



**State Officer
Candidate Information
Overview and Application**

**Candidates seeking office for the
2019-2020
School Year**

**Please complete and scan ONLY
pages 7 – 13 plus the one page resume' as a
multi-page PDF file and email to
sctsa_officerapplications@southcarolinatsa.org**

Read the following pages of information **very carefully!!!** If you have any questions, please contact Tammy Vaught, SCTSA state advisor at sctsastateadviser@gmail.com

Fill out the officer application and make a copy for your records. Send the original and other required forms to the SCTSA by **February 15, 2019**. This can be handled by email or by postal mail. Email the application to sctsa_officerapplications@southcarolinatsa.org by the deadline to be considered. Then mark your calendars for February 23, 2019. Interviews and the Statesman test will occur on this day at East Clarendon Middle High School.

All SCTSA officer candidates and elected state officers **must be an active member of their local TSA chapter, must be currently enrolled in TSA, and must maintain a cumulative average of 80 or “B”**. Failure of officers to meet grade requirements will result in probation and evaluation by the SCTSA board of directors.

Applicants who pass the screening process (**The Statesman Test and Interview on February 23, 2019**) will give a 3-minute speech during the annual opening session of the annual SCTSA state conference. Verbal campaigning is allowed, and you will be allowed to set up a campaign table for 90 minutes at the conference. See the program for information on day and time. No technology will be allowed.

The following items **MUST** be included as part of the officer application.

- **Candidate Application Form**
- **Two (2) Teacher Recommendation Letters**
- **Signed SCTSA Travel Policy form**
- **Candidate Nomination Form**
- **Signed SCTSA Code of Conduct Policy Form**
- **Official Transcript of Grades**
- **One-page Resume'**
- **Emailed photograph in .JPG format to sctsa_officerapplications@southcarolinatsa.org**

If you choose to mail the application, send all completed forms by the specified due date to:

Tammy Vaught
SCTSA State Director
6969 Salem Road
New Zion, SC 29111

South Carolina TSA State Officer Candidate Information Overview

Chapter Advisor Responsibilities

The SC TSA local chapter Advisor is the only person authorized to initiate state officer nominations.

1. The SC TSA local chapter Advisor may use any procedure he/she wishes to determine which candidate is eligible to run for office using the following guidelines.
2. The local chapter advisor is responsible for seeing that the State Officer attends all mandatory training and meetings and travels with an adult (either parent/guardian, the local chapter advisor, State Coordinator or State Advisor) to all SC TSA functions.
3. It is the SC TSA local chapter Advisor's responsibility to verify all forms and documents and sign the application form in the official space provided. The Chapter Advisor will send all required materials to the SC TSA State Director. All materials **MUST BE RECEIVED** by February 15, 2019.

South Carolina TSA State Officer Qualifications

1. Only current SC TSA members (active) in good standing are eligible to run for or hold a state office.
2. May be a seventh (7th) through eleventh (11th) grade student.
3. Candidate must meet academic guidelines for participation by **maintaining an average of 80 or a B overall**.
4. A candidate may seek only one state office per year.
5. Have a thorough knowledge of parliamentary procedures and the SC TSA bylaws.
6. A candidate must be a member of SC TSA for at least one year and have attended at least one state conference before seeking a state office.
7. All candidates should have the ability to express opinions, make decisions, and be neat and business-like in appearance.
8. All candidates should read carefully the section in the SC TSA bylaws on the duties and responsibilities of the office that they seek.
9. Candidates must attend all state officer candidate meetings at the State Conference. Failure to attend candidate meetings may result in removal from the ballot.
10. State officer candidates must understand the TSA creed and know it from memory and be able to recite it during the SC TSA State Conference.
11. State officer candidates must have passed the current year's Statesman Award with an **85% or better**.
12. **State officer candidates must have held a local chapter officer position prior to the election.**

Overall Duties and Responsibilities of a South Carolina TSA State Officer

By electing you to a SC TSA state 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 the submission required of an officer.”

