

NEW MEXICO CTSO STATE OFFICER APPLICATION

Last reviewed – September 2011

NEW MEXICO CTSO STATE OFFICER APPLICATION

BPA DECA FCCLA HOSA Skills USA TSA

Division: Middle Level High School Post Secondary

PLEASE LIST THE OFFICES SOUGHT IN ORDER OF PREFERENCE (where applicable)

1. _____ 2. _____ 3. _____

NAME OF CANDIDATE: _____

PARENT'S NAME(S): _____

CANDIDATE'S HOME ADDRESS : _____

CITY: _____, New Mexico **ZIP CODE:** _____

Email: _____

HOME PHONE: _____ **CELL PHONE:** _____



SCHOOL NAME: _____ **PRINCIPAL'S NAME:** _____

SCHOOL ADDRESS : _____

CITY: _____, New Mexico **ZIP CODE:** _____

SCHOOL PHONE: _____ **SCHOOL FAX:** _____

ADVISOR'S NAME: _____ **DIRECT PHONE:** _____

ADVISOR'S HOME ADDRESS: _____

CITY: _____, New Mexico **ZIP CODE:** _____

HOME PHONE: _____ **CELL PHONE:** _____

OFFICES HELD	FROM	TO	ORGANIZATION

I certify that I am an active member in good standing of the _____ chapter of
 BPA, DECA, FCCLA, HOSA, SkillsUSA, TSA. I also certify that I will be returning
as a member of the above chapter next year. I have read and understand **all of the requirements in the
Officer Candidate Handbook**, and that all information submitted herein is accurate and correct.

_____ **Candidate's Initials**

My parents and I understand the obligations of serving as a New Mexico State Officer - being enrolled
in a Career Technical Education class which aligns with my organization or serving as lab assistant for
my chapter advisor during my term of office, attending all meetings or conferences as listed on the
Officer Calendar or any other meetings called during my term of office. We further assume the
responsibility for all personal expenses, and those not paid by the local, district, or state association. The
state or local association will not be held responsible in the event of an accident. If elected, I will serve
to the best of my ability and will resign if I fail to fulfill my responsibilities. Failure to perform to
expected standards will obligate repayment of all finances as indicated in my CTSO Policies and
Procedures. I further understand that I will be a role model and spokesperson for my organization and
will conduct myself accordingly throughout my term of office at all times. I will abide by the
constitution and bylaws of my state organization. Furthermore, I will maintain the grade point delineated
in the officer application for my CTSO.

**CANDIDATE'S
SIGNATURE** _____ **DATE:** _____

**PARENT'S
SIGNATURE** _____ **DATE:** _____

We understand the commitments inherent in this office and pledge our support and assistance if the
candidate is elected. Obligations include attendance at all required meetings (an estimated 22 days,
counting those during the summer) which the Chapter Advisor shall attend as well and assist in
obtaining finances to attend the National Leadership Meeting (approximately \$1,000). By signing
below, the advisor and administrator pledge to provide guidance and direction to the candidate during
the tenure of office, and understand that the local chapter must remain in good standing with the State
and National offices of the Association or the candidate will be asked to resign from office.

**ADVISOR'S
SIGNATURE** _____ **DATE:** _____

**PRINCIPAL'S
SIGNATURE** _____ **DATE:** _____

**RETURN THIS COMPLETED FORM BY DESIGNATED DEADLINE AS STATED ON YOUR ORGANIZATIONS
WEBSITE at www.nmctlp.org under the Awards and Application Link:**

Career Technical Leadership Program
ENMU, Cherry Street Station 61
Portales, NM 88130
ATTN: STATE OFFICER APPLICATION

Please note, packets must be postmarked by designated deadline no exceptions. Packets not meeting
deadline will be returned un-opened. All applications must be mailed; absolutely no exceptions will be
made.

STATE OFFICER RESPONSIBILITIES

If I am elected to serve as a NM CTSO State Officer, I understand that I will be expected to:

1. Maintain a scholastic rating in conformity to the requirements of my organization's bylaws and/or constitution.
 2. Accept and fulfill the responsibilities of any State Officer Team position to which elected by the Voting Delegates to the best of my ability.
 3. To be a current, dues-paid member of both the State and National Associations.
 4. To conduct myself in a manner that will bring credit to and reinforce the professional and ethical standards of my organization.
 5. Attend all required meetings including board meetings, officer planning meetings, training meetings etc.
 6. I will abide by the bylaws and/or constitution of my respective organization, all policies and directives issued by the organization's Board of Directors, all pertinent school district policies, all applicable laws and ordinances during the term of my office.
 7. I will keep my adult advisors informed of my activities and performance of state officer duties throughout the term of my office.
 8. I will assist in maintaining and updating the website of my organization.
 9. Be enrolled or will be enrolled in a course or serving as a lab assistant for an instructor in my CTSO program area.
 10. Assume the responsibility for all personal expenses, and those not paid by the local, district or state association.
 11. Repay all finances expended on my behalf in the event that I do not complete the term of my office.
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New Mexico Activities Association

