ _____

Signature of Candidate's Current Advisor Date

Principal Recommendation:

I understand that the above named student, at _____ School, has intentions to run for State Office in the Florida Technology Student Association. It has been brought to my attention that he/she, if elected must attend the Florida TSA Leadership Training Workshop (3 Days), the State Conference (3 Days), and the FL TSA State Officer Meetings (2 Days). I understand that there will be a minimum of 6 (six) school days that will require release from school. I support this student's nomination.

_____ _____

Principal's Signature Date

_____

Name of Principal

Receiving Chapter Recommendation:

This portion is only necessary if you are a current 8th grade student applying for an officer position OR if you know you will be transferring chapters before the following school year. You must receivce your current advisor's signature on the previous page in addition to your receiving advisor's information below. Both advisors must consent to and accept this student as a state officer candidate before proceeding.

As the receiving advisor for the named student, I am aware of his/her desire to run for state office for the Florida Technology Student Association and fully understand the commitment and expected travel involved. I believe this student is ready and agree to support him/her if elected.

_____	_____
Name of candidate's receiving advisor	Signature of candidate's receiving advisor
_____	_____
Receiving School Name	Date

Parent/Guardian Recommendation:

By signing below, I understand, accept, and agree to all terms, information, and conditions set forth in this application. I am aware that it is the responsibility of the state officer to provide their own means of transportation to and from meetings and functions. I further profess that all information given throughout this application to be true and accurate to my knowledge.

_____ _____

Parent/Guardian Signature Date

_____

Name of Parent/Guardian

Release Authorization of Grade Records

I authorize the release of my child's grade records as requested by Florida TSA. We release Florida TSA from any and all liability resulting from or pertaining to the furnishing of records, documents, and other information provided to Florida TSA for the purpose. I authorize Florida TSA to contact schools and other sources to obtain information to support the application and our student's term of office.

_____ _____

Parent/Guardian Signature Date

_____

Name of Parent/Guardian

Release Authorization for Photo & Website:

I understand my child will be attending the Florida Technology Student Association ("TSA") Annual State Conference and Competitions and campaigning for a state office. I also understand that my child's photo and submitted campaign statement will be published on the Florida TSA website as well as printed in the conference program. By signing below, I give permission for the above information to be published and distributed.

_____ _____

Parent/Guardian Signature Date

_____

Name of Parent/Guardian

Florida TSA Officer Election and Campaign Policies

1. FL TSA State Officers are to be elected by majority vote of the voting delegates at the State conference and consists of President, Vice President, Secretary, Treasurer, Reporter, and Sergeant-at-arms.
2. The FL TSA State Officer Advisor/Board Member will review all applications to ensure all requirements have been met.
3. If there is a vacant office an announcement of the vacant office(s) will be made at the General Session. Following the Business Meeting and Elections, remaining candidates have the opportunity to interview for the vacant office with the FL TSA Board Appointment Committee and the State Officer Advisor. The vacant appointment will be announced at the Closing Awards Ceremony.
4. All completed application will be given to the Executive Director to be placed in storage at the completion of the Annual State Conference and Competitions.
5. If the office of President is vacant, the newly elected Vice President will be appointed and interviews will be held according to the procedures established above for the office of Vice President.
6. Candidates will present themselves to the general membership at the State Conference Opening General Session.
7. Candidates are allowed 2 Minutes for campaign Speeches.
8. No one, other than the candidate, may participate in his/her campaign speech in any way.
9. **All campaign speeches must be pre-approved. These speeches must be included in the submitted application packet.**
10. Campaign materials (buttons, pins, pencils, pamphlets, etc.) are allowed, however, candidates are responsible for ensuring that handout materials do not cause litter or safety problems. No posters, banners, etc., may be adhered to the walls of the conference site/hotel(s) or be free standing.
11. All State Officer Candidates will be provided with a standard size campaign table to use to display his/her campaign materials. All materials for decorating their table will be provided by the candidate. No electricity will be provided. It is unacceptable for State Officer Candidates to distribute campaign materials in any location other then the designated area. This includes all general sessions and all regular competitive event sessions.
12. You can not begin campaigning for office before the state conference opening ceremony. Candidates are not allowed to post on their own social media and will be given instructions about social media posts following their candidacy approval.

_____ _____

Officer Candidate Signature Date

_____ _____

Parent/Guardian Signature Date

State Officer Guidelines

It is the responsibility of all FL TSA State Officers to conduct themselves in a proper, business like manner at all times during their term of office. Failure to follow the Officer Code of Conduct and/or Duties and Responsibilities may result in removal from Office.

