

# Colorado Creative Careers Student Network Guide for a local CTE Student Organization

## CTSO Rule

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### **3.09 Colorado Career and Technical Student Organizations (CTSOs)**

***(Board Rule: CTA 3.1F; CRS: 23-8-103 (2d))***

Each secondary program must establish and maintain either, State and Nationally affiliated CTSO, a State Only CTSO, or a Local CTSO related to their instructional area, both curricular and instructor credential based.

Areas where no relevant student organization exists are working to create a state national affiliation option. Programs in these areas must select the local CTSO as defined below.

If a Local CTSO is established and maintained, it must have (and keep on file copies for the most recent year):

- A constitution and/or set of bylaws, including how membership in the CTSO is determined. In order to be a viable CTSO, the organization must be available to ALL students participating in the program area.
- A list of the current local membership
- A list of current elected officers
- Agendas & minutes of business meetings held by the organization for the current and prior year. At minimum the local CTSO will meet at least two times per term.
- Documentation that the CTSO is co-curricular. Evidence should include examples of how the CTSO activities and program of work is integrated into the daily curricular plan; i.e. class syllabus.
- Documentation of a Program of Work (POW): Programs are expected to carry out a program of work by using committees to plan and carry out activities. This documentation may be as simple as a narrative describing the local chapter's involvement in their selected areas and may vary with the type of CTSO.

## Resources

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Colorado CTE Website  
Colorado CTSO Websites

<http://www.coloradostateplan.com/>  
<http://www.coloradostateplan.com/ctso.htm>

# Bylaws

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**Requirement:** A constitution and/or set of bylaws, including how membership in the CTSO is determined. In order to be a viable CTSO, the organization must be available to ALL students participating in the program area. The bylaws should be reviewed every year for relevancy and updated as needed.

## SAMPLE BYLAWS

### ARTICLE I CHAPTER NAME

The name of this organization shall be *Your School's Name* CTE Student Organization.

### ARTICLE II PURPOSE

The primary purpose of *Your School's Name* CTE Student Organization is to:

- To provide leadership opportunities for students.
- To help students explore career options in the Creative Industries.
- To plan field trips and events.
- To recruit students to the program.

### ARTICLE III MEMBERSHIP

**Section 1.** Membership composition: *Your School's Name* CTE Student Organization is an organization of, by and for students who are or were enrolled in the CTE programs.

### ARTICLE IV STUDENT CHAPTER OFFICERS

**Section 1.** Chapter Officers:

- a. CTE Student Organization Chapter Officers shall be selected by the CTE Chapter members.
- b. The duties of the officers shall be specified in these Bylaws.

**Section 2.** Duties of Chapter Officers:

- a. The Student Chapters Officers shall make themselves available, as necessary, to promote the general welfare of the **Your School's Name** CTE Student Organization.
- b. The **Your School's Name** CTE Student Organization Chapter President shall preside over all chapter meetings, develop meeting agendas, conduct meetings according to chapter bylaws, develop Program of Work and coordinate activities with chapter advisor, appoint committees as appropriate.
- c. The **Your School's Name** CTE Student Organization Vice President shall assist the president in all leadership functions, preside over chapter activities in the absence of the president, assume the duties of the president should the office be vacated, and coordinate all committee work.
- d. The **Your School's Name** CTE Student Organization Secretary shall prepare the minutes of meetings, chapter correspondence and reports, assist the president in meeting agenda development, record the roll at all chapter meetings and read minutes and communications at chapter meetings.
- e. The **Your School's Name** CTE Student Organization Treasurer shall maintain efficient management and documentation of chapter funds while keeping financial records neat and accurate according to school district policies.

**ARTICLE V  
MEETINGS**

**Section 1.** Meetings shall be held at least two times per academic year/term with the time and place to be designated by the **Your School's Name** CTE Student Organization Chapter Officers and the **Your School's Name** CTE Student Organization Chapter Advisor.

**ARTICLE VI  
SUPERVISION**

**Section 1.** The **Your School's Name** CTE Student Organization Chapter Advisor shall be responsible for the **Your School's Name** CTE Student Organization in accordance with your school's policies and procedures.

**ARTICLE VII  
PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of **Robert's Rules of Order, Newly Revised**, shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules the organization may adopt.

**ARTICLE VIII  
AMENDMENTS**

These Bylaws may be amended by a two-thirds vote at any **Your School's Name** CTE Student Chapter Officer Meeting

# Membership

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**Requirement:** A list of the current local membership

Membership is a list of students who are members of your school's CTE Student Organization chapter.

- The membership list should be updated every semester.

# Officers

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**Requirement:** A list of current elected officers

Each chapter needs current, elected officers. There are some offices that are "traditional", such as President, Vice President, Secretary and Treasurer.

