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should be inferred.
Dedication

Organizing the Technology Student Association is dedicated to Gordon H. Falleson and Dr. William T. Reed, who pioneered the development of student associations for Technology Education in Virginia. Mr. Falleson, while serving as assistant state supervisor of Industrial Education from 1947–1960, initiated efforts to organize an Industrial Arts student association in the Commonwealth. Dr. Reed, a professor of Industrial Education at Virginia State University from 1951–1969, served as the first state director of a student organization that included Virginia Industrial Arts students.

Thomas A. Hughes Jr., while serving as the Commonwealth’s first full-time supervisor for Technology Education from 1965–1992, provided state-level administrative leadership for the student association. Through the stewardship of Mr. Hughes, opportunities for young people to participate in the Technology Education Student Association increased throughout Virginia.

Recognition also is due to Marshall O. Tetterton, who served as the first state director of the Virginia Association of the American Industrial Arts Student Association (Virginia AIASA). Mr. Tetterton’s tireless dedication and effort empowered teachers across Virginia to organize chapters of the student association. Mr. Tetterton helped to organize AIASA nationally and was Virginia’s state representative at the national AIASA’s chartering conference held in Atlanta during the spring of 1977.

In the spring of 1999, a formal alumni association, Technology Education Alumni Association of Virginia, was formed under the leadership of George R. Willcox, State Specialist for Technology Education. The purpose of the alumni association is to provide an organization for high school graduates who were enrolled in Technology Education classes or a member of the Technology Student Association (TSA) to provide a means for the alumni to provide service to the secondary organization and to support the organization in educational endeavors that would expand the experiences of secondary students in the TSA.

In 2004, George R. Willcox wrote an amendment to the national TSA organization bylaws to establish a national alumni association. At the 2005 National TSA Conference, the National TSA Corporate Members (consisting of a state supervisor from each state) voted to enact a National Alumni Association.

The foresight and commitment of these individuals who fostered the growth of the student association is gratefully appreciated by the profession and acknowledged through this publication, which supports the Technology Student Association.

Andy Stephenson
Virginia TSA State Advisor
Acknowledgments

Organizing the Technology Student Association provides information for Technology Education teachers and advisors to plan, organize, and provide Technology Student Association (TSA) activities for all students enrolled in Technology Education programs. This publication offers basic organizational materials for implementing Virginia TSA co-curricular activities in the classroom and through the school chapter. It replaces Organizing AIASA—Guide 1.

Contributors to the development of this instructional resource guide include:

- John Monroe and other teachers, who developed original materials for use in establishing student organization activities in the instructional program (1977)
- Dr. Charles A. Pinder, who developed the initial draft of Guide 1 (1978)
- George R. Willcox, who compiled and published the final manuscript of Guide 1 (1978)
- Dr. Arvid W. Van Dyke and Peter J. Vernimb, who expanded topics for inclusion in the publication
- David B. Magnone, who assisted in compiling the 1996 edition of Organizing the Technology Student Association

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Introduction

Detailed planning is essential when organizing a Technology Student Association (TSA) chapter. Once organized, good operational procedures must be in place to ensure that the student organization remains an integral part of instruction. Organizational activities must be designed to generate and promote student participation in TSA activities.

This guide provides Technology Education teachers with introductory information about procedures for establishing a TSA chapter as part of their Technology Education program. Additionally, activities are suggested to assist teachers in developing productive and fun learning experiences for students.

Developing a Philosophy with Respect to Co-curricular Student Organizations

Technology Education teachers who organize a TSA chapter have a philosophy that student activities are a vital and integral part of the Technology Education curriculum. They believe that TSA is co-curricular—a component of the daily classroom program of instruction. Instructors further believe that students must not only gain an understanding of technology and its applications but also must develop those skills necessary to assume successful adult roles in life. Leadership, citizenship, social, and team-building skills developed by participation in student association activities are as important to students’ development as is the study of technology and its implications for society. Technology Education teachers believe that TSA is a motivational tool that sparks student interest and develops positive work attitudes and pride in work well done.

Teachers considering organizing a TSA chapter are encouraged to examine their own beliefs about the needs of students. As they confirm the values they hold about the education of the total student, they will soon recognize that the TSA should be part of their program of instruction.
A Brief History of the Technology Student Association

TSA is the only student organization devoted exclusively to the needs of Technology Education students who are presently enrolled in or have completed Technology Education courses. It is composed of middle and high school students in chapters across Virginia. TSA is supported by educators, parents, and business leaders who believe in a technologically literate society and are working hard to achieve that goal.

While student organization experiences in Technology Education date back to the mid-1950s, Virginia TSA was officially established in 1971 as the Virginia Association of the American Industrial Arts Student Association (AIASA). In 1987, Virginia AIASA changed its name to the Virginia Technology Student Association to reflect a commitment to the dynamic field of technology.

Benefits of TSA Participation

Membership in a TSA chapter provides exciting opportunities and benefits. Members have the opportunity to run for elected office, assist in a community project, explore career choices, receive recognition and prestige through state and national programs with competitive events and awards, and expand their knowledge of technology and its application in today’s world. TSA chapter activities are designed to provide an opportunity for growth and learning in the classroom, laboratory, school, and/or community. Participation in TSA programs and activities is an integral part of Technology Education.

Active TSA members enjoy many benefits, including the following:

- Learning through leadership training
- Participating in service activities, projects, and fundraisers
- Meeting and working with leaders from industry and the community
- Participating in local, regional, state, and national conferences
- Entering local, regional, state, and national competitions
- Experimenting and learning new skills
- Exploring career interests
- Being part of the TSA team
Section I: Overview of TSA
Mission

TSA’s mission is to promote leadership and personal growth in a technological society.

The TSA’s program of activities and support service for student members helps to carry out this mission. The TSA’s mission is accomplished through local chapters and state and national Technology Student Associations.

Goals

1. Students will have contact with industrial and technological personnel, resources, and developments to acquire technological understanding, consumer knowledge, and competencies that lead to responsible citizenship.

2. Students will engage in activities that allow them to be leaders and followers.

3. Students will plan, organize, and carry out activities and projects that contribute to an improvement in or service to the school and/or community.

4. Students will use the free enterprise system to become aware of employment or self-employment opportunities and requirements for their use when making career choices to determine their educational programs.

5. Students will be recognized for demonstrated understanding of technology, high standards of quality, scholarship, and safety practices.
Creed

“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.”
Emblem

The TSA emblem is symbolic of the association. Its meaning is as follows:

“T” Represents all facets of technology and its contribution in making America the great nation it is today

“S” Represents the students of the organization and is a symbol of strength, structure, and the cooperative efforts necessary in achieving our goals

“A” Represents our association and its local, regional, state, and national activities

Colors

Scarlet red represents the strength and determination of Technology Education students and teachers to obtain their goals.

White represents the high standards, moral values, and religious beliefs we hold.

Royal blue represents the sincerity of Technology Education students and teachers in obtaining a greater knowledge of the technological world.

Copyright Information

The TSA emblem is a registered trademark of the Technology Student Association Inc. All members and advisors are responsible for its proper use and display.

Policies covering the use of the emblem and the TSA acronym are established exclusively by the national Board of Directors and protected by legal counsel. The manufacturing of the emblem or acronym TSA, in any form, without written permission by national TSA (which acts on behalf of the Board of Directors) will be in violation of the protection granted TSA Inc. by federal laws.

Exclusive rights for manufacture and/or resale of the emblem and for use on all goods and with all services bearing any of the marks are retained and protected to promote uniform identification of all TSA members and to avoid any and all possible misuse of identity.

No chapter or state association may use or give permission to use these marks unless the uses are within the Board of Director’s guidelines. If any chapter or state association wishes to reproduce or use the emblem or the acronym TSA in any manner not specified within the permission rights already granted, the proper procedure is to seek written permission of the TSA Inc. Board of Directors through the TSA National Office.
Official Attire

Dress affects people's attitudes toward an individual and the organization he or she represents. It is important to present a professional image when dressing for work, business, and related activities. There also are times when casual dress is appropriate.

The Virginia TSA endorses the following dress code.

