

CONSTITUTION OF THE BE A TEACHER CLUB (LSC-K) OF THE Texas State Teacher Association NEA Student Program

Article I: Name and Location

Section 1: The name of this association shall be the Be A Teacher Club hereinafter, known as the Association.

Section 2: Headquarters for the Association will be maintained at Lone Star College – Kingwood in Harris County, in Kingwood Texas.

Article II: Purposes

Section 1: Promote interest among adults who are interested in education careers.

Section 2: Provide members with opportunities for developing personal growth and professional competence.

Section 3: Provide opportunities for gaining an understanding of the history, ethics, and programs of the education profession.

Section 4: Provide opportunities for participating in service learning, which focus on teaching profession and service our communities.

Section 5: Provide professional membership on the local, state, and national levels during the preparation period for a career in education.

Section 6: Strive for higher standards of preparation

Section 7: Strive to ensure students move seamlessly from a two-year college into a four-year university.

Article III: Membership

Section 1: Membership in the Association shall be open to any Lone Star College – Kingwood student preparing for a career or interested in education. .

Section 2: Any registered student (full time or part time) at LSC-Kingwood who is in good standing with the college and fulfills the membership requirements, which coincide with the purpose of the organization, is eligible for membership. Alumni, faculty and staff of LSC-Kingwood may participate as members, but may not have voting privileges or serve as officers of the organization.

Section 3: Privileges of active student members include monthly meetings, campus activities, voting, nominations, serving as an officer, service-learning opportunities, professional development opportunities, and fund raising efforts.

Section 4: In order to guarantee equal rights to all members of the LSC-Kingwood student body, equal opportunities shall be afforded to all the students without regard to race, color

national/and or ethnic origin, religion, creed, gender, marital status, sexual orientation, age, citizenship, veteran status, or physical ability.

Section 5: Enrollment in the Texas State Teacher's Association Student Program (TSTA-SP) is advised but not required. The **Be A Teacher** organization shall affiliate with TSTA/NEA and shall not affiliate with any local, state, or national group, union, or association that competes for membership with the above organization.

- If an individual is working in a professional capacity and receiving a paycheck from a school district is not eligible for membership in TSTA-SP or NEA-SP. The insurance provided by the student program will not cover you based on the way the plan provisional rules.
- All individuals who enroll in TSTA and provide a copy of their confirmation will receive a blue Be A Teacher shirt for enrolling.

Section 6: In addition to being a member of the Association each member is advised to affiliate with the State and National Student program. A person shall not be admitted to or continue membership in the Association who possesses a teaching contract or who receives payment for teaching duties rendered – with the exception of graduate students receiving graduate teaching assistantship.

Section 7: The membership year shall be through the Fall and Spring semesters.

Article IV: Officers

Section 1: The elected officers of **Be A Teacher Club** shall be as follows: President, Vice President, Treasurer, Secretary, Historian, and SGA representative. These officers will serve as the Executive Committee of the organization.

Section 2: All officers shall meet the following requirements:

- a) A registered student in good academic standing (grade point average of 2.5 or above) at LSC-Kingwood
- b) Commitment to serve in the appointed position throughout the academic year
- c) Ability to conduct themselves in a fashion that will not reflect negatively on the image of the organization, its members, or LSC-Kingwood
- d) Are required to dedicate themselves to at least one service learning opportunity.

Section 3: Length of term for appointed offices will be one academic year (Fall/Spring Semester). Upon completion of the term, officers who wish to maintain the same position must be re-elected.

Section 4: The selection of the faculty sponsor(s) for the organization shall be voted on by the Executive Committee after meeting requirements set forth by the Office of Student Life.

Section 5: Any officer who does not meet the above Qualifications after taking office will be placed on a probationary period. The details for the probationary period will be decided on by the club sponsor and the officer being placed on probation.

Section 6: Any TSTA-SP/NEA-SP trips, scholarship opportunities, or other activities offered shall be awarded to the President. The President and Sponsor of the Be A Teacher Club will select recipients of any additional awards.

Article V: Organization

Section 1: EXECUTIVE COMMITTEE: There shall be an Executive Committee composed of the elected officers and the local advisor(s).

Section 2: GENERAL MEETING: There shall be monthly general meetings of the members.

Article VI: Affiliation

Section 1: The Association shall be affiliated with the Texas State Teachers Association NEA Student Program.

Section 2: The Association shall not affiliate with any local, state, or national group, union or association that competes for membership with the Texas State Teachers Association NEA Student Program.

Article VII: Amendment Process

Section 1: This Constitution may be amended at any regular meeting by a two-thirds (2/3) vote of the members present and voting.

Section 2: Proposed amendments must be submitted in writing to the Secretary and read at the previous regular meeting.

Section 3: EFFECTIVE DATE: Any amendment(s) to this Constitution shall become effective immediately upon approval by the membership.

Section 4: If approved, copies of the amended constitution must be provided to the faculty/staff sponsor and the Office of Student Life.

