UTAH TECHNOLOGY STUDENT ASSOCIATION  
(Utah TSA)  
BYLAWS

Article I - NAME

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

Article II - ORGANIZATION

Section 1. Utah TSA is a state delegation – an organization of chapter delegations – of the Technology Student Association. It will operate in accordance with the charter granted by TSA, Inc.

Section 2. The Utah TSA Board of Directors shall be the governing body of the association. The Utah TSA Board of Directors may establish rules and procedures as may be necessary to conduct the business of the association.

Section 3. All Utah TSA functions must be in accordance with the policies of and approved by the Utah Career and Technical Student Organizations (CTSO) Advisory Committee.

Section 4. Each chapter of Utah TSA shall be responsible for its own organization, activities, finances, etc. under the direction of its chapter advisor and in accordance with applicable school and/or district policies. Should inconsistencies in organization occur, Utah TSA decisions shall override chapter decisions and National TSA decisions shall override Utah TSA decisions.

Article III - MEMBERS AND OFFICERS

Section 1. Any member of National TSA residing in the state of Utah shall automatically be a member of Utah TSA. Any chapter in the state of Utah duly registered with National TSA shall automatically be a chapter of Utah TSA. Utah TSA’s membership year shall be the same as National TSA’s membership year.

Section 2. The state officers of Utah TSA shall consist of the following positions: President, Vice President, Secretary, Treasurer, Sergeant-at-Arms, and Reporter. An additional two officers may be selected as deemed appropriate: Parliamentarian and Historian. The Utah TSA State officers and the Utah TSA State Advisor make up the Utah TSA Executive Committee.

A. President: It shall be the duty of the Utah TSA President to preside at all state meetings; to make necessary committee appointments including the designation of a
committee chairperson; to develop with the Executive Committee a program of work for his/her term of office and to be available, as necessary, in promoting the general welfare of Utah TSA.

**B. Vice President:** It shall be the duty of the Vice President to serve in any capacity as directed by the President; to accept the responsibilities of the President as occasion may demand; to serve as chairperson of the Utah TSA Council of Chapter Presidents; and to be available, as necessary, in promoting the general welfare of Utah TSA.

**C. Secretary:** It shall be the duty of the Secretary to serve in any capacity as directed by the President; to record proceedings of all meetings; to notify the general membership of business that concerns the membership at large; to provide each member of the Utah TSA Executive Committee with a copy of the minutes of each meeting; and to be available, as necessary, in promoting the general welfare of Utah TSA.

**D. Treasurer:** It shall be the duty of the Treasurer to serve in any capacity as directed by the President; to keep records and membership reports as necessary; to chair the Corporate Sponsorships Committee; and to be available, as necessary, in promoting the general welfare of Utah TSA.

**E. 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; to assume the duties of the Parliamentarian in the event that one is not present; and to be available, as necessary, in promoting the general welfare of Utah TSA.

**F. Reporter:** It shall be the duty of the Reporter to serve in any capacity as directed by the President; to prepare articles for publication in TSA publications, professional magazines and journals, newspapers and other news media; to contact other association members concerning new items for publication; to chair the Public Relations Committee; to promote state-wide TSA events; and to be available, as necessary, in promoting the general welfare of Utah TSA.

**G. 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 in accordance with the Utah TSA Bylaws and parliamentary procedure as set forth in the current edition of *Robert’s Rules of Order, Newly Revised*; and to be available, as necessary, in promoting the general welfare of Utah TSA.

**H. Historian:** It shall be the duty of the historian to serve in any capacity as directed by the president; to preserve a record of all past financial and membership activities; and to be available, as necessary, in promoting the general welfare of Utah TSA.

**Section 3.** Only an active member of TSA will be eligible to run for a state office. To run for a state office, a candidate must have held a chapter office. Students must be in the 8th grade or above, and have at least one full year of high school membership remaining to apply for state office. A member appointed as a state officer may hold a chapter office concurrently with their term as state officer.
Section 4. There shall be a Credentials Committee consisting of the state advisor of Utah TSA and the outgoing State President. The committee may also include the Utah State Technology & Engineering Specialist and Utah TSA Board members. The Credentials Committee shall review all state officer candidates and their qualifications. Qualified candidates will be interviewed at the State Conference.

Section 5. Officers shall be appointed to their positions based on the recommendations of the Credentials Committee. The new officers shall be announced and sworn in at the closing meeting of the State Conference. In the event that there are not enough qualified candidates to fill all of the officer positions, the new Utah TSA Executive Committee with a two-thirds vote shall select Utah TSA members to fill any vacant positions.