Responsibility is “the reliability and moral accountability for duties expected of an officer.”

Together, duty and responsibility convey the conduct and performance appropriate to all South Carolina TSA State Officers.

Regardless of which office you hold, your duties and responsibilities as a South Carolina TSA State Officer obligate you to do the following:

- Attend all scheduled meetings.
- Communicate with the State President and State Director regularly and respond to email within 24 hours of receiving an email.
- Understand the mission and goals of South Carolina TSA.
- Understand the TSA bylaws.
- Understand the TSA creed and know it from memory and be able to recite it.
- Be familiar with the organizational structure and policies of South Carolina TSA.
- Understand and correctly use parliamentary procedure.
- Memorize appropriate ceremonies and rituals.
- Be prepared to conduct organization and State meetings.
- Be prepared to serve as a speaker.
- Be loyal to South Carolina TSA.
- Assist other officers to accomplish their tasks.
- Practice good speaking and writing skills as you represent the state association.
- Be helpful, respectful, and responsible to all people.

South Carolina TSA State Officer Candidate Application and Election Procedures

1. Candidates must complete the “State Officer Candidate Agreement Form” and the “State Officer Candidate Application” and email these along with their photo (preferably their school picture) and a one-page resume’ to SCTSA State Advisor at sctsa_officerapplications@southcarolinatsa.org by February 15, 2019.
2. Candidates will arrive on Saturday, February 23, 2019 at East Clarendon Middle High School, 1171 Pope Street, Turbeville SC 29162 (unless otherwise instructed by the State Director) at the interview shift time you will be assigned (Interview time shift blocks will be based on the distance the candidate has to travel.) Candidates must arrive in official SC TSA attire. Candidates will start off by taking the Statesman exam and then will proceed to the interview. Candidates will be rated during the interview and the committee will score each based on the rubric. The committee will then select the students that will move to the candidate campaign process at the State Conference. Candidates will be notified by email if they are a candidate.
3. Candidates must attend the state officer candidate orientation meeting held at the State Conference (date and time to be published in the program).
4. Only candidates declared eligible can seek nomination. The number of total votes allowed for each chapter is two. Voting will be done by the designated voting delegates. Other official business may also be conducted during the election session. Candidates declared eligible will be announced at the beginning of the campaign session. Candidates will not be nominated from the floor.
5. After the initial voting process, if a candidate fails to receive a majority of the votes a run off will take place.
6. The newly elected state officers will be announced and installed at the Awards Ceremony of the State Conference.
7. The term of office for elected SCTSA officers shall run from the closing session of the state conference through the end of the state conference a year later.
8. State officers who fail to attend **required meetings** or fail to adhere to any TSA policy regarding behavior and conference rules will be subject to removal from office by the SCTSA Board of Directors.

Campaign Booths and Campaigning

1. No campaigning should take place prior to the State Conference in any form.
2. Officer candidates will have the opportunity to have campaign booths at the State Conference.
3. No campaign material shall be attached to the walls or other property of the conference facility.
4. Time will be provided for the delegates to “meet the candidates.”
5. Business sessions are reserved for campaign speeches and election of officers. Voting delegates are to sit in a reserved section during these sessions. No campaign hand-out material is permitted during these sessions.
6. Candidates for all offices will be limited to a THREE MINUTE speech.
7. Candidates will not be nominated from the floor.
8. All local chapters are expected to encourage and observe good taste in the promotion of their candidates so as not to disrupt any planned event of the conference. Because the “public eye” focuses on this event annually, it is absolutely necessary that delegates reflect the conduct expected and desired in “putting our best foot forward.”
9. With respect for anti-litter concerns and cost to individuals and local chapters, campaign materials should be held to a minimum. Personal contact and the organization of a campaign develop leadership ability in a candidate to a greater degree than give-away gimmicks.
10. It is the responsibility of each officer candidate to see that all campaign material is picked up and removed one hour prior to the election session. No campaign material will be allowed in the election session.
11. There will be NO campaigning after curfew. This includes officer candidate interviews.

