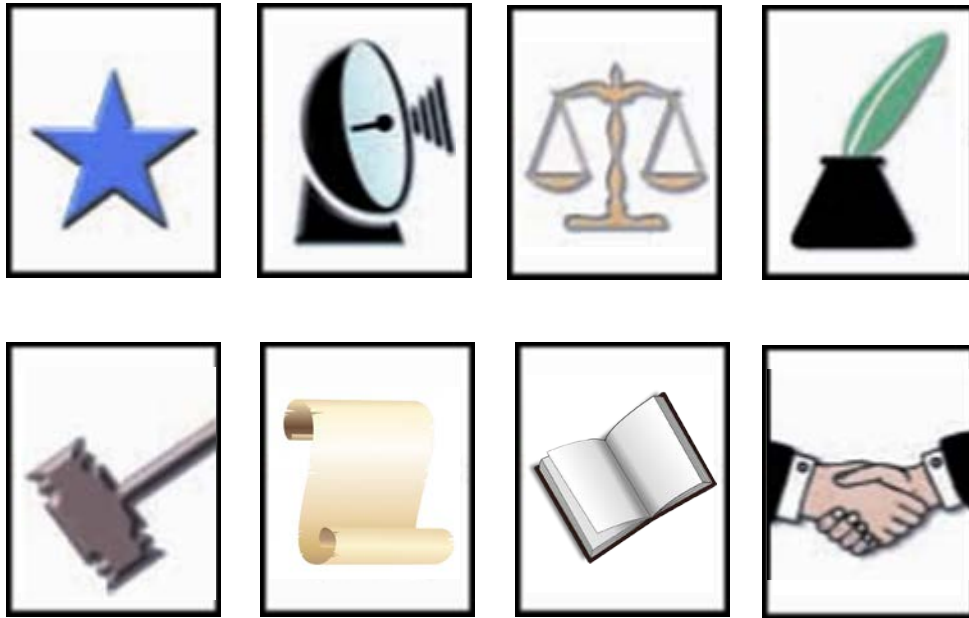


# New Jersey

## Technology Student Association



# State Officer Nomination Packet

# 2025





## New Jersey

## Technology Student Association

### Call for Nominations for State Officers

New Jersey TSA seeks candidates for State Offices each spring. Becoming a state officer will provide you with an opportunity to develop your leadership skills while you help guide the activities of the organization. All offices will be vacated by the close of the school year, and/or the conclusion of the National TSA Conference in June, and new officers will assume responsibilities of leadership following the National TSA Conference, or at the beginning of the school year. An orientation program is planned for new officers and outgoing officers in May.

#### **Who is eligible?**

Candidates are strongly encouraged to:

- Be an active member in good standing of a New Jersey chapter affiliated with national TSA.
- Be enrolled in middle school or high school (grades 7 through 12).
- Have a grade point average of 2.5 C+ or better.
- Be able to attend an interview session (in-person or virtual) with current State Officers.
- Be able to attend a state officer meeting each month (accompanied by the Chapter Advisor), usually held at 4:00 pm at The College of New Jersey.
- Be able to attend the State Leadership Conference in the fall.
- Be able to attend the State Conferences in the spring and the National Conference in early summer.
- Notify coaches of the possibility of occasional conflicts between TSA activities and athletic practices and events.
- The president must be able to attend quarterly CTSO Leadership Council meetings.
- Be able to attend a State Officer Retreat usually held in October.

The local chapter advisor initiates state officer nominations and may use any procedure he/she wishes to determine which candidate is eligible to run for state office, using the above guidelines.

Each chapter can nominate two candidates; however, a President and Vice President cannot be nominated from the same chapter.

#### **Offices include:**

|           |                  |           |                 |
|-----------|------------------|-----------|-----------------|
| President | Vice President   | Secretary | Treasurer       |
| Reporter  | Sergeant-at-Arms | Historian | Parliamentarian |

Position guides for these offices are included in the Constitution and Bylaws of the New Jersey Technology Student Association and the *TSA Membership Materials Guide*. These should be reviewed prior to nominating candidates.

It is desirable to have a *sophomore or junior* serve as vice president as this provides an opportunity for continuity in leadership.

The office of Sergeant-at-Arms provides a good orientation for serving as a state officer. Members from *middle school chapters and ninth graders from high school chapters* are encouraged to consider this office.

## Brief Descriptions of Officer Responsibilities

|                         |   |
|-------------------------|---|
| <b>President</b>        | Prepares meeting agendas, presides over meetings in accordance with parliamentary procedures, appoints committees.  |
| <b>Vice President</b>   | Assists the President, presides in the President's absence, and is responsible for coordinating committee tasks.  |
| <b>Secretary</b>        | Records, prepares and distributes copies of minutes of meetings and is responsible for correspondence and communication.  |
| <b>Treasurer</b>        | Maintains financial records for organization, prepares and presents financial summary at each meeting, and coordinates annual budget development.   |
| <b>Reporter</b>         | Prepares articles for publication, contacts members to obtain news regarding the organization, contributes to content on the web page, and serves as historian of the organization (in the absence of one).   |
| <b>Sergeant-at-Arms</b> | Arranges the meeting room and cares for organization symbols, banners and related items, and assists the President in conducting parliamentary procedures as set forth in <i>Roberts Rules of Order, Newly Revised</i> (in the absence of a Parliamentarian). |
| <b>Historian</b>        | Keep a yearly record that includes minutes, photographs, articles, newsletters, listed honors of members, conference information, handouts, etc., and gather information for the content of the NJ TSA website.   |
| <b>Parliamentarian</b>  | See that all meetings follow <i>Roberts Rules of Order, Newly Revised</i> and help the association understand the purpose of parliamentary procedure.   |

## Procedure

Complete the forms attached:

- A State Officer Application Form, including confirmation from your guidance counselor verifying a 2.5 minimum grade point average on a 4.0 scale, from September of the previous school year to the present (September 2023-present).
- A State Officer Agreement Form, complete with required signatures.
- A Statement (from the candidate) explaining why you want to hold this office and what you can offer the state organization.
- A State Officer Code of Conduct Form, complete with required signatures.

