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This publication is part of a series of documents designed to help Technology Education teachers provide leadership in managing Technology Student Association activities at the regional and state level. The material is particularly geared to the responsibilities of regional and state officers and to the role of the Virginia TSA Executive Council. The publication is a companion document to the TSA Officer Handbook.

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# Table of Contents

Introduction .................................................................................................................. 1

## Section 1: Duties of Officers

State TSA Officers ........................................................................................................ 5
State President ................................................................................................................ 7
State Vice-President ..................................................................................................... 9
State Secretary ............................................................................................................. 11
State Treasurer .......................................................................................................... 13
State Reporter ............................................................................................................. 15
State Historian ........................................................................................................... 17
State Parliamentarian ................................................................................................. 19
State Sergeant-at-Arms ............................................................................................. 21
State Past President ................................................................................................... 23
Regional TSA Officers ............................................................................................... 25
Regional President ...................................................................................................... 29

## Section II: Duties of Committees

Regional Activities Committee .................................................................................. 33
Alumni Liaison Committee ......................................................................................... 33
National TSA Concerns Committee .......................................................................... 34
Enterprising Projects Committee ............................................................................... 35
Membership Promotion Committee .......................................................................... 35
Community Service Project Committee ...................................................................... 36
Special Citations Committee ..................................................................................... 36
Leadership Development Committee ....................................................................... 37

## Section III: Meeting Procedures, Ceremonies, and Scripts

Executive Council Meeting Procedures ...................................................................... 43
Annual State Business Meeting Agenda ...................................................................... 47
Regional Meeting Procedures .................................................................................... 49
Emblem Ceremony ....................................................................................................... 53
Sample Technosphere Awards Script ........................................................................... 55

## Section IV: Activities, Events, and Publications

Sample Virginia TSA Calendar of Activities ............................................................... 59
Regional TSA Activities ............................................................................................. 61
TSA Regional Fall Rally Sample Agenda ................................................................... 63
TSA Regional Fair Sample Agenda ............................................................................ 65
TSA Regional Fair Sample Detailed Program ........................................................... 67
Regional Officers ........................................................................................................ 69
Regional Fair Management Team ............................................................................... 69
Virginia TSA Scholarships ......................................................................................... 71
State TSA Conference (Technosphere) ...................................................................... 73
Sample Technosphere Schedule of Activities ........................................................... 75
Virginia TSA New Officers Workshop Sample Agenda ........................................... 79
Executive Council Program of Activities ................................................................. 81
Sample Virginia TSA Executive Council Program of Activities ................................. 83
Virginia Scene .......................................................................................................... 85
Other TSA Publications ............................................................................................ 87
National TSA Conference ......................................................................................... 89
Role of the Virginia TSA Officials at the National TSA Conference ........................... 91
Section V: State Officers and Leaders

Technology Student Association State Presidents—1970 to 2006............................ 97
Technology Student Association State Association Leaders ........................................ 99

Section VI: Virginia TSA Constitution

Student Association Constitution.............................................................................. 103
Virginia Association of the Technology Student Association Bylaws .................... 111
Introduction

As a Virginia TSA state or regional officer, you have accepted the responsibility of seeing that the business of the association is carried out in a timely and complete fashion. You have agreed to place the concerns of the entire association ahead of the concerns of individual members or chapters. You have committed your time, energy, and talents to help guide Virginia TSA into the future. The membership has entrusted you with the welfare of the association. Congratulations on being elected to the Virginia TSA leadership team.

Each state and regional officer has a separate set of duties and responsibilities. When these are completed with care and diligence, the combined effort ensures the success of Virginia TSA. This handbook is designed to help you understand these duties and responsibilities. Carefully study the sections that pertain to your office. Keep this handbook nearby so that you can refer to it from time to time to be sure you are meeting your obligations. It would be good to familiarize yourself with the duties and responsibilities of the other members of the officer team. This will help you understand how your responsibilities fit into the big picture.

The handbook is divided into six sections. In Section I you will find a listing of the duties of each office. In Section II committee responsibilities are explained. It is the work of the standing and special committees that makes up the yearly Program of Activities. In Section III you will find the meeting procedures and scripts for the various formal meetings you will be involved in. It is important that you familiarize yourself with your role at these functions and memorize any speaking parts. Section IV provides you with information about the activities that make up the yearly Virginia TSA Calendar of Events. In Section V you will find listings of past officers and leaders of Virginia TSA. Section VI is a copy of the Virginia TSA Constitution. It is your responsibility as an officer to be familiar with this document.

Being a state or regional officer is a challenging and rewarding experience. As a part of the leadership team, you will be asked to make a contribution to the future success of the association. While performing the duties of your office, you will meet new people and be engaged in many new and exciting experiences. The opportunities for personal growth are endless. Your fellow TSA members, officers, and advisors have expressed their faith in your ability to represent Virginia TSA. You can do it.

George R. Willcox
Program Specialist
Section 1: Duties of Officers
State TSA Officers

State officers of Virginia TSA are elected each spring at Technosphere, the Virginia TSA annual conference, and hold office through the following year’s conference. The state officers are the president, vice-president, secretary, treasurer, historian, reporter, parliamentarian, and sergeant-at-arms. These eight officers, along with the six regional presidents, the immediate past state president, their advisors, any Virginia TSA members elected to national office, and the State Specialist make up the Executive Council of Virginia TSA.

Each of the eight state officers serves as chairperson of a state standing committee. In addition, each state officer has special duties to perform in one or more of the following capacities:

- at meetings of the Executive Council
- at the New Officers Workshop
- at the State Leadership Conference
- at the National TSA Conference

Specific duties of each officer are outlined in the following pages as well as in the Virginia TSA Constitution. (See Section VI.)
State President

It shall be the duty of the president to preside at all meetings; to make necessary committee appointments, including the designation of committee leaders; to develop for the Executive Council a program of work for their term of office; and to be available, as necessary, to promote the general welfare of the association. The president shall be an ex-officio member of all Virginia TSA committees except the Nominating Committee. On an ongoing basis, the president works closely with other groups of student associations in determining mutual needs and gathering support for special programs which will improve vocational education and promote career awareness. The president also represents the association, makes presentations, and provides information to professional associations and other groups.

As chairperson of the Leadership Development Committee, the state president is also responsible for fulfilling the duties listed below.

Duties at New Officers Workshop

- Develop the annual Program of Activities.
- Review the State Association and audit the affairs of the operation of the association.
- Propose new guidelines and procedures to the Executive Council in the areas of policy, finance, and association standards.
- Make committee assignments.
- Develop a theme with objectives that will encourage participation in the TSA Program of Activities.
- Set forth annual goals of the association.
- Recommend to the Executive Council each year a program of activities that will be in the best interest of the association and Technology Education.
- Work with the State Specialist in finalizing all phases of the budget prior to submission to the Executive Council for ultimate review and adoption.

Duties at the Winter Executive Council Meeting

- Have printed programs ready at least three weeks prior to conference.
- Make arrangements for completion of Executive Council’s annual report.
- Review the quarterly membership reports by the State Specialist and work closely with membership promotion efforts.
- Prepare a schedule and program for the State Leadership Conference.
- Prepare a guest list and submit it to the State Specialist.
- Design the program cover and layout for program contests.

Duties at the State Leadership Conference

- Manage meetings during the conference.
- Write letters of appreciation to certain key people who provide assistance at the conference (e.g., speaker, sponsor, and others).
- Prepare a summary of the year’s activities and present an outgoing president’s message.
• Make any recommendations for next year’s program.
• Make final report at annual business meeting.

**Duties at the National Conference**

• Lead Virginia Delegation meetings.

• Represent the association at the State Presidents’ Meeting.
State Vice-President

It shall be the duty of the vice-president to serve in any capacity directed by the president; to accept the responsibility of president as occasion may demand, and to be available, as necessary, to promote the general welfare of the association.

A chairperson of the Resolution Committee, the state vice-president is also responsible for fulfilling the duties listed below.

Duties at the New Officers Workshop

- Review each resolution approved during the State Leadership Conference.
- Receive and read any additional resolutions submitted from the floor at the annual business meeting. These must be prepared and submitted in writing in proper style and format to the president. Action on these resolutions is always deferred until the next annual meeting.
- Prepare a finished copy of previous resolutions for inclusion in the Annual Record Book. A copy is to go into the permanent file.
- Arrange and manage a conference work session on why resolutions are written, how they should be written, and when they should be submitted.
- Review with Council resolutions passed at state and national conferences.

Duties at the Winter Executive Council Meeting

- Present proposed resolutions to the Executive Council for approval.
- Notify the authors of the resolutions or their representatives that they must be present to provide information or clarify resolutions.
- Disseminate copies of all approved resolutions to the authors or chapters involved.

Duties at the State Leadership Conference

- Read each resolution at the appropriate time during the Annual Business Meeting and request action on each resolution.
- Prepare a report of all action taken on each motion.
State Secretary

It shall be the duty of the secretary to serve in any capacity as directed by the president; to accumulate and keep up-to-date information on the history of the association; to record proceedings of all meetings, and to be available, as necessary, to promote the general welfare of the association.

As chairperson of the Public Relations Committee, the state secretary is also responsible for fulfilling the duties listed below.

**Duties at the New Officers Workshop**

- Identify ways local chapters can provide increased visibility to their chapter program of activities.
- Design and develop a public relations packet for use by local chapters.
- Lay out steps the state association should follow to promote successfully the following statewide activities:
  - Enterprising Project
  - Science and Technology Education Week
  - National TSA Week
  - State/National Service Project

**Duties at the Winter Executive Council Meeting**

- Arrange for State Leadership Conference coverage by press, radio, and television.
- Prepare a release of conference activities.
- Disseminate public relations packet to all chapters.

**Duties at the State Leadership Conference**

- Secure on-the-spot press, radio, and TV coverage of State Leadership Conference activities.
- Prepare a summary of news coverage, and make any recommendations for next year.
State Treasurer

It shall be the duty of the treasurer to serve in any capacity as directed by the president; to keep all financial records and membership reports as necessary, and to be available, as necessary, to promote the general welfare of the association.

As chairperson of the Auditing Committee, the state treasurer is also responsible for fulfilling the duties listed below.

Duties at the New Officers Workshop

- Review the Virginia TSA financial records.
- Make recommendations for the annual budget.
- Assist the Enterprising Committee.

Duties at the Winter Executive Council Meeting

- Review status of the budget.
- File budget report.

Duties at the State Leadership Conference

- Audit financial records.
- Prepare a budget summary of income and expenditures.
- Make a final report at the annual business meeting.
State Reporter

It shall be the duty of the reporter to serve in any capacity as directed by the president; to prepare articles for publication in The Technology Teacher (TTT) Journal, National School Scene, TSA Virginia Scene, and other news media; to contact other association members concerning new items for publication; and to be available as necessary to promote the general welfare of the association.

As chairperson of the Publications Committee, the state reporter is also responsible for fulfilling the duties listed below.

Duties at the New Officers Workshop

- Design and lay out the basic format of the four issues of the Virginia Scene.
- Plan and develop a special section featuring Science and Technology Education Week.
- Review outline for suggested articles in each newsletter.
- Collect news items and prepare articles to be submitted.
- Submit for publication in the Virginia Scene an article for local chapters on how to write articles.
- Research and develop a list of magazines, newsletters, and other publications appropriate to promote statewide and national affairs of Virginia TSA chapters (e.g., career and technical education publications, college and student association publications).
- Develop a plan to promote TSA activities in each of the recommended publications.

Duties at the Winter Executive Council Meeting

- Prepare a special section of the Virginia Scene with details concerning the State Leadership Conference.
- Compile a list of articles actually published.
- Encourage chapters statewide to submit articles for publication.

Duties at the State Leadership Conference

- Gather information/news for the back-to-school issue of the Virginia Scene.
- Prepare a final report summarizing the committee’s work and activities for the year.
- See that photographs are taken of all activities.
- Report and submit findings on the year’s publicity activities.
State Historian

It shall be the duty of the historian 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 (scrapbook) of the organization’s activities, and to be available, as necessary, to promote the general welfare of the association.

As editor of the Archives Committee, the state historian is also responsible for fulfilling the duties listed below.

**Duties at the New Officers Workshop**

- Design, if necessary, the Archives Record Book.
- Prepare a cover letter to local chapters requesting materials.
- Submit a suggested table of contents to Executive Council for approval.
- Prepare and submit to the *Virginia Scene* an article asking local chapters to submit information on their historical background and other items of interest for inclusion in the Archives Record Book.
- Collect information and materials for the record book.

**Duties at the Winter Executive Council Meeting**

- Collect materials for the Archives Record Book.
- Compile items from local chapters for inclusion in the Archives Record Book.
- Complete the design and construct the Archives Record Book.

**Duties at the State Leadership Conference**

- Present the Archives Record Book to the state president and the Virginia delegation at the Archives Business Meeting. The Archives Record Book will be maintained by the state association.
- Collect information for next year’s Archives Record Book. Present materials to the incoming historian.

**Duties at the National TSA Conference**

- Collect information and materials for the Archives Record Book.
- Continue to collect items for the Archives Record Book throughout the year.
State Parliamentarian

It shall be the duty of the parliamentarian to serve in any capacity as directed by the president; to assist in conducting all meetings according to parliamentary procedure as set forth by *Robert’s Rules of Order, Newly Revised*, and to be available as necessary to promote the general welfare of the association.

As chairperson of the Constitution and Bylaws Committee, the state parliamentarian is also responsible for fulfilling the duties listed below.

**Duties at the New Officers Workshop**

- Study constitution for errors or flaws.
- Study and compare the state constitution with the national constitution, and make recommendations.
- Submit recommendations to Executive Council.
- Prepare article for the *Virginia Scene* on how to use the constitution and why it is important.
- Demonstrate to the Executive Council how to use *Robert’s Rules of Order, Newly Revised*.
- Review with council constitutional amendments passed at state and national conferences.

**Duties at the Winter Executive Council Meeting**

- Make recommendations for constitutional changes, including any tabled proposals.
- Prepare a list of proposed amendments. Mail proposed amendments to all affiliated chapters at least 30 days prior to the State Leadership Conference.

**Duties at the State Leadership Conference**

- Distribute proposed amendments at the Annual Business Meeting.
- As action is taken on each proposal, record the order, date, and disposition on copies of the proposals.
- Prepare a report of the following:
  - All amendments passed
  - Amendments tabled
  - Amendments voted out
  - Any recommendations for next year
State Sergeant-at-Arms

It shall be the duty of the sergeant-at-arms to serve in any capacity as directed by the president; to assist in the preparation and control of the meeting place, and to be available as necessary to promote the general welfare of the association.

As chairperson of the Nominations Committee, the state sergeant-at-arms is also responsible for fulfilling the duties listed below.

Duties at the New Officers Workshop

- Review and revise, if necessary, the Virginia TSA installation ceremony.
- Develop program for an officer candidate questioning period and campaign speeches.
- Ensure that nomination packets are mailed to all officer candidates.
- Develop or revise method of screening officer candidate qualifications.

Duties at the Winter Executive Council Meeting

- Prepare ballot for printing.
- Determine display locations and other campaign specifications.

Duties at the State Leadership Conference

- Direct all campaigning.
- Provide candidates with locations for posters and other information pertinent to the campaign.
- Coordinate program for candidate question-and-answer period and campaign speeches.
- Announce candidates at proper sessions.
- Direct election and installation proceedings.
- Study campaign and election activities and make recommendations for next year.

Duties at the National Conference

- Schedule time for national candidates to speak to Virginia delegation.
- Serve as the doorkeeper for the Virginia TSA delegation meetings.
- Introduce national candidates.
State Past President

It shall be the state past president’s primary responsibility to assist the president on special projects; to serve as liaison to the Technology Education Alumni Association of Virginia; to serve on the Administrative Committee, and to serve as the delegate spokesperson for Virginia TSA at the National TSA Conference.

The state past president also serves as chairperson of the Alumni Liaison Committee and is responsible for the duties listed below.

Duties at the New Officer Workshop

- Provide a report of the Executive Council’s accomplishments from the previous year related to the program of activities.
- Provide a report on the status of any unfinished business of the Executive Council from the previous year.
- Assist the new Executive Council officers in learning the association’s meeting procedures and ceremonies.

Duties at the National TSA Conference

- Serve as the delegate spokesperson for the Virginia TSA delegation at all meetings of the National Association.
- Provide National Conference reports to the Virginia TSA delegation.

Duties at the Winter Executive Council Meeting

- Report on alumni activities.
- Prepare an announcement/flyer that promotes membership in the alumni association.
- Prepare an article for the *Virginia Scene* that provides updates related to the alumni association program of activities.

Duties at the State Leadership Conference

- Lead the officer candidate orientation meeting.
- Serve as the alumni officers primary contact.
- Assist the president and Executive Council as needed.
Regional TSA Officers

Virginia is divided into six TSA regions: Southwestern, South Central, Tidewater, Northern, Valley, and Blue Ridge. Important work is done on the regional level. Regional Fairs and Rallies offer local chapters many opportunities for making contacts, developing leadership qualities, and competing with other TSA chapters and members within their own region. (See Section IV for sample agendas for Regional Fairs and Rallies.)

Regional officers include the president, vice-president, secretary, treasurer, historian, reporter, parliamentarian, and sergeant-at-arms. These officers serve their individual regions in much the same way as the local chapter officers serve their local constituencies. In addition to providing leadership at the regional level, the six regional presidents have the responsibility of serving on the statewide Executive Council. Their presence ensures that the concerns of all regions are heard and addressed by the state leadership of Virginia TSA. The duties of the regional president are listed on the page following the map of the TSA regions in Virginia.
TSA Regions in Virginia

- Southwestern
- Blue Ridge
- South Central
- Valley
- Tidewater
The regional president presides over regional meetings; appoints regional committee chairpersons and serves on committees as an ex-officio member except the regional Nominating Committee; represents his/her region at Executive Council and association meetings; coordinates the activities of the region by keeping in touch with officers, membership, and advisors, and keeps informed to ensure completion of the regional program of activities.

The **regional president is responsible for following the procedures and guidelines listed below**.

- Begin regional meetings on time and proceed according to an established agenda.
- Be sure a quorum is present before starting the business portion of the meeting.
- Keep the meeting under control while providing for appropriate debate.
- Use the gavel with discretion.
- Conduct the meeting in accordance with parliamentary procedure.
- Refer to himself/herself as “the chair.”
- Be impartial at all times.
- Stand while presenting business or directing the assembly.
- Turn over “the chair” to the regional vice-president or other designated member when he/she wants to enter into debate.
- Allow a member to suspend the regular order of business only by a formal motion which is carried by a two-thirds vote.
- Recognize any member who wishes to speak to a debatable motion or agenda item.
- Be seated when granting the floor to a member, and remain seated while the member discusses the motion.
- State motions clearly. Before taking a vote, be sure that all understand the question.
- Announce the result of the vote; if the vote results in a tie, cast a vote to break it.
- Close the meeting when all business has been disposed of and/or at a designated time.
- Coordinate the regional program of activities.
- Provide for a leadership development program at the Regional Fall Rally and at the Regional Technology Education Fair.
Section II: Duties of Committees
Regional Activities Committee

Committee Chairpersons: Regional Presidents

Duties at the New Officers Workshop

- Develop calendar (program) of TSA activities for each region.
- Plan specific measures to be taken to ensure participation by all chapters in regional activities (e.g., regional officer, committee assignments, etc.).
- Plan activities to promote regional membership growth.
  - Involve inactive chapters to increase membership.
  - Organize chapters in all Technology Education departments which have not affiliated with the state and national association.
- Develop methods to promote the regional Program of Activities to ensure maximum exposure.
- Develop program for Regional Fall Rally.
- Make arrangements to meet with university representatives to plan Regional Fall Rally.

Duties at the Winter Executive Council Meeting

- Develop programs to create regional unity and cooperative spirit.
- Conduct survey of chapters who plan to participate in Regional Technology Education Fairs.
- Submit minutes and plans of previous meetings to Executive Council.
- Implement plans from New Officers Workshop.
- Develop program of activities for Regional Technology Education Fairs.

Duties at the State Leadership Conference

- Submit and report all regional activities at the Annual Business Meeting.

Alumni Liaison Committee

Committee Chairperson: State Past President

Duties at the New Officers Workshop

- Design a recruitment brochure to encourage graduating seniors to join the Technology Education Alumni Association of Virginia.
- Compile a list of TSA members who have graduated, and establish a plan of action to encourage their support as alumni members.
- Develop a plan of action to use the services of alumni members effectively.
- Develop a plan to recognize alumni members for outstanding achievements.
- Identify members who are willing to participate in planning/attending Regional Fall Rallies.

Duties at the Winter Executive Meeting

- Prepare an article related to the Alumni Program of Work for the Virginia Scene.
• Prepare a letter for dissemination to high school chapter advisors requesting the names of all graduating seniors that are members of Virginia TSA.

• Send a compiled list of graduating seniors to the president of the Technology Education Alumni Association of Virginia.

• Involve alumni members in the State Leadership Conference as judges, workshop coordinators, contest coordinators, etc.

• Involve members in Regional Technology Education Fairs.

**Duties at the State Leadership Conference**

• Arrange for a concurrent alumni program at the State Leadership Conference.

• Disseminate brochures and other alumni membership promotional material to graduating seniors during the conference.

• Recognize all alumni members for attending the State Leadership Conference and for any outstanding contributions to Virginia TSA.

• Arrange for an alumni program at the State Leadership Conference.

**National TSA Concerns Committee**

**Committee Chairperson: Appointed by the president**

**Duties at the New Officers Workshop**

• Review concerns of previous National Conference.

• Review and interpret all new resolutions, changes, and other actions passed at National Conference.

• Plan special activities for Virginia TSA at National Conference.

**Duties at the Winter Executive Council Meeting**

• Receive and review all resolutions, changes, and other actions to be brought up at the National Conference.

• Plan Virginia TSA delegation pre-conference activities.

• Submit all proposed Virginia TSA national resolutions, amendments, and other such actions to Board of Directors, national officers, and other appropriate bodies.

**Duties at the State Leadership Conference**

• Present final plans for attending the National Conference.

• Review proposed resolutions, constitutional amendments, or any Virginia delegation action to be addressed at the National Conference.

• Announce spokesperson from Virginia delegation to National Annual Business Meeting.

• Identify and announce Virginia’s representative for Parade of Flags Ceremony.
Enterprising Projects Committee

Committee Chairperson: Appointed by the president

Duties at the New Officers Workshop

• Compile and review materials related to enterprising projects. Review past records of successful enterprising projects, including those of TSA and other student organizations.
• Develop an enterprising project plan for the Annual Program of Activities.
• Submit three statewide enterprising project ideas with steps to carry out for Executive Council selection.
• Plan a statewide enterprising project.
• Submit articles for extended promotions and coordinate plan of action.

Duties at the Winter Executive Council Meeting

• Maintain and provide leadership to state level enterprising projects.
• Prepare a list of chapters participating in the state enterprising projects, and monitor exemplary local projects.
• Submit articles for promotion to contribute to a successful effort.

Duties at the State Leadership Conference

• Construct a display showing a summary of all state enterprising projects.
• Prepare a final report summarizing the committee’s work and activities, and make recommendations for next year.
• Recognize all chapters that participated.

Membership Promotion Committee

Committee Chairperson: Appointed by the president

Duties at the New Officers Workshop

• Establish a membership goal.
• Develop a plan of action to meet and establish goals with local chapters, regional presidents, state officers, and Executive Council advisors.
• Review copies of previous membership report.

Duties at the Winter Executive Council Meeting

• Prepare a list of chapters that have affiliated and continue to contact those that have not.

Duties at the State Leadership Conference

• Compile a report of all chapters affiliated.
• Make recommendations to the council.
• Recognize outstanding membership efforts by affiliated chapters.
Community Service Project Committee

Committee Chairperson: Appointed by the president

Duties at the New Officers Workshop

- Identify and make a list of community and special organizations (e.g., Ruritans, Masons, etc.) who would need statewide services from TSA chapters.
- Submit three ideas for statewide service projects.
- Select, organize, and plan steps to carry out statewide service projects.
- Submit articles to the Virginia Scene promoting statewide service projects.
- Outline a plan of action to sponsor a statewide service project.
- Incorporate plan into program of activities.

Duties at the Winter Executive Council Meeting

- Maintain and provide leadership for state service project.
- Prepare a list of chapters participating, and monitor exemplary local participation.

Duties at the State Leadership Conference

- Construct a display promoting state service projects.
- Recognize the participation of local chapters.
- Recognize the participation of special organizations.
- Prepare a final report summarizing the committee’s work and activities, and make recommendations for the next year.

