

Arkansas TSA

Arkansas Department of Education
Division of Career and Technical Education
Three Capitol Mall
Little Rock, AR 72201



Arkansas Technology Student Association State Officer Election Policies, Procedures, and Application

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ELIGIBILITY

From the Arkansas [TSA Bylaws](#)

ARTICLE VIII: ELECTION OF STATE OFFICERS

Section 1: To serve as officers, students must meet all of the following requirements.

§a: Remain in good standing with the local, state and national organizations and maintain a 3.0 cumulative GPA for the prior two semesters with no D or F.

§b: Be familiar with the by-laws of Arkansas TSA

§c: Secure the written permission of their school to complete the duties and responsibilities associated with the office.

§d: Properly complete and submit the officer application form upon the endorsement of their local chapter advisor to the state office prior to the published deadline.

§e: Candidates for President, First Vice Presidential, and Treasurer candidates must be high school members.

§f: Candidates for Secretary, Reporter, and Sergeant-at-Arms can be either high school or middle school members

§g: Candidates for Second Vice President must be middle school members during their potential year of service

§hf: All State TSA officer candidates MUST have been a member of TSA for at least one year and have attended at least ONE state conference

REQUIRED MEETINGS AND EVENTS

As a State Officer, you are required to attend the below meetings and events. If you have an unexcused absence from a required meeting, you will be subject to probation or dismissal from office. Officers and Officer Advisors are responsible for transportation and other costs. An advisor, parent, or other designated adult must accompany Officers for the duration of their duties. Dates/times are subject to change, but will be communicated in advance. Additional non-required/optional opportunities may arise throughout the year.

Before the Election

Event	Format	Date(s)
Candidate Meeting (Advisor and parent/guardian must attend)	Zoom Meeting ID: 884 2561 6564 Passcode: 2Hd1cE	January 14, 2025 5:00pm - 5:30pm
Application Packet Due, Including Advisor Evaluations	PDF sent to Allison Carter	February 9, 2025 by 11:59pm
Campaign Flier, Letter, Photo and Speech Due	PDFs, photo, and unlisted YouTube link sent to Allison Carter	February 18, 2025 by 11:59pm
Campaign Period	Online	February 21 - April 2, 2025
Meet & Greet	Expo-style	April 2, 2025, all day

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If Elected

Note: None of the required events listed below are optional/flexible. Only apply if you are willing to make attending/preparing for TSA events a priority.

Event	Location	Date(s)
First Meeting	4H Center, CR #8	April 2, 2025 immediately after the election
Executive Council Meeting	Virtual	2nd Tuesday of every month @ 4:00pm
State Officer Training	ATU	June 3 - June 6, 2025
National TSA Conference 2025	Nashville, TN	June 27 - July 1, 2025
October Board Meeting	TBD	October 14, 2025
ARTSA-COLA	TBD	September 2025, date TBD
CTE Day at the Capitol	Little Rock, AR	February 2026, date TBD
February Board Meeting	TBD	February 10, 2026
State Conference	Hot Springs, AR	March 3-4, 2026

School-Excused Absences

If you are elected as a State Officer, you will miss some school. In addition to the dates above, you should expect to be available for chapter visits about once a month, but you will be alerted at least two weeks in advance. All of your absences for Arkansas TSA State Officer duties should be considered school-excused absences as this is an intra-curricular organization activity. Please follow individual school attendance procedures when absent due to a TSA required event.