Article VIII: Suspension of Rules

Section 1: Any section of any article of this Constitution may be suspended by a two-thirds (2/3) vote at any general meeting, provided that any request for a suspension is accompanied by a statement of the purpose for the suspension of the rules.

Section 2: This Constitution shall become the official governing document of the **Be A Teacher Club** at the Lone Star College – Kingwood.

Section 3: EFFECTIVE DATE: Any amendment(s) to this Constitution shall become effective immediately upon approval by the membership.

Association Goals

Article I: Goals

- Section 1: Offer one or more **Be A Teacher** meetings per month during the Fall/Spring semesters.
- Section 2: Provide our members with several Service Learning Opportunities to choose from.
- Section 3: Provide our members with opportunities to attend meetings that offer professional development.
- Section 4: As the **Be A Teacher Club**, we will participate in all mandatory student activities on campus and ensure our members know about all upcoming events.
- Section 5: Provide professional membership on the local, state, and national levels during the Education certification period, and ensure students move seamlessly from a two-year college into a four-year university.
- Section 6: Advocate awareness of legislative Educational topics.

Bylaws

ARTICLE I. Officers

- Section 1: Must be enrolled in TSTA/NEA Student Program.
- Section 2: The presence of all members of the Executive Committee is mandatory for all regular meetings
- Section 3: Officers must make a commitment to one Service Learning Activity in the year they serve.
- Section 4: **The President:**
- a. Shall be the chief executive officer of the Association.
 - b. Shall represent the Association as spokesperson on matters of policy or assign responsibility for such representation.
 - c. Shall prepare the agenda and preside at all meeting of the Association.
 - d. Shall serve as ex-officio member on all committees.
 - e. Shall, with approval of Executive Committee, appoint the parliamentarian and the member of all standing committees.
 - f. Shall ensure the Association is abiding by the rules and regulations set forth by LSCS policies.
 - g. Responsible for attending all meetings and events on campus.
 - h. Responsible for updating Facebook account.
 - i. Responsible to read Constitution every semester and ask for amendments.
 - j. Responsible for arranging guest speakers and attaining gifts for guest speakers.
 - k. Responsible for campus events and ensuring the Association has a presence at mandatory events.
 - l. Ensure the club is promoted at the beginning of each semester in all education classes.

- Section 5: **Vice President:**
- a. Shall preside in the absence of the President.
 - b. Shall perform other duties as delegated by the President and/or Executive Committee.
 - c. Responsible for food donations for Be A Teacher Club meetings and Info Session meetings.
 - d. Responsible for getting food to the events or asking for help.
 - e. Responsible for attending all meetings and events on campus.

- Section 6: **The Treasurer:**
- a. Shall be responsible for the safekeeping and accounting of all funds.
 - b. Shall provide financial reports at each Executive Committee and Representative Assembly meeting.
 - c. Shall keep superb records of receipts associated with providing reimbursements for items spent by members.
 - i. Must keep a register for LSC-K Budget and Grant Money
 - ii. Must ensure all receipts are copied and provided in Treasurer Binder
 - iii. Responsible for checking in with Sponsor, President, or Vice President regarding receipts.
 - d. Fiscal Operating Year is from September 1, 2010 thru August 31, 2011.
 - e. Set rule that no money shall be spent or guaranteed without the approval of the President and/or faculty/staff sponsor.
 - i. Set rule that the Association accepts cash only no checks.
 - f. For all T-Shirt orders treasurer must create an invoice for every person so the Association has a record of the order.
 - g. Responsible for checking the quality of T-Shirt orders for accuracy.
 - h. Responsible for following up with vendors regarding any accuracy issues.
 - i. Responsible for picking up shirt order and handing out each shirt to each individual who ordered.
 - j. Responsible for communication with Student Activities coordinator and ensuring accounts paid with P-card are up to date.
 - k. Responsible for attending all meetings and events on campus.

- Section 7: **The Secretary:**
- a. Shall keep accurate records and files of the proceeding of general and Executive Committee meetings.
 - b. Shall submit monthly reports to the respective district, regional, or state presidents.
 - c. Responsible for maintaining email accounts and the filing of emails.
 - d. Responsible for adding email address from sign in sheets.
 - e. Responsible for responding to emails in the bea_teacher@yahoo.com email account.
 - f. Responsible for coordinating with Education Secretary to interface with media so the club can coordinate fliers for events and speakers.
 - g. Responsible for posting fliers for events and speakers at least 1-2 weeks prior to the event.
 - h. Responsible for attending all meetings and events on campus.
 - i. Responsible for tracking TSTA enrollments and sending information to Treasurer so a free Be A Teacher t-shirt can be provided.

- j. Responsible for amending meeting agendas, sending them to officers, and sending them to our TSTA state representative.

Section 8: **The Historian:**

- a. Shall prepare an association scrapbook.
- b. Responsible for developing pictures and submitting receipts to treasure.
- c. Responsible for keeping semester scrapbook budget at \$50.00.
- d. Shall write a history of the year’s work.
- e. Shall take pictures of association’s events.
- f. Responsible for attending all meetings and events on campus.

