

# 2010 – 2011 REGIONAL OFFICER APPLICATION



## BRAZOS VALLEY TECHNOLOGY STUDENT ASSOCIATION CODE OF CONDUCT

A goal of the Brazos Valley Technology Student Association is to become an integral part of the Technology Education program in all schools. Technology is an integral part of the American culture; it is necessary for schools to provide students with an appreciation and understanding for the role and dynamics of technology in our society. TSA springs from the human abilities to reason, solve problems, create, construct, and use materials imaginatively. The study of technology, integrated into the school curricula, promotes the development of these abilities and prepares students for a fulfilled and responsible adulthood. It is the responsibility of all regional officers to conduct themselves in a proper, businesslike manner at all times.

1. All officers are expected to attend and be on time to all meetings and contest during the year.
2. All officers shall behave in a courteous and respectful manner, refraining from language and actions that might bring discredit upon them, their school, their families, or upon BVTSA and TSA.
3. Conduct not conducive to a business environment will not be allowed. Such conduct includes, but is not limited to, actions disrupting a businesslike atmosphere, association with non-conference individuals or activities that endanger self or others.
4. At any function sponsored by BVTSA or TSA, all officers, participants and guests shall abide by the dress code. Unless otherwise noted for BVTSA functions, blue jeans and an officer shirt is appropriate dress.
5. There shall be no defacing of public property.
6. Male and female officers cannot visit each other in their hotel rooms at any time.
7. Officers shall keep the advisor informed of their activities and whereabouts **AT ALL TIMES** while at Regional and State contest. Accidents, injuries, or illnesses must be reported to the Regional Advisor when they occur at contest.
8. Officers must always travel with a group (never alone) to any BVTSA event. They should not go into a hotel stair well alone, areas that are poorly lit, or areas that have light pedestrian traffic.
9. Officers, delegates, or alumni shall not possess any alcoholic beverages, narcotics, or firearms in any form, at any time, under any circumstances.
10. Use of tobacco products is prohibited.

## **DUTIES AND RESPONSIBILITIES OF BVTSA OFFICERS**

By electing you to BVTSA office, the membership has entrusted the leadership of its organization to you and your fellow officers. With the acceptance of this honor come duties and responsibilities. Duty is defined as “the conduct, obedience, loyalty, and submission” required of an officer. Responsibility is “the reliability and moral accountability of duties expected of an officer.” Together, duty and responsibility convey the conduct and performance appropriate to all BVTSA officers. Regardless of which office you hold, your duties and responsibilities as a BVTSA officer obligate you to do the following:

- Understand the organization’s constitution and its bylaws
- Be familiar with the organizational structure and policies of BVTSA.
- Understand and correctly use parliamentary procedure.
- Attend all meetings.
- Be prepared to conduct organizational meetings.
- Be loyal to BVTSA.
- Help other officers accomplish their task.
- Practice good speaking and writing skills as you represent BVTSA.
- Be helpful, respectful, and responsible to all people.

## **REQUIRED ATTENDANCE FOR ALL BVTSA OFFICERS**

Officers are required to attend the following meetings/functions. Officers are required to arrive at the time designated by the regional advisor and stay until the meeting/function is completed:

1. Attend all aspects of the Regional TSA event.
2. Attend all (but one) regional meetings and report about their chapter.
3. The regional president and other officers will be on constant call throughout the year.

## REGIONAL OFFICER CANDIDATE INFORMATION

### Minimum BVTSA Regional Officer Qualifications

1. In the upcoming school year in which their term will be held, candidates must be in the 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grades to run for office (graduating seniors are not eligible).
2. The candidate is one of no more than two students currently nominated for an officer from their chapter.
3. The candidate is a current and active member of BVTSA, Texas TSA and National TSA.
4. The candidate is enrolled in a Technology Education class: Ex: Architecture, Manufacturing, Engineering.
5. The candidate must remain enrolled in the Technology class during his/her term of office or forfeit this term of office.
6. The candidate must provide proof of enrollment in a Technology class within the first three weeks of their officer year.
7. The candidate must submit as part of the application a Platform Statement. The Platform Statement must be a minimum of 100 words and a maximum of 200 words.
8. The candidate must have served as a local chapter TSA Officer.
9. A candidate must indicate two different officer positions in which they are interested.
10. All candidates should have the ability to express opinions, make decisions, be neat in appearance, and have a working knowledge of parliamentary procedure.
11. All candidates should carefully read the section in the BVTSA Constitution and Bylaws on regional officers' qualifications and duties.
12. No individual may serve more than one term as a state officer in the same office.
13. The nominee shall have the support of the adviser, parents/guardian, and administrators and secure their signatures of endorsement.
14. The regional officer candidate application and evaluation sheets must be **received** by the published deadline of **April 1**.