Travel

Each state officer is responsible for their own travel arrangements to attend planning meetings and conferences with approval from their parents or guardians. Approval for attending conferences once elected still remains with the school and county where the officer resides since it is possible academic or discipline issues may have occured after initial approvals were obtained on an officer application. Chapter advisors must register their chapter member, state officer(s) for each conference to document authorization to attend.

Attire

State officers shall wear official TSA dress, business-like attire, and /or appropriate dress as the occasion may demand. The official TSA dress and casual TSA apparel are considered appropriate dress for all conference activities. From the first scheduled TSA activity, Officers shall adhere to the dress code requirements as listed below.

O icial TSA Attire

- Navy Blue Blazer with official TSA patch sewn on correctly.
- Tie: Scarlet red imprinted with official TSA logo (Males only)
- Shirt/Blouse: Official TSA shirt
- Pants or Skirt: Gray
- Socks: Black or Dark Blue Dress Socks
- Shoes: Black Dress Shoes (Unacceptable: Athletic shoes or Work Boots)
- Sandals: Black Open Toe shoes or scandals (Females only)

Casual TSA Attire

- TSA State Officer Polo
- Slacks: Khaki
- Nice Tennis Shoes

Personal Appearance

- Appearance must be nice & professional at all times.
- Hair must be all one color and have a business like appearance.
- No hats will be worn when representing TSA.
- Professional make-up/nail polish may be worn when representing TSA.

Results of Violation

Immediate expulsion from conference, workshop, executive council meeting, etc. will result from the following (Note**:** Immediate expulsion from an activity will also result in removal from office):

1. Possession of alcoholic beverages or narcotics of any form possessed at any time, under any circumstances. Use or possession of such substances may subject the member to criminal prosecution.
2. **Gross** violation of male and female room regulations.
3. **Gross** damage to property, or violation of hotel safety codes, or criminal laws.

At the discretion of the FL TSA Board of Directors Appointment Committee, State Officers may be removed from office for one or more of the following reasons:

1. Failure to uphold the conduct and/or duties and responsibilities of their office.
2. Failure to attend required meetings.
3. Failure to follow rules, regulations, or to act in a professional manner.
4. Failure to meet appropriate deadlines without satisfactory explanation.

State Officers receive partial financial support by Florida TSA and are fully expected to attend each of the required conferences/meetings for the full duration of their term. Failure to comply with attendance for reasons other than family emergency (with parent notification) is a violation of officer conduct.

Florida TSA Officer Code of Conduct

1. During term of office, maintain a weighted or unweighted G.P.A of 3.0 or higher.
2. Be a member of an affiliated TSA Chapter. In the event that an Officer is attending a school with no TSA affiliation, the student will have 6 weeks to establish an affiliated chapter per National TSA guidelines.
3. Will check e-mails and Google Drive weekly and respond in a timely fashion.
4. Will attend online meetings, as necessary.
5. All officers are expected to attend and be on time to all meetings and events during the year.
6. All officers shall behave in a courteous and respectful manner, refraining from language and actions that might bring discredit upon themselves, their school, their families, or upon Florida TSA.
7. Behavior not conducive to a business environment is impermissible. Such conduct includes, but is not limited to, actions disrupting a business like atmosphere, association with nonconference individuals or activities that endanger self or others.
8. At any function sponsored by TSA, all officers, participants and guests shall abide by the dress code.
9. There shall be no defacing of public property. The individual(s) responsible must pay any damages to the property or furnishings in the hotel rooms or building.
10. If male and female officers visit each other in their hotel rooms at any time, the door must be open. These visits must have prior approval of the State Officer Advisor(s), and an advisor must be present during these visits.

11. All officers will be in their own rooms by designated curfew and will not leave the room after curfew.
12. Officers shall keep the State Officer Advisor informed of their activities and whereabouts at all times.
13. Accidents, injuries, or illnesses must be reported to the State Officer Advisor when they occur.
14. Officers must always travel with a group (never alone) and should not go into hotel stairwell alone, areas that are poorly lit, or areas that have light pedestrian traffic.
15. Florida TSA Medical Release Forms are required for all activities.
16. The Florida TSA Executive Committee reserves the right to dismiss any officer from the team if they are in violation of any rules and regulations.
17. Officer, delegates, or alumni shall possess no alcoholic beverages, narcotics, or firearms in any form, at any time, under any circumstances.
18. Use of tobacco products is prohibited by all officers.
19. The officers will attend all State sponsored meetings and other meetings as called by the Florida TSA State Officer Advisor.
20. Officers found to be deceitful will be reprimanded.