Special Citations Committee

Committee Chairperson: Appointed by the president

Duties at the New Officers Workshop

- Review personal accomplishments of TSA members, advisors, and other appropriate persons, and make recommendations to the president on giving awards.
- Establish a budget and present it to Executive Council.

Duties at the Winter Executive Council Meeting

- Submit recommendations of individuals deserving recognition.

Duties at the State Leadership Conference

- Present awards to state officers.
- Present all personal accomplishment awards.
Leadership Development Committee

Committee Chairperson: Appointed by the president

Duties at the New Officers Workshop

- Arrange and manage a leadership training session during the workshop.
- Develop a plan for leadership development implemented through local TSA chapters to help officers understand and carry out responsibilities.
- Design and plan for the management of a leadership development program during the Regional Fall Rallies.

Duties at the Winter Executive Council Meeting

- Prepare a list of possible speakers for State Leadership Conference.
- Design a leadership program or workshop for State Leadership Conference.
- Finalize plans for a leadership program for Regional Technology Education Fairs.
- Coordinate leadership meeting for state delegates at National Conference.

Duties at the State Leadership Conference

- Manage the activities of the leadership development program during the State Leadership Conference.
- Finalize plans for national leadership meeting.
Virginia TSA Committee Report Form

<table>
<thead>
<tr>
<th>Committee:</th>
<th>Member:</th>
<th>Member:</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Member:</td>
</tr>
<tr>
<td>Advisor:</td>
<td>Member:</td>
<td>Date Submitted:</td>
</tr>
</tbody>
</table>

Committee Goals/Priorities (Refer to Handbook for Specifics.)

Summary of Committee Action Completed

Instructions: This report should be completed and returned to Executive Council.
Section III: Meeting Procedures, Ceremonies, and Scripts
Executive Council Meeting Procedures

Opening Ceremony

At the prescribed time for the meeting, the president assumes his/her position behind the rostrum in 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 left to right: immediate past president, South Central president, Northern president, Southwestern president, Tidewater president, Valley president, Blue Ridge president, vice-president, treasurer, secretary, president, parliamentarian, reporter, historian, and 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 without a pause. Officers salute...pledge. Leads Pledge to 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 Robert’s Rules of Order, Newly Revised. The duties vested in me by my office are to serve in any capacity as directed by the president; to assist in conducting all meetings according to parliamentary procedure as set forth by Robert’s Rules of Order, Newly Revised, and to be available, as necessary, in promoting the general welfare of the association.

Secretary
Mr./Madam 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

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

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

Mr./Madam 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; maintain a good work program, and are alert to the welfare of our association.

Mr./Madam South Central Regional President

Mr./Madam Northern Regional President

Mr./Madam Southwestern Regional President

Mr./Madam Tidewater Regional President

Mr./Madam Valley Regional President

Mr./Madam Blue Ridge Regional President

Each regional president responds by saying, “Present” after the secretary calls his or her name.

The symbol of our office is the shape of our region. Our responsibilities are to serve in any capacity as directed by the president; to promote the growth and development of the Virginia TSA in our regions; to handle all business for the state in each region, and to be available, as necessary, in promoting the general welfare of the regional and state associations.

Mr./Madam Immediate Past President

The symbol of my office is the Commonwealth of Virginia with a mounted gavel. It is my responsibility to serve as the delegate spokesperson at the National TSA Conference; to advise the president on concerns of the association, and to be available, as necessary, in promoting the general welfare of the association.

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

Mr./Madam Sergeant-at-Arms, do we have guests present?

If so: Yes, Mr./Madam President. As guests today, we welcome... If none: No, Mr./Madam President.

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

(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.

(At this time any reports of officers and standing committees are read.)

President

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

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

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/she asks: Does anyone desire to make a motion? If no motion is made, the meeting is ready for any other proposals.

(If there is no further business, the president initiates the closing ceremony.)

Closing Ceremony

President

The officers will recite the TSA creed. Raps three times; assembly rises. 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.
Annual State Business Meeting Agenda

Opening Ceremony

Please refer to the Executive Council Meeting Procedures for the Opening Ceremony.

Order of Business

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.

Treasurer
The treasurer stands and reads the financial report.

President
You have heard the report of the treasurer. What is your pleasure?

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

President
The assembly will hear the reports of officers, standing committees, special committees, and other officials.

At this time, any reports of officers, standing committees, special committees, the State Specialist, and the Alumni Association are read.

Reports would likely follow the order below:

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

Standing Committees
- President, Chairperson of Leadership Development Committee
- Vice-President, Chairperson of Resolution Committee
- Secretary, Chairperson of Public Relations Committee
- Treasurer, Chairperson of Auditing Committee
- Reporter, Chairperson of Publications Committee
- Historian, Editor of Archives Committee
Parliamentarian, Chairperson of Constitution and Bylaws Committee

Sergeant-at-Arms, Chairperson of Nominations Committee

Special Committees

- Chairperson, Business Partnership Committee
- Chairperson, Regional Activities Committee
- Chairperson, Alumni Liaison Committee
- Chairperson, National TSA Concerns Committee
- Chairperson, Enterprising Projects Committee
- Chairperson, Membership Promotion Committee
- Chairperson, Community Service Project Committee
- Chairperson, Special Citations Committee

Other Officials

- State TSA Specialist
- Alumni Association Representative

President
You have heard the reports of the officers, committees, and other officials. What is your pleasure?
(At this time, the membership can discuss the reports, suggest changes, make motions to accept, reject, or revise the reports.)

President
Are there any announcements to be made at this time?
(If there are any meetings, events, or activities scheduled in the near future they would be announced at this time.)

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

At this time, unfinished business would be introduced by the assembly. When the president feels that the discussion is complete, he/she asks: Does anyone desire to make a motion?

(If no motion is made, the meeting is ready for any other proposals or for the next order of business.)

President
The floor is open for discussion of new business.

(If no motion is made, the meeting is ready for any other proposals.)

President
When the president feels that the discussion is complete, he/she asks: Does anyone desire to make a motion?

(If no motion is made, the meeting is ready for any other proposals or for the closing ceremony.)

Closing Ceremony

Please refer to the Executive Council Meeting Procedures for the Closing Ceremony.
Regional Meeting Procedures

Opening Ceremony

At the prescribed time for the meeting, the president assumes his/her position behind the rostrum in 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 left to right: immediate past president, vice-president, treasurer, secretary, president, parliamentarian, reporter, historian, and 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 without a pause. Officers salute...pledge. Leads Pledge to 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 Robert’s Rules of Order. The duties vested in me by my office are to serve in any capacity as directed by the president; to assist in conducting all meetings, according to parliamentary procedure as set forth by Robert’s Rules of Order, Newly Revised, and to be available, as necessary, in promoting the general welfare of the association.

Secretary
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 promptly.

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, a good work program, and are alert to the welfare of our association.

Secretary

Mr./Madam Immediate Past President

Immediate Past President

The symbol of my office is the shape of the region with a mounted gavel. It is my responsibility to advise the president on concerns of the association; and to be available, as necessary, in promoting the general welfare of the association.

Secretary

Mr./Madam President, all officers are present and in their places.

President

Mr./Madam Sergeant-at-Arms, do we have guests present?

Sergeant-at-Arms

If so, introduce guests. If none: No, Mr./Madam President.

Order of Business

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.

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

President

You have heard the reports of the officers and 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).

Are there any announcements to be made at this time? If there are any meetings, events, or activities scheduled in
the near future they would be announced at this time.

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

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

If there is no further business, the president initiates the closing ceremony.

**Closing Ceremony**

**President**
The officers will recite the TSA Creed. Raps three times; assembly rises. 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.
Emblem Ceremony

At the prescribed time for the Awards Program, the president assumes his/her position behind the rostrum in 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 left to right: vice-president, treasurer, secretary, president, parliamentarian, reporter, historian, and sergeant-at-arms.

President

Raps gavel twice. The Awards Program of the Virginia TSA will please come to order. Mr./Madam Sergeant-at-Arms, has the delegation been seated?

Sergeant-at-Arms

They have, Mr./Madam President.

President

The emblem is symbolic of the Technology Student Association. You are about to witness the Virginia TSA’s Emblem Ceremony in which the meaning of each component of the emblem will be given and the significance of the colors described. President returns and is seated. Sergeant-at-Arms moves automatically to the emblem.

Vice-President

Moves automatically to the rostrum, holds up the TSA outline and points to the T. The T represents all facets of technology and its contribution in making America the great nation it is today. Hands outline to Sergeant-at-Arms, returns, and is seated.

Secretary

Moves automatically to the rostrum and the Sergeant-at-Arms points to the S. The S represents the students of our organization. It is a symbol of strength and structure and represents cooperative efforts necessary in achieving our goals. Returns and is seated.

Treasurer

Moves automatically to the rostrum and the Sergeant-at-Arms points to the A. You will notice that the T and the A are formed together to represent the close bond between technology and our association. The A represents our association and its local, regional, state, and national activities. Returns and is seated.

Reporter

Moves automatically to the rostrum and holds up the lower name panel. The lower name panel represents the name of our association, the Technology Student Association. Hands panel to Sergeant-at-Arms, returns, and is seated.

Parliamentarian

Moves automatically to the rostrum. The colors of the emblem represent our organization. The scarlet red (Sergeant-at-Arms points to red) represents the strength and determination of Technology Education students and teachers to obtain their goals. The white (Sergeant-at-Arms points to white outline) represents the high standards, moral values, and religious beliefs we hold. Royal blue (Sergeant-at-Arms points to blue) represents the sincerity of Technology Education students and teachers in obtaining a greater knowledge of our technological world. Returns and is seated.

President

Moves automatically to the rostrum and holds up the Virginia panel. All of the components comprise the emblem. Separately they could be applied to many organizations, but as one they represent the fundamental principles of our organization. Now for the most important part of the emblem...the VIRGINIA which separates this emblem from
any other as the Virginia TSA. Hands panel to Sergeant-at-Arms, moves to rostrum, and raps gavel three times. All rise. The Sergeant-at-Arms will lead us in the Pledge to the Flag of the United States of America.

**Sergeant-at-Arms** Leads Pledge.

**President** You may be seated. Raps the gavel once. Mr./Madam Secretary, will you please call the roll?
Sample Technosphere Awards Script

Awards Announcer The first of the competitive events awards presented will be for individual contests in which members have competed according to their official grade classification. These contests are designed to develop and enhance communication skills, problem-solving skills, and creative skills and to develop self-esteem and confidence. We will announce the winners’ names starting with 3rd place. Winners should come forward to accept their awards and proceed to the photo area for photographs.

Career Challenge, level-1. The winners are
3rd place, from ____________, is_________________.
2nd place, from ____________, is_________________.
The state champion, from _____, is_________________.

Challenging Technology Issues, level-2. The winners are
3rd place, from ____________, is_________________.
2nd place, from ____________, is_________________.
The state champion, from _____, is_________________.

Architectural Model, level-2. The winners are
3rd place, from ____________, is_________________.
2nd place, from ____________, is_________________.
The state champion, from _____, is_________________.

The awards announcer proceeds in exactly the same format through the rest of the list of individual awards.

Awards Announcer The team competitive events awards will be presented next. These contests are designed to enhance teamwork and problem-solving skills. We will announce the winners’ names starting with 3rd place. Winners should come for ward to accept their awards and proceed to the photo area for group photographs.

Agriculture & Biotechnology Design. The winners are
3rd place, from ____________, is_________________.
2nd place, from ____________, is_________________.
The state champion, from _____, is_________________.

Chapter Team, level-2. The winners are
3rd place, from ____________, is_________________.
2nd place, from ____________, is_________________.
The state champion, from _____, is_________________.

Engineering Design. The winners are

3rd place, from ____________, is_________________.
2nd place, from ____________, is_________________.
The state champion, from ________, is_________________.

The awards announcer proceeds in exactly the same format through the rest of the list of team winners.

Awards Announcer

The recognition awards will be presented next. These awards recognize achievement and include Elementary School Program, Chapter Excellence, and Advisor of the Year. We will announce the winners’ names starting with 3rd place. Winners should come forward to accept their awards and proceed to the photo area for photographs.

Elementary School Program Recognition, level-E. The winners are

3rd place, from ____________, is_________________.
2nd place, from ____________, is_________________.
The state champion, from ________, is_________________.

Chapter Excellence, level-1. The winners are

3rd place, from ____________, is_________________.
2nd place, from ____________, is_________________.
The state champion, from ________, is_________________.

Chapter Excellence, level-2. The winners are

3rd place, from ____________, is_________________.
2nd place, from ____________, is_________________.
The state champion, from ________, is_________________.

