

*Virginia
TSA
Officer
Handbook*



Virginia TSA Officer Handbook

Developed by

Virginia TSA
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in cooperation with

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Acknowledgments

This publication is designed to provide essential information required to prepare students for their role as local chapter officers of the Virginia Technology Student Association (Virginia TSA). Also, Technology Education teachers will find the document valuable in conducting TSA chapter activities as a co-curricular part of classroom and laboratory instruction.

We wish to especially thank the hundreds of Virginia TSA Advisors and scores of students who have given their reactions to much of the material presented in this edition. Their contributions will benefit future TSA members across the Commonwealth as they become leaders in their local chapter of Virginia TSA.

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Introduction

You are a TSA officer. In accepting your office, you have accepted a big responsibility. The organization depends on you for leadership, guidance, and service. You are a leader, a doer, and a builder. The members count on you to carry out your duties with honor and respect.

You are in the most influential position you have ever been in, perhaps the most influential position you will ever be in for your entire lifetime. As a TSA officer, you have the power to move your organization and your school forward. You have the influence to inspire other members to achieve their potential. You also have the opportunity to gain valuable skills and experience that will serve you well throughout your life.

As a TSA officer, you are expected to do the following:

- Carry out certain stated duties and responsibilities.
- Develop leadership qualities beyond those that you currently possess.
- Develop social skills, communication skills, and public relations skills beyond those that you currently possess.
- Serve as a positive role model for fellow TSA members and for other students at your school.

As you read this handbook, you will find that it can give you valuable help in fulfilling your responsibilities. Keep it in reach at all times. Refer to it again and again. It can answer many of your questions, and it can reassure you during difficult times.

Section I: TSA Basics



Technology Student Association

Membership

The Technology Student Association, known as TSA, is the only student organization devoted exclusively to the needs of Technology Education students who are presently enrolled in, or have completed, technology courses. It is currently composed of elementary, middle school, and high school students in 48 states and Germany. TSA includes educators, parents, and business leaders who believe in the need for a technologically literate society and are working hard to achieve that goal.

History

TSA was originally established in 1978 as the American Industrial Arts Student Association (AIASA). In 1988, AIASA's name was changed to Technology Student Association to reflect a commitment to the dynamic field of technology and the future.

Started as the national organization for students engaged in the study of technology, TSA continues to be a vital part of K–12 education throughout the nation.

Official Status

The TSA's mission has been officially recognized and endorsed by the following educational groups:

- United States Department of Education
- American Vocational Association
- National Association of Secondary School Principals
- International Technology Education Association
- National Coordinating Council for Vocational Student Organizations
- Numerous state education agencies

Mission and Goals

As a TSA officer, you need to understand the mission and goals of TSA. They will give you a sense of purpose and help you to see that your local chapter is an important element in a nationwide network.

"The mission of the Technology Student Association is to prepare students for the challenges of a dynamic world by promoting technological literacy, leadership, and problem solving, resulting in personal growth and opportunities." (<http://www.vatsa.org>) TSA's program of activities and support service for student members helps carry out this mission. The TSA mission is accomplished through local chapters and state and national TSA associations.

The goals of TSA are the specific aims that the association seeks to achieve in order to accomplish its mission:

- 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 and the productive use of leisure time.
- Students will demonstrate practices and understanding through leadership and followership activities.

- Students will plan, organize, and carry out activities and projects which contribute to an improvement in or service to the school and/or community.
- 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.
- Students will be recognized for demonstrated understanding of technology, high standards of craftsmanship, scholarship, and safety practices.

Creed of the Technology Student Association

As an officer of the Technology Student Association, you need to understand and memorize the association creed. A creed is a statement of beliefs. The TSA creed is a statement of the beliefs that you share with all the other members of the association. It is also a statement of your individual beliefs and of your personal commitment to the mission and goals of the Technology Student Association.

"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 process 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."

TSA Constitution

Officers must be very familiar with the TSA Constitution, which is the official law of TSA. Because it is the final authority for the organization, officers should always have their copy of the Constitution with them at TSA meetings and follow it faithfully at all times. A copy of the current TSA Constitution may be obtained by writing to: Virginia TSA State Office, c/o Constitution and Bylaws Committee, P.O. Box 9045, VSU, Petersburg, VA 23806.

TSA Logo/Emblem

Every member can be proud of the national logo/emblem representing the Technology Student Association. This logo/emblem can be seen at all official TSA functions as well as many informal activities. It is found on blazers, windbreakers, jewelry, stationery, notebooks, trophies and awards, publications, and an array of other items. Why? Because it gives all TSA members an identity with one national organization—TSA—and **all** that TSA represents through its goals and purposes.

When you wear the TSA logo/emblem or use it in any way, you are showing others that TSA is your organization and you are proud to be a part of it. Since all students and adults in TSA are as proud of the TSA logo/emblem as you are, **our** logo/emblem is legally registered with the United States Patent Office. This registration ensures that only TSA members can use and wear the TSA logo/emblem. For more information about the use of the logo/emblem, refer to the Virginia TSA Web site: <http://www.vatsa.org>.

The TSA logo/emblem is a rectangular shape with three parts. The middle section and largest part of the logo/emblem contains the letters TSA in a very large, bold print. The letters are white on a blue background. Below these letters and about one-third the size, is the name of the association—Technology Student Association—in white letters on a red background. The top portion of the logo/emblem is a blank red rectangular shape, the same size as the bottom area. This portion is intentionally left blank so that each state can put its own name on the logo/emblem if desired.

The logo/emblem is a modern, futuristic symbol that represents the association's commitment to technology and its impact on the future.



TSA Motto

“Learning to Live in a Technical World”

Official TSA Attire



Appropriate dress affects people's attitudes towards an individual and the organization he/she represents. It is important to dress properly for work, business, and related activities. There are also times that casual dress is appropriate. The Technology Student Association endorses the following dress code:

Official 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 may wear 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 or dark blue)
Shoes:	Dress shoes or boots (athletic shoes, combat or work boots are unacceptable)
Sandals:	Females only may wear 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.

TSA Official Colors

- Scarlet Red** Represents the strength and determination of Technology Education students and teachers to obtain their goals
- White** Represents the high standards, the morals, and the religious beliefs we hold
- Navy Blue** Represents the sincerity of Technology Education students and teachers in obtaining a greater knowledge of our technical world

Management of Virginia TSA

As a TSA officer, you need to be familiar with the way Virginia TSA is managed and organized. It is essential that you see how your local chapter fits into the larger organization. Also, it is important that you see what opportunities the association can offer on the regional and state levels for you and your chapter members. (See section VII—TSA Special Events for more information.)

Virginia TSA is managed by an **Executive Council** under the direction of the Virginia Technology Education Service. This Executive Council is composed of current state officers, regional presidents, and the immediate past president of Virginia TSA. In addition, the advisors of the 15 students, the TSA State Specialist, and any Virginia member elected to a national TSA office serve on the Executive Council in an *ex-officio* capacity.

State officers, including a president, vice-president, secretary, treasurer, parliamentarian, reporter, historian, and sergeant-at-arms, are elected by the membership at the annual state conference. Each state officer has specific duties to perform within the organization.

Each of the regions elects its own president and other officers. Each **regional president** sits on the Executive Council and serves as a representative of the membership in the local chapters in his/her region.

The **immediate past president** of Virginia TSA also is a part of the Executive Council. This person can help current officers by sharing information with them about what happened the previous year.

The Executive Council receives assistance, direction, and advice from several Technology Education teachers/advisors and other adults interested in the progress and success of Virginia TSA. The TSA **State Specialist** is responsible for the coordination and direction of TSA activities in Virginia. The specialist works with state officers and assists them with their tasks.

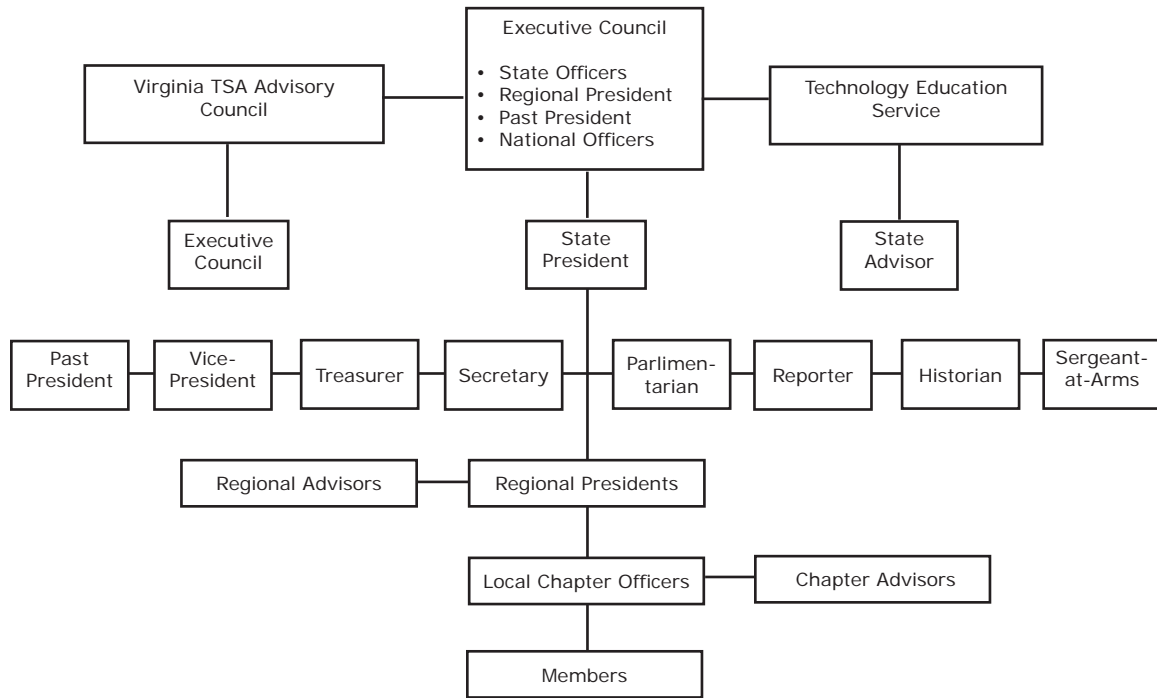
The **Executive Advisor** is the local advisor to the student elected to be TSA state president and also works with the state officers. He/she especially works with the state president, guiding and directing him/her in the performance of his/her duties.

Each regional president also has an advisor. This **Regional Advisor**, like the Executive Advisor, guides, directs, and assists the regional president in the performance of his/her duties.

All of the persons who have a part in the management of Virginia TSA work only to assist local chapter members to achieve their goals and carry out their activities.

Organization of Virginia TSA

Study the organization chart below to understand the overall structure of the Virginia TSA and the relationship among state, regional, and local chapters.



*Section II:
Leadership
Qualities of
TSA Officers*



What Are Leadership Qualities?

To be a TSA officer means more than performing the required duties. It demands that you be a leader. By being elected to your office, you have shown that others already see you as a leader. They have paid you a great compliment, and you in turn must live up to their expectations.

Remember that leadership is not an inherent quality. It is a series of abilities, characteristics, and attitudes generally evolving from experience. It must be developed in each individual. No one can give you leadership—one can only point the way.

Leadership is the quality that attracts people to follow an individual, have faith in the person's judgment and abilities, and willingly work under his or her direction. A leader is a person who can accomplish tasks others would not attempt. Not everyone can become a TSA officer; yet all can develop leadership qualities.

What Are My Strengths and Weaknesses?

The first step to becoming a leader is to study yourself. Discover your strong points and weak points. Conduct a self-analysis by asking yourself the following questions:

1. Am I easily discouraged? Or do I keep striving for my goals in spite of setbacks?
2. Do I recognize and admit my mistakes?
3. Do I work or shirk?
4. Am I loyal to fellow members and superiors?
5. Do I use snap judgment? Or do I try to obtain the facts before deciding?
6. Can I accept honors and keep my feet on the ground?
7. Am I a positive role model for others?
8. Am I following a systematic plan for improvement and advancement?
9. Do I have a definite aim in life?
10. Am I playing the game of life fairly and honestly with myself and all mankind?

How Can I Become a Better Leader?