Official Virginia TSA Attire: Most Formal

- **Blazer:** Navy blue with official TSA patch
- **Tie or scarf:** Scarlet red imprinted with 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 (athletic shoes, combat or work boots are unacceptable)
- **Sandals:** Females only (black open-toe shoes or sandals)

Business/Professional Attire: Less Formal

- **Shirt:** Males or females, button-up with turn-down collar (T-shirt, polo, or golf shirt are unacceptable)
- **Blouses:** Females only
- **Ties:** Males required, females optional
- **Dress pants:** (Jeans, baggy pants, exterior pocket pants are unacceptable)
- **Dresses/skirts:** Females only (length even with tips of one’s fingers)
- **Dark socks:** Males only (black)
- **Shoes:** Dress shoes or boots (athletic shoes, combat or work boots are unacceptable)
- **Sandals:** Females only (open-toe shoes or sandals)

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 (T-shirt or shorts are unacceptable). Casual attire must comply with the participants' local school division dress code policy. Casual attire shall not be worn during general sessions.

Conference identification badges must be worn at all times.

Motto

"Learning to Live in a Technical World"
Section II: Benefits of TSA
Benefits

To the Student

TSA students have common objectives and interests. Each is learning about his or her role in a technological society. TSA activities can have a tremendous effect on the attitudes, growth, and development of each member. Student membership in TSA includes many benefits:

- Skills learned from leadership training
- Development of individual civic pride, responsibility, and involvement
- Participation in service activities and projects for the benefit of others
- Opportunities for individual growth, development, and maturation according to one’s own interests and abilities
- Expanded opportunities to experiment and learn new skills
- Involvement in projects for one’s chapter, school, and community
- Opportunities to meet and work with business and community leaders, thereby gaining additional career information
- Participation in local, regional, state, and national conferences
- Practice in sharing with others—leading, following, and making decisions that affect oneself and fellow members
- Entering local, regional, state, and national competitive events

To the School

TSA chapter activities are an integral part of the school’s Technology Education program. TSA activities enhance the Technology Education instructional program by offering the teacher additional instructional methods to create interesting and productive learning experiences. TSA increases individual student growth and participation. Other benefits to the school are as follows:

- It promotes, expands, and improves the total Technology Education program.
- It develops additional student interest and learning experiences.
- It promotes the school through highly visible school and community projects.
- It provides opportunities for students to integrate learning experiences from other instructional areas.

Benefits of Virginia TSA

Virginia TSA is composed of locally chartered school chapters throughout the Commonwealth. It provides schools and chapters with numerous benefits and operational support to carry out TSA activities in conjunction with statewide Technology Education programs. Virginia TSA complements Technology Education programs in the following ways:

- It serves as an organization for students, teachers, and schools to work and plan together.
- It acts as a clearinghouse for ideas and information to benefit Technology Education activities at the local, state, and national levels.
- It serves as the liaison between national TSA and local chapters.
- It provides direction for related instructional activities.
- It offers leadership training and activities for state and local officers and affiliated members.
Benefits of National TSA

Technology Education instruction and TSA emphasize America’s evolving technological society. TSA helps Technology Education to become an integral component of a student’s total educational experience. National TSA serves as the unifying body for all state TSA chapters and assists state associations in the growth and development of TSA. Affiliation with national TSA provides many benefits, such as

- representation and promotion of TSA to Congress, governmental agencies, education-related organizations, business, industry, and labor
- added prestige, strength, and direction for all members
- an extension of opportunities for participation in TSA activities beyond the chapter, regional, and state level.

Official Support Policies

The student association enriches Technology Education courses and reinforces instructional content. Members of the profession believe that TSA

- expands the individual’s knowledge of technology and society
- provides incentive and encouragement for work well done
- reflects the American way of life, in that democratic decision-making is an important aspect of Technology Education instruction
- develops leadership and other personal qualities in all students, enhancing their future life and work
- increases realistic contact with industry and technology
- instills economic responsibility and understanding in students.

United States Department of Education Policy

The United States Department of Education maintains a close relationship with career and technical organizations and welcomes their cooperation and support in strengthening career and technical education programs. Recognizing that past performance and demonstrated potential of these organizations is compatible with the overall purposes and objectives of education today, the United States Department of Education has strongly endorsed their objectives and seeks to include their ideas in the development of its policies and plans.

In view of this close relationship, these policies represent the position of the United States Department of Education:

1. “Career and technical student organizations” means those organizations for individuals enrolled in career and technical education programs that engage in an annual program of work, including activities that are an integral part of the instructional program. These organizations may have state and national units that aggregate the work and purposes of instruction in career and technical education at the local level; if so, these organizations shall be

   - Family, Career and Community Leaders of America
   - FFA
   - Health Occupations Students of America
   - Technology Student Association
   - SkillsUSA
   - DECA
   - Future Business Leaders of America.

2. The United States Department of Education recognizes the concept of total student development as being necessary for all career and technical education students to assume successful roles in society and to enter the labor market.
3. The United States Department of Education will facilitate technical and supportive services to assist career and technical student organizations through state agencies in their efforts to improve the quality and relevance of instruction, develop student leadership, enhance citizenship responsibilities, overcome sex and race discrimination and stereotyping, and serve students of special populations, especially with respect to efforts to increase minority participation in these organizations.

4. The United States Department of Education recognizes that the responsibility for career and technical instructional programs and related activities, including career and technical student organizations, rests with the state and local education agencies.

5. The United States Department of Education approves of federal and state career and technical education grant funds to be used by the states to give leadership and support to these career and technical student organizations and activities directly related to established career and technical education instructional programs at all levels under provisions of approved state plans for career and technical education.


Adopted November 2001

Effective July 2002
Virginia Board of Education Regulations

Recognizing the value of student organizations, the Virginia Board of Education adopted policies and regulations to meet the definition of a career and technical education student organization as defined in The Perkins Act of 1998. The Act states that students engage in activities that are an integral part of the instructional program.

1. A career and technical education student organization shall be an integral and active part of each secondary career and technical program (grades 9, 10, 11, 12) offered.

2. Each middle school career and technical education program (grades 6, 7, 8) offered shall include co-curricular instructional activities related to the respective career and technical education student organization.

3. Where dues are collected for membership in such organizations, payment of such dues shall not determine a student’s participation in instructional activities of the local organization.
Section III: Organizing a TSA Chapter
Procedures for Organizing a Chapter

1. Interest school administrators in the value of organizing a TSA chapter, and become knowledgeable of school policies concerning student organizations.

2. Call a meeting of selected students to discuss the possibilities of forming a TSA chapter and to explain how the student personnel system will be used in each class.

3. Announce to all eligible students and Technology Education classes that a general meeting for the purpose of forming a school chapter will be held on (month), (day), (place), and (time). After explaining the TSA program of activities, select a group of students to serve as a chapter organizational team.

4. Using the sample constitution provided, develop a local constitution and bylaws to be approved by the membership and the school administration.

5. Announce to all eligible students and Technology Education classes that a meeting will be held to elect the following officers: president, vice-president, secretary, treasurer, sergeant-at-arms, and reporter. Chapters may choose to have two additional officers—historian and parliamentarian.

6. Instruct elected officers of their responsibilities.

7. Meet with other Technology Education teachers in the school to review TSA materials, including
   - Virginia TSA Student Handbook
   - Virginia TSA Technology Teacher’s Guide
   - Virginia TSA Officer Handbook
   - Organizing the Technology Student Association
   - Integrating TSA Activities in the Technology Education Program
   - Virginia TSA Addendum to the TSA Curricular Resources Guide.

8. Integrate TSA activities into each Technology Education class through the following tools:
   - Personnel management model
   - Teamwork and student leadership activities
   - Selected annual activities to be included in instruction
   - Use of appropriate competitive events as guides for units of instruction
   - Class and chapter officers’ reports to the school’s student government about TSA activities

9. Attend regional TSA meetings, rallies, and statewide conferences with students to create interest in TSA activities.

10. Contact other advisors or the TSA state office for assistance in organizing a chapter.

Requirements for Affiliation

1. Membership is open to all middle and high school Technology Education students, and students who have previously taken Technology Education.
2. An affiliated chapter should consist of a minimum of 10 paying members.
3. Annual dues include membership in both the state and national organizations. Local dues are optional. The membership year is September 1 to August 31.
4. Each affiliating chapter must submit the membership application to the national office annually. This application includes:
   - The number of students in the local chapter
— A list of all local chapter officers and members

5. Chapters should submit membership applications each year by January 31 to maintain a current affiliation status and to continue to receive important mailings.