Advisor of the Year, level-1. The winners are

3rd place, from ____________, is_________________.
2nd place, from ____________, is_________________.
The state champion, from ________, is_________________.

Advisor of the Year, level-2. The winners are

3rd place, from ____________, is_________________.
2nd place, from ____________, is_________________.
The state champion, from ________, is_________________.

56
Section IV: Activities, Events, and Publications
<table>
<thead>
<tr>
<th>Month</th>
<th>Activity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td>TSA Annual Membership Mailing</td>
<td>State Office</td>
</tr>
<tr>
<td>August</td>
<td><em>Virginia Scene</em> Articles Due for Issue 1</td>
<td>State Office</td>
</tr>
<tr>
<td>September</td>
<td>Mail <em>Virginia Scene</em></td>
<td>State Office</td>
</tr>
<tr>
<td>September</td>
<td>Executive Council Meeting</td>
<td>Charlottesville</td>
</tr>
<tr>
<td>September</td>
<td>Directions Reston</td>
<td>Reston</td>
</tr>
<tr>
<td>September/</td>
<td>Chapter Demonstrations-State Fair of Virginia</td>
<td>Virginia Scene Articles Due for Issue 1</td>
</tr>
<tr>
<td>October</td>
<td>State Fair of Virginia Competitive Event</td>
<td>Richmond</td>
</tr>
<tr>
<td>October</td>
<td>South Central Fall Leadership Rally</td>
<td>State Office</td>
</tr>
<tr>
<td>October</td>
<td>Tidewater Fall Leadership Rally</td>
<td>Reston</td>
</tr>
<tr>
<td>October</td>
<td>Valley Fall Leadership Rally</td>
<td>Reston</td>
</tr>
<tr>
<td>November</td>
<td>Affiliation Due to National Office</td>
<td>Reston</td>
</tr>
<tr>
<td>November</td>
<td>Northern Fall Leadership Rally</td>
<td>Reston</td>
</tr>
<tr>
<td>November</td>
<td>Southwest Fall Leadership Rally</td>
<td>Reston</td>
</tr>
<tr>
<td>November</td>
<td>Blue Ridge Fall Leadership Rally</td>
<td>Reston</td>
</tr>
<tr>
<td>November</td>
<td><em>Virginia Scene</em> Articles Due for Issue 2</td>
<td>State Office</td>
</tr>
<tr>
<td>November</td>
<td>Executive Council Meeting</td>
<td>Richmond</td>
</tr>
<tr>
<td>November</td>
<td>Mail <em>Virginia Scene</em></td>
<td>State Office</td>
</tr>
<tr>
<td>January</td>
<td><em>Virginia Scene</em> Articles Due for Issue 3</td>
<td>State Office</td>
</tr>
<tr>
<td>January</td>
<td>Mail <em>Virginia Scene</em></td>
<td>State Office</td>
</tr>
<tr>
<td>February</td>
<td>Executive Council Meeting</td>
<td>Richmond</td>
</tr>
<tr>
<td>February</td>
<td>Career and Technology Education Week</td>
<td>Nationally</td>
</tr>
<tr>
<td>February</td>
<td>Annual Affiliations Due (to be eligible to compete in Regional Technology Education Fairs and Technosphere)</td>
<td>Reston</td>
</tr>
<tr>
<td></td>
<td>Regional Technology Education Fair Registration Deadline</td>
<td>State Office</td>
</tr>
<tr>
<td></td>
<td>Regional Officer Candidate Applications Deadline</td>
<td>State Office</td>
</tr>
<tr>
<td>Month</td>
<td>Activity</td>
<td>Location</td>
</tr>
<tr>
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<tr>
<td>March</td>
<td>South Central Regional Fair</td>
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<td></td>
<td>Valley Regional Fair</td>
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<tr>
<td></td>
<td>Southwest Regional Fair</td>
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<tr>
<td>March</td>
<td>Northern Regional Fair</td>
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<td></td>
<td>Tidewater Regional Fair</td>
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<tr>
<td></td>
<td>Blue Ridge Regional Fair</td>
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<tr>
<td>April</td>
<td>Technosphere Registration Deadline</td>
<td>State Office</td>
</tr>
<tr>
<td></td>
<td>State Officer Candidate Application Deadline</td>
<td>State Office</td>
</tr>
<tr>
<td>April</td>
<td>Science and Technology Week</td>
<td></td>
</tr>
<tr>
<td>April</td>
<td>Technosphere</td>
<td></td>
</tr>
<tr>
<td>May</td>
<td>Mail-in Deadline for National Conference Prejudged Events</td>
<td>Reston</td>
</tr>
<tr>
<td>May</td>
<td><em>Virginia Scene</em> Articles Due for Issue 4</td>
<td>State Office</td>
</tr>
<tr>
<td>May</td>
<td>Registration Deadline National Conference</td>
<td>Reston</td>
</tr>
<tr>
<td>May</td>
<td>Mail <em>Virginia Scene</em></td>
<td></td>
</tr>
<tr>
<td>May</td>
<td>New Officers Workshop</td>
<td>Richmond</td>
</tr>
<tr>
<td>June</td>
<td>National TSA Conference</td>
<td></td>
</tr>
</tbody>
</table>

(For a current copy of the TSA Calendar of Events, contact the Technology Student Association Web site: [http://www.tsaweb.org](http://www.tsaweb.org)).
Regional TSA Activities

**Regional Rallies** are a very important form of regional TSA activity. Every fall a rally is held in each of the six TSA regions in Virginia. These rallies offer training for local chapter officers, providing sessions on duties and responsibilities, motivational techniques, leadership development, and the annual program of activities. Other sessions offer similar training opportunities for committee members.

**Regional Fairs** are hosted every spring by each of the six TSA regions in Virginia. 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 individual and team events:

<table>
<thead>
<tr>
<th>Architectural Model</th>
<th>Inventions and Innovations</th>
</tr>
</thead>
<tbody>
<tr>
<td>CADD—Architectural 2D</td>
<td>Manufacturing Prototype</td>
</tr>
<tr>
<td>Career Challenge</td>
<td>Prepared Speech</td>
</tr>
<tr>
<td>Dragster Design</td>
<td>Robotics (Radio Control)</td>
</tr>
<tr>
<td>Engineering Design</td>
<td>Technology Challenge</td>
</tr>
<tr>
<td>Extemporaneous Presentation</td>
<td>Technical Research and Report Writing</td>
</tr>
<tr>
<td>Graphic Design</td>
<td>Transportation Modeling</td>
</tr>
</tbody>
</table>

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.

**Sample Agendas and Programs** for Regional Rallies and Fairs are included on the next few pages to assist regional officers in planning these events.
<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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</thead>
<tbody>
<tr>
<td>8:30–9:00 a.m.</td>
<td><strong>Registration</strong></td>
</tr>
<tr>
<td>9:00–9:45</td>
<td><strong>Opening General Session</strong></td>
</tr>
<tr>
<td></td>
<td>Introduction of Regional Officers</td>
</tr>
<tr>
<td></td>
<td>Opening Ceremony</td>
</tr>
<tr>
<td></td>
<td>Program on Leadership Development (guest speaker/firm)</td>
</tr>
<tr>
<td></td>
<td>Announcements</td>
</tr>
<tr>
<td>9:45–10:25</td>
<td><strong>Officer Training Sessions</strong></td>
</tr>
<tr>
<td></td>
<td>1. President/Vice-President</td>
</tr>
<tr>
<td></td>
<td>2. Secretary/Treasurer</td>
</tr>
<tr>
<td></td>
<td>3. Reporter/Historian</td>
</tr>
<tr>
<td></td>
<td>4. Sergeant-at-Arms/Parliamentarian</td>
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<tr>
<td></td>
<td>• Duties and Responsibilities</td>
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<td></td>
<td>• Reporting</td>
</tr>
<tr>
<td></td>
<td>• Annual Program of Activities</td>
</tr>
<tr>
<td></td>
<td>• Motivating the Membership</td>
</tr>
<tr>
<td>10:25–11:00</td>
<td><strong>Committee Training Sessions</strong></td>
</tr>
<tr>
<td></td>
<td>1. Enterprising/Finance and Business and Industry Resources</td>
</tr>
<tr>
<td></td>
<td>2. School/Community Service and Leadership Development</td>
</tr>
<tr>
<td></td>
<td>3. Public Relations and Recognition</td>
</tr>
<tr>
<td></td>
<td>4. Membership and Social/Recreational</td>
</tr>
<tr>
<td></td>
<td>• Responsibilities</td>
</tr>
<tr>
<td></td>
<td>• Annual Program of Activities</td>
</tr>
<tr>
<td></td>
<td>• Committee Structure</td>
</tr>
<tr>
<td></td>
<td>• Reporting</td>
</tr>
<tr>
<td>11:00–11:20</td>
<td><strong>Break</strong></td>
</tr>
<tr>
<td>11:20–11:55</td>
<td><strong>Competitive Event/Technical Sessions</strong></td>
</tr>
<tr>
<td></td>
<td>1.</td>
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<td>2.</td>
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<td>3.</td>
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<td>4.</td>
</tr>
<tr>
<td>11:55–12:30</td>
<td><strong>Competitive Event/Technical Sessions</strong></td>
</tr>
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<td>1.</td>
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<td>2.</td>
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<td>3.</td>
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<td></td>
<td>4.</td>
</tr>
<tr>
<td>12:30–1:00</td>
<td><strong>Competitive Event/Technical Sessions</strong></td>
</tr>
<tr>
<td></td>
<td>1.</td>
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<td>2.</td>
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<tr>
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<td>3.</td>
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<tr>
<td></td>
<td>4.</td>
</tr>
<tr>
<td>Time</td>
<td>Activity</td>
</tr>
<tr>
<td>--------------</td>
<td>---------------------------------------------------------</td>
</tr>
<tr>
<td>7:30–8:00 a.m.</td>
<td>Regional Officers Meeting</td>
</tr>
<tr>
<td>8:00–8:30</td>
<td>Teachers/Advisors Pick-up Registration Packets</td>
</tr>
<tr>
<td>8:00–8:30</td>
<td>Contest and Project Set-up</td>
</tr>
<tr>
<td>8:30–9:00</td>
<td>Judges Meeting</td>
</tr>
<tr>
<td>8:30–9:00</td>
<td>General Session I</td>
</tr>
<tr>
<td>9:00–12:00 noon</td>
<td>Contests, Judging Officer Campaign</td>
</tr>
<tr>
<td>12:00–1:00 p.m.</td>
<td>Lunch (on your own)</td>
</tr>
<tr>
<td>1:00–3:00</td>
<td>Contests and Judging Continue</td>
</tr>
<tr>
<td>3:00–3:20</td>
<td>Delegate Voting Session</td>
</tr>
<tr>
<td>3:00–3:30</td>
<td>Removal of Projects</td>
</tr>
<tr>
<td>4:00–4:30</td>
<td>General Session II (Awards Program)</td>
</tr>
</tbody>
</table>
TSA Regional Fair Sample Detailed Program

Program of Activities

Saturday

8:00–8:30 a.m.

- Project and Contest Set-up
- Check-in (pick up chapter packets)
- Judges Meeting

8:30–9:00

- Opening General Session
  - Call to Order
  - Opening Ceremony
  - Welcome Remarks
  - Greetings
  - Keynote Address
  - Campaign Speeches
  - Review of Fair Activities
  - Announcements
  - Recess

9:00

- Technology Challenge
  - Electronic Research and Experimentation
  - Manufacturing Prototype
  - Architectural Model
  - Graphic Design Challenge

Inventions and Innovations
- CADD
- Prepared Speech I
- Extemporaneous Presentation I
- Technical Research and Report Writing I
<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>12:00 noon–1:30 p.m.</td>
<td>Lunch</td>
</tr>
<tr>
<td>1:00 p.m.</td>
<td>Engineering Design Test</td>
</tr>
<tr>
<td>2:00–3:00 p.m.</td>
<td>Prepared Speech II</td>
</tr>
<tr>
<td></td>
<td>Extemporaneous Presentation II</td>
</tr>
<tr>
<td>3:00–4:00</td>
<td>Technical Research and Report Writing II</td>
</tr>
<tr>
<td></td>
<td>Engineering Design Finals</td>
</tr>
<tr>
<td></td>
<td>Electronic Research and Experimentation</td>
</tr>
<tr>
<td>4:00–4:20</td>
<td>Delegate Vote for New Regional Officers</td>
</tr>
<tr>
<td>4:30</td>
<td>Awards Program</td>
</tr>
<tr>
<td></td>
<td>Call to Order</td>
</tr>
<tr>
<td></td>
<td>Contest Awards</td>
</tr>
<tr>
<td></td>
<td>Installation of Regional Officers</td>
</tr>
<tr>
<td></td>
<td>Closing Remarks</td>
</tr>
<tr>
<td></td>
<td>Closing Ceremony</td>
</tr>
</tbody>
</table>
Regional Officers

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

Regional Advisors

Regional Fair Management Team

TSA Co-Chair
VTEA Co-Chair
Logistics
Student Programs
Competitive Events Coordinator
Judging Coordinator
Awards Coordinators
Virginia TSA Specialist

Technology Education Service

Thanks to all of the Technology Education professionals, parents, and other volunteers who helped to make the Virginia TSA Regional Fair a success. Special thanks go to ________________________________ for serving as judges.
Virginia TSA Scholarships

Students who have participated in TSA often pursue careers in higher education. Below are some resources for funding an alumni’s college career.

