

# Chapter of Educators Rising Future Educators of Alaska

## Chapter Bylaws

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### **Article I      Name, Location, and Purpose**

- Section 101      The name of this organization shall be the Future Educators of Alaska (FEA).
- Section 102      The chapter is located at the University of Alaska, Fairbanks campus in Fairbanks, Alaska, United States. The street address for the chapter is 910 Yukon Drive, Suite 108, Fairbanks, Alaska 99775. The official mailing address is the same.
- Section 103      The purpose of the chapter shall be to increase the number of Alaskan students prepared for a career as an educator with the goals of: 1) introducing students to careers in education through the formalized structure of FEA clubs and activities; 2) preparing students for graduation and college entrance as education pre-majors through the completion of rigorous coursework; and 3) preparing students to transition from high school to postsecondary education by graduation.

### **Article II      Administrative Approval**

- Section 201      The local chapter shall seek and receive approval from the appropriate school administrator to establish an FEA chapter at the local school.
- Section 202      The chapter shall seek permission to affiliate with the state organization.
- Section 203      The chapter shall seek and receive official charter membership recognized at the international level.

## **Article III Membership Eligibility**

Section 301 Membership in the chapter shall be open to students who are currently enrolled in the school and are interested in education as a profession.

Each member shall meet the following eligibility requirements:

- Section 302
- a. Meet the academic standards required by the school for students to participate in extracurricular activities;
  - b. Complete an application form and other required paperwork to attend FEA sponsored events;
  - c. Submit a parent/guardian support letter;
  - d. Be recommended by teacher(s) at the school.

Section 304 A member who falls below the eligibility standards required by the chapter shall be placed on probationary status until such time as eligibility is achieved or student is suspended from membership.

Section 305 A member of another Educators Rising chapter who enrolls in the school will be accepted for membership in the chapter.

Section 306 Membership in the chapter shall not be restricted on the basis of race, ethnicity, religion, sex, national origin, or physical handicap.

## **Article IV Dues**

Section 401 Annual dues for each chapter are \$0.00.

Section 402 In the event that it becomes necessary to charge annual dues, the amount will be determined by a vote of the general membership at a business meeting during the annual Academy/Gathering.

## **Article V Chapter Officers**

Section 501 The officers of this chapter shall consist of a President, Vice-President, Recording Secretary, Public Relations Secretary, and Historian.

Section 502 All officers shall be elected at the annual state conference, to take office at the conclusion of the conference and serve until the next election.

Section 503 The terms of all chapter officers shall be for one year.

Section 504 To be eligible to hold an office, the candidate must be an active member in grades 9-12 of an FEA affiliated chapter and must maintain membership throughout the term of office, must be present at the state conference, must attend all trainings associated with officer duties, must carry out all tasks associated with said office. The candidate must submit an Officer Applicant Signature Agreement to the State Program Manager, indicating intent to run for office *in a timely manner*. A parent, FEA Advisor, and school principal must sign the agreement.

Section 505 The term of office for the officers shall be one year or until their successors are duly qualified. Incumbents are eligible to seek reelection for an additional year.

## Article V

### Chapter Officers

- Section 506 If an office is vacated, the officers may appoint a person to fill the vacated position until such time as the chapter can hold an election to fill the vacated office or the officers may appoint a person to fill the unexpired term of the person who has vacated the office.
- Section 507 Every officer shall keep a permanent file for his/her office. These shall be handed over to the incoming officers upon election at the state conference.

## Article VI

### Duties of Officers

The President shall:

- Section 601
- a. Be the Chief Executive officer of the Association;
  - b. Represent the association as spokesperson on matter of policy or assign responsibility for such representation;
  - c. Aid in preparing the agenda and preside at all meetings of the Association;
  - d. Serve as Member Ex Officio on all committees;
  - e. Approve all official communications sent out in the name of the Association;
  - f. Appoint the chairperson and members of such committees as are deemed necessary;
  - g. Request a member of the Executive committee to serve as a liaison to each committee;
  - h. Serve as a delegate to the House of Delegates; and
  - i. Have working knowledge of parliamentary procedure.

The Vice-President shall:

- Section 602
- a. Preside in the temporary absence of the President;
  - b. Be an assistant to the Presidents;
  - c. Perform other duties as delegated by the Presidents and/or the Executive Committee;
  - d. Assume the office of President upon the resignation or death of the president; and
  - e. Have a working knowledge of parliamentary procedure.

The Recording Secretary shall:

- Section 603
- a. Keep on file a list of all chartered chapters;
  - b. Keep a record of all meetings;
  - c. Keep an up-to-date file on all communications including the report and minutes of the Executive Committee;
  - d. Furnish copies of the minutes to the members of the Executive Committee;
  - e. Prepare and keep in file the names and addresses of :
    - i. All chapters
    - ii. All the members of the executive committee
    - iii. The officers of all regions,
    - iv. The officers of all chapters, and
    - v. Shall have a working knowledge of parliamentary procedure.

- Section 604 The Public Relations Secretary shall:

- a. Serve as the student editor of the newsletter and website [www.futureeducatorsalaska.org](http://www.futureeducatorsalaska.org);
- b. Keep a file electronically and a hard copy of all letters received and do the corresponding necessary;
- c. Have a working knowledge of parliamentary procedure.