Duties and Responsibilities of a FL TSA State Officer

By electing you to State TSA office, the membership has entrusted the leadership of its organization to you and your fellow officers. With the acceptance of this honor come duties and responsibilities.
Duty is defined, as "the conduct, obedience, loyalty, and submission required of an officer." Responsibility is "the reliability and moral accountability for duties expected of an officer."
Failure to uphold the duties and responsibilities of a Florida TSA State Officer may result in removal from office. Together, duty and responsibility convey the conduct and performance appropriate to all Florida TSA State officers. Regardless of which office you hold your duties and responsibilities as a State TSA officer obligate you to do the following:

1. Understand the mission, goals, and bylaws of Florida & National TSA.
2. Understand the National Community Service
3. Understand the TSA Creed and know it from memory.
4. Communicate in an effective manner with your State Officer Team & State Officer Advisor.
5. Be familiar with the organizational structure and policies of Florida TSA.
6. Understand and correctly use Parliamentary Procedure and memorize appropriate ceremonies.
7. Attend all meetings. No exceptions.
8. Be prepared to conduct meetings and serve as a speaker.
9. Be loyal to Florida TSA.
10. Help other officers accomplish their tasks, and accomplish everything you commit to.
11. Practice good speaking and writing skills as you represent the State association.
12. Be helpful, respectful, and responsible to all people.

Parent & Student Agreement

"We" (officer and parent/guardian) fully understand the Florida TSA Code of Conduct and the Duties and Responsibilities of a Florida TSA State Officer and agree to comply with these guidelines. Furthermore, we are aware of the consequences that will result from violation of any of the above guidelines.

_____

Officer Candidate Signature Date

_____

Parent/Guardian Signature Date

BYLAWS OF THE FLORIDA TECHNOLOGY STUDENT ASSOCIATION AND FOUNDATION, INC.

ARTICLE I OBJECT

The object of the Foundation is set forth in Article III, Purpose, of its Articles of Incorporation.

ARTICLE II BOARD OF DIRECTORS

Section 1 Consistent with Article IV of the Articles of Incorporation, voting members of the Board of Directors shall include:

(a) The President of the Florida Technology Student Alumni Division;

(b) Other voting members appointed by the State Program Director for Technology Education through the selection process as described in Section 4.

(c) The majority of voting members shall be former or active advisors of Florida Technology Student Association chapters who are members in good standing, with dues paid, and State and National TSA affiliation, if appropriate.

Section 2 Ex-officio (non-voting) members of the Board shall include:

The elected or appointed President of the Florida Technology Student Association; The highest ranking National Officer of the Technology Student Association from the State of Florida The State Program Director for Technology Education, as appointed by the Florida Department of Education; The FL TSA Executive Director; The FL TSA Conference Managers, other ex-officio members as recommended by the State Program Director for Technology Education or the Chairman of the Board of Directors and approved by majority of the Board.

Section 3 Terms of Office

(a) Membership year for the Board of Directors shall run for two (2) years from May 1st to April 30th or until such appointments are made, with the exception of the Alumni President and Student Officer(s), whose appointment will run for one (1) year; (b) Each year, no less than 1/3 and no more than 2/3 of the Board of Directors will be appointed.

Section 4 Selection of Board

(a) A selection committee shall be chosen by the Chairperson and confirmed by a majority of voting members of the Florida TSA, Board of Directors.

(b) The Selection committee will solicit and review applications, and by majority vote, submit the names for appointment to the State Program Director for Technology Education. The committee may consist minimally of the following individuals: a. Chairperson for the Florida TSA Board of Directors; b. State Program Director for Technology Education or his designee; c. a current TSA Advisor; d. a Business Representative; and e. the
Executive Director of FL TSA. The State Program Director or his designee will serve as the Chairperson of the committee and will only vote to break a tie.

ARTICLE III OFFICERS

Section 1 The officers of the Corporation shall be: the Chairman, Secretary, and Treasurer. These officers
shall be elected from the Board of Directors at the first meeting of the membership year.

Section 2 Nominations shall be made from the floor. The Board members shall elect, by ballot, the officers for a term of one (1) year. The terms of office shall be upon election and continue until their successors are elected.