**Thomas A. Hughes, Jr.**

The Virginia Technology Student Association announces the availability of the $1,000 Hughes Scholarship for an undergraduate student majoring in teacher preparation with certification in Technology Education. The award—in honor of Thomas A. Hughes, Jr., a Virginia technology educator is based upon evidence of leadership potential and desire to be a teacher.

**John Monroe**

John Monroe has dedicated his professional career to teaching about technology and providing service to the field of Technology Education. Mr. Monroe is a Distinguished Technology Educator (DTE), a former Technology Education teacher in Suffolk City Public Schools, a past VTEA and ITEA president, and a Consultant/Adjunct Professor at Old Dominion University. The scholarship is for a Virginia undergraduate student majoring in Technology Education teacher preparation. The $500.00 award is based upon interest in teaching, academic ability, financial need, and faculty recommendations.

For more information about the opportunities offered to TSA members, visit the Virginia TSA Web site: [http://www.vatsa.org/resources/forms/scholarships.html](http://www.vatsa.org/resources/forms/scholarships.html).

For more information about national scholarships, visit the Web site: [http://www.tsaweb.org](http://www.tsaweb.org).
State TSA Conference (Technosphere)

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 and team competitive events requires placing among the top three finalists at one of the six regional fairs. Group events do not require regional fair participation. These group events include Chapter Team, Structural Engineering, and Technology Bowl (Written), 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.

A sample program for Technosphere appears on the next page.
### Sample Technosphere Schedule of Activities

#### Friday

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:00–11:45 a.m.</td>
<td>Executive Council Meeting</td>
</tr>
<tr>
<td>12:00–1:00 p.m.</td>
<td>Lunch (on your own)</td>
</tr>
<tr>
<td>1:30–2:30</td>
<td>Program Coordinators Meeting</td>
</tr>
<tr>
<td></td>
<td>Registration—Accounting Meeting</td>
</tr>
<tr>
<td>2:30–5:30</td>
<td>On-site Check-in</td>
</tr>
<tr>
<td></td>
<td>Contest Project Set-up</td>
</tr>
<tr>
<td></td>
<td>• Architectural Model</td>
</tr>
<tr>
<td></td>
<td>• Graphic Design Challenge</td>
</tr>
<tr>
<td></td>
<td>• Inventions and Innovations</td>
</tr>
<tr>
<td></td>
<td>• Manufacturing Prototype</td>
</tr>
<tr>
<td></td>
<td>• Technological Systems</td>
</tr>
<tr>
<td></td>
<td>• Technology Challenge</td>
</tr>
<tr>
<td></td>
<td>• Robotics (Radio Control)</td>
</tr>
<tr>
<td>4:00–5:00</td>
<td>Officer Candidate Orientation</td>
</tr>
<tr>
<td>5:00–7:00</td>
<td>System Control Technology I and II</td>
</tr>
<tr>
<td></td>
<td>Structural Engineering</td>
</tr>
<tr>
<td>5:00–6:30</td>
<td>Technical Research and Report Writing</td>
</tr>
<tr>
<td></td>
<td>Technology Bowl II—Written</td>
</tr>
<tr>
<td>6:30–7:30</td>
<td>Promotional Graphics</td>
</tr>
<tr>
<td></td>
<td>Technology Bowl I—Written</td>
</tr>
<tr>
<td>8:00–8:25</td>
<td>Voting Delegate Orientation and Seating</td>
</tr>
<tr>
<td></td>
<td>Contest Coordinators and Judges Meeting</td>
</tr>
<tr>
<td>8:30--1:00</td>
<td>General Session I—Mandatory Attendance</td>
</tr>
<tr>
<td>11:30</td>
<td>CURFEW</td>
</tr>
<tr>
<td>Time</td>
<td>Activity</td>
</tr>
<tr>
<td>--------------</td>
<td>---------------------------------------------------</td>
</tr>
<tr>
<td>1:00–3:00 p.m.</td>
<td>Technology Problem Solving I</td>
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<td></td>
<td>Special Interest Session</td>
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<tr>
<td></td>
<td>Special Interest Session</td>
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<tr>
<td></td>
<td>Technology Challenge I and II</td>
</tr>
<tr>
<td></td>
<td>Electronic Research and Experimentation</td>
</tr>
<tr>
<td>1:00–3:30</td>
<td>Chapter Team II</td>
</tr>
<tr>
<td>1:00–4:00</td>
<td>Prepared Speech II</td>
</tr>
<tr>
<td></td>
<td>Extemporaneous Presentation I</td>
</tr>
<tr>
<td></td>
<td>Technology Bowl II—Oral</td>
</tr>
<tr>
<td>2:00–4:00</td>
<td>Structural Engineering</td>
</tr>
<tr>
<td>3:00–4:00</td>
<td>Special Interest Session</td>
</tr>
<tr>
<td>3:00–5:00</td>
<td>Chapter Team I</td>
</tr>
<tr>
<td>5:00–6:00</td>
<td>Project Pick-up</td>
</tr>
<tr>
<td>5:00–6:30</td>
<td>Dinner (on your own)</td>
</tr>
<tr>
<td>6:30–6:55</td>
<td>Voting Delegate Seating</td>
</tr>
<tr>
<td>7:00–9:00</td>
<td>General Session II—Mandatory Attendance</td>
</tr>
<tr>
<td>9:10–9:35</td>
<td>New Officers Meeting</td>
</tr>
<tr>
<td>9:15–11:30</td>
<td>Student Mixer</td>
</tr>
<tr>
<td>11:45</td>
<td><strong>CURFEW</strong></td>
</tr>
<tr>
<td>Sunday</td>
<td>Time</td>
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<tr>
<td></td>
<td>7:00–8:45 a.m.</td>
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<td>7:30–8:30</td>
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<td></td>
<td>8:30–9:00</td>
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<td></td>
<td>9:15–11:15</td>
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<td></td>
<td>11:30–11:45</td>
</tr>
</tbody>
</table>
Virginia TSA New Officers Workshop Sample Agenda

**Friday**

6:00 p.m. Dinner
7:15 Welcome and Introductions
7:30 Icebreaking Teamwork Exercises
8:00 Being a Leader
8:20 Leadership and Change
9:20 Officer Duties and Responsibilities
10:00 Reciting the Creed
10:15 Learning the Opening Ceremony
10:30 Adjourn
11:30 CURFEW

**Saturday**

7:30 a.m. Breakfast
8:30 Opening Ceremony
8:40 Review Officer’s Manual
9:00 Committees and How They Work
9:15 Committee Assignments for Upcoming Year
9:30 Break
9:40 Review of Proposed Calendar for Upcoming Year
9:50 Committee Work
10:15 Committee Reports and Discussion
10:30 Plan Program of Activities for Upcoming Year
   (May to May deliverables)*
11:30 Review of Upcoming Year
11:50 a.m. Closing Ceremony
12:00 noon Lunch
1:00 p.m. Team-Building Exercise

(*See Sample Virginia TSA Executive Council Program of Activities.*)
Virginia TSA New Officers Workshop

Saturday (cont.)

1:50  Opening Ceremony
2:00  Unfilled Office Appointments/Election
2:40  Service Project Adoption
3:00  Membership Promotion Adoption
4:15  Virginia TSA Major Events
      Critique/Discuss/Improve
5:00  Officers’ Biographical Sketches
      Advisor’s Helpful Hints
5:30  Closing Ceremony
6:00  Departure for Dinner
6:30  Dinner

Sunday

7:30 a.m.  Breakfast
8:30  Opening Ceremony
8:40  Review Calendar and Assignments
9:00  Learn/Practice Emblem Ceremony
9:30  Closing Remarks and Comments
10:00  Closing Ceremony
Executive Council Program of Activities

Each year at the New State Officers Workshop, the Executive Council develops the Program of Activities for the year. This Program of Activities sets the deadlines that state officers and regional presidents have to meet during the course of the year. A sample of the Program of Activities appears on the following pages.
# Sample Virginia TSA Executive Council Program of Activities