**Membership Dues**

TSA was established to foster leadership and teamwork among Technology Education students throughout the United States and to provide students opportunities and activities through a local, state, and national organization. Membership dues pay operating expenses for state and national organizations existing for the benefit of students.

Student membership dues provide the following benefits:

- Eligibility to compete for regional, state, and national awards
- *School Scene*, a national newspaper about TSA activities
- *Virginia Scene*, a newsletter about Virginia TSA activities
- Regional, state, and national meetings and activities for Technology Education students

In addition, dues help to support the following expenditures:

- Travel and meeting expenses for state and national officers
- Chapter informational packets
- Development of materials to promote the association, such as booklets, pamphlets, TV commercials, and other items
- Development of materials to assist Technology Education teachers to integrate the student association into classroom instruction
- Operation of the TSA state office and national office in Reston, Virginia

**Membership Services**

TSA provides many services and products to its members. These include publications and products that bear the TSA emblem. Some, such as *School Scene*, are provided with membership, while others require a separate order. To obtain the most recent publications and products, go to [www.tsaeb.org](http://www.tsaeb.org).

Publications available through the TSA national office include the following:

- *Recognition and Achievement Programs*
- *Curricular Resources Guide (Competitive Events)*
- *Constitution and Bylaws*

Membership items available from the TSA national office or from the national supply service include the following:

- TSA pins, patches, etc.
- TSA clothing
- TSA gifts
Advisor’s Responsibilities

The TSA advisor should perform the following tasks:

- Orient all Technology Education students in the beliefs and organization of TSA, including
  - Motto
  - Creed
  - Emblem symbolism
  - Colors
  - Official attire
  - Chapter activities
  - Competitive events and awards
  - Leadership conferences
  - Benefits of membership
  - Instruction correlating course content and TSA.

- Acquaint parents with TSA activities, purposes, and opportunities offered through the instructional program.
- Keep school administrators informed of all activities.
- Monitor the collection and processing of all membership dues.
- Supervise the election and installation of officers.
- Train officers and members in effective leadership techniques.
- Supervise the chapter officers to ensure that meetings are scheduled and held on a regular basis.
- Monitor the organization and the use of the secretary’s and treasurer’s books.
- Supervise all committees to complete tasks.
- Coordinate the implementation of a well-balanced program of activities.
- Keep informed of TSA regional, state, and national activities by reading publications and related materials.
- Prepare students for entry into local, regional, state, and national competitive events.
- Accompany and supervise students who attend regional, state, and national TSA leadership conferences and competitive events.
- Maintain chapter records properly.
ARTICLE I: NAME

Section 1 The official name of this organization shall be ____________________ Chapter of the Virginia Association of the Technology Student Association, and may be referred to as __________ Chapter.

ARTICLE II: PURPOSES

Section 1 The general purposes of this organization are to

1. assist members in the growth and development of TSA
2. assist members in the development of leadership and citizenship in social, economic, scholastic, and civic activities
3. increase the knowledge and understanding of our technological society
4. assist students in making informed and meaningful career choices.

Section 2 The specific objectives of this chapter are to

1. develop through group action the ability of members to plan together
2. explore technology and American free-enterprise
3. identify high standards of craftsmanship, scholarship, and safety
4. provide wholesome leisure time and recreational activities
5. encourage creative design, problem solving, and project-based learning
6. promote consumer awareness.

ARTICLE III: MEMBERSHIP

Section 1 Membership classifications shall be recognized as the following: active, alumni, professional, or honorary/honorary life member.

Section 2 Active members of the chapter shall be enrolled in or have completed a Technology Education course. An active member shall pay minimum dues and may be declared eligible to hold a local, regional, or state office; to participate in all levels of competitive events and projects; to serve as a local, regional, or state voting delegate; or otherwise to represent the chapter in TSA affairs as may be approved by the constitution and bylaws.

Section 3 Alumni members of the chapter consist of those individuals who have completed a Technology Education program, have been a former active or associate TSA member, and who have graduated from school. Alumni
members shall pay dues as established by the Executive Council of Virginia TSA. Alumni members shall not have the right to vote, to hold office, or to compete in competitive events.

Section 4 Professional members of the chapter are those persons engaged in education, business and industry, who have an interest in technology and in the welfare of Technology Education. Professional members shall pay dues as established by the Executive Council of Virginia. Professional members shall not have the right to vote, to hold office, or to compete in competitive events.

Section 5 Honorary/Honorary Life Members of the chapter may be individuals who have made contributions to the advancement of Technology Education as may be approved by the chapter Executive Committee and shall be exempt from annual dues. Honorary/Honorary Life Members shall not have the right to vote, to hold office, or to compete in competitive events.

Section 6 No individual may join TSA or participate in activities without being affiliated with the state association.

Section 7 Annual membership dues shall be as determined by Virginia TSA, and the membership year shall be September 1 to August 31. Additional fees for this chapter shall be ____________.

ARTICLE IV: VOTING

Section 1 Chapter members shall exercise franchise in Virginia TSA through voting delegates as approved by the Virginia Association of TSA.

ARTICLE V: MEETINGS

Section 1 Regular meetings shall be held at least once each month during the school year.

ARTICLE VI: OFFICERS

Section 1 Officers shall consist of a President, Vice-President, Secretary, Treasurer, Reporter, Sergeant-at-Arms, Historian, and Parliamentarian.

Section 2 Officers shall be nominated and elected by ballot at the first regular meeting of each school year. A majority vote by members shall be necessary to elect officers.

ARTICLE VII: FINANCES

Section 1 Chapter dues shall be ____________ plus___________ for state and national affiliation.

Section 2 The Chapter Advisor shall be responsible for the Chapter finances.

ARTICLE VIII: EMBLEM AND COLORS

Section 1 The emblem and colors of the Chapter shall be the same as those adopted by National TSA.

ARTICLE IX: MOTTO AND CREED

Section 1 The motto and creed of the Chapter shall be the same as adopted by National TSA.
ARTICLE X: AMENDMENTS

Section 1 To amend the constitution, the proposed amendments must be presented in writing by a TSA member to the president. The president will present the amendment to the membership, where it must be approved by three-fourths majority vote for adoption.
Section IV: 
TSA
Chapter Officers
Elections

Growth of each chapter depends on a qualified and dedicated group of officers. With capable officers, the business of the chapter will be considered in a prompt and proper parliamentary fashion. This will ensure an effective program of activities, which assures (1) that all members’ rights will be maintained, (2) records and minutes will be up-to-date and complete, (3) good publicity will be forthcoming, and (4) all members will grow through participation in the democratic process.

The membership should select its officers carefully, taking into consideration the candidates’ qualifications and dependability.

New officers may not be familiar with all of the responsibilities and duties of their office at the time of election. They should be able to communicate ideas and feelings to the members and committees. Officers also should be aware of and protect the democratic process. To be effective, leaders must respect the rights, dignity, and ability of each member.

Officers’ Responsibilities

All officers have certain common responsibilities, including the following charges:

1. Be familiar with the chapter constitution and bylaws.
2. Be familiar with the annual program of activities.
3. Be aware of the work and progress of their respective committees and teams.
4. Be able to accept responsibility, work well with other members, and provide leadership to the group.
5. Know their part in meetings, ceremonies, and other activities.
6. Be familiar with parliamentary procedure.

At a minimum, each chapter should have a president, vice-president, secretary, treasurer, reporter, and sergeant-at-arms. Chapters may choose to have two additional officers—parliamentarian and historian.
President

The president presides over and conducts all meetings in accordance with parliamentary procedure; limits members’ discussion to the subject at hand and time frame allotted; appoints committee chairs and serves on committees, except the nominating committee, as an ex-officio member; represents the chapter at special school events and at out-of-school functions; coordinates the activities of the chapter by keeping in touch with the other officers, the membership, and the advisor; and keeps informed to ensure that the chapter is moving according to its program of activities.