ARKANSAS TSA STATE OFFICES

President

- Prepares meeting agendas
- Presides over meetings in accordance with parliamentary procedures
- Keeps association activities progressing in a satisfactory manner
- Represents the association in outside activities
- Writes and performs speeches for opening and closing sessions

Vice President

- Assists the President as requested
- Presides in the President's absence
- Appoints committees and acts as the chairperson of each committee
- Reaches out to state and regional businesses and secondary education institutions to secure financial and volunteer support for ARTSA activities

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Secretary

- Records, prepares, and distributes copies of meeting minutes
- Contacts members to obtain news regarding the organization
- Sends out updates and reminders to Chapter Advisors every other week and as directed by the State Advisor

Treasurer

- Maintains financial records for the organization
- Prepares and presents financial summary at each meeting
- Coordinates annual budget development by obtaining and presenting ideas and suggestions for increasing the treasury and financing activities

Reporter

- Prepares articles, ads, and graphics for publication
- Maintains and updates the Arkansas TSA website as needed
- Maintains the Arkansas TSA social media accounts
- Takes quality photos at all events
- Creates and posts professional social media content on a weekly basis

Sergeant-at-Arms

- Arranges the meeting room (virtual or physical)
- Cares for organization symbols, banners, and related items
- Assists the President in conducting parliamentary procedures as set forth in *Robert's Rules of Order, Newly Revised*.
- Sends out updates and reminders to Chapter Officers/ Members every other week and as directed by the State Advisor.
- Determines the physical layout of each meeting
- Proposes meal and snack ideas to the Executive Council for in-person meetings including the Fall Leadership Conference and the State Conference.

Vice President of Middle School Affairs

- Acts as the voice of middle school members on the Executive Board, working closely with the President and Vice President to communicate their needs and ideas to the state association.
- Partners with the Treasurer to encourage middle school participation in state conferences, competitions, and activities, ensuring financial accessibility and support.
- Leads or assists with projects and initiatives specifically designed for middle school members, promoting leadership and skill-building opportunities.
- Collaborates with the Reporter and Secretary to ensure middle school members receive important updates, event details, and news.

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PROCEDURES

Step 1 - Application

- The application starts on [page 10](#). It can be printed and filled by hand or it can be typed. If it is printed, it must be submitted as a single PDF file that includes multiple pages. It is suggested that candidates use a copy machine, printer, or scanner for this and avoid using a phone camera as a scanner.
- Applications must be sent as a single PDF attachment to Allison Carter (stateadvisor@arkansastsa.org) and received by 11:59pm on Sunday, February 9, 2025.
- Applications will be reviewed by the Application Committee consisting of:
 - The ARTSA State Advisor
 - A DCTE Regional Specialist
 - A CSforAR Specialist Team member
- You will be notified on February 13, 2025 if your application for candidacy has been accepted and whether or not you will proceed as a State Officer candidate.

Step 2 - Pre-Conference/Website Materials

- **Letter**
 - Candidate's letter should be written to the current and future ARTSA members. The letter is essentially a text version of a campaign speech, but it should be formatted as a letter. Some example questions to answer in the letter are, "If somebody has never met me, how would they know I'm an active TSA member with the qualifications to be a state officer? What have I gotten out of TSA and what legacy do I want to leave?" Answering these questions in the letter is not a requirement; they are provided as guidelines only.
 - To be submitted as a PDF that will be directly uploaded to the website. No edits or formatting can be made after the submission.
- **Flier**
 - Required Format: 8.5"x11" PDF
 - Suggested items to include:
 - Name
 - Professional photo
 - Campaign slogan
 - Highlights of what you want to accomplish as an officer
 - Links/QR codes to social media campaigns
 - The flier and letter will be posted on the ARTSA website together, so there is no need to include large amounts of text on the flier.
- **Speech**
 - Speeches cannot run beyond 2 minutes.
 - No one other than the candidate may participate in the creation or delivery of the campaign speech in any way.
 - Any edits made to the video must be done by the candidate.
 - Speech will be submitted as either an unlisted YouTube link (with comments turned off) or a .mp4 file

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- **Photo**

- With your application, you are required to provide a color digital photo of yourself in professional attire.
- The photo should be a PNG or JPG, at least 1200 pixels by 1800 pixels in size, from the chest up with a solid-color background.
- This photo will be used in the State Conference program and on the ARTSA website.

