

**BY-LAWS
OF THE
NORTH DAKOTA
TECHNOLOGY STUDENT ASSOCIATION**

ARTICLE I: DUTIES OF STATE OFFICERS AND STATE ADVISOR

- Section 1. President – It shall be the duty of the president to preside at all meetings. In his/her absence, or with his/her consent, the 1st Vice-President shall preside at all meetings of the state association. The President shall appoint all committees except those provided for in the constitution and by-laws. The President shall be an ex-officio member of all committees except the nomination committee. In addition, the President shall wear TSA attire to all state and national functions.
- Section 2. 1st Vice-President – It shall be the duty of the 1st Vice-President, in the absence of the President, to assume the duties of the President. The 1st Vice-President shall work and assist in securing new chapters for the association. He/she shall serve as chairperson of the nominating committee. The 1st Vice-President shall serve in any other capacity as directed by the President. In addition, the 1st Vice-President shall wear TSA attire to all state and national functions.
- Section 3. 2nd Vice-President – The 2nd Vice-President shall work and assist in securing new chapters for the association. He/she shall serve as co-chairperson of the nominating committee. The 2nd Vice-President shall serve in any capacity as directed by the President. In addition, the 2nd Vice-President shall wear TSA attire to all state and national functions.
- Section 4. Secretary – The Secretary shall keep accurate records of each meeting of the association and the executive committee meetings. He/she shall prepare copies of all procedures and reports for the President and state advisor. It is the Secretary's duty to notify members of the executive and advisory councils about meetings. The Secretary is chairperson of the resolutions committee. It shall be the duty of the secretary to serve in any other capacity as directed by the President. In addition, the Secretary shall wear TSA attire to all state and national functions.

- Section 5. Treasurer – The Treasurer shall keep accurate records of membership and membership dues as reported by the Executive Secretary and make Treasurer’s reports to the membership at business meetings. The Treasurer shall serve as chairperson of the auditing committee and shall present an auditor’s statement to the membership. It shall be the duty of the Treasurer to serve in any other capacity as directed by the President. In addition, the Treasurer shall wear TSA attire to all state and national functions.
- Section 6. Reporter – The Reporter shall be responsible for keeping records, pictures, and other material of historic importance to the association. He/she shall compile a scrapbook to be presented at state meetings, conferences, and on other appropriate occasions. He/she shall serve as chairperson of the publicity, public relations, and public display committee. It shall be the duty of the reporter to serve in any other capacity as directed by the president. In addition, the Reporter shall wear TSA attire to all state and national functions.
- Section 7. Sergeant-at-Arms – It shall be the duty of the Sergeant-at-Arms to serve in any capacity as directed by the President. The Sergeant-at-Arms shall assist the President in conducting meetings in the accordance with the constitution and by-laws. He/she shall serve as chairperson of the constitution and by-laws committee. In addition, the Sergeant-at-Arms shall wear TSA attire to all state and national functions.
- Section 8. The State Advisor – It is the duty of The State Advisor to advise the executive committee, members, delegate, and committees on all matters of policy. Also, to assist the State Officers in conducting meetings of the association. He/she shall act as an agent of the executive committee and shall inform them of any proceedings which appear to be in conflict with the State Constitution.
- Section 9. The Executive Secretary – Treasurer shall receive all states dues from the local chapters of the association and keep financial records and pay all bills. He/she shall submit a financial report on the condition of the association’s treasury to the advisory council. He/she shall keep records of membership and issue certificates of affiliation to local chapters. He/she shall be in charge of the arrangements for the annual state conference and may perform such other duties as requested by the association.

ARTICLE II: DUTIES OF THE EXECUTIVE COMMITTEE

- Section 1. The executive committee shall be the governing body of the association except as provided in the constitution and by-laws.
- Section 2. The executive committee may, at its discretion, delegate authority to the state advisor to act on its behalf.
- Section 3. The executive committee assisted by the advisory council may establish rules and procedures as may be necessary to conduct the business of the association.

ARTICLE III: DUTIES OF THE ADVISORY COUNCIL

- Section 1. The advisory council shall provide advice to the executive committee when requested and in addition may elect to assemble for the purpose of making specific unsolicited recommendation to provide the executive committee for consideration in regard to the function of the organization.
- Section 2. The advisory council members shall also serve as coordinators for the various competitive events thereby ensuring that each event is carried out properly. Each advisory council member will have equal numbers of events to coordinate, unless those responsibilities have been delegated to other teacher advisors. The competitive events assigned to each advisory council member shall not be held at the same time. It is recommended that event coordinator duties be consistent from year to year, unless circumstances deem it impossible.
- Section 3. The advisory council advises teacher advisors at the planning conference and annual conference on rules, conduct, and procedures.
- Section 4. The advisory council serves at the need of the executive committee.
- Section 5. The chairperson shall call meetings for the purpose of electing replacement council members.
- Section 6. To be eligible for chairperson the individual must have served on the advisory council for a period of one year. The person is elected by the council members.
- Section 7. The chairperson of the advisory council shall not serve as coordinator for any of the competitive events. The chairperson shall assist the state advisor in coordinating the state conference.