Section 6. Should an officer be found unfit to fulfill the duties of the office at any time during their term, or is otherwise unable to continue serving in that office, the officer may be removed with the consent of the Utah TSA State Advisor and a two-thirds vote of the Utah TSA Executive Committee. A replacement may be appointed for the remainder of the term by a two-thirds vote of the Utah TSA Executive Committee.

Article IV - UTAH TSA ADVISORS

Section 1. There shall be an advisor chosen to oversee Utah TSA as well as one or more advisors to oversee each chapter. The Utah TSA State Advisor is appointed by and is responsible to the Utah TSA Board of Directors.

Section 2. All decisions of the Utah TSA Executive Committee must be approved by the Utah TSA State Advisor.

Section 3. Local chapter advisors shall be appointed by that school’s principal. All activities of the chapter must be approved by the chapter advisor. It is recommended that a technology education teacher serve as a local chapter advisor; however, if no such teacher is interested and/or available, a state certified educator may be appointed.

Section 4. It is the duty of all Utah TSA advisors to offer advice, guidance, and restrictions as needed. They should, however, leave the general decision-making to the students of Utah TSA for their own education and experience. The chapters and committees of Utah TSA shall make decisions only with the consent of their advisor.

Article V - COMMITTEES

Section 1. The Utah TSA Executive Committee shall consist of all Utah TSA State Officers as well as the Utah TSA State Advisor. A majority of the members of this committee shall constitute a quorum.

Section 2. The Utah TSA Executive Committee shall have the power to appoint standing and special committees as necessary. The Utah TSA Executive Committee
shall have the power to veto the decisions of any committee.

**Section 3.** Any Utah TSA member is eligible to serve on a committee. The committee chairperson shall be appointed by the Utah TSA Executive Committee. The committee chairperson shall select the committee members with the approval of the Utah TSA Executive Committee. The Utah TSA Executive Committee shall have the power to remove any committee member by a two-thirds vote.

**Article VI - THE COUNCIL OF CHAPTER PRESIDENTS**

**Section 1.** The Council of Chapter Presidents shall be a non-voting body of Utah TSA consisting of a chapter president from each chapter, and shall be chaired by the state vice president. It shall be the duty of the Council of Chapter Presidents to advance communication among chapters and the Utah TSA Executive Committee through representative discussion.

**Section 2.** The Council of Chapter Presidents may meet at the Utah TSA Leadership Conference, the State Conference, and/or any special meetings as directed by the Executive Committee.

**Section 3.** The Council of Chapter Presidents shall be a forum to discuss issues relevant to Utah TSA and its members. It shall make recommendations to the Utah TSA Executive Committee and the chapters of Utah TSA, which shall not be binding to either Utah TSA or Utah TSA chapters, but must be presented as resolutions by the Vice President to the Executive Committee, wherein they may be approved.

**Article VII - MEETINGS**

**Section 1.** A Utah TSA State Conference shall be held each year at the time and place determined by the Utah TSA State Advisor. This conference shall be open to all members of Utah TSA. As needed a business meeting may be scheduled at the Utah TSA State Conference. Additional business meetings may be scheduled by the Executive Committee as needed.

**Section 2.** A Utah TSA Leadership Conference will be held each year with the time and place to be determined by the Utah TSA Executive Committee. This conference shall be open to the chapter officers of Utah TSA as well as all other interested members.

**Section 3.** The rules contained in the current edition of *Robert’s Rules of Order, Newly Revised* shall govern Utah TSA in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.

**Article VIII - VOTING**

**Section 1.** Chapters of Utah TSA shall vote through voting delegates at the business
meetings

**Section 2.** Each chapter delegation present at the business meeting shall be entitled to two (2) votes.

**Section 3.** Each state officer shall be entitled to one (1) vote independent of their chapter’s votes.

**Section 4.** A majority of the voting delegations duly registered for the business meeting shall constitute a quorum.

**Article IX - AMENDMENTS**

**Section 1.** A proposed amendment to these bylaws must be submitted in writing by a chapter to the Utah TSA State President at least thirty (30) days prior to a business meeting. The proposed amendment must then be approved by the Utah TSA Executive Committee. The State Secretary shall be responsible for notifying, either in writing or electronically, the chapters of the proposed amendment at least fifteen (15) days prior to the business meeting.

**Section 2.** If approved by the Executive Committee, the proposed amendment must then be approved by a two-thirds majority of the voting delegates present at the business meeting.

**Section 3.** The state secretary shall be responsible for notifying, either in writing or electronically, the chapters of adopted amendments within fifteen (15) days of the annual meeting.

**Section 4.** Amendments will become effective thirty (30) days after they were approved unless a different time period is stipulated within the amendment.