- **General**

- Inappropriate language, bullying, or negative comments of others will result in immediate disqualification.
- During the course of campaigning, candidates will likely make statements or promises as part of their campaign platform. Please understand that if elected, there are no guarantees that these campaign pledges will be approved as part of the state plan of work for the state officer team.
- **Email all four parts (letter, flier, speech, and photo) in the same email message to [Allison Carter \(stateadvisor@arkansastsa.org\)](mailto:stateadvisor@arkansastsa.org) by 11:59pm on February 23, 2025.**

Step 3 - Poster And Meet And Greet

- Each candidate will be given one 3' x 3' space at a skirted table and one chair at the State Conference. This tabletop area will serve as your campaign booth.
- The candidate may place a tabletop display (no larger than 15 inches deep, 3 feet wide, and 4 feet high) on the table top. No signs or banners may be hung from the front of the table.
- Candidates may incorporate a laptop as part of their campaign booth; however, no sound will be allowed and the laptop must be battery-powered. There will be no provided electricity.
- Only one person (the candidate or a representative) will be allowed to "staff" the campaign booth at any time.
- Candidates are not allowed to petition others. Representatives of candidates may not circulate to campaign on the candidate's behalf.
- Candidates are encouraged to bring bottled water to their booth and wear appropriate and comfortable shoes.
- The State Officer Candidate Meet and Greet is scheduled to take place all day (7:30am-4:00pm) at the State Conference. Candidates are encouraged to be at their posters or networking with members any time they are not actively competing in an event.
- No handouts or giveaways may be distributed at any time, including candy, gum, buttons, stickers, etc..

Step 4- Questions

- During the opening ceremony, candidates will be called up to state their name, school, the position they are running for (President, Vice President, Secretary, Treasurer, Reporter, Sergeant-at-Arms, or Vice President of Middle School Affairs), and their slogan to the State Delegation as a whole.
- During the voting session, each candidate will be given the opportunity to come to the podium on stage to state their name and office they are seeking. At that point, each candidate will be asked a TSA-based question by a moderator. Each candidate will be asked a different question. Examples of possible questions to be asked are:

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- What has been your greatest TSA accomplishment?
- What does being a TSA member mean to you?
- In what ways has your TSA chapter helped your school or community?
- What is the value of TSA competitions?
- How do you think your TSA experiences will impact your future?
- Each candidate will be allowed 30 seconds to respond to the question. The responses will be timed.

Step 5 - Voting Procedures

1. **Election of President:** Voting Delegates will cast their vote for President.
2. **Election of Vice President:** Candidates who are not elected President will automatically be added to the pool for the Vice President position. Voting Delegates will then cast their votes for Vice President.
3. **Election of Vice President of Middle School Affairs:** Voting Delegates will cast their vote Vice President of Middle School Affairs.
4. **Election of Remaining Officers:** Candidates not elected as Vice President or Vice President of Middle School Affairs may choose to enter the pool for any remaining office they wish to pursue and are eligible for. Elections will continue for each office, with candidates opting to enter subsequent pools as they are not elected to higher offices.

This process will continue until all officer positions are filled.

Next Steps

- Elected officers will meet in CR#8 to receive details regarding how they'll be introduced in the closing ceremony as well as their new assignments and expectations
- The newly elected President will read the conference adjournment portion of the script to the State Delegation and tap the gavel to officially adjourn the 2025 Arkansas TSA State Conference!

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2026 STATE OFFICER APPLICATION

Basic Information

Member Name: _____ School Name: _____

Member Personal Email: _____

Advisor Name: _____ Advisor Email: _____

Parent/Guardian Name: _____ Parent/Guardian Email: _____

Eligibility

Including the 2024-2025 school year, how many years have you been active in TSA? _____

What is your current grade level? _____ GPA of your last two semesters on a 4.0 scale: _____

What TSA events have you attended? _____

What position do you want to run for? _____

Short Answer Questions

Answer each question in 200 words or less

How will you balance the responsibilities of being a TSA state officer with your other academic and extracurricular commitments?

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What leadership qualities do you possess, and how have you demonstrated them in your school, TSA chapter, or community?