All forms must be received by NJ TSA State Advisor, Alison Goeke, by April 3, 2025. Email any questions and your final application to Mrs. Goeke at [goeke2@tcnj.edu](mailto:goeke2@tcnj.edu).

Applications will be reviewed and a slate of officers will be prepared for the delegates to consider in spring 2025. Delegates will elect officers and they will be installed after the State Conference.





New Jersey

Technology Student Association

### State Officer Agreement

State Officers of New Jersey TSA must agree to make a commitment of time and energy for the period from election and installation as an officer, to the following state and/or national conference, held approximately twelve months later. In addition to the following guidelines, State Officers are required to attend monthly meetings to conduct the business of the association, participate in the fall leadership conference, and state and, when appropriate, national annual conferences, and other special events as necessary.

1. State Officers must conduct themselves in a respectful and helpful manner at all times. State Officers represent the organization and are expected to wear TSA attire at all official functions of the organization.
2. State Officers must be professional, honest, and responsible, with an interest in conducting the business of the organization with integrity and fairness. State Officers need to work as a team to complete assigned tasks in a timely and effective manner.
3. State Officers set an example for others by complying with the rules of the organization and school chapter when participating in organization activities. Student conduct at TSA activities is governed by the school chapter code of conduct, and any additional regulations established by state and national TSA. Failure to comply with established regulations of the organization, and the school chapter, may lead to the State Officer's dismissal from office.
4. A State Officer should be familiar with the state and national constitutions and bylaws governing the organizations.
5. State Officers may be called upon to represent the organization at various locations and times during the term of office, and agree to participate as necessary.
6. The school chapter should be aware of the State Officer's responsibilities and be supportive of them. Signatures of school chapter officials below is indication of notification and acceptance of support.
7. A State Officer's chapter advisor must participate with the State Officer in the events requiring participation, including monthly meetings, conferences, and representing the organization at special events. NOTE: An 8<sup>th</sup> grade candidate entering high school the following fall must have the high school advisor's approval for running for office.
8. A candidate may not run for both state and national office simultaneously (for the same year). They must select one office (state or national) for which they will run.

*Candidate: I certify that I am a NJ TSA member in good standing with my chapter. I understand the duties of the office that I am seeking. If elected, I agree to participate in all required activities during my term of office, and to fulfill my duties to the best of my ability.*

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Candidate Signature

*Endorsees: We recognize the responsibilities of the position for which we have nominated our candidate and will assist him/her in executing those responsibilities in any capacity we can. We have reviewed and understand the information contained in the State Officer Nomination Packet, and endorse the candidate without reservation.*

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Chapter Advisor Signature

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School Principal Signature

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Parent/Guardian Signature



## New Jersey Technology Student Association

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

On the page below, please explain why you want to hold this office and what you can offer the state organization.

## NJ TSA State Officer Code of Conduct

1. A State Officer shall behave in a courteous and respectful manner refraining from language and actions that might bring discredit upon him/her, their school, or NJ TSA.
2. A State Officer shall participate fully in all appropriate conference activities, general sessions, workshops, business meetings, meals, etc. for which he/she has responsibility.
3. A State Officer shall abide by the dress code adopted by the state chapter.
4. A State Officer shall be willing to take and follow instructions as directed by those responsible for the activity.
5. A State Officer shall avoid places and actions which in any way could raise questions as to a State Officer's conduct. Conduct not conducive to a professional environment will not be allowed. Such conduct includes, but is not limited to, actions disrupting a business like atmosphere, association with non-conference individuals, or activities that endanger one's self or others.
6. A State Officer shall treat all members equally.
7. A State Officer shall not damage or deface property. Damages to any property will be paid for by the State Officer or his/her school district.
8. A State Officer shall stay at the designated hotel during the national conference and shall keep his/her chapter advisor(s) informed of his/her activities and whereabouts at all times.
9. A State Officer shall observe curfew at the national conference by being in his/her assigned room at the time designated in the conference program, and remain quiet and respectful of other hotel guests.
10. A State Officer shall not possess any alcoholic beverages, narcotics, firearms, or weapons of any kind, at any time, in any form, under any circumstances.

A State Officer who violates or ignores any of the above code of conduct subjects himself/herself to:

- \* Being removed from the activity and sent home at his or her expense after consultation with his/her chapter advisor(s).
- \* Forfeiting any financial reimbursement for the activity/trip that was previously arranged.
- \* Removal from his/her State Office position/having any honors withdrawn.

*We (officer and parent or guardian) have read and fully understand the NJ 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.*

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Candidate Signature

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Parent/ Guardian Signature