Once you have taken an honest look at yourself, move ahead. Do not be discouraged by your weaknesses. Turn them into strengths.

One way to become a better leader is to study the personal qualities of effective leaders. Read about the lives of great men and women. Your school and public libraries have shelves devoted to biographies of successful leaders.

Another way is to use the world around you to your advantage. You can discover and develop your own leadership powers by using your surroundings:

- Your environment—things you hear and see; connections you observe
- Your experiences—places you go, activities you engage in, books and articles you read

- Your associates and associations—friends, family, teachers, classmates, co-workers, associates in other TSA chapters
- Your own will and desire to change and improve yourself

Finally, you should follow a plan to develop a variety of leadership qualities. Although each person has special talents and individual strengths, there are certain common leadership traits that leaders tend to have. These qualities are presented below.

What Qualities Should I Focus On?

1. Earn the confidence of fellow members, students, administrators, and teachers.
 - Win the confidence of others by developing qualities such as sound judgment, open-mindedness, freedom from prejudice, coolness in trying situations, sincerity, and honesty.
 - Foster cooperation instead of competition.
 - Make friends readily and keep friendships in good repair.
 - Be a good listener.
 - Bear in mind when talking with adults that you are trying to find out what they know, not tell them of your abilities.
 - Keep your promises and your appointments.
 - Compliment any member who deserves credit for an achievement.
 - Admit your mistakes and avoid excuses.
 - Refrain from hurting others' feelings unnecessarily.
 - Be firm when principles are at stake, but try not to give offense.
 - Watch for every chance to do unasked favors. Assist all who need help regardless of whether you will be repaid or you will receive the credit.
2. Be familiar with all phases of TSA. As a well-informed officer and leader, you should be a "salesperson" for the organization.
 - Study materials pertaining to the organization.
 - Keep informed of new developments and happenings.
 - Try to meet winners and leaders of activities.
 - Pass on your knowledge to the general public through the radio and television, newspapers, and word of mouth.
 - "Sell" the organization by "living it."
3. Put heart and soul into your work.
 - Continually think and plan how to better the organization.
 - Talk to other leaders about their organizations.
 - Maintain a positive outlook. Radiate optimism.
 - Know what you want to do, then do it with confidence.
4. Be willing to schedule and plan all your work thoroughly.
 - Determine long- and short-term goals and make definite plans for accomplishment.

- Do not become involved in too many activities. Be a wise user of time.
 - Be on time for appointments and meetings.
 - Determine business meeting discussion topics prior to the meeting.
 - Prepare your ideas before you offer an argument or make a proposal.
 - Plan your work . . . work your plan.
5. Be able to communicate.
- Enunciate clearly.
 - Speak simply and plainly. Do not use big words that you do not understand.
 - Use short sentences.
 - Use effective pauses.
 - Demonstrate poise and confidence.
 - Improve your vocabulary by reading, listening, and studying new words.
 - Take advantage of all opportunities to appear in public.
 - Force yourself to take on responsibilities you are afraid to accept; be willing to step outside your "comfort zone."
6. Be able to delegate authority and responsibility to others.
- Be interested in helping and giving suggestions to individuals or committees you appoint.
 - Lead others to your view by questions rather than by argument. Suggest rather than command.
 - Learn the special abilities of others so that you may delegate authority wisely.
 - Give clear directions and follow up to see that tasks have been performed.
7. Command respect of others wherever you are and in whatever you are doing.
- Show poise and mastery of the situation.
 - Use a strong, clear voice.
 - Weigh the facts before you reach a conclusion. Develop good judgment.
 - Be fair but firm; do not compromise on principles.
 - Exhibit good moral character that commands respect of all members.
8. Practice meeting difficult situations positively.
- Act without temper; anger clouds situations.
 - If things are not going right, try to remedy the situation rather than find fault.
 - Try to keep your feelings "in tune" with those around you. Do not hurt others' feelings.
 - Do not let chronic fault-finders annoy you. Develop tolerance.
 - Do not be antagonistic. Never be the one to cause a difficult situation.
 - Remember, you are just the "referee" and should not show partiality.
9. Display loyalty.
- Recognize your obligation to the organization to which you belong.

- Be loyal to your parents, your school, your community, and your heritage.
 - Be courteous and loyal to other TSA officers.
 - Remember that loyalty means dependability.
10. Be a role model for other members.
- Always show respect for the office you hold. Never subject it to unnecessary criticism or abuse.
 - Be neat in work and appearance.
 - Be enthusiastic, honest, and sincere.
 - Be a good student in all subjects.
 - Sacrifice personal gain for the benefit of the organization.
 - Lay plans to accomplish. Keep out of the limelight.
11. Be able to motivate members to do the following:
- Realize the honor, pleasure, privilege, and responsibility of belonging to the organization.
 - Attend faithfully and punctually the regular meetings and any committee meetings for which you are responsible.
 - Pay dues promptly.
 - Accept responsibility.
 - Cheerfully accept drudgery as well as more congenial tasks, and promptly learn the details of these tasks.
 - Contribute talents when they can be of help to the club.
 - Be a good team worker. Show tolerance, courtesy, charity, and understanding in all dealings with associates.
 - Give loyalty, kindness, and cooperation to the club officers, and help make their jobs more pleasant.
 - Support all organizational projects.
 - Give courteous attention to the presiding officer and program.
 - Be an intelligent and interested listener; give constructive criticism if disappointed in any part of the program.
 - Weigh carefully all sides of controversial subjects confronting the group; then speak opinions honestly and openly, but do not criticize, especially after leaving the meeting.
 - Respect the rights of the minority, but once a decision is made by the group, uphold the majority opinion.
 - Learn and use simple parliamentary procedure, and observe the bylaws of the organization.
 - Accept office when qualified to do so; then fill it to the very best of your ability.
 - Learn to make a good report by stating accurate information concisely and briefly.
 - Avoid taking more than the allotted time on the program or in the business meeting.
 - Enlarge vision by attending the regional, state, and national meetings.

*Section III:
Presentation Skills
of TSA Officers*



Presentation Skills

The way we present ourselves and act toward other people is the key to opening the first door to leadership growth. Social skills, communication skills, and public relations skills are all important components of the image we should present if we hope to become successful leaders.

Social Skills

Grooming and Personal Hygiene

Be sure that the way you look reflects favorably on yourself and Virginia TSA. Good personal hygiene means daily bathing; daily use of deodorant; clean teeth, hair, and fingernails at all times; and facial hair regularly shaved or trimmed.

Dress the part. Appropriate dress means the correct attire for each occasion: official dress or good clothing for formal occasions and clean, neat, informal clothing for other occasions. (See Section 1 for official TSA attire.) If you wear make-up, be sure it is applied moderately for all occasions, whether formal or informal.

Exhibiting Mature Behavior

Your actions project a certain image to students, teachers, school administrators, parents, and others in the community. Be sure that the image you project is a positive one. Positive contacts not only strengthen your own network of supporters, but also build public support for Virginia TSA. The following reminders should help you ensure that your image is consistently a positive one:

- Exhibit a courteous manner at all times, whether at home, at school, or in the community.
- Respect others' rights to privacy, to personal space, and to peace and quiet.
- Respect the property of others as well as public property.
- Refrain from swearing and using rowdy behavior.

Introducing Others

As an officer, you will often find yourself in the position of making introductions. Sometimes it will be to introduce two students to each other, or perhaps it will be to introduce a teacher, advisor, parent, or guest speaker to a fellow officer. Following are a few basic principles to remember when making introductions:

- Be certain of the names of both people before beginning the introductions.
- Present the younger to the older person, calling the older person's name first: "Mrs. Taylor, I would like you to meet our TSA secretary, Ann Bates."
- Pronounce each person's name clearly.
- Provide the two new acquaintances with an opening for conversation, if possible: "Mrs. Taylor, Ann was the chair of our fall fund-raising auction."
- Use traditional phrases to make introductions:
"Mrs. Sanchez, I would like you to meet my mother, Mrs. Davis."
"Mr. Simpson, may I present our chapter president, Allen Hall."
"Melissa and Angela, this is my friend Thomas, who just moved to Norfolk."

Being Introduced



First impressions are often lasting ones, so it is very important to pay close attention to what you do and say when you are first introduced to someone. The suggestions below should help you present yourself in the best way possible:

- Stand up when you see someone approaching to make an introduction.
- Smile and give the new acquaintance your full attention. Look him/her directly in the eye.
- Give a firm and enthusiastic handshake.
- Listen carefully to ensure that you hear the new acquaintance's name clearly. If you are uncertain, do not hesitate to ask the introducer to repeat the name.
- Repeat the new acquaintance's name at once to impress it on your memory: "I am very glad to meet you, Mrs. Adams."
- The traditional response of "How do you do, Mr." is always correct. But, in some cases, you might feel that you would be more comfortable with a less formal response:
"It is good to meet you."
"I'm pleased to meet you."
- If you approach someone you have met before, offer your name to him/her as a reminder: "Hello, I am Victor Lee. We met at last year's TSA banquet." Avoid putting the person on the spot with comments such as, "I'll bet you don't remember me."

Knowing the Basics of Dining Etiquette



As an officer, you are likely to be attending dinners or banquets and to be dining in restaurants. You will feel more comfortable if you know ahead of time what manners are expected of you in such situations.

When you are invited to dinner as someone's guest at a restaurant or at his/her home, remember these basic rules:

- Stand behind your chair until (1) everyone arrives at the table or (2) you are asked by your host or hostess to be seated.
- Remember that grace is said at many formal dinners. In such cases, be careful not to begin eating until after the grace is over.
- Place your napkin in your lap before you begin eating.
- If the host or hostess *is not* seated at your table, begin eating only after everyone at your table has been served.
- If the host or hostess *is* seated at your table, begin eating only after he or she begins.

In many restaurants and at special dinners, the table is often set in a very formal way with separate dishes and silverware for each different food, and with a separate glass or cup for each different beverage. If you find yourself facing an unfamiliar table setting, there are several guidelines to help you:

- Take your cue from the host or hostess. This way you will see what food should be eaten first and what piece of silverware should be used for what course.
- Usually the silverware the farthest away from the plate is for the earliest food course. The rule is to begin with the utensils the farthest away and work toward the plate. Study the diagram to understand the traditional placement of items in a formal place setting.
- Avoid moving plates around on the table. Set glasses or cups back in their original spot each time you drink from them.

If you observe the host or hostess, most of your questions will be answered. Do not be overwhelmed by the formality. Learn from your mistakes. The main thing to remember is to follow the everyday rules for good table manners

- Chew with your mouth closed.
- Refrain from talking while you have food in your mouth.
- Eat slowly and quietly.
- Sit up straight, even while eating, and avoid resting your elbows on the table.
- Put your silverware down on the plate between bites.
- Once a piece of silverware has been used, do not put it back on the table. Place it on an appropriate plate, saucer, or coaster.
- Keep your napkin on your lap at all times except when you use it to wipe your mouth. Remember to wipe your mouth discreetly before drinking from a glass.

If you take the time to review and practice good table manners, they will become second nature to you, and you will become a role model for others to follow.

Practicing Travel Manners

As a TSA officer, you are likely to travel from time to time, whether it be to conferences, meetings, or training sessions. In other words, you will be making business trips as a representative of TSA. To project the best possible image of yourself and of TSA, always follow standard business travel procedures and practice good travel manners.

An important rule for business travelers is to plan ahead. As soon as you know when and where you need to travel, plan for your transportation. Call ahead to check schedules and prices, and make reservations if necessary. Abide by deadlines when paying conference registration fees. Arrange ahead for lodging if you are staying overnight, making reservations ahead if you are planning to stay in a hotel or motel.

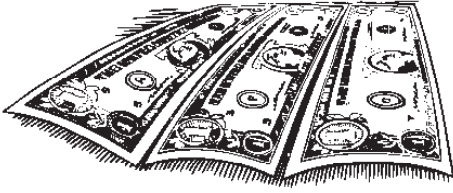
Travelers must be courteous. When entering and leaving travel conveyances, avoid pushing and crowding, obtain seating quickly, and leave seating area neat.

Promptness is also a courtesy in travel. Arrive at your departure point in plenty of time to make the necessary arrangements, check baggage, and attend to other details.