Section 9: **SGA Representative:**

- a. Shall represent the **Be A Teacher Club** at the Student Government meetings each semester; vote on behalf of the **Be A Teacher Club** at Student Government meetings; and report to the **Be A Teacher Club** all information received from Student Government meetings.

Article II: Sponsors/Advisors

Section 1: The Sponsor of the **Be A Teacher Club** shall work with the executive Committee in coordinating campus activities, meetings, community service projects and other functions to ensure that the **Be A Teacher Club** achieves its objectives.

Section 2: The sponsor shall be responsible for providing guidance and support to the **Be A Teacher Club** members, approval of appropriate activities, and having ultimate responsibility for the finances of the **Be A Teacher Club**.

Article III. Executive Committee

Section 1: The Executive Committee shall be the executive branch for this Association.

Section 2: The duties of the Executive Committee:

- a. To be responsible to the membership in all matters.
- b. To carry out the policies of the general membership.
- c. To attend to the business of the Association between general meetings.
- d. To approve all members of the committees.
- e. To adopt the annual budget.
- f. To make available all official documents for inspection of the Association.
- g. To cooperate with the president in setting up a schedule of meetings for the Year.
- h. To act on problems that need immediate attention.
- i. To give general direction to the work of all standing and special committees.

Section 3: A quorum for the Executive Committee shall consist of a majority of the members.

Section 4: Any member of the Executive Committee who is absent for 2 consecutive regular meetings or a total of 2 meetings of the Executive Committee during an Association year shall forfeit her/his office.

Section 5: Meetings of the Executive Committee shall be at a location designated by the president. The president shall notify the Executive Committee of any change in the location of their meeting.

Section 6: The dates and times for Executive Meetings shall be set by the Executive Committee at its first meeting. Additional meetings may be called by the president or by members of the Executive Committee.

Article IV: General Meeting

Section 1: MEETINGS: The Association shall meet on the following schedule: The 2nd Tuesday of every month at 12:30 and 5:00. There shall be one/two meetings per month with no less than 3 meetings per semester and no more than 8 a semester.

Section 2: SPECIAL MEETINGS: Special meetings shall be held at the call of the president, a majority of the Executive Committee, or upon written request of 50 % of the members. These meetings will consider only items specified in the call for such a meeting and shall deal with important matters that arise between regular meetings and urgently require action.

Article V: Committees

Section 1: There shall be the following standing committees, in addition to the Executive Committee, appointed by the president subject to the approval of the Executive Committee: Special Event coordinators, Be A Teacher Meeting day coordinators, Service Learning event coordinators.

Section2: DUTIES: the Executive committee shall provide the duties of the committees.

Section 3: Special committees may be established by the President with approval from the Executive Committee.

Section4: Special committees shall be established for the purpose of accomplishing a specific task within a limited period of time. The committee chairpersons shall be ex-officio members of the Executive Committee.

Article VI: Dues

Section 1: There are no dues for the Association. Members are encouraged to join TSTA NEA Student Program.

Article VII: Nominations and Elections

Section 1: Election will be conducted under guidelines approved by the general membership.

Section 2: All elections will be conducted using an open nomination and secret ballot procedure

- Section 3: All student members may nominate and vote in an election. The timeline for election of Executive Office Committee officers will be: April of each year and the new elected officers will take effect in June.
- Section 4: Method of Nomination: Any active member of the **Be A Teacher Club** can nominate a student to candidacy, or may nominate himself/herself. All nominated individuals must formally accept their nomination either verbally (at a general meeting of the organization) or in writing. Each position within the Executive Committee shall be voted upon separately.
- Section 5: All active members of the **Be A Teacher Club** shall be allowed to vote anonymously by casting their individual votes.
- Section 6: Any vacancy, which may occur in an office, shall be filled by and appointed by the remaining members of the Executive Committee pending ratification at the next group meeting.
- Section 7: Any officer may be removed from membership in the **Be A Teacher Club** by a two-thirds vote of the Executive Committee. Any officer removed may appeal to the general membership. Said officer shall be considered reinstated with two-thirds approval of the members of the **Be A Teacher Club**.

Article VIII: Due Process

- Section 1: The Association shall guarantee that no member will be censored, suspended, or expelled without a due process procedure, which shall include an appellate procedure.
- A due process would occur in the event that the below are not met:
- See Article IV Section 2
 - See Bylaws Article I Section 1 - 9
- Section 2: The Association shall guarantee that no member of the Executive Committee shall be impeached and removed from officer without a due process procedure, which shall include an appellate procedure.
- Section 3: The general membership shall approve rules and procedures to implement these due process guarantees.

Article IX: Amendment Process

- Section 1: These Bylaws may be amended by a two-thirds (2/3) vote of those present and voting at any general meeting.
- Section 2: Proposed changes in these Bylaws shall be presented in writing to the membership at least 15 days prior to the meeting at which they will be considered.

Article X: Suspension Provision

- Section 1: Any provisions of these Bylaws may be suspended by a two-thirds (2/3) vote of those present and voting at any general meeting.