<table>
<thead>
<tr>
<th>Month</th>
<th>Activity</th>
<th>Person(s) Responsible</th>
<th>Date Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>June</td>
<td>• Biographical Sketch</td>
<td>All Officers</td>
<td>June 1</td>
</tr>
<tr>
<td></td>
<td>• Participate at TSA National Conference</td>
<td>All Officers</td>
<td>June 25–29</td>
</tr>
<tr>
<td></td>
<td>• Lead Virginia Delegation Meetings</td>
<td>All Officers</td>
<td>June 26–27</td>
</tr>
<tr>
<td></td>
<td>• Student Quotes Due</td>
<td>All Officers</td>
<td>June 29</td>
</tr>
<tr>
<td>July</td>
<td>• Gather Materials for VTEA Conference</td>
<td>Specialist</td>
<td>July 31</td>
</tr>
<tr>
<td></td>
<td>• Design Student Quote Flyer</td>
<td>Specialist</td>
<td>July 31</td>
</tr>
<tr>
<td>August</td>
<td>• TSA Booth at VTEA Summer Conference</td>
<td>Chairperson</td>
<td>August 10</td>
</tr>
<tr>
<td></td>
<td>• Speaker at VTEA Summer Conference</td>
<td>President</td>
<td>August 10</td>
</tr>
<tr>
<td></td>
<td>• Virginia Scene Articles Due</td>
<td>Reporter</td>
<td>August 17</td>
</tr>
<tr>
<td></td>
<td>• Mail Membership Promotion Letter</td>
<td>Regional Presidents</td>
<td>August 17</td>
</tr>
<tr>
<td>September</td>
<td>• National Leadership Training</td>
<td>All Officers</td>
<td>Sept. 22–25</td>
</tr>
<tr>
<td></td>
<td>• Executive Council Meeting</td>
<td>All Officers</td>
<td>Sept. 24</td>
</tr>
<tr>
<td></td>
<td>• Submit Enterprising Project Ideas</td>
<td>All Officers</td>
<td>Sept. 24</td>
</tr>
<tr>
<td></td>
<td>• Technology Demos at State Fair of VA</td>
<td>Local Chapters</td>
<td>Sept. 22–30</td>
</tr>
<tr>
<td>October</td>
<td>• Live Contests at State Fair</td>
<td>Local Chapters</td>
<td>October 1</td>
</tr>
<tr>
<td></td>
<td>• Techno Demos at State Fair</td>
<td>Local Chapters</td>
<td>October 2</td>
</tr>
<tr>
<td></td>
<td>• Tidewater Fall Rally</td>
<td>Regional President</td>
<td>October 22</td>
</tr>
<tr>
<td></td>
<td>• South Central Fall Rally</td>
<td>Regional President</td>
<td>October 29</td>
</tr>
<tr>
<td>November</td>
<td>• Northern Fall Rally</td>
<td>Regional President</td>
<td>Nov. 5</td>
</tr>
<tr>
<td></td>
<td>• Southwest Fall Rally</td>
<td>Regional President</td>
<td>Nov. 12</td>
</tr>
<tr>
<td></td>
<td>• Blue Ridge Fall Rally</td>
<td>Regional President</td>
<td>Nov. 12</td>
</tr>
<tr>
<td></td>
<td>• Virginia Scene Articles Due</td>
<td>Reporter</td>
<td>Nov. 15</td>
</tr>
<tr>
<td></td>
<td>• Valley Regional Fall Rally</td>
<td>Regional President</td>
<td>Nov. 19</td>
</tr>
<tr>
<td>Month</td>
<td>Activity</td>
<td>Person(s) Responsible</td>
<td>Date Due</td>
</tr>
<tr>
<td>-----------</td>
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</tr>
<tr>
<td>December</td>
<td>• Executive Council Meeting</td>
<td>All Officers</td>
<td>Dec. 5</td>
</tr>
<tr>
<td></td>
<td>• Enterprising Project Update</td>
<td>Treasurer</td>
<td>Dec. 5</td>
</tr>
<tr>
<td></td>
<td>• Membership Promo Certificate Ideas</td>
<td>Chairperson</td>
<td>Dec. 5</td>
</tr>
<tr>
<td></td>
<td>• Installation Ceremony Proposal</td>
<td>Past President</td>
<td>Dec. 5</td>
</tr>
<tr>
<td></td>
<td>• Promote Service Project</td>
<td>All Officers</td>
<td>Dec. 20</td>
</tr>
<tr>
<td>January</td>
<td>• <em>Virginia Scene</em> Articles Due</td>
<td>Reporter</td>
<td>Jan. 1</td>
</tr>
<tr>
<td></td>
<td>• Membership Promotion</td>
<td>Officers/Specialist</td>
<td>Jan. 15</td>
</tr>
<tr>
<td></td>
<td>• Submit Long-range Goals for TSA</td>
<td>All Officers/Advisors</td>
<td>Jan. 31</td>
</tr>
<tr>
<td>February</td>
<td>• Executive Council Meeting</td>
<td>All Officers</td>
<td>Feb. 4</td>
</tr>
<tr>
<td></td>
<td>• Prepare for Technosphere General Sessions</td>
<td>All Officers</td>
<td>Feb. 4</td>
</tr>
<tr>
<td></td>
<td>• Science and Technology Week Promo Kit</td>
<td>Secretary</td>
<td>Feb. 4</td>
</tr>
<tr>
<td></td>
<td>• Update on Service Project</td>
<td>Chairperson</td>
<td>Feb. 4</td>
</tr>
<tr>
<td></td>
<td>• Update on Enterprising Project</td>
<td>Chairperson</td>
<td>Feb. 4</td>
</tr>
<tr>
<td></td>
<td>• Review Long-range Goals</td>
<td>All Officers/Advisors</td>
<td>Feb. 4</td>
</tr>
<tr>
<td>March</td>
<td>• Participate in Regional Fairs</td>
<td>All Officers</td>
<td>Mar. 4, 11, 18</td>
</tr>
<tr>
<td></td>
<td>• Preside at Regional Meetings</td>
<td>Regional Presidents</td>
<td>Mar. 4, 11, 18</td>
</tr>
<tr>
<td></td>
<td>• Submit Annual Report</td>
<td>All Officers</td>
<td>March 20</td>
</tr>
<tr>
<td></td>
<td>• Identify State Officer Candidates</td>
<td>Advisors/Specialist</td>
<td>March 24</td>
</tr>
<tr>
<td>April</td>
<td>• Regional Public Service Posters Due</td>
<td>Regional Presidents</td>
<td>April 7</td>
</tr>
<tr>
<td></td>
<td>• Executive Council Meeting</td>
<td>All Officers</td>
<td>April 21</td>
</tr>
<tr>
<td></td>
<td>• Participate at Technosphere ‘05</td>
<td>All Officers</td>
<td>April 21–23</td>
</tr>
<tr>
<td>May</td>
<td>• <em>Virginia Scene</em> Articles Due</td>
<td>Reporter</td>
<td>May 2</td>
</tr>
<tr>
<td></td>
<td>• Organize Local Chapters for National Conference</td>
<td>Advisors/Specialist</td>
<td>May 15</td>
</tr>
<tr>
<td></td>
<td>• Submit Requests for Travel</td>
<td>State Officers</td>
<td>May 15</td>
</tr>
<tr>
<td></td>
<td>• Submit Record Books</td>
<td>Historian</td>
<td>May 15</td>
</tr>
<tr>
<td></td>
<td>• New State Officers Workshop</td>
<td>Advisors/Specialist</td>
<td>May 19–21</td>
</tr>
</tbody>
</table>

*See current Calendar of Events at [http://www.vatsa.org/conference/events.html](http://www.vatsa.org/conference/events.html).*
Virginia Scene

Virginia TSA state and regional officers should recognize immediately the nameplate below as the familiar heading for Virginia TSA’s official newsletter:

![Virginia Scene Logo]

The Virginia Scene

*Published by the Virginia Technology Student Association • Volume 28 • Number 2*

The Virginia Scene is a vehicle for local school chapters to announce activities or to share successes with a statewide audience. The publication also contains news from the State TSA Office, alumni news, and tips for local chapter officers and members.

All affiliated Virginia school chapters of TSA receive the Virginia Scene four times a year. Deadlines for receiving materials are announced at the beginning of each school year in the State TSA Calendar (See Sample Virginia TSA Calendar of Activities.). Although the reporter in each local chapter and region is the elected officer primarily responsible for sending chapter/regional news and photographs to the Virginia Scene, all TSA officers and members are eligible to write and submit news and feature articles for publication in the state newsletter.

Examples of newsworthy events that might take place on the local, regional, or state level are as follows:

- Fund-raising projects
- Members who attend a TSA conference
- Community service projects
- Winners of state and national TSA contests
- Upcoming programs, especially those involving parents, community leaders, or several chapters working together

The Virginia Scene is published by the State Technology Education Service. For further information or a sample copy, please contact the State TSA Specialist at [http://www.vatsa.org](http://www.vatsa.org).
Other TSA Publications

State Documents

Integrating TSA Activities in the Technology Education Program

Officer Handbook

Organizing the Technology Student Association

TSA Executive Council Handbook

TSA Program of Activities

Virginia Addendum to the TSA Curricular Resources Guide

National Documents

Chapter Affiliation Booklet

Chapter Handbook

Curricular Resources Guide

Officer Handbook

TSA Guide

Technology Teacher’s Guide

School Scene

Publications Contacts

For additional information concerning state and national publications, contact:

Ms. Yvette J. Edwards Dr. Rosanne T. White
Virginia TSA State Advisor Executive Director
P.O. Box 9045 Technology Student Association
Virginia State University 1914 Association Drive
Petersburg, VA 23806 Reston, VA 22091
National TSA 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:

<table>
<thead>
<tr>
<th>Agriculture and Biotechnology Challenge</th>
<th>Graphic Design Challenge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architectural Model</td>
<td>Manufacturing Prototype</td>
</tr>
<tr>
<td>Chapter Team</td>
<td>Promotional Graphics</td>
</tr>
<tr>
<td>CADD—Animation, Engineering</td>
<td>Structural Engineering</td>
</tr>
<tr>
<td>Construction Challenge</td>
<td>Technical Research and Report Writing</td>
</tr>
<tr>
<td>Cyberspace Pursuit</td>
<td>Technology Bowl (Written and Oral)</td>
</tr>
<tr>
<td>Engineering Design</td>
<td>Technology Problem Solving</td>
</tr>
<tr>
<td>Extemporaneous Presentation</td>
<td>Technological Systems</td>
</tr>
</tbody>
</table>

Awards and Recognition Programs acknowledge individuals and groups who have exhibited outstanding service or achievement:

<table>
<thead>
<tr>
<th>Community Service Award</th>
<th>TSA Recognition Awards</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSA Advisor of the Year</td>
<td>TSA Technology Honor Society</td>
</tr>
<tr>
<td>TSA Chapter Excellence</td>
<td>TSA Scholarship(s)</td>
</tr>
<tr>
<td>TSA Member of the Year</td>
<td>William P. Elrod Memorial Scholarship</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Business Tours</th>
<th>Special Interest Sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leadership Workshops</td>
<td>TSA Mixer</td>
</tr>
<tr>
<td>National Officers Programs</td>
<td></td>
</tr>
</tbody>
</table>

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.
Role of the Virginia TSA Officials at the National TSA Conference

The primary role of the state president at the National Conference each year is to serve as the official Virginia TSA delegate spokesperson. This responsibility is the final official duty of the president during his/her term in office.

The individual that is elected at the annual Virginia TSA State Leadership Conference shall serve as the Virginia TSA flag bearer during the National Conference Parade of States.
I, ________________________________, have served on the Virginia TSA Executive Council as ______________________________ during the ______________ office held ___________ year school year.

I am registered for the _____________________ TSA National Conference as a student from __________ year ________________________________ School.

This entitles me to a $100.00 supplement from Virginia TSA to help pay my National Conference travel expenses. I request that a check for $100.00 be sent to my chapter’s school account for this purpose.

Signed,

________________________________________
Executive Council Member

________________________________________
Advisor

________________________________________
Principal

School Address: ______________________________ Phone: ________________

________________________________________
________________________________________
________________________________________

Please make the check payable to ____________________________________________.
Section V: State Officers and Leaders
<table>
<thead>
<tr>
<th>Year</th>
<th>State President</th>
<th>School</th>
<th>City</th>
</tr>
</thead>
<tbody>
<tr>
<td>1970–71</td>
<td>Executive Committee</td>
<td>Virginia State University</td>
<td>Petersburg</td>
</tr>
<tr>
<td>1971–72</td>
<td>Walter Worrell</td>
<td>Forest Glen High School</td>
<td>Suffolk</td>
</tr>
<tr>
<td>1972–73</td>
<td>Joey Cornell</td>
<td>Forest Glen High School</td>
<td>Suffolk</td>
</tr>
<tr>
<td>1973–75</td>
<td>John Grace</td>
<td>Broadway High School</td>
<td>Broadway</td>
</tr>
<tr>
<td>1975–76</td>
<td>Ernie Harpine</td>
<td>Broadway High School</td>
<td>Broadway</td>
</tr>
<tr>
<td>1976–77</td>
<td>Randy Ryskamp</td>
<td>Churchland High School</td>
<td>Portsmouth</td>
</tr>
<tr>
<td>1977–78</td>
<td>James Swann</td>
<td>Churchland High School</td>
<td>Portsmouth</td>
</tr>
<tr>
<td>1978–79</td>
<td>Sherry Hawkins</td>
<td>Churchland High School</td>
<td>Portsmouth</td>
</tr>
<tr>
<td>1979–80</td>
<td>Pamela Armentrout</td>
<td>Broadway High School</td>
<td>Broadway</td>
</tr>
<tr>
<td>1980–81</td>
<td>Steven Reid</td>
<td>Broadway High School</td>
<td>Broadway</td>
</tr>
<tr>
<td>1981–82</td>
<td>Jackie Armentrout</td>
<td>Broadway High School</td>
<td>Broadway</td>
</tr>
<tr>
<td>1982–83</td>
<td>Chris Dunn</td>
<td>Ft. Defiance High School</td>
<td>Fort Defiance</td>
</tr>
<tr>
<td>1983–84</td>
<td>George Avgeros</td>
<td>Highland Springs High School</td>
<td>Highland Springs</td>
</tr>
<tr>
<td>1984–85</td>
<td>Anthony McCarthy</td>
<td>Ft. Defiance High School</td>
<td>Fort Defiance</td>
</tr>
<tr>
<td>1985–86</td>
<td>Jeff Armentrout</td>
<td>Albemarle High School</td>
<td>Charlottesville</td>
</tr>
<tr>
<td>1986–87</td>
<td>Syrinda Paige</td>
<td>Halifax Senior High School</td>
<td>South Boston</td>
</tr>
<tr>
<td>1987–88</td>
<td>Curtis Sheets</td>
<td>Ft. Defiance High School</td>
<td>Fort Defiance</td>
</tr>
<tr>
<td>1988–89</td>
<td>Jeff Brown</td>
<td>Ft. Defiance High School</td>
<td>Fort Defiance</td>
</tr>
<tr>
<td>1989–90</td>
<td>Kristen Paus</td>
<td>Gloucester High School</td>
<td>Gloucester</td>
</tr>
<tr>
<td>1990–91</td>
<td>Michael Derrer</td>
<td>Turner Ashby High School</td>
<td>Bridgewater</td>
</tr>
<tr>
<td>1991–92</td>
<td>Jessica Buttnier</td>
<td>Surry County High School</td>
<td>Dendron</td>
</tr>
<tr>
<td>1992–93</td>
<td>Ben Barlow</td>
<td>Turner Ashby High School</td>
<td>Bridgewater</td>
</tr>
<tr>
<td>1993–94</td>
<td>Everett Sheets</td>
<td>Ft. Defiance High School</td>
<td>Fort Defiance</td>
</tr>
<tr>
<td>1994–95</td>
<td>Anthony Copper</td>
<td>Turner Ashby High School</td>
<td>Bridgewater</td>
</tr>
<tr>
<td>1996–97</td>
<td>Carlos Clanton</td>
<td>Maury High School</td>
<td>Norfolk</td>
</tr>
<tr>
<td>1997–98</td>
<td>Christy Crane</td>
<td>Brookville High School</td>
<td>Lynchburg</td>
</tr>
<tr>
<td>1998–99</td>
<td>Chris Husser</td>
<td>Brookville High School</td>
<td>Lynchburg</td>
</tr>
<tr>
<td>1999–2000</td>
<td>Monica Crain</td>
<td>Covington High School</td>
<td>Covington</td>
</tr>
<tr>
<td>2000–01</td>
<td>Doug O’Reagan</td>
<td>Brookville High School</td>
<td>Lynchburg</td>
</tr>
<tr>
<td>2001–02</td>
<td>JaPrince Carter</td>
<td>Louisa County High School</td>
<td>Mineral</td>
</tr>
<tr>
<td>2002–03</td>
<td>Brittany Stansberry</td>
<td>Ft. Defiance High School</td>
<td>Fort Defiance</td>
</tr>
<tr>
<td>2003–04</td>
<td>Marlayna Robinson</td>
<td>Heritage High School</td>
<td>Newport News</td>
</tr>
<tr>
<td>2004–05</td>
<td>Jimeka Leonard</td>
<td>Heritage High School</td>
<td>Newport News</td>
</tr>
<tr>
<td>2005–06</td>
<td>Carmen Cabrero</td>
<td>Stafford High School</td>
<td>Falmouth</td>
</tr>
<tr>
<td>Year</td>
<td>Name</td>
<td>Institution</td>
<td></td>
</tr>
<tr>
<td>-----------</td>
<td>-----------------------</td>
<td>--------------------------</td>
<td></td>
</tr>
<tr>
<td>1969–70</td>
<td>Dr. William T. Reed</td>
<td>Virginia State University</td>
<td></td>
</tr>
<tr>
<td>1970–71</td>
<td>Rayford L. Harris, Sr.</td>
<td>Virginia State University</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Marshall O. Tetterton</td>
<td>Department of Education</td>
<td></td>
</tr>
<tr>
<td>1971–77</td>
<td>Marshall O. Tetterton</td>
<td>Department of Education</td>
<td></td>
</tr>
<tr>
<td>1977–78</td>
<td>Dr. Arvid W. Van Dyke</td>
<td>Virginia State University</td>
<td></td>
</tr>
<tr>
<td>1978–80</td>
<td>George R. Willcox</td>
<td>Department of Education</td>
<td></td>
</tr>
<tr>
<td>1980–83</td>
<td>L. Bernard Hairston</td>
<td>Department of Education</td>
<td></td>
</tr>
<tr>
<td>1984–91</td>
<td>James B. Carey</td>
<td>Department of Education</td>
<td></td>
</tr>
<tr>
<td>1992–93</td>
<td>Peter J. Vernimb</td>
<td>Department of Education</td>
<td></td>
</tr>
<tr>
<td>1993–96</td>
<td>David B. Magnone</td>
<td>Virginia State University</td>
<td></td>
</tr>
<tr>
<td>1996–98</td>
<td>Jimmie Wood</td>
<td>Virginia State University</td>
<td></td>
</tr>
<tr>
<td>1999–2000</td>
<td>Chris Wilson</td>
<td>Virginia State University</td>
<td></td>
</tr>
<tr>
<td>2001–04</td>
<td>Kathleen F. Stansbury</td>
<td>Virginia State University</td>
<td></td>
</tr>
<tr>
<td>2005–current</td>
<td>Yvette J. Edwards</td>
<td>Virginia State University</td>
<td></td>
</tr>
</tbody>
</table>
Section VI: Virginia TSA Constitution
Virginia Association of the Technology Student Association Constitution