As presiding officer, the president should do the following:

1. Begin the meeting on time. (Members will be there if they know that the meeting will begin at a specified time.)
2. Ensure a quorum is present before starting the business portion of the meeting.
3. Stand while presenting business or directing the assembly. (See Item 15 below for exception.)
4. Proceed in a manner established by the order of business.
5. Conduct the opening and closing ceremony according to TSA guidelines.
6. Use the gavel according to accepted practices.
7. Conduct the meeting in accordance with parliamentary procedure.
8. Always keep the meeting under control. Limit debate on the part of any one individual to specified times or turns. (Ample, but not excessive, time should be allowed for debate.)
9. Refer to yourself as “the Chair.”
10. Recognize any member who wishes to speak.
11. Be impartial at all times.
12. Turn over the chair to the vice-president or other designated member when they desire to enter into debate. Information, but not opinions, may be given from the chair. If the presiding officer wants to make or discuss a motion personally, he/she must leave the chair and do so from the floor.
13. Allow a member to suspend the regular order of business only by a formal motion, which is carried by a two-thirds vote.
14. Permit discussion on a motion only after it has been seconded and re-stated by the chair.
15. Be seated when granting the floor to a member, and remain seated while the member discusses the motion.
16. State motions clearly. Before taking a vote, be sure that all understand the question.
17. Announce the result of the vote. First, state the motion, and then say, “The motion is carried/is lost.”
18. Vote to break a tie.
19. Require that all remarks be addressed to the chair. Do not allow members to discuss questions, remarks, or answers among themselves. All discussion must be recognized and approved by the chair.
20. Permit the maker of the motion or the vice-president to put a question to a vote that concerns the president alone.
21. Close the meeting when all business has been disposed of and/or at a designated time.
Vice-President

The vice-president assists the president in the discharge of his or her duties. The vice-president presides at meetings and other functions in the absence of the president and must be prepared to assume the office of the president if necessary. The vice-president is in charge of all committee work and management of committee assignments. He or she works closely with all committees, keeping well informed on all of their activities.

The vice-president should do the following:

1. Assist the president.
2. Preside in the absence of the president.
3. Oversee setting up and carrying out the association’s program of activities.
4. Help prepare the meeting agenda.
5. Report on the status of the program of activities at each meeting.
6. Submit a report on the association’s accomplishments at the end of the year.
7. Keep an accurate list of committee members.
8. Manage committee assignments using committee report forms.
9. Work closely with all committees, and keep well informed on all of their activities.
Secretary

The secretary prepares and reads the minutes of meetings, sends out and posts meeting notices, has the agenda for each meeting available for the president, reads the minutes at meetings, counts and records votes when taken, attends to official correspondence, keeps permanent records of the chapter, and maintains and has on hand for each meeting a TSA Handbook and a Secretary’s Record that include pertinent documents concerning chapter business.

The secretary should be responsible for the following duties:

1. Record in the minutes what is decided and done.
2. Record, whether carried or lost, the exact wording of motions and amendments and the name of the member who made the motion or amendment.
3. Stop the proceedings, if necessary, to get the exact wording of a motion. The secretary may request that the member submit the motion in writing.
4. Record the minutes of all meetings—formal, informal, and called.
5. Record in the minutes what is decided and done.
6. Record, whether carried or lost, the exact wording of motions and amendments and the name of the member who made the motion or amendment.
7. Stop the proceedings, if necessary, to get the exact wording of a motion. The secretary may request that the member submit the motion in writing.
8. Record in the minutes the names of members appointed to committees as well as the persons serving as chairs of those committees.
9. Include a copy of the treasurer’s report in the minutes.
10. Maintain a Secretary’s Record.

The Secretary’s Record

The Secretary’s Record is generally a three-ring binder, which is used to keep important documents concerning the business of the chapter. The record usually contains the following items:

- A copy of all approved minutes
- A list of all chapter members
- A list of all standing and special committees, committee members, and chair persons
- A copy of all committee reports
- A copy of the local, state, and national program of activities
- The constitution and bylaws of the organization

The secretary is responsible for keeping the Secretary’s Record current and should bring it to each meeting.
Treasurer

The treasurer is responsible for and administers chapter funds. He/she may collect all state and national dues, is responsible for chapter payments by the appropriate deadlines, keeps financial records in order and up to date, devises fund-raising activities with the cooperation of the appropriate committee and the approval of the membership and advisor, assists in preparing an annual budget, serves on the Auditing Committee as the ex-officio member, and protects the financial reputation of the chapter.

The treasurer should do the following:

1. Keep a permanent, up-to-the-minute record of all financial transactions. Entries should be recorded in ink in a treasurer’s ledger.
2. Keep a record of all incoming money, noting the date and from whom the money was received.
3. Record all expenses, noting the date and to whom the money was paid.
4. Obtain and keep a copy of all receipts in the permanent records.
5. Obtain the proper authority before paying out any chapter monies.
6. Be prepared to report the financial status of the chapter at any regular chapter meeting.
7. Obtain and present ideas and suggestions to the membership for increasing the treasury and financing chapter activities.
Historian

It is the duty of the historian to serve in any capacity as directed by the president, to keep all past financial and membership records as necessary, and to promote the general welfare of the association.

The historian should do the following:

1. Work closely with the secretary and the reporter in keeping a complete record of chapter activities.
2. Ensure that photographs are taken of all chapter activities.
3. Keep a record book (in the form of a scrapbook) of all activities and events.
4. Develop a theme for the record book that will carry through the year.

The historian is usually the chapter photographer. As a rule, taking good pictures depends less on the features of the camera (digital SLR, cellphone, or other digital device) than on the technique of the photographer. The following suggestions may help in the composition of effective photographs.

Photo Hints

1. Include people in the picture. A first-place Technology Process Display with its builder will be a first-class picture; the display alone won’t have any class.
2. Get action pictures when possible.
3. Get in close! A common error with new photographers is trying to get too much in the picture.
4. Hold the camera steady and level.
5. Use flash where light is limited.
6. Take front-lighted subjects when not using a flash.
7. Be patient. Wait until you have the picture you want before you shoot.
8. Join the "One More Club." Shoot every important picture two or three times.
Reporter

The reporter prepares chapter news releases and articles for publication in school and local newspapers, acquaints local newspaper editors with information about TSA, assists in maintaining a chapter bulletin board, assists in the planning and arranging of chapter exhibits, and collects and prepares news and feature stories of chapter activities for state and national publications.

The reporter should do the following:

1. Gather and classify all news.
2. Prepare articles and news releases.
3. Develop a working relationship with local media personnel and keep them informed of TSA news.
4. Send chapter news and photographs to the state and national TSA offices for publication.
5. Work closely with the secretary and the historian to maintain the record book.
Parliamentarian

The parliamentarian helps chapter members to understand the basic purpose of parliamentary procedure. This individual advises the presiding officer and the members on parliamentary procedure, has reference materials on hand (*Robert’s Rules of Order, Newly Revised*) pertaining to parliamentary procedure, observes the progress of meetings and calls any significant irregularities to the attention of the chair ("point of order ..."), and is prepared to explain any deviation from procedure and its effect on the rights of all chapter members.

The parliamentarian should do the following:

1. Ensure that chapter meetings are conducted in an orderly manner in accordance with established parliamentary procedure.
2. Enable the assembly to conduct business in a quick and efficient manner.
3. Protect the rights of each individual.
4. Ensure that the will of the majority is carried out and the rights of the minority are preserved.
5. Render only opinions, never decisions, concerning parliamentary procedure.
Sergeant-at-Arms

The sergeant-at-arms is responsible for the physical setup of meetings, banquets, and gatherings. He or she secures the use of any meeting room and facility, assists in seating arrangements, and ensures that all necessary equipment is at hand and operating.