When staying in a hotel or motel, register properly upon arrival. During your stay, respect the property of others. Do not participate in any activities that would remove, defame, or damage any property, equipment, or materials of others. Notify the hotel desk when you leave, thank them for courtesies extended during your stay, pay the bill, and leave the room in order.

Tipping



If you eat in restaurants, stay in hotels, or travel in taxis, trains, or airplanes, you need to be familiar with the practice of tipping. A tip is a small amount of money given in acknowledgment of services done for you. For waiters/waitresses and taxis, the tip is normally 15% of the total cost.

For hotels, train stations, and airports, the following amounts are appropriate:

- | | |
|-------------------------|---|
| • Bellhop | \$1.00 per bag |
| • Coat room attendant | \$1.00 per coat |
| • Doorman | \$1.00 for ordering a car or taxi |
| • Garage attendant | \$1.00 for bringing a car to you |
| • Ladies room attendant | \$.50 to \$1.00, depending on whether a personal service was rendered |
| • Porters/Skycaps | \$1.00 per bag or \$2.00 for cart of bags |
| • Room service | 15% of the cost of the order, unless otherwise indicated |

You should be aware that some restaurants now automatically add 15% to the bill to cover tipping. Check your bill to see if a tip has been added. If so, you need not tip further.

Communication Skills

As a TSA officer, you will have many opportunities to communicate. To be the best organizational leader you can be, work to develop your spoken and written skills. The following pages show you how.

Conversing Face-to-Face

Communication with an individual usually means conversation. Listen carefully to what others have to say. Show a real interest in them. Do not be too anxious to talk. Listening is a skill and should be practiced. Look at the person with whom you are conversing. Give that person your full attention whether you are speaking or listening.

Conversing by Telephone



As an officer you will be using the telephone frequently. You should give attention to your voice and to your presentation whether you are receiving or placing a call. You should also be familiar with proper telephone etiquette.

Normally when we converse face-to-face, we convey our personality by our words, our tone of voice, and our body language. But when we talk on the phone, we must remember that the element of body language is missing.

Therefore, we must make the most of the other elements:

- Be natural. Use simple, straightforward language. Avoid repetition of mechanical words or phrases; particularly avoid technical terms and slang.
- Speak clearly and distinctly. Talk directly into the receiver.
- Let a smile come through in your voice. Pleasantness is contagious.
- Show alertness and interest by your tone. Give the person your full attention.
- Vary your tone of voice. It will add emphasis, help bring out the meaning of sentences, and add color and vitality to what you say.
- Use a normal range of tone for your voice; avoid extremes of loudness or softness. A well-modulated voice carries best over the telephone.
- Talk at a moderate rate, neither too fast nor too slow.

When you receive a call, try to keep the caller in mind at all times. Put yourself in his or her place. If you follow this practice, you will see that courtesy will come automatically for you, and the caller will nearly always be satisfied.

- Answer promptly. Make a point of answering on the first ring. Prompt answers can help prevent irritation on the caller's part.
- Identify yourself right away. Proper identification gets the conversation off to a good start and personalizes the call. Answer with your name if it is your telephone: "Jack Anderson" or "Miss Black."
- Be friendly. Keeping a smile in your voice is a good start, but friendliness can be projected over the telephone in several other ways as well. Listen closely so that repeating will not be necessary. Show that you are interested by using the caller's name. If you are sincere and genuine, your attitude will come through clearly. Remember that side comments and discussions with others while a person is waiting on the line are inconsiderate and irritating to the caller.
- When you must leave the line, it is courteous to say, "Will you wait or should I call you back?" If you leave, return promptly.
- Try your best to say goodbye in a way that will leave the caller feeling satisfied and friendly. It is a good idea to let the calling party hang up first. And always put your receiver down gently.
- Take accurate messages. Be sure to write down the date, time, name, and telephone number. Do not hesitate to ask how to spell a name. Always repeat a number for verification.

When you place a call, both accuracy and courtesy are essential. Be sure of the number by checking the telephone directory or your personal number list before calling. You will find it saves time to keep a list of telephone numbers you call frequently. Once you place the call, give the person you are calling at least one minute to answer the telephone. When the person answers, identify yourself at once by giving your full name. This gets the conversation off to a good start. Do not expect others to recognize you by your voice. If you are calling a person at home, ask if you are calling at a convenient time. Offer to call at another time if the person seems to be busy.

As a TSA officer, you may need to call someone in another part of the country. Remember that there are four time zones in the United States. To be sure you are calling your party at a reasonable time of day, consult the time zone map in the introductory pages of your telephone directory. Making long-distance calls is not difficult if you know the basics.

- If you do not know the number of the person you want to call, you can reach long-distance directory assistance by dialing (1) + area code + 555-1212. When the directory-assistance operator answers, give the name of the city or town first and then the name of the person you want.
- To reach your party, dial (1) + area code + seven-digit number.
- • If you reach the wrong number, ask the person who answers for the name of the city. Then dial "O" (operator) immediately and give this information so that you will not be charged for the call.
- • Remember that long distance rates vary according to time of day and day of the week. Consult your directory for the variations in rate. Regardless of when you call, keep long distance calls as brief as possible to avoid unnecessary charges.

Communicating in a Group

Speaking within a group of persons either to inform or to persuade is an activity commonly engaged in by organizational leaders. Everyone is nervous about speaking before a group; however, public speaking "butterflies" can be lessened if you practice. Take every opportunity to speak within a group. Make short comments and/or ask questions at committee or chapter meetings. Sometimes writing out and reading the comments or questions makes the delivery easier. Another way to relax in group settings is to concentrate on the others around you. Listen to what fellow members have to say, and encourage less vocal members to offer their ideas. Before long, you will be so involved in the give-and-take that you contribute your ideas quite naturally. (See also the techniques for leading small group discussion in Section VI Committees.)

Public Speaking

TSA officers are often asked to speak before a large audience. You may be asked to make a brief presentation, introduce a speaker, present an award, accept an award, or bring greetings from your chapter. You may be invited by another service club or another TSA chapter as the main speaker at a meeting. Or you may be asked to make a speech at a chapter banquet or before a parent/teacher organization. Specific suggestions for all of these speaking situations are offered throughout this section. Regardless of the circumstances, it is important to have a firm grasp of the essentials of public speaking before you accept any engagements.

Preparation

A successful speech requires a great deal of advance preparation. What you do before the speech really involves more work than the actual delivery of the speech. First, it is important to be aware of the speaking situation—the audience, place, subject, expected length of the speech, and physical arrangements (for example, the presence or absence of a lectern and public address system, the placement of the audience in relation to the speaker). Before you begin to compose your speech, consider the following:

- Be sure to select a subject you have earned the right to talk about. Then limit yourself to a specific area.
- Analyze the audience to whom you will be speaking. What are their interests?
- Schedule adequate time for preparation.
- Gather appropriate stories, illustrations, and examples.
- Humanize the subject by using human-interest stories, such as your own background and experiences.

- Personalize the subject by using names, specific references to events or activities, dates, places—but do not overdo.
- Think of words or phrases that “paint a picture.”

Outlining

Once you have gotten a feel for the subject and the audience, you are ready to begin organizing the speech. Outline the speech in three parts:

Introduction

To get started, bring the subject to a personal level or refer to why the speech is being given. Use illustrations or comparisons, but be sure they relate to the subject. If humor is used, it must have a definite bearing on the speech.

Discussion

This portion contains the main ideas you wish to communicate to your audience. Be sure these ideas are well connected and flow smoothly from point to point. Eliminate any ideas or parts that do not have connection with the subject. Plan the speech in a way that the audience will feel it is important to them.

Conclusion

Always leave a favorable impression or an idea with your audience. Often a well-chosen story, anecdote, poem, quotation, or simple repetition of the main points is good. Avoid using well-worn phrases such as “In conclusion” or “Thus we see.”

Because TSA officers are very often invited to speak about the purposes and contributions of their organization, the Sample Speech Outline should give you a place to start. Add your own twists and experiences. Keep a personal list or notebook of ideas, phrases, and personal anecdotes you can use in future speeches.

Practice

Once your speech is composed, you need to practice it. Practice is very important, but practice is not memorization. Never memorize a speech. We talk spontaneously, so why not give a speech in a similar manner? First, rehearse in private. Talk loudly and follow your notes to get the sequence of ideas clearly in mind. Think ideas, not exact words. When you have the sequence in mind, practice your speech with friends to get their reactions and responses. Ask them for constructive criticism:

- How do I look and sound?
- How is my eye contact?
- Are my facial expressions and gestures appropriate?
- Do I seem poised?

Using your friends’ comments, practice before a mirror to develop physical balance, coordination, smoothness, and meaningful gestures. Use a tape recorder to check your voice volume, pronunciation, enunciation, inflection, and rate of delivery. Play back the tape to help yourself correct errors and slips in delivery.

Developing Confidence

Stage fright has many causes: uncertainty, ignorance, and negative thinking, to name a few. A certain amount of stage fright is necessary for you to be “up” for the speech. But the surest way to reduce serious stage fright is to be well prepared for the speech.

While you are preparing your speech, you can also do several things that will help you develop confidence.

- Think positively; do not let worry defeat you. Focus on the good results and rewards after you have finished your speech.
- Concentrate on personal appearance. Prepare yourself personally for the speech by taking a shower, selecting proper clothing, shining your shoes, cleaning your fingernails, and ensuring that your hair is well-groomed.
- Contribute to a healthy outlook by getting ample rest, eating properly, exercising regularly, and maintaining other good physical habits.
- Arrive at the meeting early to avoid anxiety. Early arrival will allow you to study the room setting, the stage arrangement, and your place on the program. It will also give you time to become acquainted with the chairperson and other members or guests.

The Waiting Period

While waiting for your part on the program, be alert and show interest in what is being said. Appear at ease and show confidence, calmness, and assurance. Be thinking of your opening remarks and occasionally take a few deep breaths. Avoid slouching, whispering, gum chewing, or body actions that will reflect against you or possibly cause disarray of your clothing. Plan how you will get to the lectern in the most effective way.

Avoiding Undesirable Speaking Mannerisms

Gestures can be very effective during a speech, but some forms of body language can be distracting to the audience. Because of anxiety, many novice speakers unwittingly engage in mannerisms that draw the focus away from their words. If you are aware of the following mannerisms, you can help yourself avoid them:

- Swaying physically to and fro
- Waving hands like a windmill
- Wringing hands
- Playing with glasses or key chains, coins in pocket, pencils, or the microphone
- Hiding hands behind the back
- Adjusting clothing, tinkering with buttons, jewelry, tie, or handkerchief
- Leaning on the table or desk or sitting down
- Staring out the window or at the ceiling

Evaluating Your Performance

Immediately after your speech, review your speech by asking yourself these questions:

- Where was I inadequate?
- Did I hold my audience?
- Did I talk too long?
- Did I talk too fast?
- Did my voice carry?
- What were the good points?
- What did I do correctly?
- What were the comments of my listeners?
- What must be improved to do better next time?

Sample Speech Outline

The Benefits of TSA Membership

Introduction

- Introduction of self and organization
- Greetings from fellow members

Discussion

- Brief history of organization
- Purposes of TSA
- Your own interest in the organization
 - Reasons you joined
 - Your leadership experiences
 - Membership benefits for you
- Personal interest stories of outstanding members
- Participation in local, state, and national activities

Conclusion

- Future of the organization

Introducing a Speaker

Preparing the Introduction

- Learn the speaker's name, title, and importance as a person.
- Learn the exact title of the speech.
- Know why the speaker is qualified to speak on the subject.
- Know why the subject is of special interest to the audience.
- Do not apologize to the audience if the speaker is a substitute.

Delivering the Introduction

- Be enthusiastic and sincere.
- Give the exact title of the speech.
- Bridge the gap between the topic and the interest of the group.
- List the speaker's outstanding qualifications, especially those that relate to the topic.
- Create suspense so that the audience is waiting for the speaker.
- Give the speaker's name clearly and distinctly.
- Provoke applause, and stay on the platform until the speaker is in position.
- Return to your seat during the applause.
- Be alert to relieve the speaker after the speech is given unless another person has been assigned this responsibility.

Speaking at Award Ceremonies

Presenting at Award Ceremonies

- Explain in simple terms why the award is made.
- Tell something to appeal to the group's interest about the life and activities of the person receiving the award.
- Explain how much the award is deserved and how the group feels toward the person receiving the award.
- Congratulate the recipient and convey everyone's good wishes for the future.

Accepting an Award

- Give a warm, sincere "thank you" to the group.
- Give credit to others who have helped you, your associates, friends, and family.
- Tell what the award (or gift) means to you.
- If it is wrapped, open and display it.
- Tell the audience how useful or decorative it is and how you intend to use it.
- End with another sincere expression of your gratitude.

Speaking at Meetings of Other Groups

Addressing Other TSA Chapters

- Bring greetings from the organization, your fellow officers, and staff.
- Express your appreciation for being invited.
- Let the audience know that you are familiar with some of the good work the group is doing.
- Challenge the group to the task for which it is assembled.
- Emphasize your desire to meet the members and advisors while in attendance.
- Find out as much as possible about the chapter before you visit.
- Bring greetings and express appreciation for the opportunity to visit.
- Relate what happened to you when an officer made a visit to your chapter—especially how you were inspired to set higher goals, work harder, cooperate with others, follow advice of teachers, and improve yourself.
- Judge the length of your talk for the occasion. Ordinarily, a 6- to 8-minute talk, well thought out in advance and presented effectively, will serve the purpose.

Addressing a Service Club

- Be aware of the service club motto and, if possible, some of the activities and achievements of the club. For example, often a club assists students by providing scholarships.
- Be familiar with the many activities in which the different service clubs jointly participate, then emphasize those joint efforts appropriate to this situation.
- Point toward future successes for the club and wish them well in specific upcoming projects.

Being a Guest Speaker at a Chapter Banquet

- Have your talk well prepared in advance.
- Learn as much as possible about the chapter before you visit.
- Bring greetings from your organization.
- Express your appreciation for being invited.
- Commend the audience for the good work the chapter is doing.
- Give proper recognition to parents, especially the importance of their cooperation and sacrifice. Emphasize the purposes of the banquet and remind the audience that a good program becomes the showcase of the Technology Education program.
- Express appreciation to the school administrators, members of the school board, and teachers for their part in helping the members build a strong chapter.
- Recognize and congratulate award winners.
- Inspire members to take advantage of their organization for the following:
 - Self-improvement, development of leadership, improved scholarship, cooperation, and responsible citizenship
 - Programs and increased student interest in Technology Education careers
 - Improvement in community and school activities to benefit the welfare of all
- Use organizational stories, inspiring thoughts, and appropriate anecdotes.
- Do not talk too long; you will be better remembered for a brief, concise, inspiring message. Remember, banquet programs have a tendency to last too long anyway.
- Speak on the level of the audience. Always avoid “getting in over your head” and never philosophize.
- Use notes if necessary, but never read a speech.
- Speak a word of appreciation for the organization or group that served the banquet.
- Be yourself, confident, enthusiastic, and well-poised. SMILE.

Handling Correspondence

Just as speech and dress express professional image in personal contacts, letters also represent the association. The TSA secretary is the officer primarily responsible for correspondence, but other officers will need to write letters from time to time. Regardless of the office you hold, you should answer your correspondence promptly and type it correctly. Below is some helpful technical information.

Parts of the Business Letter

The six parts of a business letter are the following:

1. Heading
2. Inside address
3. Salutation

4. Body
5. Complimentary close
6. Signature

Each part should be typed carefully according to traditional specifications, as explained on the following pages. A sample letter is included at the end of the explanation.

The Heading

The heading consists of the sender's address and the date of the letter. The heading starts on line 13 from the top of the paper and may be typed beginning at the left-hand margin of the page.

Example 1783 Cleveland Avenue
 Fairfax, VA 22369
 September 6, 2005

If you are using letterhead stationery that includes the preprinted name and address of the organization, the date is the only part of the heading that needs to be supplied.

The Inside Address

The inside address contains the name of the firm or individual to whom you are writing. The inside address should be flush with the left-hand margin. It should start four to five lines below the last line of the heading.

In general, there are three kinds of addresses:

To an individual in a firm	To the firm itself	To an anonymous official in the firm
Mr. James C. Williams Ukrop's Super Market 732 Broad Street Richmond, VA 23225	Lux Hardware Store 93 Williams Road Richmond, VA 23362	Sales Manager Louis Lumber Company 456 Market Street Norfolk, VA 23510

An appropriate title should precede the name of the person in the inside address. Standard titles for individuals are Mr., Mrs., Ms., Miss, and Mmes., Messrs., and Misses are plural forms of Mrs., Mr., and Miss. When writing to correspondents, always address them as they sign their own correspondence. If you are not sure what marital title to use for a female correspondent, you may use Ms.

When you write to a person with a professional title, use the following forms of address:

Professor with Doctoral Degree	Dr. Elizabeth Jones
Professor with Master's Degree	Professor Albert Thomas
Medical Doctor	Dr. Brian Adams or Mary Stone, M.D.
Minister	The Reverend Harold Bennett
Senators, Members of Congress, Governors, Judges, Majors	The Honorable Rebecca Carter

The Salutation

The salutation in a business letter is simply the formal written equivalent of "Hello" or "Good Morning." It should agree with the inside address. If the letter,

for example, is addressed to a business organization, the salutation should be "Ladies and Gentlemen."

Example Acme Sporting Goods
 2530 Granby Street
 Richmond, VA 23216

Ladies and Gentlemen:

If the letter is addressed to an individual, the salutation should be "Dear Mr. [Mrs., or Miss] _____."

Example Mrs. Joan Hastings
 30 Redwood Street
 Charlottesville, VA 22903

Dear Mrs. Hastings:

The salutation should be typed flush with the left margin, two spaces below the last line of the inside address. The only punctuation needed after the salutation is the colon (:). Salutations most commonly used are the following:

Dear Mr. Smith:

Gentlemen: / Mesdames: / Ladies and Gentlemen:

Dear Michael:

The Body of the Letter

The body of the letter is the main part of the message. It should begin two lines below the salutation and may consist of as many paragraphs as needed to convey the message clearly and pleasantly. Single spacing within the body, double spacing between paragraphs, and no paragraph indention are considered standard procedure for correspondence.

The Complimentary Close

The complimentary close is the equivalent of "good-bye." One of the most commonly used complimentary closes is "Yours truly." In order of *decreasing formality* the usual choices are as follows:

Yours respectfully,

Respectfully yours,

Yours truly,

Very truly yours,

Sincerely yours,

Sincerely,

The first word of the complimentary close is the only word capitalized. A comma is the appropriate punctuation.

The complimentary close should be typed at the left-hand margin of the page, aligned with the heading two vertical lines below the body of the letter.

The Signature

The signature includes both the handwritten and the typewritten name of the

Commonly Used Forms of Address

There probably will be several persons to whom letters will be written frequently. There are others to whom you may like to write, but do not know the correct title, address, or salutation. Below are several examples of correct forms of addresses and salutations.

Parents	School Principal	Industrial Personnel
Mr. and Mrs. John Smith 2560 Kimball Road Richmond, VA 23233	Mrs. Margaret Ross Principal Oakwood High School 2324 Leigh Drive Fairfax, VA 29605	Mr. Michael O'Brien Plant Manager Reynolds Linoleum Company 1516 Broad Street Richmond, VA 23256
Dear Mr. and Mrs. Smith:	Dear Mrs. Ross:	Dear Mr. O'Brien:

Technology Education Program Specialist	TSA State Advisor
Mr. George R. Willcox Program Specialist Technology Education Service State Department of Education P.O. Box 2120 Richmond, VA 23218-2120	Ms. Yvette J. Edwards Virginia TSA State Office P.O. Box 9045 VSU Petersburg, VA 23806
Dear Mr. Willcox:	Dear Ms. Edwards:

Senator, U.S.	Representative, U.S.
The Honorable John Warner Russell Senate Office Washington, DC 20510	The Honorable Eric Cantor House of Representatives Washington, DC 20002
Dear Senator Warner:	Dear Congressman Cantor:

Acting Superintendent of Public Instruction	Mayor
Patricia Wright Superintendent of Public Instruction State Department of Education P.O. Box 2120 Richmond, VA 23218-2120	The Honorable Paul D. Fraim Mayor of the City of Norfolk City Hall Norfolk, VA 23510
Dear Ms. Wright:	Dear Mayor Fraim:

It is always important to check for current information involving the name of the person holding a specific office before corresponding with him or her. For further information concerning correct forms of addresses, see the business and/or English teachers in your school. They have resource books that show examples of addresses for many persons not listed here.

Sample Letter on Plain Stationery

1243 Main Street
Richmond, VA 23225
October 15, 2005

Dr. George Atkinson
Department of Drama
Virginia Commonwealth University
P.O. Box 2948
Richmond, VA 23220-2948

Dear Dr. Atkinson:

Thank you for your excellent presentation on public speaking yesterday at our October TSA meeting. The program was both educational and entertaining, and we have had many students express an interest in the follow-up presentation you suggested for spring.

We appreciate you for taking time out from your teaching schedule to meet with us. We look forward to talking with you soon about setting up a time for the spring session.

Yours truly,

Tanya Carson

Tanya Carson, Secretary
Patrick High School Chapter
Technology Student Association

cc: Advisor
President of TSA Chapter

Public Relations Skills

A major part of a chapter's public relations image is conveyed by individual members and especially officers of an organization through their social and communication skills. But a planned effort to inform the public about TSA activities is another way to promote good public relations. Below are several suggested ways in which members of an organization can let the public know about their activities and accomplishments.

Bulletin Board

Maintain an attractive chapter bulletin board in the hall near the Technology Education Department. Display newspaper clippings, pictures, programs, and other items for all to see.

Chapter Newsletter

Prepare a chapter newsletter to update members as well as others about the progress of certain committees, awards received by members, progress of graduates, new courses being offered, and other news.

Local Newspapers

Have the chapter reporter submit articles with pictures regularly to local newspapers.

Other Publications

Have the chapter reporter send news releases to the state and national TSA newsletters, *Virginia Scene* and *School Scene*. Any other officers or members could write feature articles for these publications too.

Radio/TV Spot Announcements

Have the reporter submit news releases to radio and TV stations for reading by the announcers.

Invitations

Invite community persons to serve as contest judges, guest speakers, and special guests at programs or banquets.

TSA Open House

Sponsor a TSA open house at your school for school administrators, parents, and other people in the community. Display students' completed projects, newsletters, awards, and other indications of accomplishment. Serve refreshments.

Certificates of Appreciation

Present awards to persons in the community who have helped TSA. Certificates of appreciation or plaques are very appropriate. When displayed on the walls of recipients, the awards advertise your organization to all who read them.

TSA Logo/Emblem

Use the TSA logo/emblem on your school supplies and clothing. Use it in your newsletter banner heading, on your bulletin board, on posters and signs publicizing TSA events, and with any items your group decides to sell within the school environment in a fund-raising effort. Keep the logo/emblem in mind for other creative uses. (See Section 1 for the description of the TSA logo/emblem.) For more information about the uses of the TSA logo/emblem, visit the Virginia TSA Web site: <http://www.vatsa.org>.

*Section IV:
Duties and
Responsibilities
of TSA Officers*



Duties of All Officers

Each TSA chapter has certain officers elected by the membership to lead the chapter for a stated term. The following officers are generally elected in each TSA chapter:

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

By electing you to a 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 the moral accountability for duties expected of an officer." Together the two convey the conduct and performance appropriate to all TSA officers.

Regardless of which office you hold, your duties and responsibilities as a TSA officer obligate you to do the following:

- Understand the mission and goals of your organization.
- Understand the organization's constitution and its bylaws.
- Understand the organization's creed and know it by memory.
- Be familiar with the organizational structure and state policies of Virginia TSA.
- Understand and correctly use parliamentary procedure.
- Memorize appropriate ceremonies and rituals.
- Attend all meetings.
- Be prepared to conduct organization and chapter meetings.
- Be prepared to serve as a speaker for civic clubs, banquets, school assemblies, Technology Education classes, and similar meetings when asked to do so.
- Prepare speeches to be used during your term of office to inspire, inform, and motivate others.
- Prepare for and help conduct TSA conferences.
- Attend TSA officers training sessions.
- Be loyal to the organization and the chapter to which you belong.
- Help other officers accomplish their tasks.
- Keep members constantly working toward goals and objectives through involvement in worthwhile projects and activities.
- Practice good speaking and writing skills as you represent the chapter.