ARTICLE 1  NAME

The official name of this organization is the “Virginia Association of the Technology Student Association” and may be referred to as “Virginia TSA.”

ARTICLE II  PURPOSES

Section 1  The general purposes of this organization are to:

1. assist local chapters and regional associations in the growth and development of TSA.
2. assist local chapters and regional associations in the development and leadership in social, economic, educational and community activities.
3. increase the knowledge and understanding of our technological world.
4. assist technology education students in the making of informed and meaningful career decisions; and
5. Promote technology education in the public schools of Virginia.

Section 2  The specific purposes of this organization are to:

1. Provide the student with opportunities for the development of leadership in social, civic, school, and community activities.
2. Develop through group action the ability of members to plan together, organize and carry out worthy activities and projects.
3. Explore industry and our technological society.
4. Promote high standards of craftsmanship, scholarship, and safety.
5. Foster a deep respect for the dignity of work.
6. Provide good leisure time activities and hobbies.
7. Provide opportunities for wholesome recreation.
8. Encourage students in creative expression.
9. Develop consumer knowledge in students.
10. Instill within students desirable habits and attitudes toward the American way of life, and
11. Prepare individuals for enrollment in advanced educational and/or technical educational programs.

ARTICLE III  ORGANIZATION

Section 1  Virginia TSA is an organization of regional associations and local chartered chapters. Each operates in accordance with the Virginia Association of the Technology Student Association Constitution and Bylaws.

Section 2  Each regional association and local chartered chapter will be responsible for all operational activities within that organization. TSA members are directly responsible to Virginia TSA via their local chapters.

Section 3  The administration of Virginia TSA interests will be vested in the Virginia TSA Executive Council.
Section 4 Each regional association will consist of all local chartered chapters within that geographic area which operates in accordance with the Virginia TSA Constitution and Bylaws.

Section 5 Each local chapter will consist of a minimum of 10 individual members who are affiliated with TSA.

Section 6 The Virginia TSA State Coordinator will be assigned by the Virginia Department of Education’s State Specialist for Technology Education.

Section 7 The Executive Council Advisor shall be the state president’s advisor. In the event that the president’s advisor cannot serve as Executive Council Advisor, the Executive Council may fill that position by appointment.

Section 8 The Co-Executive Council advisors shall be the advisors of the state officers and regional presidents.

ARTICLE IV MEMBERSHIP

Section 1 Membership in Virginia TSA will be open to all students who are enrolled in or have completed a technology education course.

Section 2 Virginia TSA will recognize active members through their local chapter and regional association.

Section 3 Membership eligibility will be governed by each chartered chapter. Individual membership shall be recognized as active, associate, alumni, professional, honorary and life.

Section 4 Active members in Virginia TSA shall be enrolled in or have completed a technology education course. An active member shall pay minimum dues and may be declared eligible to hold a state or regional office, to participate in regional and state competitive events and projects, to serve as a state or regional voting delegate, or otherwise represent their chapter in Virginia TSA affairs as may be approved by the constitution and bylaws.

Section 5 Associate members shall be students who are enrolled in related fields of instruction with emphasis in technology. An associate member shall pay dues as established by the Virginia TSA Executive Council. Associate members shall not have the right to vote, to hold office, or to compete in competitive events.

Section 6 Alumni members shall consist of those individuals who have completed a technology education program, (have been a former active or associate TSA member), and who have graduated from or left school. Alumni members shall pay dues as established by the Virginia TSA Executive Council. Alumni members shall not have the right to vote, to hold office, or to compete in competitive events.

Section 7 Professional members are those persons engaged in education, business and industry, who have an interest in Virginia TSA and in the welfare of technology education. Professional members shall pay dues as established by the Executive Council of Virginia TSA. Professional members shall not have the right to vote, to hold office, or to compete in competitive events.
Section 8 Honorary members are individuals who have made outstanding contributions to the advancement of TSA as evidenced by the Executive Council of Virginia TSA, and shall be exempt from annual dues. Honorary members shall not have the right to vote, to hold office, or to compete in competitive events.

Section 9 Life members may be individuals who are making exemplary contributions to the advancement of TSA as evidenced by the Executive Council of Virginia TSA, and shall pay dues as established by the Virginia TSA Executive Council. Life members shall not have the right to vote, to hold office, or to compete in competitive events.

Section 10 No individual or chapter may join TSA by bypassing the state association.

ARTICLE V COMMITTEES

Section 1 The following committees shall be standing committees of Virginia TSA: Leadership Development; Resolutions; Nominations; Auditing; Constitution and Bylaws; Public Relations; Publications; and Archives.

Section 2 The Leadership Development Committee shall provide leadership training sessions during TSA workshops and conferences. The committee shall disseminate leadership materials to local chapters.

Section 3 The Resolution Committee shall prepare statements expressing the wishes, feelings, or decisions of the association, to be acted upon by the association.

Section 4 The Nominations Committee shall provide an officer candidates program in conjunction with the Virginia TSA State Leadership Conference (Technosphere).

Section 5 The Auditing Committee shall review 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.

Section 6 The Constitution and Bylaws Committee shall make/interpret policy and other rules having the force of authority by virtue of the Executive Council.

Section 7 The Public Relations Committee shall provide school and community events that foster strong involvement in Technology Education and TSA programs.

Section 8 The Publications Committee shall publish a quarterly copy of the *Virginia Scene* and prepare other information relevant to Technology Education students.

Section 9 The Virginia TSA Web Site Committee shall create Web-based information for updating and maintaining the Web site throughout the year and shall report student concerns and ideas for new innovative Web-based applications to the Virginia TSA State Advisor.

Section 10 The Archives 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.
Section 11 The President shall appoint the chairpersons of standing and special committees with the advice of the Executive Advisor as may be deemed advisable to conduct studies or carry out specific projects of the association.

Section 12 The duties of standing and special committees are expanded in the Virginia TSA Officer Handbook.

ARTICLE VI VOTING
Section 1 Members of local chapters of Virginia TSA will exercise their voting privileges through voting delegates at the annual regional and state conferences.

Section 2 Chapter voting delegates are officially elected members that represent the chapter at regional, state, and national business meetings.

Section 3 Each chapter is entitled to two (2) voting delegates for the purpose of transacting business at the regional and state business meetings and one (1) vote for each state officer and regional president.

Section 4 Each regional association is entitled to two (2) voting delegates for the purpose of transacting business at the regional and state business meetings.

Section 5 Chapter voting delegates for national business meetings must conform with the National Constitution and Bylaws.

ARTICLE VII MEETINGS
Section 1 Virginia TSA meetings will be held and planned by the Virginia TSA State Coordinator in conjunction with the Virginia TSA Executive Council.

Section 2 An Annual Summer Officers Clinic shall be held each year.

Section 3 Fall Regional Leadership workshops shall be held each year for officers, members and advisors to assist them in organizing and managing their chapters as planned by the Department of Education’s Technology Education Specialists and the Virginia TSA Executive Council.

Section 4 Regional Technology Education Fairs shall be held annually as designated by the Technology Education Specialists (DOE).

Section 5 A State Leadership Conference will be held each year with the time and place to be designated by the State Specialist for Technology Education (DOE) The Annual Business Meeting of Virginia TSA shall be held during Technosphere.

Section 6 Only active members will be eligible to hold regional and state offices.

Section 7 Parliamentary authority for all meetings of Virginia TSA will be governed by Robert’s Rules of Order, Newly Revised.

ARTICLE VIII STATE AND REGIONAL OFFICERS
Section 1 Officers of Virginia TSA shall be elected by majority vote of the voting delegates at regional and state conferences. The officers will consist of president; vice-president; secretary; treasurer; sergeant-at-arms; reporter; historian; and parliamentarian.
Section 2
Only active members will be eligible to hold regional and state office. To be eligible, a candidate must have a scholastic average of 2.5 or higher based upon the value of A being 4.0; must know parliamentary procedure; must be holding or have held an elective chartered chapter or association office at either the school chapter, regional association, or state association level; and must have received the consent of the chapter advisor and parents.

Section 3
Regional officer applicants must submit an application by mail. The application deadline shall be the same date as the registration deadline for the six annual regional spring fairs.

Section 4
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.

Section 5
Graduating seniors are not eligible to hold regional or state office.

Section 6
Individuals elected as state officers at the Annual Business Meeting will hold office until the close of the next annual meeting.

Section 7
An individual may not succeed herself/himself as a regional or state officer in the same position more than once.

Section 8
The Virginia TSA Executive Council may fill by appointment any vacancy occurring in the regional or state offices for the unexpired term, except the president’s office, which will be filled by the vice-president.

Section 9
If the president is removed or resigns from office, the position will be filled by another member of the Executive Council in the following order: vice-president, secretary, parliamentarian, sergeant-at-arms, historian, reporter, and treasurer.