SCTSA STATE OFFICER CANDIDATE APPLICATION FORM

Name _____ Grade _____

Home Address _____ Phone _____

E-Mail Address _____

School Name _____

Applying for the office of: (circle one of the offices below)

President 10th-11 th	Vice President 9 th -11 th	Second VP 6 th -7 th	Secretary 9 th -11 th	Treasurer 9 th -11 th	Reporter 8 th -11 th	Sergeant-at-Arms 8 th -11 th
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A student in the 8th grade can run for secretary or treasurer if they have previously served on the state officer team.

1. TSA Offices held:

Year

- _____
- _____
- _____

Other TSA involvement: _____

What was one of your proudest moments: _____

Honors/Awards received (TSA/SCTSA and others): _____

Participation in other activities (School, Community, etc): _____

Offices held in other Organizations: _____

Please list the technology education courses that you have taken, or that you are currently enrolled in:

What is your favorite TSA experience or moment and why?

Why do you wish to be a TSA state officer?

What would be your strengths as a member of the SC TSA state officer team?

What is your career objective and plans after high school to get there?

SCTSA STATE OFFICER CANDIDATE APPLICATION FORM

Please rate your abilities in the following areas. This rating information is only for the knowledge of the SC TSA Board and will not be made public. Please be candid. (circle the box that best represents your personal ability level.)

Skill				
Public Speaking	Excellent	Good	Fair	Poor
Writing Skills	Excellent	Good	Fair	Poor
Committee Work	Excellent	Good	Fair	Poor
Competitive Events	Excellent	Good	Fair	Poor
Parliamentary Procedure	Excellent	Good	Fair	Poor
Leadership Skills	Excellent	Good	Fair	Poor
Computer/Technical Skills	Excellent	Good	Fair	Poor

Circle all of the words that best describe you:

I am: Confident, Shy, Proud, Supportive,
 Demanding, Well Groomed, Team Oriented,
 Helpful, Better working alone, Loud, Busy,
 Overloaded, Disorganized, Organized,
 Likeable, Talkative, Passive, Sometimes Grumpy,
 an Individual, Technically Inclined

I have completed this application and am submitting it without any reservations:

 Candidate's Signature

 Date

SCTSA STATE OFFICER TRAVEL POLICY FORM

Officer candidates should read the travel policy carefully. The officer candidate and a parent/guardian must sign this policy.

1. SCTSA officers must dress in official TSA uniform when representing SCTSA.
2. The SCTSA state advisor must approve all state officer travel and other expenditures pertaining to SCTSA prior to their occurrence. Approved expenditures will be based on the SCTSA budget for the year.
3. Any region or state requesting a state officer to visit their region or state for any reason will assume responsibility and expenses for the officer's travel.
4. After elections and appointment to respective positions, the state officers will be reimbursed for expenses or a portion thereof incurred during attendance at leadership training, executive board meetings, and the SCTSA state conference, **if said funding is available**. State Officers will be notified in advance of the budgeted amounts, and if any amount will be covered for them.
5. SCTSA, National TSA and employees thereof cannot be held responsible for injuries to an officer when traveling on TSA business.
6. SCTSA officers are expected to participate in all state officer activities as outlined by the SCTSA state advisor. Failure to attend a required meeting/function will result in removal from office. It is the officer's responsibility to obtain the appropriate permission from parents, local TSA advisor, and principal to attend state officer meetings/functions.