ARTICLE IV: DUTIES OF STANDING COMMITTEE

- Section 1. The advisory council shall preside over the processes of nominations, auditing, constitutional and by-law amendments, and resolutions.
- Section 2. The advisory council shall check the qualifications and certify those members who are eligible to be nominated and the chairperson will submit approved nominees to the delegate body at the first general session of the annual state conference. The nominating committee shall post all approved nominees the day before the election.
- Section 3. The advisory council shall examine the records of the association and shall make the findings of the examination available.
- Section 4. The advisory council shall receive and/or draw up and submit recommendations to the executive committee for changes in the constitution and by-laws.
- Section 5. The advisory council shall receive and/or draw up and present to the delegate body for its consideration such resolutions as may be in order at the time of the annual state conference.

ARTICLE V: ELECTION OF OFFICERS

- Section 1. Each person who is a candidate for office shall be a member of the association.
- Section 2. All officers of the state association shall be selected from those students whose school records are satisfactory.
- Section 3. Any person who has met the qualifications of the constitution and by-laws, regardless of the number from that school serving as officers, may be nominated.
- Section 4. Presidential candidates must have previously served as a NDTSA State Officer. If there are no Presidential candidates, the Vice-Presidential candidate with the most votes shall be President.
- Section 5. The advisory council certifies nominations. All nominations must be posted the day before the election.
- Section 6. All officers shall be elected from the active members at the annual conference by the voting delegates.

Section 7. Voting for state officers shall be by secret ballot. To be duly elected all candidates must receive a simple majority of all votes cast by the voting delegates.

Section 8. Officer nominees may not be currently in their senior year at the time of the annual conference.

ARTICLE VI: DELEGATES AND VOTING

Section 1. Each local chapter is entitled to two voting delegates.

Section 2. Each delegate is entitled to one vote after his/her credentials have been presented and approved by the Sergeant-at-Arms. All delegates shall be active members in good standing.

Section 3. Procedure by which the delegate body votes on all matters shall be at the discretion of the President, except the election of officers.

Section 4. In case of a tie, the Executive Committee shall cast the final and deciding vote.

ARTICLE VII: FINANCES

Section 1. All funds of the association shall be entrusted to the care and safekeeping of the Executive Secretary.

Section 2. All funds of the association shall be deposited in the bank domiciled in the city of Bismarck, North Dakota.

Section 3. All debts incurred by or on behalf of the association shall be paid by check except those in amount less than \$1.00. Debts of less than \$1.00 may be paid in cash. Receipts shall be kept for at least one year.

Section 4. All debts shall be incurred, nor shall any member of the association enter into any financial agreement on behalf of the association, without the written approval of the executive committee and/or Executive Secretary.

Section 5. The Executive Secretary shall post a suitable bond to protect the funds of the association.

ARTICLE VIII: ORDER OF BUSINESS

Section 1. The order of business for all state meetings shall be established by the executive committee.

ARTICLE IX: PARLIAMENTARY AUTHORITY

Section 1. Robert's Rules of Order Newly Revised shall be the parliamentary authority of the association, subject to special rules that have been or may be adopted. It will govern in any case that might arise which is not herein included.

Section 2. Final interpretations of any parliamentary authority questions shall be made by the Sergeant-at-Arms.

ARTICLE X: REMOVAL AND IMPEACHMENT OF OFFICERS

Section 1. Any officer failing to perform his/her duties may be removed from office by two thirds (2/3) vote of the executive committee other than the officer involved.

Section 2. Any officer refusing to resign because of failure to carry out the duties of his/her office will be impeached.

Section 3. Any officer ruled to have performed an act of misconduct may be impeached and removed from office by two-thirds (2/3) vote of the executive committee other than the officer involved and two-thirds (2/3) vote of the advisory council.

ARTICLE XI: STATE CONFERENCE

Section 1. Eligibility to compete at National TSA will follow the TSA event sheets.

Section 2. All competitors must finish first, second, or third at state and be national worthy per the judges' sheet to advance to nationals.

- Section 3. In the event there is a limit to the number of students/teams that can attend nationals, per eligibility on the event sheet, the next eligible lower seat finalists will have the opportunity to represent the state, if the higher seated finalist cannot attend.
- Section 5. State judges do not have to give out a first, second, or third ranking if they do not feel they are worthy of a first, second, or third place medal.
- Section 6. The State Advisor has the authority to make the final decision on which students will represent the state at national TSA.

ARTICLE XII: AMENDMENTS

- Section 1. The by-laws may be amended as follows: All proposed amendments to the by-laws shall be submitted in writing to the chairperson of the Constitution and By-Laws committee and in turn to the executive committee in advance of the executive meeting at which these are to be acted upon.
- Section 2. If passed by a majority of the executive committee, the proposed amendments shall be submitted in writing to each local chapter at least 30 days prior to the annual conference. Upon receiving a two thirds (2/3) majority vote of the delegates present at the annual conference, the amendment shall become effective at the beginning of the next membership year.