



CAREER AND TECHNICAL STUDENT ORGANIZATION

Officer Process

Career and Technical Student Organizations (CTSO) exist in order to offer students an opportunity to extend classroom experiences into the areas of competition, community outreach, industry engagement and personal development. The following will be in place for the school year and will be reviewed and monitored for changes as district policy requires. Some exceptions may apply on a case-by-case basis where extenuating circumstances arise.

CHAPTER PURPOSE

Career and Technical Student Organizations (CTSO) are an extension of the classroom. Membership in such organization is intended to increase the opportunity students have to develop meaningful contacts and networks to the business community. Participation is designed to develop personal, social, leadership and soft skills necessary for the 21st century workplace. Being an active member goes beyond competition; it is about becoming a productive, contributing community member. It is a privilege, not a right, to be a member of a CTSO. Membership is available to any student who meets the qualifications of membership as outlined by the respective organizations' district, state, and national by-laws.

All students participating in CTSO activities must meet UIL eligibility rules.

CHAPTER MEMBERSHIP

Students enrolled in an appropriate CTE course as outlined in the district CTE handbook are eligible to join a CTSO.

Students are required to have continual enrollment in CTE in order to maintain membership in a Fort Bend ISD CTSO.

Membership expectations should be in place prior to allowing students to participate in field trips or competitions. It is not enough to allow students to pay dues and attend competition without being actively engaged in other organization activities.

CHAPTER DEFINITIONS

Active Membership – students who meet criteria outlined by organizations through the district, state and national by-laws.

Officers – students who complete the application process and are selected to serve in leadership roles for 1 school-year for the designated CTSO

Advisor – CTE and campus approved full-time CTE teacher who oversees the activities of a designated CTSO

OFFICER STRUCTURE

CTSOs maintain student officer positions for the purpose of running the organization under the direction of the CTE approved campus advisor. Student officers use Roberts Rules of Order to operate Chapter functions and must be in good standing with the district, campus, and chapter in order to remain an officer.

Officer positions vary by campus and CTSO in accordance with CTSO national and state by-laws.

Students must be current active members of the chapter in order to run for an officer position.

OFFICER ELECTION PROCESS

Officer candidates must attend an informational meeting conducted by the chapter advisor and outgoing officers.

- Meeting agenda is as follows
 - Overview of timeline
 - Review of positions that will be selected
 - Review of process that will be followed
 - Distribution of documents requiring signatures
- Meeting must be held during March
- All documents are due back and the officer selection process begins April 1 (or the Monday immediately following if April 1 falls on a weekend)

Candidates must submit the following:

- A typed statement of interest outlining why you would like to serve as a Student Officer
 - The typed document is to be single spaced 12 pt. font with 1" margins
 - Include first and last name in the header of the document
 - Include the submission date in the header of the document
 - The document should not exceed the front side of a single 8.5" x 11" piece of paper
- A copy of your attendance, discipline, and grades for the current school year
- A rank sheet for the top 2 officer positions desired
 - A candidate may not select more than 2 possible positions
 - A candidate may select fewer than 2 positions
- A chapter participation report for the current school year
- Candidates will participate in an interview
 - The panel will include
 - 1 adult representing the community but having no relation to any current or past student in the organization and having no relationship to the advisor(s) who oversees the organization
 - 1 adult representing the campus but not serving in the capacity of teacher for any of the candidates
 - 1 additional adult that does not have a direct relationship with any of the candidates or advisor(s)
 - All candidates will receive three of the same questions which relate to the chapter needs
 - Candidates may receive up to 3 follow-up questions based on their responses

Scoring:

Submission	Possible Points	Person(s) Scoring	Details
Statement of Interest	10	CTE Student Ambassadors from schools other than their own All scoring will take place the first two weeks of April	Current, active chapter members will have 5 days to read the published responses Current, active chapter members will score the written responses on the following scale Quality of response = 4 pts Professionalism = 3 pts Adequately addresses chapter needs = 3 pts Scores will be submitted in writing and only be counted when the student signature is included and represents an active chapter member All scores will be averaged to reach total points
Student Attendance	10	Advisor	For each unexcused absence (by class period), the student will lose 1 point
Student Discipline	10	Advisor	For each level 1 discipline referral, the student will lose 2 points For each level 2 discipline referral, the student will lose 5 points A student that has a level 3 or higher discipline referral in the current school year will not be eligible to run for officer
Student Grades	10	Advisor	For each failing course grade on a 9 week check-point, the student will lose 2 points Semester exam grades and semester averages do not have any impact on total points allowed for grades
Participation Report	15	Advisor	>=90% participation = 15 pts >=80% and <90% = 10 pts >=70% and <80% = 5 pts <70% = 0 pts
Interview	45	Judges	15 pts per judge
Chapter Member Vote	10	Chapter Members	Each chapter member will select one person per position. A candidate receives one point per vote (regardless of office)

			<p>The total points will be averaged</p> <p>Candidate with the highest point average receives 10 points</p> <p>Candidate with the second highest point average receives 9 points</p> <p>Candidate with the third highest point average receives 8 points</p> <p>Point allocation continues until there are no more points to issue</p> <p>In the event that the chapter has more than 10 officer positions, positions beyond the first nine will receive 1 point</p>
Rank Sheet	No Score	No Score	No Score

Total possible points for any single candidate = 110.

A candidate may request to see their individual score sheets. Requests must be made in writing to the Advisor within 5 days of the notification being made. Candidates will not have access to other candidates' score sheets.

OFFICER ASSIGNMENT

- The candidate with the highest score will be assigned their first choice officer position as identified on their rank sheet.
- The candidate with the next highest score will be assigned their highest choice that has not been filled – the process will proceed until all positions are filled.
- In the event of a tie, the candidates will both receive their highest office selected that has not been filled.
- It is possible for a candidate to have a total score higher than another candidate but not be placed into an office. This can occur because a candidate will only be considered for one of the two positions they have expressed an interest in.

Notification

- Candidates will be notified within 2 days of the completion of all activities.
- All candidates will receive the same notification consisting of the list of officer positions and student names.

OFFICER EXPECTATIONS

Officers are expected to participate in all required chapter and officer activities including but not limited to meetings, social events, community service, and fundraising activities.



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Upon failure to attend 3 or more required events, a student will be removed from their officer position. The position will remain vacant until the following school year.