ARTICLE IX  ELECTION OF OFFICERS

Section 1
Each chartered chapter is eligible to nominate one (1) candidate for each regional or state office.

Section 2
The officers shall be elected in the following order: president, vice-president, secretary, treasurer, sergeant-at-arms, reporter, historian, and parliamentarian.

Section 3
It is the intent of Virginia TSA to involve as many different chapters in government as possible and all decisions made concerning officer election not previously covered in this constitution will follow this original intent.

ARTICLE X  EXECUTIVE COUNCIL

Section 1
The state officers, regional presidents, immediate past president, national officers from Virginia; and the state and regional officers advisors, the State Coordinator, State Specialist for Technology Education, and a representative from the Technology Education Alumni Association of Virginia (TEAA), will be known collectively as the Virginia TSA Executive Council.
Section 2  The Virginia TSA Executive Council shall consist of the eight (8) state officers, six (6) regional presidents, one (1) past president, fifteen (15) Executive Council advisors, (1) State Specialist for Technology Education, (1) State Coordinator for Virginia TSA, (1) Technology Education Alumni Association of Virginia representative, and Virginia TSA members elected to a TSA national office.

Section 3  The State Coordinator, Executive Council Advisors, State Specialist for Technology Education, and Technology Education Alumni Association of Virginia Representative, will serve in an ex-officio capacity.

ARTICLE XI QUORUM

Section 1  All registered voting delegates in attendance at a regional or state business meeting will constitute a quorum for the purpose of transacting business of Virginia TSA.

Section 2  A simple majority of the Virginia TSA Executive Council shall constitute a quorum for the purpose of conducting official meetings.

Section 3  A simple majority of the Virginia TSA Regional Executive Council shall constitute a quorum for the purpose of conducting official meetings.

ARTICLE XII REMOVAL FROM OFFICE

Section 1  Any regional or state officer may be removed from office at any time during his/her term for any act that requires legal action, scholastic or moral difficulties.

Section 2  Justification for removal from office must be mailed to the Virginia TSA State Coordinator.

Section 3  Failure by the Virginia TSA State Coordinator, parties involved, and the parents to resolve the charges will require action by the Executive Council.

Section 4  A 2/3 vote of the Executive Council endorsed by the State Specialist for Technology Education will justify removal from office.

ARTICLE XIII MOTTO AND CREED

Section 1  The motto of Virginia TSA will be: “Learning to Live in a Technical World.”

Section 2  The creed of Virginia TSA will be:

“I believe that technology education holds an important place in my life in the technical world. I believe there is a need for the development of good attitudes concerning work, tools, materials, experimentation and 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.”

**ARTICLE XIV EMBLEM AND COLORS**

Section 1 The Virginia TSA emblem is shown below:

![Virginia TSA Emblem](image)

Section 2 The Virginia TSA colors shall be scarlet (red), white, and navy blue.

Section 3 Virginia TSA members shall officially wear navy blue blazers, white shirts or blouses, red ties or equivalent, light gray pants or skirts, and black shoes.

**ARTICLE XV AMENDMENTS**

Section 1 To amend this constitution a proposed amendment must be submitted in writing by a local chartered chapter, regional association or Executive Council proposing the amendments to the Constitution Committee at least ninety (90) days prior to the Annual Meeting. All proposed amendments must be mailed to: Virginia TSA State Office, c/o Constitution and Bylaws Committee, P.O. Box 9045, VSU, Petersburg, VA 23806.

Section 2 The Virginia TSA State Coordinator must notify in writing all regional associations and state officers of the proposed amendments at least sixty (60) days prior to the Annual Meeting.

Section 3 The president must present the proposal and the actions recommended by the Executive Council to the Virginia TSA Advisory Committee.

Section 4 If approved by the Advisory Committee, the proposed amendment will be presented at the next annual meeting of Virginia TSA.

Section 5 The state president must notify in writing all local chapters of the proposed amendment(s) at least thirty (30) days prior to the annual meeting.

Section 6 The proposed amendment must be considered and approved for ratification by a 3/4 majority of the voting delegates present at the annual meeting.

Section 7 The ratified amendment will become effective in sixty (60) days unless a different time period is stipulated.

- Revised April 30, 2005
Virginia Association of the Technology Student Association
Bylaws

ARTICLE I   EXPLANATION OF BYLAWS
All provisions of these Bylaws are to be considered a part of the Constitution of the Virginia Association of the Technology Student Association.

ARTICLE II   PRINCIPAL OFFICE AND REGIONS
Section 1   The principal office of Virginia TSA will be in Richmond, Virginia.
Section 2   The six regions as set up by the Technology Education Service include the Blue Ridge, South Central, Southwestern, Valley, Northern, and Tidewater. The Virginia TSA state map identifies the specific counties, cities, and towns in each region.

ARTICLE III   MEMBERSHIP
Section 1   Annual affiliation for active members shall be $11.00 per member. The term of membership shall be from September 1 to August 31 inclusive. Virginia members are affiliated with the national association.
Section 2   All Technology Education students in a school that affiliates through the Chapter Affiliation Program (CAP) shall be active members of state and national associations. The CAP affiliation fee shall be $425.00.
Section 3   Associate members shall pay a $11.00 affiliation fee annually.
Section 4   Alumni members shall pay a $15.00 affiliation fee annually.
Section 5   Professional members shall pay a $25.00 affiliation fee annually.
Section 6   Associate and alumni members may be appointed to various special committees as deemed necessary by the state president.
Section 7   Life and honorary life members shall be active members of an appropriate regional advisory committee and will serve on the Regional Administrative Council in an ex-officio capacity.
Section 8   Life members shall pay a one-time fee.

ARTICLE IV   DUTIES OF OFFICERS
Section 1   President: It shall be the duty of the president to preside at all meetings; to make necessary committee appointments including the designation of committee leaders; to develop for the Executive Council a program of activities for their term of office; and to be available as necessary to promote the general welfare of the association. The president shall be an ex-officio member of all Virginia TSA committees except the Nominating Committee.
Section 2   Vice-President: It shall be the duty of the vice-president to serve in any capacity directed by the president; to accept the responsibility of president as occasion may demand; and to be available as necessary to promote the general welfare of the association.
Section 3  **Secretary:** It shall be the duty of the secretary to serve in any capacity as directed by the president; to accumulate and keep up-to-date information on the history of the association; to record proceedings of all meetings; and to be available as necessary to promote the general welfare of the association.

Section 4  **Treasurer:** It shall be the duty of the treasurer to serve in any capacity as directed by the president; to keep all financial records and membership reports as necessary; and to be available as necessary to promote the general welfare of the association.

Section 5  **Parliamentarian:** It shall be the duty of the parliamentarian to serve in any capacity as directed by the president; to assist in conducting all meetings according to parliamentary procedure as set forth by *Robert’s Rules of Order, Newly Revised*; and to be available as necessary to promote the general welfare of the association.

Section 6  **Sergeant-at-Arms:** It shall be the duty of the sergeant-at-arms to serve in any capacity as directed by the president; to assist in the preparation and control of the meeting place; and to be available as necessary to promote the general welfare of the association.

Section 7  **Reporter:** It shall be the duty of the reporter to serve in any capacity as directed by the president; to prepare articles for publication in the *TTT Journal, National School Scene, TSA Virginia Scene*, and other news media; to contact other association members concerning new items for publication; and to be available as necessary to promote the general welfare of the association.

Section 8  **Historian:** It shall be the duty of the historian 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 (scrapbook) of the organization’s activities; and to be available as necessary to promote the general welfare of the association.

Section 9  **Past President:** It shall be the duty of the immediate past president to serve as the delegate spokesperson at the National TSA Conference; to advise the president on concerns of the association; and to be available as necessary to promote the general welfare of the association.

Section 10  **Regional President:** It shall be the duty of each regional president to serve in any capacity as directed by the president; to promote the growth and development of Virginia TSA in their region in accordance with the program of activities operating during their term of office; and to be available as necessary to promote the general welfare of the association.

**ARTICLE V  DUTIES OF THE TECHNOLOGY EDUCATION STATE SPECIALIST**

Section 1  State Specialist for Technology Education shall serve as the Virginia TSA corporate member in accordance with the National TSA, Inc., Articles of Incorporation. (Virginia TSA became a chartered member of TSA, Inc., in June 1978.)

Section 2  The State Specialist for Technology Education shall have the responsibility for developing the State Coordinator’s annual program of work; and shall evaluate such services on an annual basis.
ARTICLE VI  DUTIES OF THE VIRGINIA TSA STATE COORDINATOR

Section 1  The State Coordinator will provide direction to improve the program and teaching of Technology Education in the public schools of Virginia through Virginia TSA.

Section 2  The State Coordinator will coordinate activities with the Department of Education’s Technology Education staff, local supervisors of Technology Education, Technology Education teacher educators, and school division personnel.

Section 3  The State Coordinator will have the responsibility of carrying out the administrative functions of Virginia TSA as assigned by the State Specialist for Technology Education. The State Coordinator will consult with the State Specialist for Technology Education, the Virginia TSA Advisory Committee, and the Virginia TSA Executive Council of Virginia TSA, to ensure that all services are appropriately carried out.

Section 4  The State Coordinator will provide copies of all written correspondence, reports, materials, and projects, to the State Specialist for Technology Education, before distribution.

Section 5  Set hours of operation and a weekly schedule of activities for the upcoming month must be submitted to the State Specialist for Technology on the 25th of each month. Schedule changes must be discussed with the State Specialist for Technology in advance of the schedule change.

ARTICLE VII  DUTIES OF THE VIRGINIA TSA STATE EXECUTIVE ADVISOR

Section 1  The Executive Council Advisor will direct the responsibilities of the Executive Council and will be aided by the co-executive advisors and the TSA State Coordinator.

Section 2  The Executive Council Advisor will serve as chairperson of the Regional Administrative Council and will advise that council.

Section 3  The Executive Council Advisor will be the Technosphere manager of TSA events plus assume leadership of the state officer program, general session meetings, and the TSA Award Program. Additional information concerning the responsibilities are explained in the TSA guide entitled, *TSA Advisors Handbook*.

ARTICLE VIII  ADVISORY COMMITTEE

Section 1  The advisory committee will be appointed by the State Specialist for Technology Education (DOE).

Section 2  The advisory committee will advise the State Coordinator in planning, organizing, and maintaining relevant Virginia TSA programs.

ARTICLE IX  REGIONAL EXECUTIVE COUNCIL

Section 1  The advisors of TSA members elected to a regional office will be known as the Regional Executive Council.

Section 2  The regional advisors will represent Virginia TSA in research, public relations, financial interest, and serve in any capacity as appointed by the Regional Executive Council Advisor.
Section 3 The advisor(s) of the president in each region will be a member of the Virginia TSA State Executive Council and will serve in an ex-officio capacity.

ARTICLE X PROCEDURE FOR ISSUING CHARTERS TO LOCAL CHAPTERS

Section 1 By August 31 of each year, an informational packet of TSA will be distributed to all Technology Education teachers from the TSA State Office.

Section 2 Virginia TSA may issue a charter to a local chapter when: (1) an application has been filed in the TSA State Office and approved by the Virginia TSA State Coordinator; (2) a copy of the chapter’s program of activities has been filed in the TSA State Office (if required by the State Association), and (3) current state and national affiliation fees have been paid.

ARTICLE XI AMENDMENTS

Section 1 To amend these bylaws, a proposed amendment must be submitted in writing by a local chartered chapter, regional association, or Executive Council proposing the amendment to the Constitution Committee at least ninety (90) days prior to the annual meeting. All proposed amendments must be mailed to: Virginia TSA State Office, c/o Constitution and Bylaws Committee, P.O. Box 9045, VSU, Petersburg, VA 23806.

Section 2 The president must notify in writing the regional associations and state officers of the proposed amendments at least sixty (60) days prior to the annual meeting.

Section 3 The president must present the proposal and the actions recommended by the Executive Council to the Virginia TSA Advisory Council.

Section 4 If approved by the Advisory Council, the proposed amendment will be presented at the next annual meeting of Virginia TSA.

Section 5 The state president must notify in writing all local chapters of the proposed amendment(s) at least thirty (30) days prior to the annual meeting.

Section 6 The proposed amendment must be considered and approved for ratification by a 2/3 majority of the voting delegates present at the annual meeting.

Section 7 The ratified amendment will become effective in sixty (60) days unless a different time period is stipulated.

END

July 1, 1998–Revised
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