8.1.3 Co-Curricular Activities

Co-curricular activities are activities that are an extension of classroom instruction which are governed by the Educational Standards for New Mexico Schools or local board policy. Classroom instruction should require no more than twenty (20) hours per month of time for a student outside of the regularly scheduled instructional day for practice, meetings, events or performance. Co-curricular activities are required as part of the course work if a student is to receive credit for the course. Co-curricular activities do not require that students be absent from class other than the sponsoring class for practice, meetings, events or performance. Scholastic requirements do not apply to co-curricular activities held at the school. Students involved in co-curricular activities away from the school must adhere to the same scholastic requirements set forth by the Association for athletic participation. (See 6.2)

EXAMPLES: Vocational, fine arts, club activities, field trips

Using Facebook, MySpace, YouTube or other Public Sites

Please keep in mind that as an officer for any of Career Technical Student Organization, you are a public figure. As an officer you represent your school, your state association and maybe the national organization of your association. As you post content to personal Web pages, Facebook, MySpace, YouTube or other sites, keep in mind that people you do not know (including potential employers) might "look you up" in cyberspace or Google your name. Be sure your personal materials including comments, photographs, video or sound files would not embarrass you if they were viewed by CTSO staff, business partners, instructors or others.

E-mail addresses: If your personal email address does not project a professional image, create a new email address for correspondence while a state officer. Be sure to check e-mail daily during your term of office as travel opportunities are often offered via e-mail.

Code of Ethics

As a state officer of a New Mexico Career and Technical Student Organization, I understand and agree to the following Code of Ethics:

1. I will refrain from possessing or partaking of any illegal drug, alcohol or tobacco (if prohibited by NMAA regulation and/or my organization) while participating in an official or assigned organization activity.
2. I will not engage in any public display of affection with any person while attending any official function or performing a state officer duty.
3. I will follow all instructions issued by any individual who is responsible for me.
4. I will wear the official dress of my organization while representing my organization.
5. I will maintain proper dress and good grooming on all occasions.
6. I will maintain a cooperative attitude while participating in any official organization activity.
7. I will use wholesome language in all speeches and informal conversations.
8. I will avoid all places or activities in which my presence could raise questions in to my moral integrity and character.
9. I will avoid participating in and actively discourage any conversations which belittle or downgrade fellow CTSO members, officers and adults.
10. I will treat all members equally and not favor one member or officer over another.
11. I will behave in a manner which conveys and commands respect without any air of superiority.
12. I will maintain dignity while being personable, concerned and interested in fellow members.
13. I will abide by all policies and procedures relating to officers and members as indicated in my organization's Policies and Procedures Manual.
14. I will abide by all rules and regulations established for my organization.
15. I will not deface or steal property of any kind. I will pay for or replace any property damaged by my actions.
16. I will not possess any type of weapon or take any action causing bodily harm or fear of life to any person.
17. Students of the opposite sex shall not be permitted to be in the same room unless accompanied by an adult.
18. Sexual conduct, material and/or behavior are prohibited.
19. I will observe all curfews established for each activity.
20. I will respect all persons with whom I come into contact. This includes keeping the noise level in my room inaudible to anyone passing in the hallway, ceasing all room-to-room telephone calls at curfew.
21. I will immediately separate myself from any situation in which a violation of this code of ethic has occurred and report the violation to an adult. This includes situations in which I was not present, but have direct knowledge of.
22. I will observe all penalties for violations of this code of ethics imposed at the discretion of my advisor, state management team, state officer coordinator, school officials and/or Board of Directors.
23. As an officer of my CTSO, I will represent my organization, state and with respect. This means that, for my term of office, any content I post on such things as MySpace, Facebook, YouTube or other sites and my email address must be reviewed by an authorized adult such as my advisor, parent or guardian. I also understand that these Websites will be monitored and I may be requested to remove material. If I fail to do so and post inappropriate or unapproved material, I will be on probation as an officer and subject to the consequences of my advisor, school or state advisor.