The following activities will be mandatory for every state officer to attend:

State Officer Training – **May 18, 2019**

National TSA Conference, National Harbor, MD – **June 27 – July 2, 2019**

State Officer meeting – **September, 2019**

Chapter Officer Training – **October, 2019**

SC TSA Day at the State Capital – TBD

Fall Leadership Conference with Georgia TSA (Leadercon) – **November 8 – 10, 2019**

State Conference Training – **March, 2019**

SCTSA State Conference – **March 2019**

We (candidate and parent(s) or guardian) have read and understand the above SCTSA Travel Policies, and hereby agree to adhere to them.

I _____ (candidate) certify that I am a member in good standing of the

_____ Chapter.

Candidate's Signature

Date

Parent/Guardian Signature

Date

SCTSA STATE OFFICER CODE OF CONDUCT

It is the responsibility of all SCTSA state 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 events during the year.
2. Officers shall behave in a courteous manner and refrain from language and/or actions that could bring discredit upon them, their school, and/or TSA.
3. Conduct inappropriate to an educational atmosphere will not be tolerated. Examples of unacceptable conduct include but are not limited to the following: disrupting a business like atmosphere, consorting with any non-conference individuals or any activities that could endanger self or others, among others.
4. At any function sponsored by SC TSA, all officers, participants and guests shall abide by the dress code. Blue jeans and other casual attire are excluded from all functions unless explicitly stated by the State Advisor.
5. There shall be no defacing of public property. The individual(s) responsible must pay for any damages to the property or furnishings in the hotel room or building.
6. Boys' hotel rooms are off limits to girls and girls' hotel rooms are off limit to boys, unless an advisor is present.
7. All officers will be in their own rooms by designated curfew and will not leave the room after curfew. Advisors will always do one or more room checks, following curfew. Officers may expect the advisor to also follow up with a phone room check at any hour following curfew.
8. Officers shall keep the State Advisor and the State Coordinator informed of their activities and whereabouts AT ALL TIMES. Accidents, injuries or illnesses must be reported to the State Advisor or State Coordinator when they occur.
9. Officers must always travel with a group (never alone) and should not go into hotel stairwells alone, areas that are poorly lit, or areas that have light pedestrian traffic.
10. Officers are not allowed to drive themselves to SC TSA functions, unless the function is within 25 miles of their home or school.
11. Officers, delegates, or alumni agree not to consume, or have in their possession any alcoholic beverages, non-prescription narcotics, gamble, smoke, use other tobacco products, or any inappropriate materials during SC TSA event.
12. Officers will refrain from any sort of rough housing, including dropping things out of windows.
13. Officers will not order any movies on pay TV.
14. Officers are responsible for any charges (including damages) to their rooms.
15. . Officers are responsible for any electronic devices they may bring. (cell phones, ipods, etc)

RESULTS OF SOUTH CAROLINA STATE OFFICER CODE OF CONDUCT VIOLATIONS

Immediate expulsion from any South Carolina TSA sponsored meeting or event will result from the following:

- Possession of alcoholic beverages, narcotics, or firearms of any form, possessed at any time, under any circumstance.
- Gross violation of male and female room regulations.
- Gross damage to property; or violation of hotel safety codes or criminal laws.
- Internet misuse.

South Carolina TSA State Officers may also be removed from office for one or more of the following reasons:

- Failure to perform the duties of their officer.
- Failure to attend required meetings.
- Failure to follow rules, regulations and responsibilities to act in a professional manner.
- Failure to meet appropriate deadlines without satisfactory explanation.

We (officer and parent(s) or guardian) have read and fully understand the South Carolina TSA State Officer Code of Conduct and agree to comply with these guidelines. Furthermore, we are aware of the consequences that will result from violation of any of the above guidelines.

I agree to abide by the code of behavior and follow all directions given to me by my advisor, the State Advisor and other chaperones on any outing as a SCTSA state officer. I understand that by violating any of these rules, school rules, or requests of the adults accompanying me that I may be removed from office.

Candidate's Signature

Date

I have read and explained the importance of this code to my child. I expect them to follow all these rules, and any directions given by their chaperones and advisors.

Parent/Guardian Signature

Date