What has been your favorite STEM class and why?

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Fork or Spoon?

Please rate your abilities in the following areas. Be honest and realistic. This information will be kept confidential. Place a check mark in the box that represents your personal ability/comfort level.

	Excellent	Good	Fair	Poor
Public Speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teamwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Competitive Events	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parliamentary Procedure (Robert's Rules of Order)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer/Technical Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self Esteem	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

You must have your TSA Advisor and one adult (unaffiliated with TSA) fill out a recommendation form. The form can be accessed [here](#) or at <https://bit.ly/4fdcazE> (this URL is case sensitive). Their recommendations must be submitted by 11:59 pm on February 9th, 2025.

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Incidentals	<input type="checkbox"/> Officer <input type="checkbox"/> Chapter <input type="checkbox"/> School <input type="checkbox"/> District <input type="checkbox"/> Other: _____		
Lodging	<input type="checkbox"/> Officer <input type="checkbox"/> Chapter <input type="checkbox"/> School <input type="checkbox"/> District <input type="checkbox"/> Other: _____		
Meals	<input type="checkbox"/> Officer <input type="checkbox"/> Chapter <input type="checkbox"/> School <input type="checkbox"/> District <input type="checkbox"/> Other: _____	ARTSA will pay for one dinner	

October and February Board Meetings

Purpose: The executive council meets in person twice a year to discuss the state of the Association and to vote on amendments and approve operational budgets and procedures. A small portion of each meeting is also dedicated to planning and preparing for the upcoming conference.

Expense	Who Pays	Notes	Initials
Transport	<input type="checkbox"/> Officer <input type="checkbox"/> Chapter <input type="checkbox"/> School <input type="checkbox"/> District <input type="checkbox"/> Other: _____		
Meals	<input type="checkbox"/> Officer <input type="checkbox"/> Chapter <input type="checkbox"/> School <input type="checkbox"/> District <input checked="" type="checkbox"/> Other: <u>ARTSA</u>	Lunch only	ABC

ARTSA-COLA

Purpose: ARTSA-COLA is the Fall Leadership Conference where the State Officers conduct workshops designed to teach chapter officers to lead their local chapters.

Expense	Who Pays	Notes	Initials
Transport	<input type="checkbox"/> Officer <input type="checkbox"/> Chapter <input type="checkbox"/> School <input type="checkbox"/> District <input type="checkbox"/> Other: _____		
Incidentals	<input type="checkbox"/> Officer <input type="checkbox"/> Chapter <input type="checkbox"/> School <input type="checkbox"/> District <input type="checkbox"/> Other: _____		
Meals	<input type="checkbox"/> Officer <input type="checkbox"/> Chapter <input type="checkbox"/> School <input type="checkbox"/> District <input checked="" type="checkbox"/> Other: <u>ARTSA</u>	Lunch the day of	ABC

CTE Day at the Capitol

Purpose: To bring awareness to Arkansas’s government officials and citizens about the importance and impact of Career and Technical Education across Arkansas. State officers will take part as needed by the DCTE staff.

Expense	Who Pays	Notes	Initials
Transport	<input type="checkbox"/> Officer <input type="checkbox"/> Chapter <input type="checkbox"/> School <input type="checkbox"/> District <input type="checkbox"/> Other: _____		

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Meals	<input type="checkbox"/> Officer <input type="checkbox"/> Chapter <input type="checkbox"/> School <input type="checkbox"/> District <input type="checkbox"/> Other: _____		
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2026 ARTSA State Conference

Purpose: To provide the opportunity for students from across Arkansas to gather to compete for statewide recognition within their respective competitive event categories. ARTSA State Conference will also offer leadership workshops, scholarship information sessions, and other breakout sessions related to career readiness.

Expense	Who Pays	Notes	Initials
Transport	<input type="checkbox"/> Officer <input type="checkbox"/> Chapter <input type="checkbox"/> School <input type="checkbox"/> District <input type="checkbox"/> Other: _____		
Incidentals	<input type="checkbox"/> Officer <input type="checkbox"/> Chapter <input type="checkbox"/> School <input type="checkbox"/> District <input type="checkbox"/> Other: _____		
Lodging	<input type="checkbox"/> Officer <input type="checkbox"/> Chapter <input type="checkbox"/> School <input type="checkbox"/> District <input checked="" type="checkbox"/> Other: <u>ARTSA</u>		ABC
Meals	<input type="checkbox"/> Officer <input type="checkbox"/> Chapter <input type="checkbox"/> School <input type="checkbox"/> District <input checked="" type="checkbox"/> Other: <u>ARTSA</u>	Breakfast and lunch on day of conference	ABC

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Code Of Conduct

It is the responsibility of all Arkansas TSA State Officers to conduct themselves in a proper, businesslike manner at all times. All officers are expected to:

1. Attend, be on time, and be engaged in all meetings and events throughout the year
2. Arrange their own transportation to required meetings and events throughout the year
3. Meet deadlines, communicate effectively, and work independently
4. Give advanced notice of any absences or tardies to the State Advisor
5. *Check your email daily, and respond to communications within **24 hours***
6. Make the State Officer Team a priority while balancing school and extracurricular activities
7. Follow the appropriate dress code set by the State Advisor
8. Keep the State Advisor informed of your activities and whereabouts at events **AT ALL TIMES** (Accidents, injuries or illnesses must be reported to the State Advisor when they occur)
9. Be in your own rooms by the designated curfew and do not leave the room after curfew
10. Represent yourselves, the State Officer Team, the State Advisor, and the entire State Delegation well by behaving in a courteous, respectful manner and refraining from language and actions that might reflect poorly (*This is expected in all situations, whether it is in person or online*)

Arkansas TSA State Officers may be placed on probation, be suspended, or be removed from office for one or more of the following reasons:

1. Failure to adhere to the Code of Conduct
2. Failure to represent Arkansas TSA in a professional manner
3. Failure to perform the duties of their office
4. Failure to meet all reasonable requests and deadlines
5. Failure to respond to communications
6. Failure to attend and be punctual to required meetings
7. Failure to follow rules, regulations, and responsibilities to act in a professional manner
8. Failure to adhere to the Social Media Agreement

Immediate removal from office will result from the following:

1. Possession of alcohol, tobacco, or narcotics of any form
2. Violation of venue safety codes or criminal laws
3. Suspension or expulsion from school
4. Bullying of others

Any state officer at any time can be removed from office immediately at the discretion of the State Advisor.

The purpose of the Code of Conduct is to hold our State Officer Team to high standards as they represent our State Delegation. Although State Officers are held to high standards, we also understand that not everyone is perfect. The goal is for each student to learn from poor decisions and equip themselves with the skills to make better decisions in the future.

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Social Media Agreement

Explanation

“Social media” refers to all websites and applications that enable users to create and share content or to participate in social networking, whether or not it is associated or affiliated with the association, as well as any other form of electronic communication. These include, but are not limited to Facebook, Instagram, Twitter, Snapchat, TikTok, YouTube, LinkedIn, Discord, blogs, vlogs, and other online threads.

Social media can be a useful tool to communicate with members, peers, and more. Social media can also be dangerous if you are not careful. Every picture, link, quote, tweet, status, post, or “like” that you or your friends put online is forever part of your digital footprint. You never know when that will come back to hurt or help your reputation during your time in office, applying for a scholarship or new job, or other important areas of your life.

Recognizing the above:

- I am aware that I represent Arkansas TSA, my school, my family, and my community at all times, even when posting to personal accounts, and will do so in a positive, powerful, and professional manner.
- I take responsibility for my online profile, including my posts and any photos, videos or other recordings posted by others in which I appear.
- I will consider *Is this the me I want you to see?* before I post anything online.
- I will publish, post, share, or release content containing or involving commentary, content, or images that are appropriate and void of defamation, harassment, libel, volatility, or vulgar/inappropriate language.
- If I need to voice disagreement, I will do so in a respectful way.