The sergeant-at-arms should do the following:

1. Arrange the meeting room and set up chapter officer symbols.
2. Be responsible for the comfort of those present at the meeting.
3. Attend the door during meetings and welcome all guests.
4. Take charge of candidates prior to and during initiations.
5. Assist with entertainment, refreshments, and other details connected with the program.
6. Serve as an ex-officio (non-voting) member of any committee which deals with these areas.
Section V: Organizing TSA as Part of Classroom Instruction
Personnel System Officers

All Technology Education courses benefit from a personnel system used to manage the classroom or laboratory activities of students. Personnel management is a function of any organization, whether it is a class of students, corporation of employees, or an association of volunteers. Using TSA-related titles in the personnel system will both manage the class and give students experience with a group organization.
Incorporating TSA Into Technology Education Instruction
Technology Student Association
In-Class Personnel Management Model

Teacher/Advisor

Class President

Vice President

Secretary

Treasurer

Reporter

Sergeant-at-Arms

Parliamentarian

Historian

Marketing Team

Achievement-Recognition Team

Lab Maintenance Team

School-Community Service Team

School-Community Resource Team

Materials Group Team Leader

Facilities Group Team Leader

Technology Group Team Leader

Resources & Equipment Group Team Leader

Personnel

Personnel

Personnel

Personnel
In-class Meeting Procedures

Many of the routine activities of a Technology Education class can be handled by the officers of each class student association.

1. **Call to Order**

   President: (Raps gavel twice.) "Will the (class or meeting) please come to order? Sergeant-at-Arms, are there enough members present and in their seats to have a meeting?"

   Sergeant-at-Arms: There are, (Mr. or Miss) President. (Tells students who arrive late to see secretary for roll check.)

2. **Hear the Minutes of the Previous Meeting**

   President: We are ready to transact our business. Will the secretary please read the minutes?

   Secretary: Stands and reads the minutes and details of the last meeting or class.

   President: After the reading of the minutes asks, "Are there any corrections or additions to the minutes?" (If none, "The minutes stand approved as read" or, "The minutes stand approved as corrected.")

3. **Hear Reports of Officers or Teams**

   President: The assembly will hear reports of officers.

   Treasurer: (May announce any fees to be paid or information about supplies.)

   Historian: (May call for homework or assignments as part of group effort.)

   Sergeant-at-Arms: (May report on cleanup changes and condition of classroom and laboratories.)

   Parliamentarian: (May report or advise on procedures used for meeting or laboratory safety.)

   Secretary: (May report attendance information and give list of absent students to the teacher.)

   President: Do any teams have reports? (After each report, say, "You have heard the report. What is your pleasure?")

     Maintenance Team: May report or advise.

     Service Team: May report or advise.

     Marketing Team: May report or advise.

     Resources Team: May report or advise.

     Recognition Team: May report or advise.

4. **Hear Reports of Special Committees**
(Class or chapter may establish special committees as necessary. Follow the same procedures as outlined in No. 3.)

5. **Hear Announcements**

President: Are there any announcements to be made at this time?

Reporter: (May report on class progress or outside events of interest to class or school TSA.)

Open to the floor: Other students may announce any meetings, activities, or events scheduled in the future.

Teacher: May wish to make announcement(s) also.

6. **Unfinished Business**

President: The floor is open for discussion of unfinished business of the last meeting.

Secretary or Parliamentarian: (May call attention to tabled motions or details from minutes of previous meetings.)

Historian: (May remind members of homework or reports assigned or collect papers for teachers.)

7. **New Business**

President: The floor is open for discussion of new business.

Open to the floor: Suggestions for action not previously discussed at the meeting would be introduced.

President: When the discussion is complete, asks, "Does anyone desire to make a motion?" (Acts on motion, appoints a committee, calls for other new business, or may call on the teacher.)

Teacher: Presents lessons or announces laboratory work.

8. **Adjournment of the Meeting**

President: Raps gavel twice. If there is no further business, the meeting stands ready to adjourn. Raps gavel three times. What is our motto?

All: Learning to Live in a Technical World.

President: Does anyone know of any reason why this assembly should not adjourn? I declare this meeting adjourned.
**Laboratory Management Model**

In a democratic organization, the group members select officers. The teacher may ask the class to nominate persons for election as key management officers. Teachers using any of the titles on the left are encouraged to use the TSA officer title in the right column.

<table>
<thead>
<tr>
<th>Current Title</th>
<th>Should Have This Uniform Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Manager</td>
<td>President</td>
</tr>
<tr>
<td>Lab Supervisor</td>
<td></td>
</tr>
<tr>
<td>Superintendent</td>
<td></td>
</tr>
<tr>
<td>Manager’s Assistant Supervisor</td>
<td>Vice-President</td>
</tr>
<tr>
<td>Assistant Supervisor</td>
<td></td>
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<tr>
<td>Production Manager</td>
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<tr>
<td>Roll Keeper</td>
<td>Secretary</td>
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<tr>
<td>Record Keeper</td>
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<tr>
<td>Purchasing Agent</td>
<td>Treasurer</td>
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<tr>
<td>Supply Clerk</td>
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<tr>
<td>Bookkeeper</td>
<td></td>
</tr>
<tr>
<td>Public Relations Director</td>
<td>Reporter</td>
</tr>
<tr>
<td>Cleanup Supervisor</td>
<td>Sergeant-at-Arms</td>
</tr>
<tr>
<td>Education Director</td>
<td>Historian</td>
</tr>
<tr>
<td>Scrapbook Manager</td>
<td></td>
</tr>
<tr>
<td>Safety Director</td>
<td>Parliamentarian</td>
</tr>
<tr>
<td>Inspector</td>
<td></td>
</tr>
</tbody>
</table>
TSA Classroom/Laboratory Management Team Members and TSA Personnel Officer Duties

President

1. Leads and manages the Personnel System.
2. Conducts class meetings.
3. Receives ideas and reports from the class members.
4. Suggests any possible lab improvements gained through experience.
5. Is responsible for the assignment or election of new personnel.

Vice-President

1. Is familiar with the president’s duties.
2. Substitutes for the president.
3. Assists the president as a second-level manager.
4. Helps follow up on team assignments.
5. Helps other officers if they are absent or behind.
6. Makes the organizational chart for class.

Secretary

1. Assists in taking class roll.
2. Keeps minutes of class activities for reading at the next meeting.
3. Records a list of officers and team members.
4. Prepares the agenda for seminar or class meetings.

Treasurer

1. Assists the teacher in the collection of class fees or chapter dues.
2. Maintains a record of students’ supply usage.
3. Supervises lab equipment and supply storage.
4. Serves on the class Marketing Team.

Reporter

1. Reports to the class on the progress of activities.
2. Prepares a bulletin board or displays related to class activities or school TSA.
3. Writes articles and/or takes photos for school newspaper.
4. Welcomes visitors and explains class work.
5. Reports to class on the school’s daily announcements.
6. Serves on the class Recognition Team.

Sergeant-at-Arms

1. Calls and oversees all cleanup personnel.
3. Implements and receives ideas for improving cleanup.
4. Reports to the president and teacher when the cleanup is completed.
5. Prepares the room for class meetings.
6. May serve as Quality Control Supervisor.

Historian

1. Collects homework or assignments for the teacher.
2. Checks off work turned in by class members.
3. Assembles group reports.
4. Keeps notebooks, files, or scrapbook up-to-date.
5. Cleans books and the reference area of class during cleanup.
6. Photographs activities.
7. Serves on the class Industrial Resource Team.

Parliamentarian

1. Is responsible for general safety procedures.
2. Posts safety posters and information.
3. Assists the teacher in filing safety records.
4. Inventories first aid supplies and notifies the instructor when additional supplies are needed.
5. Reports any injuries to the instructor.
6. Helps the president with motions and rules of class.
7. Serves on the class School/Community Service Team.
Personnel Management Teams

When committees are used in class, the teacher may identify these duties:

Laboratory Maintenance/Cleanup Team

1. Sergeant-at-Arms and officers appoint or rotate personnel to each position.
2. All students in class have duties either as a team leader or a worker in one of these areas:
   • Supplies and reference materials
   • Tools, equipment, and machines
   • Auxiliary rooms
   • Others (determined by teacher)
3. Workers report the completion of duties to a chairperson, team leader, or sergeant-at-arms.
4. President, sergeant-at-arms, or teacher dismisses class at the proper time.

Industrial/Community Resources Team

1. Make a list of industrial community resources related to the course.
2. With teacher, select three resources related to unit of study.
3. Report resources available at class meetings for vote.
4. Arrange speakers or visits for class.
5. Send thank you letters.