- Help promote your chapter by exhibiting exemplary social and public relations skills, representing the organization on radio and TV programs when requested.

In addition to the duties and responsibilities that all TSA officers hold in common, each officer has individual expectations to his or her specific office. Following is the description of the special role of each Virginia TSA office holder.

President



The president presides over and conducts all meetings in accordance with parliamentary procedure; keeps the member's discussion to the subject at hand and within time limits; appoints committee chairs and serves on committees except the nominating committee as an *ex-officio (non-voting)* member; represents the association at all functions; coordinates the activities of the association by keeping in touch with other officers, the membership, and the advisors; and keeps him/herself informed to ensure that the association 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. Be sure 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. Keep the meeting under control always. 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 him/herself 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.

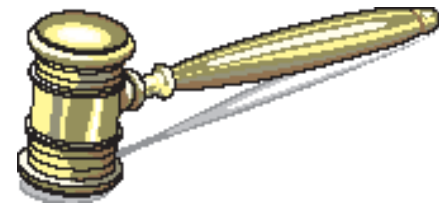
As chief officer, the president should also do the following:

1. Appoint committee chairs and serve as an ex-officio member on all committees except the nominating committee.
2. Represent the association at all functions.
3. Make public appearances, including speaking engagements, on behalf of the organization.
4. Coordinate the activities of the association by keeping in touch with other officers, the membership, and the advisors.
5. Develop a program of work for the Executive Council.
6. Keep informed to ensure that the association is moving according to its program of activities. (See Officer Report Form on the following page as a suggested way for the president to keep current on officers' activities.)

Use of the Gavel

Every presiding officer should be familiar with the use of the gavel. It should be used as a symbol of authority to be exercised in the support of self-government and orderly procedure.

- Two raps of the gavel call the chapter meeting to order.
- Three raps of the gavel signal all members to stand during the opening and the closing ceremonies. Another rap serves as the signal to be seated.
- One rap of the gavel should follow the announcement that a meeting is adjourned.



The gavel is also the instrument for maintaining order during chapter meetings. If at any time members do not conduct themselves properly, a sharp rap or a series of sharp raps of the gavel should restore dignity and order.

Officer Report Form

Date _____

Reported by _____

List all activities accomplished since previous Executive Council Meeting:

List goals to be accomplished prior to next Executive Council Meeting:

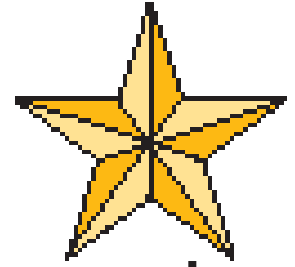
Any comments:

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 the management of committee assignments. He/she works closely with all the 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. Be in charge of setting up and carrying out the association's program of activities.
4. Assist with the preparation of meeting agendas.
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 communications at meetings; counts and records votes when taken; attends to official correspondence; keeps permanent records; and maintains and has ready for each meeting a TSA Handbook and a Secretary's Record, which includes pertinent documents concerning Executive Council business.

The secretary should do the following:

1. Record the minutes of all meetings.
2. Handle official chapter correspondence.
3. Send out meeting notices.
4. Prepare the written agenda for each meeting.
5. Maintain the Secretary's Record.

Minutes is the word used to describe the official record of what takes place at a meeting. The secretary prepares the minutes of each business meeting and reads those from the previous meeting as part of the order of business. The secretary should record the minutes of all meetings: formal, informal, and called. In preparing the minutes, it is not necessary to record discussion about a subject; rather, record only decisions and actions taken by the group.

In preparing the minutes, the secretary should do the following:

- Begin the minutes with basic information.
 - The kind of meeting (regular, special, etc.)



- Name of the organization
 - Date and place of meeting
 - The fact of the presence of the regular chairperson and secretary, or in their absence, the name of their substitutes
 - Whether or not the minutes of the previous meeting were approved or their reading dispensed with
- Record in the minutes what is decided upon and done.
 - Record, whether carried or lost, the exact wording of every motion and amendment and the name of the member who made the motion/ amendment.
 - Stop the proceedings, if necessary, to get the exact wording of a motion. The secretary may request that a motion be submitted in writing by the member presenting it.
 - Include all main motions and points of order and appeals, whether carried or lost, and all other motions that were not lost or withdrawn.
 - Record in the minutes the names of members who have been appointed to committees as well as the persons serving as chairs of those committees.
 - Include a copy of the treasurer's report in the minutes.
 - End by stating the time of adjournment.

The eight items listed must be included in the minutes. Other items such as announcements and program highlights may be included also.

Attending to Official Correspondence

The secretary should handle official correspondence of the organization by writing letters as needed or as directed by other officers and by keeping files of incoming and outgoing correspondence. In composing and preparing letters, the secretary should be careful to follow the accepted rules and practices of business correspondence.

Maintaining 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 association. The record usually contains the following items:

- A copy of all approved minutes
- A list of all members
- A list of all standing and special committees, committee members and chairpersons
- A copy of all committee reports
- A copy of the state and national programs 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.

TSA LOCAL CHAPTER MINUTES

(Place)

(Date)

Call to Order and
Operating Ceremony

Guests

Minutes

Officers' Reports

Committee Reports

Unfinished Business

New Business

Announcements

Program

Adjournment and
Closing Ceremony

Secretary

Treasurer

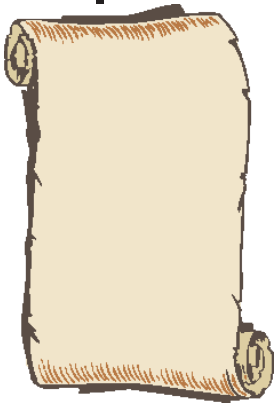


The treasurer administers and is responsible for the association's funds. He/she keeps financial records in order and up to date; devises fund-raising activities with the cooperation of the appropriate committee and the approval of the membership and advisor; assists in preparing an annual budget; serves on the Enterprising and Finance Committees as an ex-officio member; and protects the financial reputation of the association.

The treasurer should do the following:

1. Keep a permanent, up-to-the-minute record of all financial transactions. The entries should be recorded in ink and in a treasurer's ledger book.
2. Keep a record of all received monies following accepted fiscal procedures.
3. Record all expenses, noting the date and the party to whom the money was paid.
4. Obtain and keep a copy of all receipts in the permanent records.
5. Be prepared to report the financial status of the association at any regular meeting.
6. Obtain and present ideas and suggestions to the membership for increasing the treasury and for financing association 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 association activities.
2. Ensure that photographs are taken of all association 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.

Keeping the Association Record Book

The record book serves as an association's annual report of activities and is a public relations' tool because it informs others of students' work in the organization.

The record is also helpful to future officers, committee chairpersons, and members. By seeing what was done in previous years, current leaders and members can get ideas of what kinds of activities are appropriate.

The development of the record book is a job which requires planning and organization. (See Record Book Development for an example.)

Record Book Development

Cover Design

- The cover may be made of any of a variety of materials:
 - wood
 - metal
 - leather
 - fabric
 - paper
 - plastic
 - other synthetic
- The cover may incorporate any design:
 - color or black and white
 - lettering alone or lettering with pictures or graphics
 - calligraphy or computer lettering
 - photography
 - hand design or computer design
 - collage or single picture or design
 - theme for the year
 - your choice

Essential Elements

- Names of all members and leaders
- Copies of the association calendar
- News clippings, with date and newspaper noted for each
- Pictures of association events, clearly labeled

Suggested Sections

- Introduction and/or history of the Virginia association
- Inter-chapter activities, including reports from each officer
- Promotional activities, including newspaper articles and photographs
- Enterprising activities
- Community service projects, including thank you letters from people across the state
- Conference activities, including programs and photos of regional, state, and national workshops and conferences

Taking Photographs



The historian is the photographer. Taking good pictures is not difficult. It does not require a complicated and expensive camera. Good pictures are taken by the photographer—not the camera. The following tips should help you to get the best shots of your members and their accomplishments.

- Include one or more people in every photograph.
- Get action pictures whenever possible.
- Go for close-up shots.
- Hold the camera steady and level.
- Use the flash when light is limited.
- Use front-lighted subjects when there is no flash.
- Take multiple shots of every picture.
- Remember that newspapers generally prefer black and white photos.

Reporter



The reporter gathers the association's news; prepares news releases and articles for publication in local and statewide newspapers; acquaints local newspaper editors with information about TSA; assists in the planning and arranging of association exhibits; and collects and prepares news and feature stories of association activities for national publications.

The reporter should do the following:

1. Gather and classify all TSA 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 news and photographs to the state and national TSA offices for publication.
5. Work closely with the secretary and the historian to prepare the record book.

Informing the Public about TSA Activities

The reporter is a key member in the TSA officer team. Informing the public about TSA activities will contribute to both the community's appreciation of TSA and the pride of the TSA members. Public relations skills are important for all officers, but particularly the chapter's reporter.

Over the course of a year, your TSA chapter will probably be involved in several newsworthy events. Some possibilities to keep in mind are the following:

- Fund-raising projects
- Members who attended a TSA conference
- Community service projects
- Winners of state and national TSA contests
- An upcoming program, especially one involving parents or other chapters

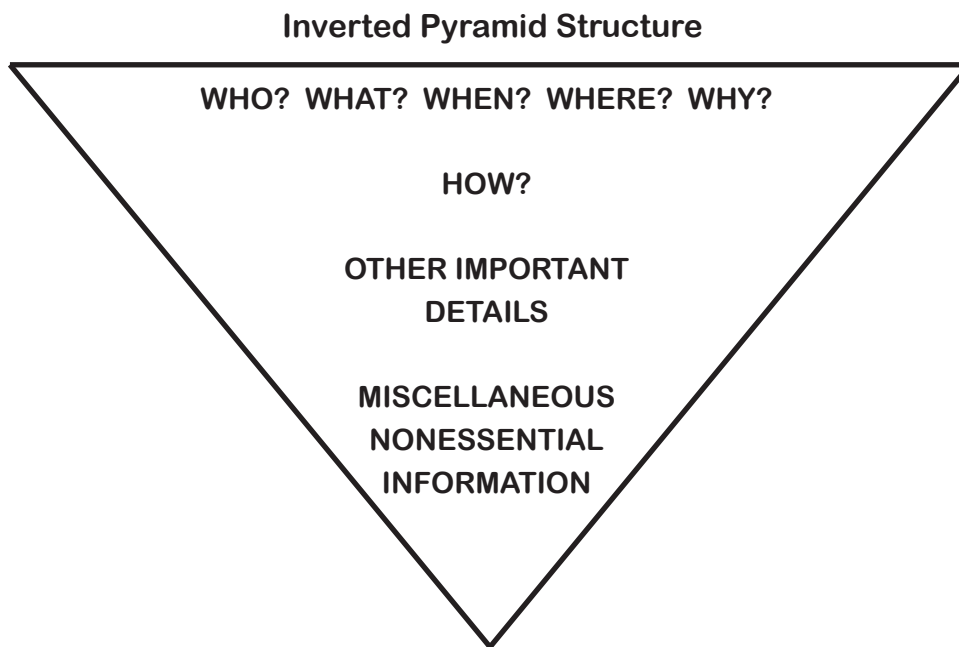
News about a chapter may be communicated to the public in many ways, such as newspaper articles, radio shows, or TV presentations. Although appearances on radio and TV shows are excellent public relations' tools, the news release is probably the most commonly used tool for informing the public about an organization's activities.

Writing a News Release

A news release (or press release) is an announcement of an event or other newsworthy item sent to the mass media, generally for immediate publication or airing.

The details of a news release should be written in order of declining importance. The inverted pyramid structure (see below) is used so that the editor of the newspaper or the broadcast journalist can adjust the length of the article simply by eliminating sentences or even whole paragraphs from the end.

Remember the "Five W's and the H" when writing a news release: WHO? WHAT? WHEN? WHERE? WHY? and HOW?. In a news story, try to answer as many of these questions as possible in the first paragraph.