# Example Duties of Officers

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**President:**

- Prepare agendas for meetings
- Conduct meetings according to chapter bylaws
- Develop Program of Work and coordinate activities with chapter advisor
- Appoint committees and serve as an ex-officio member

**Vice President:**

- Assist the president in all leadership functions
- Preside over chapter activities in the absence of the president
- Assume the duties of the president should the office be vacated
- Coordinate all committee work

**Secretary:**

- Prepare the minutes of meetings, chapter correspondence and reports
- Help develop meeting agendas with the president
- Record the roll at all chapter meetings
- Work with the treasurer in maintaining membership data
- Read minutes and communications at chapter meetings

**Treasurer:**

- Maintain efficient management and documentation of chapter funds
- Keep financial records neat and accurate

# Agendas & Minutes

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**Requirement:** Agendas & minutes of business meetings held by the organization for the current and prior year. At minimum, the local CTSO will meet at least two times per term.

An agenda should be prepared for every meeting and distributed to all in attendance. It provides a framework for discussion. Adhering to an agenda helps to accomplish goals. A sample agenda is provided below. Chapters should tailor this format to meet their own needs. Make assignments for each person(s) responsible for each item.

When planning the agenda, first determine the overall objective for the meeting; if there is no purpose there should not be a meeting. Then, brainstorm specific items of business that need to be covered. Referring to the previous meeting's agenda, minutes, and the suggested order of business is an organized way of determining those specifics. Follow a set order of business in determining the placement of each item upon the agenda.

For informal meetings such as committee meetings, it is helpful to have a statement of the objective and a review of the agenda as the first item of business. If members know what they are to accomplish and the manner in which it is to be handled, they are more likely to achieve the set goal. Near the end, review important dates and decisions made. Always remember to thank those present for attending and participating and tell them that you look forward to seeing them at the next meeting.

## **SAMPLE Meeting AGENDA** **Your School's Name CTE Student Organization**

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Financial Report
- V. Officers' Reports
- VI. Committee Reports
- VII. Unfinished Business
- VIII. New Business
- IX. Announcements
- X. Adjournment

# Program of Work

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**Requirement:** Programs are expected to carry out a program of work by using committees to plan and carry out activities. This documentation may be as simple as a narrative describing the local chapter's involvement in their selected areas and may vary with the type of CTSO.

A Program of Work (POW) is a plan of activities for the year. A POW can look different from chapter to chapter; however, each chapter should have the following components as a part of a balanced POW:

- Professional Development
- Social Activities
- Financial Leadership Activities
- Career Development
- Community Service/Service Learning
- Public Relations

# Sample List of Brainstormed Program of Work (POW) Activities

## Professional Development

- Field trips
- Workshops
- Gallery Openings
- Guest speakers
- Career Fair

## Social Activities

- Pizza Party
- Classroom potluck
- Attend a school event as a class

## Financial Leadership Activities

- One Act Plays
- Art Showing
- Product sales
- Silent Auction

## Career Development

- Resume writing workshop
- Mock auditions
- Mock interviews
- Peer reviews of cover letters

## Community Service/Service Learning

- Relay for Life (or other walks for a cause)
- Drives (Canned food, coat, blood, etc.)
- Work in a soup kitchen or food pantry/bank

## Public Relations

- Setting up a Facebook page
- Writing an article for the schools newspaper
- Presenting to the school board

## Sample Program of Work

### Your School's Name Here CTE Student Organization

<p>August</p> <ul style="list-style-type: none"> <li>• Ice Cream Social (Social Activity)</li> </ul>	<p>February</p> <ul style="list-style-type: none"> <li>• Valentine's Day Flower Sale (Financial Leadership Activity)</li> </ul>
<p>September</p> <ul style="list-style-type: none"> <li>• Set up Class social media or web page (Public Relations)</li> </ul>	<p>March</p> <ul style="list-style-type: none"> <li>• Career Portfolios due (Employment Activity – use Career Planning Competitive Event)</li> </ul>
<p>October</p> <ul style="list-style-type: none"> <li>• Career Guest Speaker (Professional Development Activity)</li> </ul>	<p>April</p> <ul style="list-style-type: none"> <li>• Student Leadership Conference in Denver</li> </ul>
<p>November</p> <ul style="list-style-type: none"> <li>• Canned Food Drive (Community Service Activity)</li> </ul>	<p>May</p> <ul style="list-style-type: none"> <li>• Presentation to the School Board (Public Relations Activity, Professional Development Activity)</li> </ul>
<p>December</p> <ul style="list-style-type: none"> <li>• Cookie Dough Sales (Financial Leadership Activity)</li> </ul>	<p>June</p> <ul style="list-style-type: none"> <li>• Graduation Open House for Graduates (Public Relations Activity, Social Activity)</li> </ul>
<p>January</p> <ul style="list-style-type: none"> <li>• Mock Interviews (Employment Activity)</li> </ul>	<p>July</p>

# Program of Work

August	February
September	March
October	April
November	May
December	June
January	July