School/Community Service Team

1. Make a list of classroom, school, or community service projects related to the course.
2. With the teacher, select three potential service projects.
3. Review requests from others for services.
4. Report possible projects at class meetings for vote.
5. Organize class for work to be done.
6. Provide service to appropriate agency or organization.

Marketing Team

1. Make a list of products or services related to course.
2. Prepare prototypes or models of those related to a unit of study.
3. Report possible products or services to class meetings for discussion and vote.
4. Organize for production of service enterprise.
5. Keep financial records and report to class.

Achievement/Recognition Team

1. Make a list of regular TSA activities and those that may be related to the course.
2. With teacher, select or develop contests related to a unit of study.
3. Report on contests or activities to be used at class meetings.
4. Recognize individual achievement through awards and other school or community-wide recognition programs.
Section VI: TSA Chapter Committees and Activities
Advisor’s Role

Getting a chapter organized and active requires work on the part of the advisor and the membership of the chapter. The advisor should guide chapter officers and committee members to complete an annual program of activities. As officers and committees plan activities, the advisor should ensure that all decisions made are consistent with school and division policies. The chapter advisor should also assist the Executive Committee in the selection of activities that are manageable and within the abilities of chapter members.

Chapter Committees

Committees and committee work are necessary parts of any chapter and should involve as many members as possible. Committees are specialized groups responsible for the workings of the chapter in their specific areas. Almost every project or activity adopted by the chapter needs an active committee to implement and follow the project through to completion.

Committee Chairpersons

Committee chairpersons are appointed by the president of the chapter with the assistance of the officer team and the approval of the membership. Committee chairpersons should be able to organize, lead, assemble, follow through on a project and have an interest or knowledge in that area. The president and vice-president serve as ex-officio (non-voting) members of all committees.

Chairperson’s Responsibilities

1. Bring the committee together for a general meeting. Chair the meeting, and conduct it in an orderly fashion. This may occur during a school’s activity period.
2. Appoint a committee secretary to be responsible for taking notes.
3. Explain to the committee the overall task or project and each member’s role to complete the task.
4. Ask for suggestions from all committee members and any concerned group members for accomplishing the task(s).
5. Discuss the merits and weaknesses of each suggestion.
6. Have the group reach a decision on the proposed activity.
7. State precisely what the committee has decided so all members are aware of decisions. This is important to ensure smooth operation of the committee.
8. Establish a time for regular committee meetings.
9. Thank committee members for their assistance and adjourn the meeting.
10. Review notes on the meeting with the committee secretary, and prepare committee reports in duplicate. Turn one copy in to the chapter vice-president or secretary and the other to the chapter advisor.
11. Be prepared, if called on, to make an oral report on the accomplishments of the committee at the next chapter meeting.

Committee Members

Committee members are typically appointed by the chairperson and are usually subject to the approval of the Executive Committee. Every chapter member should become involved in committee work. This can be achieved by having the committee chairs and Executive Committee assign each member to a specific committee. Members should be given the chance to state their preferences (i.e., first, second, and third choice) as to which committees they prefer. A committee is more effective if its assigned members have at least some interest in the committee’s work.
Types Of Committees

A number of committees can be formed at the chapter level. Each has a designated task and function relevant to it. Regardless of whether it is a standing or a special committee, each should perform its assigned tasks to the best of its ability and to the benefit of the chapter as a whole.

Standing Committees

These committees operate throughout the year. Typical standing committees are as follows:

Leadership Development Committee

This committee provides leadership training sessions during TSA workshops and conferences. The committee distributes leadership materials to local chapters.

Resolution Committee

This committee prepares statements expressing the wishes, feelings, or decisions of the association, to be acted upon by the association.

Auditing Committee

This committee reviews the Virginia TSA financial records and prepares a report for the delegate body at the annual business meeting as to the financial status of the association.

Constitution and Bylaws Committee

This committee makes/interprets policy and other rules having the force of authority by virtue of the Executive Council.

Public Relations Committee

This committee promotes school and community events that foster strong involvement in Technology Education and TSA programs.

Nominations Committee

This committee provides an officer candidates program in conjunction with the Virginia TSA State Leadership Conference (Technosphere).

Archives Committee

This committee prepares an annual record book containing items of historical significance. The committee shall present the record book to Virginia TSA at each annual business meeting.

Special Committees

A special committee is appointed when a special need or project arises and serves until the completion of the special project. These committees may be composed of members serving on other committees. For instance, if the chapter wanted to publish a small chapter handbook, a special committee could be formed and made up of members from a standing committee. After the handbook is published, the members of the special committee would return to their previous committees. The president
is responsible for appointing the chair of any special committee. Some examples of special committees are:

**Publications Committee**

This committee publishes a quarterly copy of the *Virginia Scene* and prepares other information relevant to Technology Education students.

**Social Committee**

This committee is responsible for arranging, securing, and confirming guests, events, dinners, etc. If a dinner or dance is planned, the social committee is responsible for all aspects of ensuring a successful social event with the assistance of the chapter advisor.

**School/Community Liaison Committee**

This committee maintains ties with the community and is responsible for school and community projects. It oversees such activities and makes sure that the chapter is represented favorably in the community.

**Membership Committee**

This committee is responsible for gathering, informing, and encouraging new members by getting out and showing what TSA is all about. It oversees the membership drive, maintains a list of past and present members, works on new ways to increase membership, and must be ready to answer any questions that a prospective member may have about TSA.

Committees should be working together at all times. Some areas of concern for one committee may seem to fall into the realm of another committee. These situations help committees learn to work together for the good of the chapter. It is likely that many committees will become involved in one project, and cooperation and teamwork will be essential to its success.

## Planning Chapter Activities

A successful chapter has a well-developed activities program. Every activity should contribute in some way to the student’s personal development. To accomplish this goal, the chapter advisor should ensure that local activities relate to state and national programs and the purposes of TSA.

Each TSA chapter has unique situations, problems, and experiences in its school or community that will determine the kinds of activities that the chapter will be able to carry out. Therefore, there is no one “ideal” or “master” list of activities to fill all programs. However, TSA chapters can gain ideas and suggestions from other chapters and adapt them to meet their own needs.

Since the major purposes of Virginia TSA are to provide opportunities for the development of leadership, social, civic, and scholastic skills of students, as well as contribute to the community, some of the activities suggested below may help a chapter plan its program and calendar of activities.

### Scholastic or Educational Activities

- Visits to business and industry
- Visits to project sites
- Guest speakers
Faculty recognition
Films
Educational exhibits
Visits to other chapters
Attendance at Regional Conferences
Attendance at the State Conference
Attendance at the National Conference
Parliamentary procedure activity

Civic and Community Service

Visits to local government agencies
Guest speakers
Community fund drives
Safety campaigns
Environmental awareness
Needy family projects
“Good Citizenship” project
“Get-out-the-Vote” project
Assisting other school groups
School improvement projects

Professional Leadership

Regular chapter meetings
Election of chapter officers
Active member participation in committee work
Chapter newsletter
Workshops and seminars
Use of official ceremonies
Membership drive
Assembly program
Guest speakers

Social Activities

Orientation of new members
Cookout
Dance
Hayride
Athletic activities
Talent night
Picnic
Skating party
Scavenger hunt
Section VII: TSA Meeting and Ceremony Procedures
Meeting Procedures

Opening Ceremony

At the prescribed time for the meeting, the president assumes his/her position behind the rostrum in the front center of the room. Other officers are seated to the left and right of the president in a slightly arched line. They are seated in this order, from the left to right: immediate past president, vice-president, treasurer, secretary, president, parliamentarian, reporter, historian, sergeant-at-arms.

President (Raps gavel twice.) Will the meeting please come to order? Mr./Madam Sergeant-at-Arms, are all the officers in their places?

Sergeant-at-Arms They are, Mister/Madam President.

President (Raps gavel three times for the assembly to rise.) Mister/Madam Sergeant-at-Arms, please lead the assembly in the pledge to the flag of the United States of America.

Sergeant-at-Arms Let the phrase “One nation under God” be said without a pause. Officers salute pledge. (Leads pledge to the flag.)

President (Raps once and the assembly is seated.) Mister/Madam Secretary, will you please call the roll?