Keep in mind the following tips in preparing a news release about a TSA chapter event:

- Type the news release on plain white paper or on letterhead.
- Limit the release to one paragraph when possible, just presenting the five W's and the H. Try never to go beyond one page.
- Give the name, address, and phone number of the TSA representative to contact if additional information is needed.
- Be accurate with names, dates, places, and other details.
- Write about future events rather than past events whenever possible.
- Keep a copy of the news release. Compare your copy with the article as it is printed in the newspaper and/or announced on TV or radio. By comparing the two and noting the changes, you can write an improved article for the next release.

- Provide each newspaper, radio station, and TV station to whom you send a release with an original copy.
- Attach a captioned photograph if appropriate. Attach a caption on the back of the photograph clearly identifying the subject(s) of the photograph. Submit black and white photographs rather than color ones whenever possible.

Writing for Other Publications

In addition to sending releases to local community newspapers, all TSA reporters should send news and feature items about their chapter to the local school newspaper, to *Virginia Scene*, and to *School Scene*.

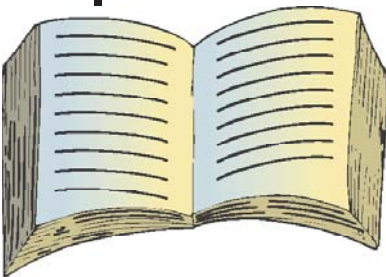
The *Virginia Scene* is the Virginia TSA publication. The state TSA welcomes any articles that local chapters submit for publication. Mail articles and photographs for this publication to the following address:

Ms. Yvette J. Edwards
P.O. Box 9045
VSU
Petersburg, VA 23806

The *School Scene*, published four times a year, is the national TSA newspaper. Articles submitted to the *School Scene* should be written and handled in the same manner as those prepared for any other publication. Include name, address, and telephone number of contact person. Try to submit a black and white glossy photograph and attach it to a caption that identifies the people, activity, or project. Mail articles to the following address:

TSA *School Scene*
1914 Association Drive
Reston, VA 22091

Parliamentarian



The parliamentarian helps association members to understand the basic purpose of parliamentary procedure. This person 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 progress of meetings and calls any significant irregularities to the attention of the chair ("point of..."); is prepared to explain any deviation from procedure and its effect on the rights of all members.

The parliamentarian should do the following:

1. Make sure that 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 expression of each individual in the assembly.
4. Make sure 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/she secures the use of any meeting room and facility, assists in seating arrangements, and assures 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 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:
Meeting
Procedures*



Order of Business for TSA Meetings

All TSA officers should be familiar with the standard order of business for TSA meetings. Prior to each regularly scheduled meeting, the president should meet with chapter officers to plan the business to come before the membership and set the agenda. The agenda is a listing of those activities to be engaged in and those items of business to be brought before the membership for discussion at the next meeting. This group should examine the minutes from the previous meeting to recall any unfinished business that must be included on the agenda.

A thorough knowledge of the order of business is important to the president, vice-president, and secretary for other reasons as well:

The **president** must conduct every TSA meeting according to the standard order of business. This is accomplished by always handling the items of the agenda in a certain sequence, from the call to order until the adjournment. The president should memorize the order of business to avoid having to refer constantly to the printed agenda.

The **vice-president** must know the order of business because it is his/her role to preside at TSA meetings when the president is absent or when the president opts to enter debate. The vice-president also needs to know the order of business because he/she is responsible for assisting with the preparation of meeting agendas.

The **secretary** works with the vice-president to prepare each meeting agenda according to the official order of business. Also, the secretary must record the minutes of each meeting by reporting the elements of the meeting according to the order of business.

Order of Business / Meeting Agenda

- I. Call to Order
- II. Opening Ceremony (includes roll call, introduction of visitors)
- III. Reading of Minutes
- IV. Treasurer's Report
- V. Officer and Standing Committee Reports
- VI. Special Committee Reports
- VII. Unfinished Business
- VIII. New Business
- IX. Announcements
- X. Program
- XI. Closing Ceremony

Technology Student Association Official 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, Mr./Madam President.

President Raps gavel three times for assembly to rise. Mr./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 with a pause. Officers salute...pledge. Leads pledge to the flag.

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

Secretary Mr./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 Mr./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 book of the organization's activities; and to be available, as necessary, in promoting the general welfare of the association.

Secretary Mr./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 Mr./Madam Parliamentarian

Parliamentarian	Present. The symbol of my office is the "open book," which represents <i>Robert's Rules of Order</i> . 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 <i>Robert's Rules of Order, Newly Revised</i> ; and to be available, as necessary, in promoting the general welfare of the association.
Secretary	Mr./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. Mr./Madam Secretary.
Secretary	Present. The symbol of my office is the pen, and it is my responsibility to see that accurate and proper records are kept of all business and correspondence of this organization. Mr./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 properly.
Secretary	Mr./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 are alert to the welfare of our association.
Secretary	Mr. Madam President, all officers are present and in their places. Secretary calls the roll of the general membership.
President	Mr./Madam Sergeant-at-Arms, do we have guests present?
Sergeant-at-Arms	If so: Yes, Mr./Madam President. As guests today, we welcome... If none: No, Mr./Madam President.

Minutes

President	Mr./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.

At this time suggestions for action not discussed before by the association would be introduced. Is there any new business?

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.

Parliamentary Procedure

A system of rules which governs the conduct of TSA meetings is called parliamentary procedure. This set of rules guarantees the rights of each member. The book used to answer all questions concerning parliamentary procedure is *Robert's Rules of Order, Newly Revised*.

The Purpose of Parliamentary Procedure

All successful TSA chapters hold regular, well-planned meetings which allow members to become involved. Parliamentary Law is designed to accomplish four main objectives. In a properly conducted business meeting, it guarantees the following:

- One thing at a time is handled.

- Courtesy is extended to everyone.
- The majority rules.
- The rights of the minority are protected.

Voting Procedures

The membership ordinarily uses one of four methods of voting:

- Voice vote, by saying "aye" or "no"
- Rising vote, by standing
- Show of hands, by raising hands
- Ballot, a written vote

In order for official business to be transacted, a **quorum** must be present. Unless otherwise stated in the bylaws, half or more of the active membership constitutes a quorum.

Most votes require a **majority**, which means more than half of the members are present when the vote is taken. In the event of a tie, the president may cast the deciding vote.

When a motion will limit the rights of a member or members, a **2/3 vote** is required. With 60 members voting, for example, 40 would be a 2/3 majority. A rising vote is needed to verify a 2/3 vote.

Requirements for Meeting

There are three requirements if a meeting is to take place:

- A presiding officer
- Someone to keep record of what takes place
- A group of other officers and members who present the motions and take part in the proceedings

The **president** presides, but does not direct. The president may not enter into the discussion, nor may the president introduce new items of business. The president may vote to break a tie, or to make a tie, and the president may vote by ballot.

The **secretary** prepares copies of the agenda for each meeting and keeps an accurate record of the actions taken by the group.

The following are the parliamentary tools used at meetings. At the end of this section is a summary of motions. The number used with each motion [(1), (2), etc.] refers to the listing of the motion in the summary.

Main Motion

The **main motion** (16) is used to get group approval for a new project or some other course of action. Use the following procedures:

The member rises and addresses the chair: "Mr. Chairman or Madam Chairman."

When recognized, the member begins the motion with these words: "I move that..." or "I move to..."

Never, under any circumstances, say "I make a motion..." To do so indicates ignorance of **both** parlance and grammar.

Following the motion, a second is needed to make sure that at least two of the members are interested. If no one seconds the motion, the president will say: "The motion is lost for want of a second." If, however, a second is secured, the president repeats the motion and informs the members what action is needed. If the motion is debatable, for example, the chair will call for discussion by saying:

"It is moved and seconded that we **(state the motion)**. Is there any discussion?"

Every member has a right to speak for or against the motion. No member may present another main motion nor discuss another item of business while the first motion is on the floor.

When there is no further discussion, the president calls for the vote, first repeating the motion to avoid misunderstanding. The proper form to use:

President "All those in favor of the motion to _____, signify by saying 'Aye.'" **(Members respond.)** "All opposed, say 'No.'" **(Members respond.)**

President "The 'Ayes' have it; the motion is carried."

or

"The 'Noes' have it; the motion is defeated."

Sometimes the vote is very close, but the president is required to have a decision. One may think the president is in error and that his/her decision is wrong. To correct this situation, he/she should **call for a division of the house** (6). This is a right of personal privilege, and the president must act on the request. The president must call for a vote that can be accurately counted.

President "A division of the house has been called. All in favor of the motion that _____, please stand (**or** raise your right hand). All those opposed, please stand. The motion is _____ (carried/defeated)."

Amendment to a Motion

If a member favors the main motion in general, but feels that it could be improved, there are five common **ways to present amendments** (14):

- By addition
- By substitution
- By striking out
- By inserting
- By inserting and striking out

As an example, the following motion has been presented properly and has received a second:

"...that our chapter purchase 1000 book covers for sale to our members."

Member Madam Chairman, I move to amend the motion by adding the words: **...that our chapter purchase 1000 book covers for sale to our members and other interested people."**

President It is moved and seconded that we amend the motion by adding the words **and other interested people**, so that the motion, if amended, will read that we purchase 1000 book covers for sale to our members and other interested people. Is there any discussion on the amendment?

Discussion from assembly continues until president judges it is time for a vote.

President The vote is on the amendment that we add **and other interested people** to the original motion. Those in favor of the amendment say 'Aye.' **Pause**. Those opposed, 'No.'

The 'Ayes' have it, and the amendment which reads **that our chapter purchase 1000 book covers for sale to our members and other interested people** is carried. Is there any discussion on the motion as amended?

or

The 'Noes' have it and the amendment is lost. Is there any further discussion on the original motion?

A member can also amend a motion by substituting or striking out. See the following examples:

"...**that our chapter purchase** 2000 book covers for sale to our members."

"...**that our chapter purchase** 1000 book covers for sale."

After an amendment has been offered, it requires a second. It is also permissible to offer an amendment to the amendment. In any case, the amendments and motions are voted upon in reverse order to which they were presented. Amendments are used to modify a motion, not to change its entire meaning. If you wish to change the motion completely, vote against the motion itself.

Other Motions

There are a few other motions which every member must be able to use. Each motion has a reason for its use. Suppose a member feels that the motion under consideration is probably a good one, but thinks the chapter is not ready to vote on it at this time. There are motions available to handle such situations.

The member could present a motion to **postpone definitely** (11):

"I move to postpone action on this motion until our next regular meeting."

If seconded and carried, this motion must appear under unfinished business at the next meeting in its debatable form.

Perhaps the member feels that the motion is not worth considering now or in the future. In this case, he/she should move to **postpone indefinitely** (15).

"I move to postpone action indefinitely on this motion."

If seconded and carried, it would require a motion to **reconsider** in order to bring it up again.

A motion **to lay on the table** (9) often accomplishes the same thing. The major differences are that this motion is undebatable and, once tabled, requires

a motion to **take from the table** (17) at the same meeting or next regular meeting or it ceases to exist.

"I move to lay this motion on the table."

or

"I move to take from the table the motion that _____, tabled at our previous meeting."

Neither of these motions is debatable nor amendable, and both require a majority vote.

Suppose a motion before the chapter is taking a lot more time than is needed. To speed the process, a member may say:

"I move the **previous question**." (10)

This motion requires a second, is neither debatable nor amendable and, since it limits the rights of the members, calls for a 2/3 vote. If it carries, the original motion must be voted upon at once, using a rising vote so that the 2/3 vote can be verified.

There is another way to get the meeting moving again. This is the motion to **limit debate** (12). Here one limits either the amount of time allowed or the number of speakers.

"I move to limit **debate** on this motion to an additional five minutes."

or

"I move to limit **debate** to one additional speaker on each side of the motion."

This limits the rights of the members with an undebatable motion that requires a second and a 2/3 vote. If passed, the president must abide by the restrictions and call for a vote when either the time commitment or the number of speakers has been completed.

Sometimes one may wish for more information before making a final decision on an item of business. The motion to **refer to committee** (13) will serve this purpose.