The Historian shall:

Section 605

- a. Receive and keep an up-to-date chronological history of state growth and activity electronically;
- b.

Vacancies:

In the event of the resignation, death or the absence of a member of the Executive Committee for three consecutive meetings of the Committee, his/her office shall be declared vacant by the President. Such vacancy shall be filled by the Executive Committee with the exception of the offices of President and Vice-President. If the Vice-President moves up to President, or if both offices of President and Vice-President should be vacant, the candidate receiving the most votes as first runner-up at the immediate past state conference shall fill the vacancy/vacancies. If this latter process does not provide persons to fill vacancies in the office of the President and/or Vice-President, the Executive Committee shall fill either or both as the case may be.

Section 606

## **Article VII Standing and Ad Hoc Committees**

The Future Educators of Alaska Advisory Committee composition conforms to Career and Technical Student Organization (CTSO) guidelines. The Board has eleven representatives of specific populations: State Program Manager, Parents, Students, Academic Teachers, CTE Teachers, Post-Secondary Faculty, Administrators, Special Populations, Career Guidance, Academic Counselors, Business & Industry Representatives, as well as a seven member Advisory Board of Cultural Knowledge bearers made up of Alaska Native education leaders.

Section 701

An executive committee shall consist of all elected officers, FEA Chapter advisor(s), the State FEA Program Manager, Advisory Committee Member(s), and Advisory Board of Cultural Knowledge Bearer members(s). This committee shall be responsible for conducting all business of the chapter, including program of work, Fall Leadership Conference, State Competitive Events Conference, and National Conference.

Section 702

The president, with the approval of the executive committee, shall establish any of the following standing committees with the duties and responsibilities to be defined by the executive committee: Membership, Program and Activities, Special Projects, Publicity, Awards and Ceremonies ...

Section 703

Ad hoc committees may be established as needed by the president and advisor(s) to perform whatever functions the chapter deems necessary or desirable. The president shall appoint chairpersons with approval from the executive committee.

Section 704

The Advisory Board meets twice a year to review program data and evaluation reports presented by the State Program Manager and to make recommendations

Section 705

## **Article VII Standing and Ad Hoc Committees**

about the FEA Program.

Section 706 The seven members of the Advisory Board of Cultural Knowledge Bearers (ABC) meet twice a year. They serve as role models for FEA students, score student projects entered in the CTSO competitions, and provide feedback to students. They advise FEA on the content and design on the Intro to Education Courses.

## **Article VIII Chapter Advisor(s)**

Section 801 The activities of this chapter shall be subject to the approval of the chapter advisor(s) and the school principal.

Section 802 The advisor(s) shall be a full-time faculty member or other adult appointed by the school to provide activities and guidance for students interested in the field of education.

Section 803 The advisor(s) or approved designees shall be present at all chapter meetings and activities. His or her duties include but are not limited to:

- a. Filing FEA student applications with the FEA State Program Manager;
- b. Filing Attendance and Activity forms for each scheduled meeting with the FEA State Program Manager;
- c. Updating FEA Club Member status at the end of each academic year;
- d. Completing necessary background checks; and
- e. Attending FEA sponsored events with students.

## **Article IX Election of Officers**

Section 901 Elections shall be held yearly no later than April. Newly elected officers shall assume their respective office at the close of the current school year and serve throughout the next school year.

Section 902 A nominating committee shall be appointed by the president to propose a slate of officers to be announced to members at the meeting prior to the election.

Nominations also shall be open on the floor of the meeting at which the election is held.

Section 903 Elections shall be by a simple majority of those present and eligible to vote. The vote shall be by secret ballot.

Section 904 Only members of the Future Educators of Alaska Chapter of Educators Rising may hold office or vote in elections of officers.

## **Article X Chapter Meetings**

Section 1001 Regular meetings of this chapter shall be conducted on dates designated by the executive committee, approved by the chapter advisor(s), and announced in advance to the members.

Section 1002 The advisor or the president with prior approval of the advisor may call special meetings.

Section 1003 All meetings shall be open meetings.

The president shall call the meetings to order. The normal order of business is as follows:

- a. Approval of minutes of previous meeting
- b. Treasurer’s report
- c. Reports of standing committees
- d. Reports of special committees
- e. Unfinished business
- f. New business
- g. Remarks, announcements, questions
- h. Closing

Section 1004

Section 1005 The normal order of business may be altered to accommodate special programs, activities, guest speakers, etc.

Section 1006 A quorum shall consist of the members present at a chapter meeting.

Section 1007 Special activities requiring travel shall follow school guidelines related to release forms and permissions.

## **Article XI Amendments to Bylaws**

Section 1101 These bylaws may be amended at any regular meeting provided the proposed amendments have been presented to the executive committee.

Section 1102 Proposed amendments to the bylaws shall be written and presented to the executive committee at least days prior to final action.

Section 1103 The executive committee shall review proposed amendments and present them to members with the committee’s recommendation for accepting, rejecting, or altering the proposal.

Section 1104 The executive committee may not alter or discard a proposed amendment without the consent of its originator.

Section 1105 A majority of the members present and eligible to vote is required to amend the bylaws.

## **Article XII Ratification**

Section 1201 These bylaws shall become effective for the Future Educators of Alaska (FEA) Chapter of Educators Rising after acceptance by a majority of the members present at a regular meeting.