Acknowledgement

By signing this document, I agree to follow the Arkansas TSA State Officer Social Media Agreement. I understand that if I violate this agreement, it is also a violation of the Arkansas TSA State Officer Code of Conduct.

State Officer Name

State Officer Signature

Date

Parent/Guardian Name

Parent/Guardian Signature

Date

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DCTE CTSO Release Form

I, _____, hereby agree and consent to allow the Arkansas Division of Career and Technical Education (DCTE), Arkansas Career and Technical Student Organizations (CTSOs), and anyone authorized by DCTE, to use the name, school district, and hometown and to reproduce, edit, alter, or publish photographs, audio, and video recordings of my child, children, or myself and their/my work products (“my/child’s information”) without payment or any other consideration.

I understand that the DCTE and the respective CTSO owns a copyright and all other media distribution rights for any publication in which my/child’s information appears and may exclusively use this in any manner, in whole or in part, including print, broadcast, digital media, or online. I understand that publications containing my/child’s information will become property of DCTE and the respective CTSO and will not be returned.

Furthermore, I, on behalf of myself, my child or children, and any person acting on our behalf, hereby consent and agree to release any and all claims or causes of action against DCTE or their respective CTSO and any of its associates, employees, or agents associated with the release of my/child’s information that is in the possession or control of DCTE or their respective CTSO and is used or released as part of the normal course of business of the DCTE and the respective CTSO.

Child’s Name or Children’s Names (Please Print)

Parents Name or Adult (Please Print)

Signature of Parent or Adult (Please Sign in Cursive)

Date

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State Officer Candidate Statement

I understand the Arkansas TSA State Officer Social Media Agreement, Code of Conduct, and Travel and Cost Expectations. If elected to office, I agree to adhere to all expectations outlined in this packet.

State Officer Candidate Signature

Date

Parent/Guardian Statement

We are supportive of our student running to be a State Officer for the Arkansas Technology Student Association. We realize not only that additional time and effort will be required of our student in this position, but also that travel in and out of state during the year may be required, as will missing a certain number of days of school. We will cooperate with our student, their chapter advisor, and Arkansas TSA in fulfilling their responsibilities. We understand that our student may be required to miss other events relating to school including, sports, performing arts events, and family time to meet Arkansas TSA requirements. We have read and understand the [Arkansas TSA State Officer Code of Conduct](#) and the [Travel and Cost Expectations](#). We understand that our student must be able to work independently and meet deadlines throughout the year. We understand that this position is not only about presenting at events, but also about planning, organizing, execution, and handling all the details of those events, including setup and cleanup.

Parent/Guardian Name

Parent/Guardian Signature

Date

Chapter Advisor Statement

I agree to assist the student in any way required by their office. I agree to oversee the student's responsibilities and make sure the student is meeting deadlines and other requirements. I will communicate regularly with the State Advisor as to how best to support the student as well as assist the student with regular officer reports. I also agree to support this student in growing their leadership skills as a representative of Arkansas TSA and our local chapter. I have read and understand the [Arkansas TSA State Officer Code of Conduct](#) and the [Travel and Cost Expectations](#), including the statement that I (or a designated adult) will travel with my officer and remain on-site with them at all events.

Chapter Advisor Name

Chapter Advisor Signature

Date

School District Administrator (or Representative) Statement

I understand this student is applying to run for a position as a State Officer for the Arkansas Technology Student Association. I verify that this student is in academic good standing with no failing grades, no disciplinary issues, and good attendance. I believe they are capable of maintaining their academic work while fulfilling the responsibilities of this position. I understand that the State Officer position requires missing a certain number of days of school and will work to ensure these dates are excused per school procedures and policies. I have read and understand the [Arkansas TSA State Officer Code of Conduct](#) and the [Travel and Cost Expectations](#).

Administrator/Representative Name

Administrator/Representative Signature

Date