"I move to refer this motion to a special committee of three, appointed by the chair, to report at our next meeting."

When the committee reports, then this motion is before the membership again in its debatable form.

The president's responsibilities include that of making frequent decisions that may involve the membership. Perhaps the president announces a change in meeting date without authority to do so. Here one would direct an **appeal from the decision of the chair** (4).

Member

I appeal from the chair's decision regarding our next meeting date.

President Those sustaining the decision of the chair please signify by saying 'Aye', those opposed, 'No.'

After the vote, the president announces the decision.

The decision of the chair is sustained or reversed.

In a somewhat similar kind of action, the president might declare that a certain motion is debatable while the member believes that this is not the case. In this situation the member should direct a **parliamentary inquiry** (7):

Member I rise for a parliamentary inquiry.

The president gives permission to place the inquiry.

Member It is my opinion that the motion is undebatable.

Normal procedures would then be to ask for an opinion from the parliamentarian. A parliamentarian never renders a decision, only an opinion.

The tool most commonly used by members is **rising to a point of order** (3). There are many instances where this action is used. Suppose someone begins to discuss a motion that has not yet received a second. The action should be:

Member I rise to a point of order.

President State your point of order.

Member Discussion is not in order since this motion has not received a second.

President Your point is well taken. There will be no further discussion until the motion receives a second.

A member might present a motion and wish that he/she had not placed that action up for consideration. Up to the time the president states the motion, the motion is the property of the member who may **withdraw the motion** (8). After the president states the motion he/she may rise and say the following:

"I request permission to withdraw this motion."

The president asks if anyone objects. If not, the motion is withdrawn.

The rules of parlance give the membership plenty of opportunities to protect their rights. Suppose one cannot hear the speaker. By asking a **question of privilege** (2), the member ensures his/her rights:

Member I rise to a question of privilege.

President What privilege do you request?

Member It is not possible to hear the speaker. Could he/she use the microphone, please?

In most instances the privilege will be granted.

President The requested privilege is granted.

Sometimes the membership makes mistakes in its decisions and wishes to change a previous action. Later in the same meeting a member may **move to reconsider** (18) provided he/she voted on the winning side of the motion in question.

"I move to reconsider the motion concerning _____."

If the motion carries, the original motion is back on the floor for further discussion, if debatable, or for another vote, as the case may be.

In rare instances the membership may make a very serious mistake and desire that the decision be erased. This may be accomplished by a **motion to rescind** (19).

"I move to rescind the action taken..."

If seconded and passed by a 2/3 vote, the secretary is instructed automatically to strike from the minutes all records of the action involved.

Although a regular order of business is followed at meetings, it may become necessary to make a temporary change. Perhaps the guest speaker, scheduled last on the agenda, has another appointment. This problem is solved by a motion to **suspend the rules** (5).

"I move that we suspend the rules to allow our speaker to be heard at this time."

This motion is undebatable and requires a 2/3 vote.

TSA seldom uses the motion **to adjourn** (1) since it is built into the closing ceremony.

Summary of Motions³

Classification	Kind	Second Required	Debatable	Amendable	Vote Required	Can be Reconsidered
Privilege	1. Adjourn	Yes	No	No	Majority	No
	2. Question of Privilege	No	No	No	No	None
Incidental	3. Point of Order	No	No	No	None	No
	4. Appeal	Yes	Yes	No	Majority	Yes
	5. Suspend the Rules	Yes	No	No	2/3	No
	6. Division of the House	No	No	No	None	No
	7. Parliamentary Inquiry	No	No	No	None	No
	8. Withdraw a Motion	No	No	No	Majority	Yes
Subsidiary	9. Lay on the Table	Yes	No	No	Majority	No
	10. Previous Question	Yes	No	No	2/3	Yes
	11. Postpone Definitely	Yes	Yes	Yes	Majority	Yes
	12. Limit Debate	Yes	No	No	2/3	Yes
	13. Refer to Committee	Yes	Yes	Yes	Majority	Yes
	14. Amend	Yes	Yes	Yes	Majority	Yes
	15. Postpone Indefinitely	Yes	Yes	No	Majority	Yes
Main	16. Main Motion	Yes	Yes	Yes	Majority	Yes
Other	17. Take from the Table	Yes	No	No	Majority	No
	18. Reconsider	Yes	Yes	No	Majority	No
	19. Rescind	Yes	Yes	Yes	2/3	No

Student Handbook. (Alexandria, Virginia: FFA, 1971) pp.57–64.

Section VI: Committees



TSA Committees and Their Duties

Yearly association activities are planned and carried out through committees. Every member should have the opportunity to participate on at least one committee. Such participation not only encourages member involvement in the yearly program of activities, but also provides leadership development opportunities.

Virginia TSA has three kinds of committees: Executive Committees, Standing Committees, and Special Committees.

Executive Committee

The Executive Committee is comprised of all officers. Other persons such as the advisor and chairpersons of Standing Committees may also serve on this committee. The Executive Committee meets often to plan and carry out business not essential to the entire membership. The president presides over this committee and reports the committee's recommendations to the membership. The Executive Committee is a permanent standing committee.

Standing Committees

Standing Committees are groups that work on specific projects all year or that have a specific duty to perform sometime during the year. These committees are responsible for planning and carrying out the yearly program of activities and attending to certain procedures that keep the association operating. In most cases, the standing committees are listed in the constitution. The following are suggested standing committees and activities for local TSA chapters:

Leadership Development Committee

Activities organized by this committee provide opportunities and practice for all members to become better leaders.

Suggested Activities

- Conduct a parliamentary procedure workshop.
- Conduct a public speaking contest.
- Sponsor a Career Day.

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 shall make a report to the delegate body at the annual business meeting as to the financial status of the association.

Constitution and Bylaws Committee

This committee shall make/interpret policy and other rules having the force of authority by virtue of the Executive Council.

Public Relations Committee

This committee is responsible for "getting out the news" about TSA to the community. The public should be aware of what students are doing in the TSA organization. This committee should promote the TSA organization. The reporter serves *ex officio* on this committee.

Suggested Activities

- Plan for the appearance of several members on a local TV talk show.
- Prepare articles on a weekly basis for the local newspaper.
- Work with the Recognition Committee on an Open House to be held at the school.

Publications Committee

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

Nominations Committee

This committee prepares a list (slate) of persons who will be the candidates for office for the local chapter. The members of this committee should be looking all year for members who have leadership ability and dedication to the TSA organization. After committee approval, it is the committee's responsibility to ask all persons if they would be willing to serve as officers. From the response of the potential candidates, the final slate is developed for presentation to the membership.

Archives Committee

This committee shall prepare 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 for a "special purpose" to carry out an activity that is not the responsibility of any Standing Committee. When the project for which the committee was appointed is completed, the committee is dissolved. The committee is usually comprised of members who also serve on other committees. For example, if the association wanted to publish a small handbook, a special committee (the Handbook Committee) could be formed. This special committee may be made up of persons from the Standing Committees. After the completion of the special project, the members of the special committee would return to their previous committees. Some examples of Special Committees are:

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 ensures that the chapter makes a positive contribution 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.

Advisory Committees

Advisory Committees are used by many organizations. These committees generally are comprised of adults who are not members of the organization but

who are interested in the organization and care about the students who are members.

Advisory Committees do just what their name implies: They advise. They have no authority to make rules or regulations or to establish any specific programs. They present certain recommendations or advice on the way they think something should be done. The membership then votes on the advisory committee's recommendations, and action is taken or not taken based on the results of the vote.

Committee Personnel

Chairpersons

Committee chairpersons are appointed by the president with the assistance of the other officers and the approval of the members. Most of the work of the association is done by the committees. The president should appoint not only persons who are knowledgeable and interested in the kinds of activities carried on by that committee, but who can also organize and lead others and who can follow through on a project.

The chairperson is responsible for organizing the activities of the committee and giving direction to the members in carrying out their responsibilities. Specifically, the committee chairperson should do the following:

- Call committee meetings when necessary.
- Preside at committee meetings, and conduct them in an orderly fashion according to parliamentary procedure.
- Appoint a recorder who is responsible for keeping written records of issues discussed and business transacted within the committee.
- Explain to the committee members the overall task for which they are responsible.
- Lead the committee in its discussion of the task to be completed and the procedures to be used.
- Prepare with the help of the recorder a report describing what has been done by the committee for submission to the vice-president.
- Be prepared to make an oral report at the regular chapter meeting to keep chapter members up to date on the committee's progress.

The committee chairperson not only presides but also is a discussion leader. The chairperson should be sure that all discussion is related to the committee's task. There are several methods that can be used to help a committee accomplish its task. The chairperson should use these techniques whenever appropriate:

Round-table Discussion

The most common technique used for small groups, the round-table discussion is a face-to-face exchange of ideas. It is informal and gives everyone a chance to participate. The chairperson should make sure that the problem is defined so that each member knows what direction the discussion must take. If the discussion gets off track, the chairperson should get it back on target with a statement such as, "That is very interesting, but how does it pertain to _____?" If there are shy individuals on the committee, the chairperson should ask them for their opinion. Do not ask them questions that can be answered with only "yes" or "no." Get everyone involved in the discussion.

Brainstorming

The technique of “brainstorming” can be used by any small group. The function of this technique is to produce as many ideas as possible within a specific time limit (usually 15 minutes). There can be no criticism or challenge of any idea by any other person in the group. The session is very informal, and everyone is encouraged to participate. Ideas are suggested and written on a chalkboard so that everyone can see them. No positive idea is rejected. At the end of the session, duplicate and unworkable ideas are eliminated. Those ideas remaining should have some possibilities and may prove to be workable.

Regardless of the discussion technique, chairpersons should keep the following principles in mind to involve the whole committee in an effort of teamwork:

- **Encourage** all committee members to take part; avoid directing your words only to the more vocal members.
- At every turn, **ask** for suggestions and ideas; make a genuine attempt to see that the outcome is a product of the whole group; especially avoid forcing your own ideas on the group.
- From time to time, **summarize** the discussion to clarify points of agreement and disagreement. Summarize once more at the end to ensure that there is a common understanding of any decision or action the committee is ready to vote on.

Recorders

The chairperson should appoint a committee recorder to keep a written record of committee proceedings. The duties of the recorder are as follows:

- Take minutes of the meeting; include actions taken, as well as major points in the preceding discussion.
- Be prepared to summarize discussion or decisions from time to time if called upon by the chairperson.
- Assist the chairperson by helping to duplicate copies of the agenda and other materials for committee members if needed.
- Assist the chairperson in preparing reports for presentation at the chapter meeting.
- Assist the chairperson by helping to keep the discussion focused on the agenda.
- Serve as liaison with the chapter vice-president, whose responsibility is to work closely with all committees. Assist the vice-president by
 - acquiring from him/her appropriate committee report forms
 - forwarding committee reports and completed forms to him/her.

Committee Members

Committee members usually are selected by the committee chairperson subject to the approval of the chapter officers. The committee chairpersons and the chapter officers should try to honor each member’s preferences. Members are much more likely to participate in the activities of a committee for which they have particular interest. The vice-president has the responsibility of maintaining committee rosters and can help committee chairpersons avoid the problem of appointing certain TSA members to several committees, while neglecting others altogether. If possible, all TSA members should have the chance to serve on a committee.

Annual Program of Activities

The Annual Program of Activities is planned by committees and coordinated by the chapter officers through the vice-president. Each committee plans an activity or activities for the membership. Each committee's plan is given to the vice-president, who presents the plan to the chapter officers. After approval by the chapter officers and the membership, the vice-president records the activity on a calendar. It is the job of the vice-president to make sure there are no conflicts in dates or times of activities. The plans of all committees are combined to become the Annual Program of Activities. Using a Program of Activities form can help the vice-president keep careful track of committee plans.

Committee Reports to the Membership

Committee members should remember at all times that they are part of the larger group, the TSA local chapter. Every official decision or action that originates in a committee must be reported to the chapter at large. This is done through committee reports, an important item on the TSA meeting agenda.

Presentation of Reports

Committee reports may be written or oral, but normally only brief reports are read orally. Longer reports may be summarized orally, with the full text made available in writing to chapter members. All reports must be submitted in writing to the vice-president. If the committee has recommended specific actions or drafted resolutions that the chapter must vote on, a written copy of these proposals must be given to the secretary at the time of the report.