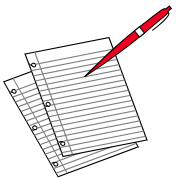
## EXPLANATION OF BVTSA OFFICER DUTIES AND RESPONSIBILITIES



**President:** Preside at and conduct all meetings according to parliamentary procedures; appoint committees as the need arises; keep meetings moving at an interesting pace; call upon other officers to take the chair when necessary; and represent the association in outside activities. You **MUST** be willing to commit **FULLY** to this duties time requirements! NOTE: To run for president you must have been a TSA and BVTSA member the year before, and an officer.



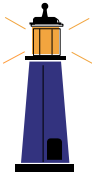
**Vice-President:** Assist the president as needed; serve as president in the absence of the president; succeed president in event of vacancy; serve as chairperson of membership and program committees; and meet with and be responsible for all meetings.



(1) **Secretary:** Prepare and read minutes from each meeting; count and record member votes; read communications and letter at meeting; keep all permanent records; post notices to members pertaining to activities; send invitations to guests; be responsible for correspondences with other associations; and call meeting to order in absence of president or vice-president.



**Treasurer:** Report financial standings; keep records and track of who has and has not paid; and come up with and present ideas for fund raising to help pay for competition.



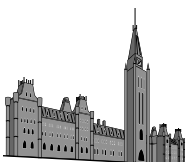
**Reporter:** Prepare articles for publication; contact members to get news based on what clubs are doing; get articles out to area publications; assist with planning and arranging associations exhibits; and act as editor of any publications that will be sent out to the public.



**Historian/Web Master:** Assist the reporter; take and archive photos of activities; and archive all items that are published. Create and maintain a website that explains and shows what BVTSA is about.



**Sergeant – At – Arms:** Arrange meeting rooms and care of paraphernalia; see to the comfort of members present; assist candidates before and during elections; succeed vice president in case of vacancy; serve as chairperson on committees; meet with and be responsible for all committees; and remove any members who are disruptive at meetings.



**Parliamentarian:** Must keep track of and make sure that all officers are doing their jobs in accordance with “Robert’s Rules of Order”, and refocus them should they get off track.

## REGIONAL OFFICER CANDIDATE INFORMATION

### Campaigning Information

1. Each candidate will be allowed a maximum of three minutes for his/her campaign speech during the second day of Regional competition.
2. No posters, banners, etc., may be affixed in any way to the walls, windows, etc., of any building except in specific designated areas. The BVTSA Executive Committee will deal with violations.
3. Handout materials will be allowed such as buttons, pins, pencils, pamphlets, etc., as long as the students won't be tempted to project them. Candidates are responsible for picking up all handouts before they leave the competition.

### General Information

1. Regional Officers of BVTSA shall be elected by one more than  $\frac{1}{2}$  of the voting delegates at the BVTSA Regional Conference and will consist of a president, vice president, secretary, treasurer, sergeant-at-arms, reporter, Historian/Web Master and Parliamentarian. Individuals elected as regional officers at the annual conference will hold office until the close of the next annual conference.
2. No more than two active BVTSA members from each BVTSA chapter may compete for a regional office.

### Voting Delegate Criteria

1. Each local TSA chapter shall have two voting delegates selected by its advisor.
2. Each local TSA chapter shall have one voting delegate for every regional TSA officer position.

### Evaluation Report

An evaluation report shall be obtained from each of the following persons: 1.) the superintendent or principal, 2.) the local TSA advisor/teacher, 3.) a business person or community leader (not a teacher in the school or guardian).

The **local advisor** is responsible for collecting and returning the officer candidate application packet and evaluation reports to the regional advisor on or before the deadline of April 1<sup>st</sup>. ***Each evaluation report must be in a sealed envelope with the evaluator's signature across the seal to ensure validity and confidentiality.***

# BVTSA OFFICER CANDIDATE APPLICATION COVER SHEET

Candidate's Name \_\_\_\_\_

Chapter Name and Number \_\_\_\_\_

Local Advisor's Name & Number \_\_\_\_\_

BVTSA officer candidate application MUST include the following: (Please check off each item as you verify that it has been included in the application packet and return with packet).

\_\_\_\_\_ Application Cover Sheet (page 6)

\_\_\_\_\_ Regional Officer Candidate Application (page 7 & 8)

\_\_\_\_\_ A recent school photo attached to the top of the Candidate Application or an electronic photo is enclosed on a computer disk or flash drive.