Section 3 Officers shall perform the duties provided in this section and such other duties as they are prescribed for the office in these Bylaws, in the adopted parliamentary authority, in the standing rules, or as assigned by the Board of Directors.

(a) The Chairman shall be the Chief Executive Officer and official spokesman of the Florida Technology Student Association and Foundation, Inc.; appoint committees subject to approval of the Board of Directors; subject to Board approval, sign contracts as required; be authorized to sign checks. **The Secretary shall** record minutes of all meetings of the Corporation Board of Directors; furnish a copy of the minutes to each member of the Board and to other persons directed by the Chairman not more than thirty (30) days after each meeting subject to Board approval, sign contracts as required. **The Treasurer shall** be custodian of all funds and serve as Chairman of the Budget and Finance Committee; make a financial report to the Board of
Directors at each meeting and at other times when requested by the Chairman of the Board of Directors; submit semiannual financial reports at both Florida Technology Student Association conferences; be authorized to sign checks; keep records in accordance with all State and Federal statutes.

Section 4 Vacancies in office shall be filled by election at any regular or special meeting of the Corporation.

ARTICLE IV MEETINGS

Section 1 There will be a minimum of two (2) meetings each year to facilitate the planning of student activities. 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.

Section 2 A quorum shall be a majority of the members of the Board of Directors with voting rights.

ARTICLE V COMMITTEES

Section 1 Committees, standing or special, shall be appointed by the Chairman of the Board of Directors as deemed necessary to carry on the work of the Corporation. The Chairman shall be an ex-officio member of all committees.

Section 2 The following Committees are suggested for consideration:

Budget and Finance Committee: this committee shall be responsible for conducting an annual audit of the financial records of the Florida Technology Student Association and Foundation, Inc., as well as preparing budget information including a proposed budget for the board's consideration.

Program Committee: this committee shall be responsible for the program at the State Leadership Conference.

Judges Committee: this committee shall be responsible for securing judges for the State Leadership Conference contests.

State Officers Training Program Committee: this committee shall be responsible for coordinating a program for officer training.

Membership Committee: this committee will be responsible for planning and implementing a program to increase and/or maintain membership.

ARTICLE VI NATIONAL LIAISONS

Section 1 The Executive Director shall be the State Advisor of Florida TSA, Inc. as approved by the majority of the Board. The Board does retain the option to select a different person for designation of State Advisor with the understanding that there are certain responsibilities attached to the title.

Section 2 The TSA Corporate Member shall be the Chair of the Florida TSA, Inc. Board. Should the chair choose not to accept this responsibility, the board would be free to elect someone of their choice for the responsibility. Anyone accepting the title understands that there are responsibilities attached to the title.

Section 3 In the event of no approved State Advisor or Corporate Member, the appointment will be referred to a selection committee. The committee shall make recommendations to the board within thirty (30) days of its creation.

ARTICLE VII PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Roberts Rules of Order Newly Revised 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 Corporation may adopt.

ARTICLE VIII AMENDMENT OF BYLAWS

These Bylaws may be amended at any regular or special meeting of the Corporation by an affirmative vote of two-thirds (2/3) of all voting Board members. The amendment must be submitted in writing.

BYLAWS OF THE FLORIDA TECHNOLOGY STUDENT ASSOCIATION

ARTICLE I NAME

Section 1 The official name of this organization shall be the Florida Technology Student Association and may be referred to as Florida TSA.

ARTICLE II PURPOSE

Section 1 The purposes of the Association are:
(a) To assist local chapters in the growth and development of Florida TSA.
(b) To assist local chapters in the growth and development of TSA.
(c) To assist local chapters in the development of leadership and citizenship in social, economic, scholastic, and civic activities.
(d) To increase the knowledge and understanding of our industrial technological society.
(e) To assist technology education/industrial arts students in the making of informed and meaningful occupational choices.
(f) To promote the formation and maintenance of Florida TSA chapters within all Technology Education programs in Florida.

ARTICLE III ORGANIZATION

Section 1 Florida TSA is an Association of chartered local chapters within the State of Florida.
Section 2 The administration of Florida TSA will be vested in the Florida TSA Board of Directors.
Section 3 Each school shall be limited to one charter. A school with grades seven (7) through twelve (12) may affiliate as two schools; a middle school and a senior high school, provided all 9th grade students be placed in only one level.