Committee chairpersons usually make the committee report to the membership at large, but the chairperson may designate the recorder or another committee member to do so.

Acceptance of the Reports by the Membership

According to *Robert's Rules of Order, Newly Revised*, if the committee report contains only information for the members, no motion for acceptance of the report is necessary. The secretary will record in the minutes that the report was read. If action was taken by the committee and so reported, a motion to accept the report should be made by someone other than the one giving the report.

Finally, if the committee report concludes with recommendations for action or approval, the reporting member moves that the recommendations and/or resolutions be agreed to/adopted.

Minority Reports

Occasionally some committee members do not agree with the report of their committee. These persons may prepare and read what is called a minority report and move to have it accepted by the membership as a substitute for the committee's report. This minority report would be open for discussion and voted on by the members at the regular meeting.

Committee Forms

A series of forms that can be useful to the vice-president and to committee personnel for recording and reporting committee membership and proceedings, are included in this section. These forms are not required, but many TSA chapters have found them to be helpful as organizational tools. The forms are printed one to a page so that they can be conveniently reproduced for use by the local chapter.

Standing Committee Members

Leadership Development Committee

Resolution Committee

Auditing Committee

Nominations Committee

Constitution and Bylaws Committee

Publications Committee

Archives Committee

Public Relations Committee

Program of Activities

Month	Program/Activity	Committee Responsible

Committee Membership Roster

1. _____
(Committee Name)

2. _____
(Committee Name)

_____, Chairperson

_____, Chairperson

Members

Members

_____	_____
_____	_____
_____	_____
_____	_____

_____	_____
_____	_____
_____	_____
_____	_____

3. _____
(Committee Name)

4. _____
(Committee Name)

_____, Chairperson

_____, Chairperson

Members

Members

_____	_____
_____	_____
_____	_____
_____	_____

_____	_____
_____	_____
_____	_____
_____	_____

5. _____
(Committee Name)

6. _____
(Committee Name)

_____, Chairperson

_____, Chairperson

Members

Members

_____	_____
_____	_____
_____	_____
_____	_____

_____	_____
_____	_____
_____	_____
_____	_____

Committee Meeting Report

Date _____

Report from the _____ Committee

Members Present

1. _____
2. _____
3. _____
4. _____

Members Absent

1. _____
2. _____
3. _____
4. _____

Purpose of Meeting or Agenda: _____

Action Taken: _____

Responsibilities of Members:

Member

1. _____
2. _____
3. _____
4. _____

Recommendations: _____

Chairperson

Recorder

Date of Next Meeting: _____

Completed Committee/Activity Form

Name of Committee _____ Semester and Year _____

Name of Chairperson _____

Name of Committee Members _____

Purpose of Committee or Activity:

List of Steps Used by the Committee:

Summarize Difficulties and/or Recommendations:

Budget Summary: Income produced _____ Expenses _____
(list expenses, if any)

*Section VII:
TSA
Special Events*



TSA Involvement

As a member of your local TSA chapter, you are automatically a member of regional and Virginia TSA and thus eligible to participate in the activities of these groups. On a broader scale, the national association offers even further opportunities for involvement. Conferences are hosted annually by each of these three levels of TSA; and as a local chapter officer, you should be aware of the advantages available to you, to your fellow chapter officers, and to your chapter members through these larger groups. These advantages include numerous invaluable opportunities, such as the following:

- Developing leadership potential
- Competing in events that represent a variety of technological abilities
- Traveling within and outside the state
- Meeting many TSA members and forming your own network of TSA friends and contacts
- Serving as a regional, state, or national officer

Regional Activities

Every spring, each of the six TSA regions in Virginia hosts a **Regional Fair**. These fairs offer leadership development activities and competitive events for Technology Education students who are members of the Technology Student Association. In contests such as the following, students vie for top honors in twenty-five or more individual and team events:

• CADD—Architectural 2D	• Flight Challenge
• CADD—Animation, Architectural	• Graphic Design Challenge
• CADD—Engineering 3D	• Inventions and Innovations
• Challenging Technology Issues	• Manufacturing Prototype
• Computer Applications	• Marine Design Challenge
• Dragster Design	• Prepared Speech
• Electrical Applications	• System Control Technology
• Extemporaneous Presentation	• Technical Research and Report Writing
• Film Technology	• Transportation Challenge

Students/teams finishing in the top three places at each Regional Fair may enter these events at Technosphere, the TSA state contest. The local advisor and the chapter's Recognition Committee have the responsibility to acquire and make available all the notices, deadlines, regulations, and forms associated with these competitive events.

Another important feature of the Regional Fairs is the election of Virginia regional officers. Virginia TSA regional officers are elected by majority vote of the voting delegates at the Regional Fair. Individuals elected as regional officers hold office from the close of the regional fair through the next fair's conclusion. The regional officers are president, vice-president, secretary, treasurer, sergeant-at-arms, reporter, historian, and parliamentarian. Qualifications for regional officers are listed in the following paragraphs. Any local officer interested in running for regional office should acquire a copy of the full application and regulations for the current year, as details may vary from year to year.

Virginia TSA Officer Qualifications

- Only active members are eligible for a state office. (Seniors may not run for office.)
- The candidate must have served or is serving as a chapter officer.
- The candidate must have a 2.5 scholastic average based on a 4.0 being an "A."
- A candidate may seek only one office.
- No individual may serve in the same regional office for more than two years.
- All candidates should have the ability to express their ideas and to make decisions. They are required to attend all of the general sessions, the office-candidate orientation, and the new officer meeting (if elected).
- Officer candidates will be expected to wear the official TSA attire during all meetings.
- All candidates should read carefully all sections of the Virginia TSA Constitution and Bylaws. The candidates must have an understanding of their duties and responsibilities.
- All candidates must receive the written consent of their parents, chapter advisor, and school principal in order to run for office.
- State officer applicants must submit an application by mail. The application deadline shall be the same date as the registration deadline for the annual state leadership conference.

Regional Rallies are a second form of regional TSA activity. The rallies are held in the fall and offer training sessions for local chapter officers.

For all regional fairs and rallies, TSA members should be aware of the standard of conduct expected of conference delegates. The ***Virginia TSA Delegate Conduct Practices and Procedures*** spells out these standards. Local chapter officers must familiarize themselves with these practices and procedures, because chapter officers are seen as role models by other participants and can have a strong influence on maintaining a professional tone for the conferences.

State Conference

Each spring after the Regional Fairs, Virginia TSA hosts Technosphere, the annual state conference. Technosphere provides many special interest sessions, leadership development activities, and competitive events for Technology Education students who are members of the Technology Student Association. This annual event is Virginia's culminating TSA experience, and its purpose is to build pride in work well done through recognition of individuals, teams, and programs in career exploration, technical development, and understanding of technology.

Virginia TSA members and their advisors are encouraged to attend Technosphere. Entry into individual competitive events and System Control Technology (a team event) requires placing among the top three finalists at the six Regional Fairs. Group events other than System Control Technology do not require Regional Fair participation. These additional group events include Chapter Team, Medical Technology Challenge, Structural Engineering, and Technology Bowl, among others.

Virginia TSA also encourages outstanding Technology Education students to seek statewide office as an Executive Council member. State elections are a major event at Technosphere, where Virginia TSA officers are elected by

majority vote of the voting delegates at the conference. Individuals elected as state officers hold office from the close of the conference through the next conference's conclusion. State elected officers are president, vice-president, secretary, treasurer, sergeant-at-arms, reporter, historian, and parliamentarian. Qualifications for statewide office are the same as those for regional office, with the following exceptions:

- • The candidate for **state** office must have served or is serving as a chapter, **regional, or state** officer.
- • No individual may serve in the same **state** office for more than two years.

State officer candidate applications must be sent to the Virginia TSA office. (Interested students should verify deadline for the current year.)

The **Virginia TSA Delegate Conduct Practices and Procedures** applies at statewide conferences just as at regional events. Local chapter officers must be familiar with these practices and procedures because in their local leadership position, they will be considered role models for their fellow delegates.

National Conference

The TSA national conference convenes annually in June. Each year the conference is held in a different city and is filled with competitive events, business meetings, delegate assemblies, social activities, and leadership training sessions.

Competitive events cover a wide range of interests within the field of technology:

• Advisor of the Year—Middle and High School	• Graphic Design Challenge
• Agriculture and Biotechnology Challenge	• Manufacturing Challenge
• Career Challenge	• Medical Technology
• Chapter Excellence—Middle and High School	• Member of the Year
• Chapter Team	• Prepared Speech
• Construction Challenge	• Principles of Technology (Virginia only)
• Cyberspace Pursuit	• Problem Solving
• Dragster Design Challenge	• System Control Technology
• Engineering Design	• Technical Research and Report Writing
• Extemporaneous Presentation	• Technology Bowl (Written and Oral)
• F-1 in Schools	• Transportation Modeling

Educational and social events offer a variety of experiences to appeal to individual interests:

• Awards and Recognition Programs	• TSA Mixer
• Achievement Programs	• Business Tours
• National Officer's Programs	• Leadership Workshops
• Special Interest Sessions	

Other highlights of the national conference are the campaign speeches delivered by national officer candidates, followed by the election and installation of national TSA officers for the coming year. Each chartered state has one vote for each state officer in attendance (maximum of 6) plus two additional votes for each affiliated chapter in that state delegation.

As with regional and state conferences, the national conference holds high expectations for delegate conduct, as set out in the national ***Conduct Practices and Procedures***.

Virginia TSA Delegate Conduct Practices and Procedures

1. "Delegate" shall mean any TSA member (voting, non-voting) attending the conference.
2. There shall be no defacing of public property. The individual(s) or chapter(s) responsible must pay damages to the property or furnishings in the hotel rooms or building.
3. Delegates shall keep their advisors informed of their activities and/or whereabouts at all times.
4. Delegates should be prompt and prepared for all activities.
5. Delegates should be financially prepared for all possibilities.
6. Delegates not staying at the official conference hotels shall return to their legal residence by curfew or immediately following the last scheduled event.
7. No alcoholic beverages, narcotics, or firearms, in any form, shall be possessed by delegates, alumni, or other conference attendees at any time, under any circumstances.
8. No delegates shall leave the conference site unless accompanied by the chapter advisor(s) and/or chaperone(s).
9. Delegates and voting delegates are required to attend all general sessions and activities assigned, including workshops, competitive events, committee meetings, etc. for which they are registered, unless engaged in some specific assignment taking place at the same time.
10. Identification badges must be worn at all times by all persons in conference attendance.
11. Chapter advisors will be responsible for their delegates' conduct en route to the conference, during the conference, and during delegates' return to home school.
12. Delegates violating or ignoring any of the conduct rules will subject their entire delegation to being unseated and their candidates or competitive event participants to being disqualified. Individual delegates may be sent home immediately at their own expense.
13. Curfews will be enforced. (All delegates will be in assigned rooms by the announced times.)
14. Casual wear will be accepted only during specific social functions, as designated.
15. The Virginia TSA Standards Review Committee reserves the right to dismiss any delegate from the conference for inappropriate actions.

References

- 1 Student Handbook (Alexandria, Virginia: FFA, 1997), p. 70.
- 2 Ibid., p. 56.
- 3 Ibid, pp. 57–64.
- 4 Adapted from Illinois *Vocational Student Organization Chapter Officer Handbook* (Illinois State Board of Education, 1979), pp. 55–58.
- 5 Adapted from Henry M. Robert, *Robert's Rules of Order, Newly Revised*, new and enlarged ed. by Sarah Corbin Robert (Glenview, Illinois: Scott, Foresman, 1990), pp. 493–521.
- 6 Robert's Rules Web site: <http://www.robertsrules.org>
- 7 TSA Web site: <http://www.vatsa.org>
- 8 Virginia Department of Education Technology Education Web site: <http://www.doe.virginia.gov/VDOE/Instruction/CTE/te/home.html>

Resource for Teachers

Betts, M. Rodger, and Arvid W. Van Dyke, eds. *Technology Student Organizations. 38th Yearbook, Council on Technology Teacher Education*. Mission Hills: Glencoe, 1989.

Virginia's
CTE
Resource Center