\_\_\_\_\_ Officer Candidate Evaluation Report #1 in a sealed envelope  
Business/Community Leader's Evaluation Report – page 9)

\_\_\_\_\_ Officer Candidate Evaluation Report #2 in a sealed envelope  
(Advisor's Report – page 10)

\_\_\_\_\_ Officer Candidate Evaluation Report #3 in a sealed envelope  
(Administrator's Report – page 11)

\_\_\_\_\_ Possible Results of a Conduct Violation, with appropriate signature (page 12)

\_\_\_\_\_ Platform Statement (page 13) (Hard Copy and Electronic Copy)

\_\_\_\_\_ Signature Page with all appropriate signatures (page 14)

**\*\*APPLICATIONS WILL BE NULL AND VOID IF:**

- a. The application packet is not postmarked on or before the application packet deadline of April 1  
or
- b. All pages of the application packet document are not fully completed and/or one or more pages of the above listed items are not included.

**Mail to completed application packet to:**

**Cy-Woods High School  
David Berry  
16825 Spring Cypress Road  
Cypress, Texas 77429**

# REGIONAL OFFICER CANDIDATE APPLICATION

- ◆ Office desired (you **must** check two). Indicate with a circle the office that interests you the most, any application that does not have a circled office will not be considered.

- President
- Vice-President
- Secretary
- Treasurer

- Reporter
- Sgt. at Arms
- Historian/Web Master
- Parliamentarian

◆ Candidate's Name \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_

Candidate's E-mail \_\_\_\_\_

◆ Advisor's Name \_\_\_\_\_

School Name \_\_\_\_\_ Chapter Number \_\_\_\_\_

School Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

School Phone (\_\_\_\_) \_\_\_\_\_ School Fax (\_\_\_\_) \_\_\_\_\_

Advisor's Cell Phone (\_\_\_\_) \_\_\_\_\_

Advisor's E-mail \_\_\_\_\_

◆ Age (as of March 1<sup>st</sup>) \_\_\_\_\_

◆ Current Grade Classification \_\_\_\_\_

◆ GPA for previous term \_\_\_\_\_ on \_\_\_\_\_ scale

## REGIONAL OFFICER CANDIDATE APPLICATION

- ◆ List the TSA chapter office(s) you have held:

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- ◆ What TSA activates have you been involved in (local, office, conferences attended, committees held, etc.)? Circle those which you will participate in next year.

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- ◆ List any other activities outside in which you will participate next year (scouting, church activities, job, etc.).

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- ◆ List activities, honors, awards received, and/or professional responsibilities.

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# Technology Student Association Officer Candidate Evaluation Report

The candidate must complete this section.

Candidate Name: \_\_\_\_\_

School Name: \_\_\_\_\_

Date: \_\_\_\_\_

Advisor Name: \_\_\_\_\_

## Business Person or Community Leader's Report

**The evaluator must complete this section.**

- ◆ Use only the space provided. Typed submissions are preferred.
- ◆ This evaluator has been informed that comments will be held in confidence. ( ) Yes ( ) No

Evaluators Name: \_\_\_\_\_

Evaluators Position: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

- ◆ How long and in what capacity have you known the applicant? \_\_\_\_\_

**The evaluator should check the appropriate box in all categories and make additional comments in the space provided.**

Appearance	Bearing	Expression	Motivation	Personality
<input type="checkbox"/> Careless in attire; poor grooming	<input type="checkbox"/> Often appears uncertain; poor posture	<input type="checkbox"/> Poor speaker; hazy thoughts, ideas.	<input type="checkbox"/> Doubtful interest in office.	<input type="checkbox"/> Slightly objectionable.
<input type="checkbox"/> Functional attire; neatly groomed.	<input type="checkbox"/> Seems confident; average posture.	<input type="checkbox"/> Speaks average for age group. Expresses ideas adequately.	<input type="checkbox"/> Average motivation if encouraged.	<input type="checkbox"/> Likable.
<input type="checkbox"/> Well-groomed.	<input type="checkbox"/> Sure of self; reflects confidence; good posture.	<input type="checkbox"/> Speaks and thinks clearly and with confidence.	<input type="checkbox"/> Strong interest in office.	<input type="checkbox"/> Pleasing.
<input type="checkbox"/> Immaculate attire and grooming.	<input type="checkbox"/> Highly confident; inspires others; excellent posture.	<input type="checkbox"/> Exceptional; speaks clearly and concisely with confidence.	<input type="checkbox"/> Highly motivated; eager to work.	<input type="checkbox"/> Extremely pleasing; charming individual and leader.

**Overall:**     Satisfactory                       Very Good                       Excellent

Additional Comments:

On the reverse side of this sheet, please comment specifically on the applicant's qualification for the office as well as on his/her motivation, preparedness and ability to carry out the responsibilities of being an officer. Your expressions of the applicant's ability to adapt to varied situations, and any other factors, which you believe may have a bearing on the candidate's successful experience, would also be useful.

**Would you recommend this individual for Regional Office?**     Yes     No

**Evaluator's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Technology Student Association Officer Candidate Evaluation Report

The candidate must complete this section.

Candidate Name: \_\_\_\_\_

School Name: \_\_\_\_\_

Date: \_\_\_\_\_

Advisor Name: \_\_\_\_\_

## Advisor's Report

**The evaluator must complete this section.**

- ◆ Use only the space provided. Typed submissions are preferred.
- ◆ This evaluator has been informed that comments will be held in confidence. ( ) Yes ( ) No

Evaluators Name: \_\_\_\_\_

Evaluators Position: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

- ◆ How long and in what capacity have you known the applicant? \_\_\_\_\_

**The evaluator should check the appropriate box in all categories and make additional comments in the space provided.**

Appearance	Bearing	Expression	Motivation	Personality
___ Careless in attire; poor grooming	___ Often appears uncertain; poor posture	___ Poor speaker; hazy thoughts, ideas.	___ Doubtful interest in office.	___ Slightly objectionable.
___ Functional attire; neatly groomed.	___ Seems confident; average posture.	___ Speaks average for age group. Expresses ideas adequately.	___ Average motivation if encouraged.	___ Likable.
___ Well-groomed.	___ Sure of self; reflects confidence; good posture.	___ Speaks and thinks clearly and with confidence.	___ Strong interest in office.	___ Pleasing.
___ Immaculate attire and grooming.	___ Highly confident; inspires others; excellent posture.	___ Exceptional; speaks clearly and concisely with confidence.	___ Highly motivated; eager to work.	___ Extremely pleasing; charming individual and leader.

**Overall:**    \_\_\_ Satisfactory                    \_\_\_ Very Good                    \_\_\_ Excellent

Additional Comments:

On the reverse side of this sheet, please comment specifically on the applicant's qualification for the office as well as on his/her motivation, preparedness and ability to carry out the responsibilities of being an officer. Your expressions of the applicant's ability to adapt to varied situations, and any other factors, which you believe may have a bearing on the candidate's successful experience, would also be useful.

**Would you recommend this individual for Regional Office?**    \_\_\_ Yes    \_\_\_ No

**Evaluator's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Technology Student Association Officer Candidate Evaluation Report

The candidate must complete this section.

Candidate Name: \_\_\_\_\_

School Name: \_\_\_\_\_

Date: \_\_\_\_\_

Advisor Name: \_\_\_\_\_

## Administrator's Report

**The evaluator must complete this section.**

- ◆ Use only the space provided. Typed submissions are preferred.
- ◆ This evaluator has been informed that comments will be held in confidence. ( ) Yes ( ) No

Evaluators Name: \_\_\_\_\_

Evaluators Position: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

- ◆ How long and in what capacity have you known the applicant? \_\_\_\_\_

**The evaluator should check the appropriate box in all categories and make additional comments in the space provided.**

Appearance	Bearing	Expression	Motivation	Personality
___ Careless in attire; poor grooming	___ Often appears uncertain; poor posture	___ Poor speaker; hazy thoughts, ideas.	___ Doubtful interest in office.	___ Slightly objectionable.
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**Overall:**     \_\_\_ Satisfactory                     \_\_\_ Very Good                     \_\_\_ Excellent

Additional Comments:

On the reverse side of this sheet, please comment specifically on the applicant's qualification for the office as well as on his/her motivation, preparedness and ability to carry out the responsibilities of being an officer. Your expressions of the applicant's ability to adapt to varied situations, and any other factors, which you believe may have a bearing on the candidate's successful experience, would also be useful.

**Would you recommend this individual for Regional Office?**     \_\_\_ Yes     \_\_\_ No

**Evaluator's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_



## Candidate Platform Statement

This must be typed using 10 point Times New Roman or Arial font. The platform statement must be a minimum of 100 words and less than 200 words. In addition to printing your platform statement below, enclose an electronic copy on a computer disk or flash drive.

*Do not ask members for their votes. It is permissible to ask for support, consideration or confidence.*

**Signature Page**

I have read the Officer Candidate Information Packet, understand each of the guidelines, and agree to follow them if elected.

Student Signature: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

I certify that this candidate is a member of Texas TSA and National TSA and has held a local office as listed in the Regional Officer Candidate Information section of this packet.

Advisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I endorse the above candidate for the office selected based upon his/her proven academic and attendance record.

School Principal: \_\_\_\_\_

Date: \_\_\_\_\_