Secretary Mister/Madam Sergeant-at-Arms.

Sergeant-at-Arms Present. The symbol of my office is the “hearty handshake,” 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 organization.

Secretary Mister/Madam Historian.

Historian Present. The symbol of my office is the scroll, and it is my responsibility to serve in any capacity as directed by the president; to keep up-to-date information on the history of the association; to keep an accurate and current record of the organization’s activities; and to be available, as necessary, in promoting the general welfare of the association.

Secretary Mister/Madam Reporter.

Reporter Present. The symbol of my office is the beacon tower, and it is my duty to see that our school community and national association have a complete report of our organization’s activities.
**Secretary**  Mister/Madam Parliamentarian.

**Parliamentarian**  Present. The symbol of my office is the “open book,” which represents Robert's Rules of Order. The duties vested in me by my office are to serve in any capacity as directed 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 the association.

**Secretary**  Mister/Madam President.

**President**  Present. 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.

**Secretary**  Mister/Madam Secretary.

**Treasurer**  Present. The symbol of my office is a balanced budget. It is the duty of my office to keep accurate records of all funds and see that our financial obligations are met promptly.

**Secretary**  Mister/Madam Treasurer.

**Treasurer**  Present. The symbol of my office is a balanced budget. It is the duty of my office to keep accurate records of all funds and see that our financial obligations are met promptly.

**Secretary**  Mister/Madam Vice-President.

**Vice-President**  Present. The symbol of my office is a star. It is the duty of my office to see that we always have a strong membership, carry out a good work program, and that we are alert to the welfare of our association.

**Secretary**  Mister/Madam President, all officers are present and in their places. Secretary calls the roll of the general membership.

**President**  Mister/Madam Sergeant-at-Arms, do we have guests present?  

**Sergeant-at-Arms**  (If so: Yes, Mister/Madam President. As guests today, we welcome. ... If none: No, Mister/Madam President.)
Order of Business

President  
Mister/Madam Secretary, we are ready to transact our business. Please read the minutes of our last meeting.

Secretary  
(The secretary stands and reads the minutes.)

President  
After the satisfactory reading of the minutes, the president asks: Are there any questions or corrections? If there are none, he/she says: The minutes stand approved as read. The assembly will hear the treasurer’s report.

Presentation of Reports

At this time any reports of officers, boards, and standing committees are read.

President  
You have heard the reports of the officers/boards/committees. What is your pleasure?

At this point the membership can discuss the report(s), suggest changes, make motions to accept, reject, or revise the report(s).

Open Forum

President  
The floor is open for discussion of unfinished business of the last meeting.

President  
When the president feels that the discussion is complete, he or she asks: Does anyone desire to make a motion? (If no motion is made, the meeting is ready for any other proposals.)

President  
Is there any new business?

Closing Ceremony

President  
The officers will recite the TSA Creed. Raps three times; assembly rises and recites creed. Will the assembly repeat the TSA Motto after me: “Learning to Live in a Technical World.”

Assembly  
(Assembly repeats the Motto.)

President  
Does anyone know any reason why this assembly should not adjourn? Pause. I declare this meeting adjourned until a special meeting is called or until our next regular meeting. (Raps once with gavel.)
Installation of Officers

An installation team from another chapter, an 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 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 elected. In order for these officers to help this chapter progress, there must be enthusiasm and cooperation exercised by every member present. Do you pledge your support to these officers? If so, say 'I do.'"

"Will the assembly please rise and repeat the Pledge to the Flag." (Do only if the pledge has not been recited. After pledge is said, assembly is seated; new officers remain standing.)

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

(Proceeding in order from president to sergeant-at-arms, the new officers state their office symbols and duties.)

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

Officers in unison:

"We do."

Installation Officer:

"Will the assembly please rise? The newly installed officers will lead us as we recite the Creed."

(Creed is spoken.)

Installation Officer:

"I now declare these officers officially installed and responsible for performing the duties of their offices. This meeting is adjourned."
## Sample Chapter Minutes

<table>
<thead>
<tr>
<th>(Date)</th>
<th>(Place)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Meeting</strong></td>
<td>The regular meeting of the Chapter of TSA, held in the Technology Education department, Room 202, was called to order at 1:30 p.m. by the president, Bill Jones, September 16.</td>
</tr>
<tr>
<td><strong>Creed</strong></td>
<td>Creed was led by Cindy Marsh.</td>
</tr>
<tr>
<td><strong>Guest</strong></td>
<td>The following guests were introduced: Joseph Long and Laura East of the TSA State Office. Fifteen members were present. Cathy Smart and Kevin Jackson were absent.</td>
</tr>
<tr>
<td><strong>Minutes</strong></td>
<td>Minutes of the meeting of (date) were approved as read.</td>
</tr>
<tr>
<td><strong>Treasurer's Report</strong></td>
<td>The treasurer reported a balance on hand of $150.60. The following bills were presented: stationery $12.00; additional <em>TSA Handbooks</em> $15.00.</td>
</tr>
<tr>
<td><strong>Committee Reports</strong></td>
<td>The Finance Committee reported the results of the investigation of fund-raising activities.</td>
</tr>
<tr>
<td><strong>New Business</strong></td>
<td>The motion by Larry Grant “that TSA blazers be purchased for the new chapter officers” was adopted.</td>
</tr>
<tr>
<td><strong>Program</strong></td>
<td>(Give details of program, if one is presented—title, name of speaker, etc.)</td>
</tr>
<tr>
<td><strong>Announcements</strong></td>
<td>Meeting of Executive Committee was announced for September 25, Technology Education Department, Activity Period.</td>
</tr>
<tr>
<td><strong>Adjournment</strong></td>
<td>Meeting adjourned at 2:30 p.m.</td>
</tr>
<tr>
<td><strong>Respectfully Submitted:</strong></td>
<td>Signature</td>
</tr>
<tr>
<td></td>
<td>Chapter Secretary, TSA</td>
</tr>
</tbody>
</table>
Section VIII: Resource Materials for TSA
Levels of TSA Activities

The TSA organization begins with activities in the classroom/laboratory. Here, students experience TSA and participate in a democratic organization as a part of their Technology Education instruction.

The school chapter is organized for students in all Technology Education classes and provides an opportunity for them to develop a complete association by and for Technology Education students. Members participate in leadership development activities and community service projects, gain recognition as Technology Education students, and earn special recognition for their individual accomplishments.

Regional and state level activities provide opportunities for students from different schools to work and learn together. Leadership development and competitive events are offered.

The national level provides opportunities for members throughout the United States for leadership development and to work together and compete for the highest level of recognition for Technology Education students.

Virginia AIASA/TSA Heritage

The Virginia Association of the American Industrial Arts Association was established during the 1970–71 school session. The initial chapters were established in Augusta, Campbell, and Floyd counties, and in the cities of Chesapeake and Suffolk. Their collective efforts formed the nucleus to build a state organization. The following individuals served as chapter advisors of the initial organizations of Virginia AIASA:

- Harry Smith, Fort Defiance High School, Augusta County
- Melvin Wrenn, William Campbell High School, Campbell County
- John S. Owens, Deep Creek High School, Chesapeake
- Calvin Rorrer, Floyd County High School, Floyd County
- John Monroe, Forest Glen High School, Suffolk

It should be noted that student organization activities in Technology Education predate the formation of Virginia AIASA. Prior to the chartering of AIASA, the Industrial Clubs of Virginia and Industrial Arts Clubs of America provided co-curricular activities across the state. The merger of the two organizations during the spring of 1970 led to the creation of Virginia AIASA. The name was changed to Virginia TSA during the spring of 1989.

Leaders of the formative organization were Dr. William T. Reed, Mr. Marshall O. Tetterton, and Mr. Rayford L. Harris. Dr. Reed, professor of industrial education at Virginia State University, served as the first Virginia AIASA state advisor. Mr. Tetterton, assistant state supervisor of industrial arts education, held the position of Virginia AIASA director. Mr. Harris, program coordinator of industrial arts at Virginia State University, served as chairperson of the committee formulating the first Virginia AIASA constitution.

