

This is a sample constitution for your local chapter to use. Spaces have been left blank for you to insert specific information concerning the operations of your particular chapter. A few suggestions are listed to assist in the completion of this sample constitution for your chapter. In Article I, your school name or class name should be used when referring to the name of a "chapter." Your state name should be used when referring to the name of a "state association." The divisions for use are: Secondary (high school and associate), Post-secondary (two-year, four-year programs, or adult education), and Middle Level. In Article III, officers may be elected annually by the chapter members. The administration of your chapter can be vested in: the advisor, officers, school administration, or any combination of the aforementioned. The "DATE" is the date that the constitution has been approved or amended by your local chapter.

(SAMPLE) CONSTITUTION

Chapter

PREAMBLE

With the identification of business, information technology, and office occupations as an area of career and technical education, it has become necessary to provide a student group experience for students enrolled in business education programs. Leadership development through student groups can be effective in strengthening career and technical education for business, information technology, and office occupations. It is deemed essential that:

1. There be established a career and technical student group to serve the needs of those students enrolled in initial, refresher, or upgrading business, information technology, and/or office education programs.
2. This organization be an integral part of the career and technical education curriculum preparing students for business, information technology, and office occupations.
3. The organizational pattern facilitates the use of existing student groups as an integral part of the education pattern for business, information technology, and office occupations as established in law and regulation.
4. This organization provides a means for individual state groups to participate as members of a national student group serving the career and technical educational needs of students enrolled in business, information technology, and office occupations.

ARTICLE I - NAME

The name of this organization shall be _____ (insert CTSO name here, ie Business Professionals of America, DECA, FCCLA, HOSA, SkillsUSA or TSA), _____ Chapter and shall be associated with the (state) Association and (Associate/Secondary/ Post-Secondary/Middle Level) Division of the national organization.

ARTICLE II - PURPOSE

The purposes of this organization are:

1. To provide opportunities for chapter members in leadership and development.
2. To unite in a common professional bond without regard to race, creed, sex, or national origin of students enrolled in classes with business employment as their objective.
3. To develop leadership abilities through participation in career and technical education, civic, recreational, and social activities.
4. To assist students in establishing realistic employment objectives.
5. To create enthusiasm for learning.
6. To promote high standards in ethics, workmanship, and scholarship.
7. To develop the ability of students to plan together, organize, and carry out worthy activities and projects through the use of the democratic processes.
8. To foster an understanding of the functions of labor, entrepreneurial, and management organizations in the American free enterprise system.
9. To develop competent, assertive leaders in career technical education.
10. To develop and strengthen members' confidence in themselves and their work.
11. To provide satisfactory social and recreational activities.
12. To foster practical application of career technical skills through competition.

ARTICLE III - ORGANIZATION

Section 1: (insert CTSO name here, ie Business Professionals of America, DECA, FCCLA, HOSA, SkillsUSA or TSA), _____ Chapter is an organization operating in accordance with a charter granted by the (state) Association which is granted a charter by (national organization name), Inc.

Section 2: The administration of (insert CTSO name here, ie Business Professionals of America, DECA, FCCLA, HOSA, SkillsUSA or TSA), _____ Chapter will be vested in _____.

Section 3: The (insert CTSO name here, ie Business Professionals of America, DECA, FCCLA, HOSA, SkillsUSA or TSA), _____ Chapter will have officers who will be elected annually by the membership. The officers, through the chapter president, will make recommendations to the advisor with respect to the welfare of the (insert CTSO name here, ie Business Professionals of America, DECA, FCCLA, HOSA, SkillsUSA or TSA), _____ Chapter.

ARTICLE IV - MEMBERSHIP

Membership in the (insert CTSO name here, ie Business Professionals of America, DECA, FCCLA, HOSA, SkillsUSA or TSA), _____ Chapter shall consist of any student from _____ enrolled in a career technical education class as approved by the state of New Mexico. The member must pay dues as established by the local, state, and national association; and will be eligible to hold office, participate in award programs, serve as a delegate to state and national meetings, or to otherwise represent his/her chapter in state and/or national (insert CTSO name here, ie Business Professionals of America, DECA, FCCLA, HOSA, SkillsUSA or TSA) affairs.

ARTICLE V - VOTING

Local members of (insert CTSO name here, ie Business Professionals of America, DECA, FCCLA, HOSA, SkillsUSA or TSA), _____ Chapter shall exercise their voting privilege through voting delegates at conferences. The allocation of the voting delegates from each chapter to the state and national association will be determined each year by the respective associations.

ARTICLE VI - OFFICERS

Officers of the _____ Chapter shall be elected by majority vote of the membership. Officer positions shall consist of a president, vice president, secretary, treasurer, historian, and parliamentarian. Officers elected one term shall continue to hold office until the election of officers the following term. The term of office shall be _____.