ARTICLE IV MEMBERSHIP

Section 1 Membership in Florida TSA shall be through the chartered local chapters of this State Association.
Section 2 Florida TSA will be chartered as a member of TSA Incorporated upon approval of the Board of Directors of TSA, Incorporated.
Section 3 Classes of membership which shall be recognized by Florida TSA shall be: Active, Associate, Alumni, Professional, Honorary/Honorary Life Member.
Section 4 Active members shall be students who are presently or previously enrolled in STEM (Science, Technology, Engineering, and Mathematics) programs and are enrolled during the current academic year in a school whose grade levels fall within the range of Kindergarten through twelve (K-12). An active member shall pay dues as established, hold a state office, participate in state competitive events or projects, serve as a voting delegate, or otherwise represent their Association as may be approved.

Section 5 Associate members shall be students who have displayed an interest in Technology Education or Florida TSA. An associate member shall pay dues as established by Florida TSA. Associate members shall not have the right to vote, hold office, or participate in competitive events.
Section 6 Alumni members shall consist of those individuals who have completed a Technology Education or Industrial Arts program, (have been a former active or associate Florida TSA member) and who have graduated from or left school. Alumni members shall not have the right to vote or hold office.
Section 7 Professional members are those persons engaged in education, business, or industry who have an interest in Florida TSA and in the welfare of Technology Education. Professional members shall not have the right to vote or hold office.
Section 8 Honorary Life members may be individuals who have made or are making contributions to the advancement of Technology Education as may be approved by the Florida TSA Board of Directors, and shall be exempt from annual dues.
Section 9 The membership year shall be August 1 to July 31.

ARTICLE V VOTING

Section 1 Local chapters of Florida TSA will exercise their voting privileges through voting delegates at the annual State Leadership Conference.
Section 2 Each chartered local chapter in attendance will be entitled to two (2) voting delegates.
Section 3 Each state officer will be entitled to one (1) vote in addition to their chapter's votes.
Section 4 Delegates lose all voting privileges during any absence from the floor.

ARTICLE VI ELECTION OF STATE OFFICERS

Section 1 All candidates for state office must have held an office in a local chartered chapter.
Section 2 All candidates seeking state office shall mail in with registration for state conference their application for office by the deadline for registration, including:
(a) A letter of intent to seek state office. This letter shall be signed by his/her chapter advisor attesting to scholastic achievement and conduct. It shall also be signed by his/her parent or guardian attesting to their knowledge of intent to seek state office.
(b) A resume containing the candidate's qualification and past history.
(c) In case an office is not filled by election at the annual meeting, the Florida TSA Board of Directors will appoint a member to fill the office.
Section 3 All candidates for state office shall declare which office they are seeking before the first general session at the annual State Conference.
Section 4 Each candidate must present himself/herself to the assembly.
Section 5 Each candidate will be provided with two (2) minutes to present himself/herself to the assembly.
Section 6 State officers shall be elected by delegates who have been selected by the local chapters.
Section 7 Each local chapter is entitled to two (2) delegates for the purpose of electing officers and transacting business of Florida TSA.
Section 8 Any member may not hold the office of state president for two years in succession.
Section 9 Election of officers shall be by secret ballot of the voting delegates. In the event a candidate is running unopposed, voting may be a voice vote to accept the candidate by a vote of acclamation.
Section 10 Graduating seniors are not eligible to be elected to a state office.
Section 11 Not more than two (2) members may run for, be elected to or appointed to state office from any one chapter for a particular membership year.

ARTICLE VII MEETINGS

Section 1 A Florida TSA State Conference shall be held each year and this shall serve as the official annual meeting.

Section 2 The Florida Technology Student Association & Foundation, Inc. Board of Directors shall designate the time and place of the annual meeting and shall be empowered to call special meetings.

Section 3 In the event that no state officer is qualified to act as a parliamentarian, the Florida Technology Student Association & Foundation, Inc. Board of Directors may appoint a parliamentarian for the purpose of assisting in conducting the annual meeting.

Section 4 In all meetings, unless otherwise addressed, Robert's Rules of Order, Newly Revised, shall serve as standard procedure.

ARTICLE VIII STATE OFFICERS

Section 1 Officers of Florida TSA shall consist of the following:

President: preside at and conduct the State Leadership Conference according to parliamentary procedures, represent the Association as a member of the State Board of Directors; shall send a "Message from the President" to the state Reporter for inclusion in the state newsletter; chair the Florida delegation at the national TSA conference. Vice President: it shall be the duty of the Vice President to serve in any capacity as directed by the President and to accept the responsibility of the President as occasion may demand. Secretary: it shall be the duty of the Secretary to serve in any capacity as directed by the President; to record proceedings at the State Leadership Conference to the State Reporter for inclusion in the state newsletter. Treasurer: it shall be the duty of the Treasurer to serve in any capacity as directed by the President; to report to the assembly at the State Leadership Conference the financial information for inclusion in the state newsletter. Reporter: It shall be the duty of the Reporter to serve in any capacity as directed by the President; to prepare articles for publication in TSA publications, professional magazines and journals, newsletters and other news media; to contact chartered chapters concerning news items for publication; to act as student editor for the State Program Director. 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 Parliamentary is not appointed, the Sergeant-at-Arms will assist in conducting all meetings according to parliamentary procedure as set forth by Robert's Rules of Order, Newly Revised; and to introduce any guests present at the State Leadership Conference.

Section 2 These officers shall be elected by a majority vote of the voting delegates in attendance at the annual State Leadership Conference.

Section 3 Officers elected at the State Leadership Conference will hold office from August 1 through July 31.

Section 4 If a state officer is elected to National TSA office; he/she shall relinquish his/her post at the state level.

Section 5 If a state officer is unable to fulfill his/her duties that state officer will be replaced subject to ratification of the Board of Directors.

SECTION IX DUES

Section 1 Dues for the Florida Association shall be paid by each active member of the local chapter in order

for the local chapter to become affiliated with the Florida Association.

Section 2 The FL TSA Board of Directors shall set the amount of state dues for all categories.

Section 3 The amount set by the Board of Directors of TSA as national dues shall be set aside from the amount collected as state dues.

Section 4 Each local chapter shall determine the amount of dues to be collected for use by the local chapter.

Section 5 An annual report of finances shall be provided to any chartered chapter upon request.
Section 6 All materials and equipment purchased by Florida TSA shall belong to Florida TSA.

ARTICLE X EMBLEM AND COLORS

Section 1 The emblem of Florida TSA and its colors shall be the same as those adopted by National TSA with the exception that the word "Florida" may be added to the top blue section of the field.

ARTICLE XI MOTTO AND CREED

Section 1 The motto and creed of Florida TSA shall be the same as those adopted by National TSA.

ARTICLE XII OFFICIAL DRESS

Section 1 Members shall comply with the dress code as established by National TSA and/or any policy dictated by the Board of Directors."

ARTICLE XIII CODE OF ETHICS

Section 1 Florida TSA Code of Conduct shall be:
(a) Respecting the rights of others.
(b) Respecting the property of others.
(c) Practicing courtesy at all times.
(d) Being honest and sincere.
(e) Being conscious of our personal appearance and dressing appropriately.
(f) Taking pride in our Association and its work.
(g) Controlling self, behavior and language.
(h) Respecting the other person's opinions and being tactful with any criticism.
(i) Demonstrating good sportsmanship and fair play in all competitive activities.
(j) Sharing educational experiences with others.
Section 2 Every participant shall acknowledge and adhere to all rules at Florida TSA sponsored events.
Section 3 Responsibility for individual actions ultimately becomes the responsibility of the entire chapter.
Section 4 Disciplinary actions, when necessary, will be taken according to Florida TSA Board of Directors Policy.

ARTICLE XIV RULES, REGULATIONS, AND BYLAWS

Section 1 Such rules, regulations and Bylaws as are seen necessary for the proper conduct of this organization shall be adopted.
Section 2 Any matter not specifically covered by these Bylaws may be addressed by Board of Directors in the form of a Policy. These policies when properly recorded and circulated to all chapters will be binding.
Section 3 No rules, regulations, Bylaws, or policies shall be adopted which are contrary to these Bylaws.

ARTICLE XII AMENDMENTS

Section 1 These Bylaws may be amended by a two-thirds (2/3) vote of approval by delegates at the annual meeting.
Section 2 These Bylaws may be amended by a two-thirds (2/3) vote of approval by the Board of Directors at any meeting which is open to the general membership.
Section 3 Proposed amendments to these Bylaws must be submitted to each affiliated chapter 30 days prior to consideration.
Section 4 Approval shall be by two-thirds (2/3) of the voting delegates present.
Section 5 If adopted, the amendment or amendments will take effect upon adjournment of the annual meeting in which it is presented for approval.