Through the years, the following individuals have served in leadership roles for Virginia TSA.
### Virginia TSA State Advisors

<table>
<thead>
<tr>
<th>Name</th>
<th>Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. William T. Reed</td>
<td>1970–71</td>
</tr>
<tr>
<td>Mr. Marshall O. Tetterton</td>
<td>1971–77</td>
</tr>
<tr>
<td>Dr. Arvid W. Van Dyke</td>
<td>1977–78</td>
</tr>
<tr>
<td>Mr. George R. Willcox</td>
<td>1978–80</td>
</tr>
<tr>
<td>Mr. L. Bernard Hairston</td>
<td>1981–83</td>
</tr>
<tr>
<td>Mr. James B. Carey</td>
<td>1984–91</td>
</tr>
<tr>
<td>Mr. Peter J. Vernimb</td>
<td>1992–93</td>
</tr>
<tr>
<td>Mr. David B. Magnone</td>
<td>1993–96</td>
</tr>
<tr>
<td>Mr. Chris Wilson</td>
<td>1999–2000</td>
</tr>
<tr>
<td>Ms. Kathleen F. Stansbury</td>
<td>2001–04</td>
</tr>
<tr>
<td>Ms. Yvette J. Edwards</td>
<td>2005–06</td>
</tr>
<tr>
<td>Ms. LaTasha Watson</td>
<td>2008–11</td>
</tr>
<tr>
<td>Mr. Andy Stephenson</td>
<td>2011–</td>
</tr>
</tbody>
</table>

### Virginia Corporate Members

- Mr. Marshall O. Tetterton, 1970–71
- Dr. Arvid W. Van Dyke, 1977–79
- Mr. George R. Willcox, 1979–85
- Mr. James B. Carey, 1985–91
- Mr. George R. Willcox, 1991–2006
- Dr. Lynn Basham, 2007–10
- Mr. Andy Stephenson, 2011–current
<table>
<thead>
<tr>
<th>YEAR</th>
<th>STATE PRESIDENT</th>
<th>ADVISOR(S)</th>
<th>SCHOOL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1970–71</td>
<td>Executive Committee</td>
<td>Dr. W. T. Reed Rayford Harris</td>
<td>Virginia State University Petersburg, Virginia</td>
</tr>
<tr>
<td>1972–73</td>
<td>Joey Cornell</td>
<td>John Monroe Robert T. O'Keefe</td>
<td>Forest Glen High School Suffolk, Virginia</td>
</tr>
<tr>
<td>1973–75</td>
<td>John Grace</td>
<td>Walter Daggett Edward Sheets</td>
<td>Broadway High School Broadway, Virginia</td>
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<tr>
<td>1975–76</td>
<td>Ernie Harpine</td>
<td>Walter Daggett Edward Sheets</td>
<td>Broadway High School Broadway, Virginia</td>
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<tr>
<td>1978–79</td>
<td>Sherry Hawkins</td>
<td>Jim Doyle</td>
<td>Churchland High School Portsmouth, Virginia</td>
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<td>1979–80</td>
<td>Pamela Armentrout</td>
<td>Edward Sheets</td>
<td>Broadway High School Broadway, Virginia</td>
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<td>1980–81</td>
<td>Steven Reid</td>
<td>Douglas Lyons</td>
<td>Broadway High School Broadway, Virginia</td>
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<tr>
<td>1981–82</td>
<td>Jackie Armentrout</td>
<td>Douglas Lyons</td>
<td>Broadway High School Broadway, Virginia</td>
</tr>
<tr>
<td>1982–83</td>
<td>Chris Dunn</td>
<td>Don Link</td>
<td>Fort Defiance High School Fort Defiance, Virginia</td>
</tr>
<tr>
<td>1983–84</td>
<td>George Avgeros</td>
<td>Will Brooks</td>
<td>Highland Springs High School Highland Springs, Virginia</td>
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<td>1984–85</td>
<td>Anthony McCarthy</td>
<td>Don Link</td>
<td>Fort Defiance High School Fort Defiance, Virginia</td>
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<tr>
<td>1985–86</td>
<td>Jeff Armentrout</td>
<td>James Carey (State Advisor)</td>
<td>Albemarle High School Charlottesville, Virginia</td>
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<td>1987–88</td>
<td>Curtis Sheets</td>
<td>Don Link</td>
<td>Fort Defiance High School Fort Defiance, Virginia</td>
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<td>1988–89</td>
<td>Jeff Brown</td>
<td>Don Link</td>
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<tr>
<td>1989–90</td>
<td>Kristen Paus</td>
<td>John Carver</td>
<td>Gloucester High School</td>
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<tr>
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<td>Gloucester, Virginia</td>
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<tr>
<td>1990–91</td>
<td>Michael Derrer</td>
<td>Jerry Ridgeway</td>
<td>Turner Ashby High School</td>
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<td>Bridgewater, Virginia</td>
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<tr>
<td>1991–92</td>
<td>Jessica Buttner</td>
<td>Larry Jones</td>
<td>Surry High School</td>
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<td>Dendron, Virginia</td>
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<tr>
<td>1992–93</td>
<td>Ben Barlow</td>
<td>Jerry Ridgeway</td>
<td>Turner Ashby High School</td>
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<td>Bridgewater, Virginia</td>
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<tr>
<td>1993–94</td>
<td>Everett Sheets</td>
<td>Don Link</td>
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<td>Fort Defiance, Virginia</td>
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<tr>
<td>1994–95</td>
<td>Anthony Copper</td>
<td>Jerry Ridgeway</td>
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<tr>
<td>1995–96</td>
<td>Walter J. Arnold III</td>
<td>Ron Vickers</td>
<td>Rappahannock County High School</td>
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<td>Washington, Virginia</td>
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<td>Carlos Clanton</td>
<td>Duane Bushey</td>
<td>Maury High School</td>
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<td>Norfolk, Virginia</td>
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<tr>
<td>1997–98</td>
<td>Christy Crane</td>
<td>Brenda Crane</td>
<td>Brookville High School</td>
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<td>Lynchburg, Virginia</td>
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<tr>
<td>1998–99</td>
<td>Chris Husser</td>
<td>Brenda Crane</td>
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<tr>
<td>1999–2000</td>
<td>Monica Crain</td>
<td>Wes Worley</td>
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<tr>
<td>2000–01</td>
<td>Doug O'Reagan</td>
<td>Brenda Crane</td>
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<td>JaPrince Carter</td>
<td>Tom Bourne</td>
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<tr>
<td>2002–03</td>
<td>Brittany Stansberry</td>
<td>Bill Blough</td>
<td>Fort Defiance High School</td>
</tr>
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<tr>
<td>2003–04</td>
<td>Marlayna Robinson</td>
<td>Cliff Wampler</td>
<td>Heritage High School</td>
</tr>
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<td>Newport News, Virginia</td>
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<tr>
<td>2004–05</td>
<td>Jimeka Leonard</td>
<td>Kim Bates</td>
<td>Heritage High School</td>
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<td>2005–06</td>
<td>Carmen Cabrero</td>
<td>Todd Welker</td>
<td>Stafford High School</td>
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<tr>
<td>2006–07</td>
<td>Matthew Ridgeway</td>
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<td>2007–08</td>
<td>Vernell Woods III</td>
<td>Dawn Rountree</td>
<td>Nansemond River High School</td>
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<tr>
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<td>SCHOOL</td>
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<tr>
<td>2008–09</td>
<td>Alec Jentink</td>
<td>Dawn Rountree</td>
<td>Nansemond River High School, Suffolk, Virginia</td>
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<tr>
<td>2009–10</td>
<td>Tyler Clay</td>
<td>Shawn Gross</td>
<td>Deep Run High School, Henrico, Virginia</td>
</tr>
<tr>
<td>2010–11</td>
<td>Jason Dreyzehner</td>
<td>Jana Dreyzehner</td>
<td>Abingdon High School, Abingdon, Virginia</td>
</tr>
<tr>
<td>2012–13</td>
<td>Jill Pritts</td>
<td>Greg Hirschmann</td>
<td>Patrick Henry High School, Roanoke, Virginia</td>
</tr>
</tbody>
</table>
References

Print


Web Sites


TSA Web site: [http://www.viriniatsa.org](http://www.viriniatsa.org)