ARTICLE VII - MEETINGS

Regular meetings of the _____ Chapter will be held. Parliamentary procedure for all meetings will be governed by the current edition of Robert's Rules of Order, Newly Revised.

ARTICLE VIII - ADVISORS

The teacher or teacher/coordinator of each career technical program will serve as an advisor of his/her (insert CTSO name here, ie Business Professionals of America, DECA, FCCLA, HOSA, SkillsUSA or TSA) chapter. However, an alternative advisor may be appointed as deemed necessary by the school administration.

ARTICLE IX - FINANCES

Local associations will be responsible for local, state, and national dues according to the number of individual members claimed. The _____ Chapter is also responsible for submitting dues to the appropriate designee by the designated deadline(s).

ARTICLE X - EMBLEM AND COLORS

Section 1: (Insert the color of your organization here)

Section 2: (If your organization has an emblem insert that information here)

Section 3: (Insert information here about flag)

ARTICLE XI - AMENDMENTS

To amend this constitution, the proposed amendment must be presented in writing by the member proposing the amendment to the chapter president and chapter advisor at least ten days prior to the next regularly scheduled chapter meeting. The proposed amendment may be adopted by a two-thirds approval of the voting members.

ARTICLE XII - RULES, REGULATIONS, AND BYLAWS

The _____ Chapter of (insert CTSO name here, ie Business Professionals of America, DECA, FCCLA, HOSA, SkillsUSA or TSA) will adopt such rules, regulations, and bylaws as are deemed necessary by the members and advisor.

BYLAWS

ARTICLE I - QUALIFICATIONS FOR STUDENT OFFICE

Section 1: Only active members will be eligible for office in the _____ Chapter.

Section 2: To be eligible for office in the _____ Chapter candidates must meet the qualifications as established by the chapter advisor.

ARTICLE II - DUTIES OF STUDENT OFFICERS

Section 1: President. It shall be the duty of the president to preside at all business meetings; to preside over officer meetings; to make all necessary committee appointments including the designation of committee chairmen; to be available, as necessary, in promoting the general welfare of (*insert CTSO name here, ie Business Professionals of America, DECA, FCCLA, HOSA, SkillsUSA or TSA*).

Section 2: Vice President. It shall be the duty of the vice president to serve in any capacity as directed by the president; to serve as chairman of the committees; to accept the responsibilities of the president as occasions may demand; and to be available, as necessary, in promoting the general welfare of (*insert CTSO name here, ie Business Professionals of America, DECA, FCCLA, HOSA, SkillsUSA or TSA*).

Section 3: Secretary. It shall be the duty of the secretary to serve in any capacity as directed by the president; to record the proceedings of all business and officer meetings; to be available, as necessary, in promoting the general welfare of (*insert CTSO name here, ie Business Professionals of America, DECA, FCCLA, HOSA, SkillsUSA or TSA*).

Section 4: Treasurer. It shall be the duty of the treasurer to serve in any capacity as directed by the president; to present any financial membership reports necessary for the division; and to be available, as necessary, in promoting the general welfare of (*insert CTSO name here, ie Business Professionals of America, DECA, FCCLA, HOSA, SkillsUSA or TSA*).

Section 5: Historian. It shall be the duty of the historian to maintain the (*insert CTSO name here, ie Business Professionals of America, DECA, FCCLA, HOSA, SkillsUSA or TSA*).

_____ Chapter yearbook; the history of (*insert CTSO name here, ie Business Professionals of America, DECA, FCCLA, HOSA, SkillsUSA or TSA*), _____ Chapter; and to be available, as necessary, in promoting the general welfare of (*insert CTSO name here, ie Business Professionals of America, DECA, FCCLA, HOSA, SkillsUSA or TSA*).

Section 6: Parliamentarian. It shall be the duty of the parliamentarian to be responsible for the general conduct at the meeting; to rule on rules of order, should the occasion arise, during the business meetings of (*insert CTSO name here, ie Business Professionals of America, DECA, FCCLA, HOSA, SkillsUSA or TSA*), _____ Chapter; and to be available, as

necessary, in promoting the general welfare of *(insert CTSO name here, ie Business Professionals of America, DECA, FCCLA, HOSA, SkillsUSA or TSA)*..

ARTICLE III - DUES

The membership year shall be September 1 through August 31. Annual state and national dues shall be established by the state and national associations, respectively. It will be the responsibility of the local chapter for the submission of these dues within the deadline. Local dues may be established and handled locally.

ARTICLE IV – ELIGIBILITY

Insert statement here on your school eligibility policies.

ARTICLE IV - AMENDMENTS

To amend these bylaws, the proposed amendment must be presented in writing by a member to the chapter president and chapter advisor at least ten days prior to the next regularly scheduled chapter meeting. The proposed amendment must be considered at the next chapter meeting. The proposed amendment may be adopted by a majority approval of the voting members. Date:
