



# New Chapter Guide

**"The Hope for Tomorrow"**

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## Our Mission

TAFE encourages students to learn about careers in education and assists them in exploring the teaching profession while promoting character, service and leadership skills necessary for becoming effective educators.

## Our Motto

“The Hope for Tomorrow”

## History of TAFE

TAFE was founded in 1984 so that students all over Texas would have the opportunity:

1. To learn about the teaching profession, its opportunities, responsibilities, and its important role in our democracy.
2. To explore their interests and abilities in relation to the various fields of teaching.
3. To cultivate the qualities of character, service, and leadership - which are essential in good teachers.
4. To learn how and where teachers receive their training, the cost, scholarships available, number of years required, certification requirements, and standards.
5. To study the lives and influence of great teachers.

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# WELCOME TO TAFE!

## WHY YOU?

- Because you love teaching.
- Because you are flexible.
- Because you relate well to young people.
- Because you want students to consider teaching as a viable career.
- Because you want to give teaching a good name.
- Because you've got energy to spare.
- Because you are a positive, can-do person.
- Because it seems like a good idea.
- Because the principal selected you.

## WHY YOU?

Because you are good at it!

TAFE needs teacher leaders who have the time to organize, the will to inspire, the energy to encourage, and the desire to make a difference.

## BEING THE TAFE TEACHER LEADER MEANS...

Teaching students to lead

Setting goals

Recruiting members

Planning activities

Enjoying the students

Supervising projects

Evaluating results



Hard work

Satisfaction

Laughter

Late Nights

Warm Fuzzies

Growth

Learning

## Say YES to TAFE!!

# STAY IN TOUCH!

The biggest key to having a successful chapter is staying informed about events, deadlines, updates, and announcements from the state office. Don't miss out on important information by checking the website often and connecting with TAFE on social media. Encourage your students to do the same!

www.TAFEonline.org .....



 Twitter: @TAFESate .....



 Instagram: @TAFESate .....



 TikTok: @TAFESate.....



 Youtube: @TAFESate.....



 Facebook: Search “Texas Association of Future Educators” in Facebook groups



# CHECKLIST FOR STARTING A NEW TAFE CHAPTER

- Step 1  **Secure approval from administration.** Gaining support is vital to having a successful chapter. Use this guide as a resource to promote the mission of TAFE.
- Step 2  **Attend the Teacher Leader Workshop** held during the preconference days prior to the FCSTAT Summer Conference.
- Step 3  **Recruit!** Start with students in your classes. Establishing a core group of students to serve as an officer team early will provide a solid foundation for your chapter.
- Step 4  **Register for Educators Rising Membership.** Create a Teacher Leader account at EducatorsRising.org. Once your account is created and approved, your students may begin creating their accounts. All TAFE members must be members of Educators Rising to compete and participate in TAFE events.
- Step 5  **Pay state affiliation fees.** Affiliation fees of \$80 per chapter must be paid prior to participating in your region conference.
- Step 6  **Draft a Constitution.** See the example on page 24.
- Step 7  **Chapter members plan a tentative calendar of activities.** Be sure to include projects in each of the seven TAFE TRAFLES project areas. See the sample yearly calendar on page 14 and ideas for TRAFLES projects on pages 18-23.
- Step 8  **Chapter members prepare a budget.** You will need to plan ahead to determine how much money your chapter will need and how you will go about earning that money. (See sample budget)
- Step 9  **Begin preparing for your area conference.** Reach out to your region president for details such as the date, location, and cost of the area conference. To find out who your area president school is, refer to page 27 or go to [www.tafeonline.org](http://www.tafeonline.org), scroll over the “About” tab, and click on the “Area Maps”. Then, find and click on your area.

**YOU ARE OFF TO A GOOD START!**



# Steps for Establishing a Collegiate TAFE Chapter on your campus

**\*(There are most likely different student organizational departments at your institution with a distinct set of guidelines and procedures to establish a new student organization, which may vary from the steps listed here).**

1. Secure approval from your institution's administration, (Dean, Provost, or President).
2. Schedule a meeting with the Director of Student Organizations on your campus to discuss the proposed organization and review the process of establishing the organization itself.
3. Become familiar with your institution's Student Organization Handbook, which will provide an overview of the requirements, rules, regulations, and guidelines regarding student organizations.
4. Secure at least five (5) members who are students enrolled at your institution.
5. Secure at least one (1) advisor for the organization. The advisor must be a full-time staff or faculty member.
6. Submit the required application and registration forms outlined within the Student Organization Handbook.
7. Have your President (or equivalent), Risk Management and Service Coordinator (or equivalent), and Advisor successfully complete a State mandated Risk Management Online Training. Information regarding this required training can be provided to you by your institution's Student Organization's Office.
8. The faculty advisor along with students will establish an organizational mission, purpose, and vision and will also outline potential activities or events to initiate at your campus or within the community.
9. Recruit! Start with students in your classes, then reach out to other faculty members who can recommend students who might be interested in a career in education. Establishing a core group of students to serve as an officer team early will provide a solid foundation for your chapter.
10. Having the officer team visit students within other faculty's classrooms is also a great way to recruit members, because the students can serve as ambassadors of TAFE and speak to their own experiences, which is invaluable.

# TAFE AS A CTSO

## Steps to Ensure that Career and Technical Education Students Participating in TAFE Receive Federal Perkins Support

TAFE is now a recognized Career and Technical Student Organization (like FFA, DECA and FCCLA). This change allows districts to use federal Career and Technical Education funding to support student participation in TAFE professional development activities.

### Resources/ References:

Federal Use of Funds Guidelines

Letter from TEA Recognizing TAFE as a CTSO

Link to the US Department of Education webpage referencing our national affiliate (Educators Rising) as a Career and Technical Student Organization (CTSO)

<http://www2.ed.gov/about/offices/list/ovae/pi/cte/vso.html>

- Step 1 Review federal use guidelines and crosswalk these guidelines with planned TAFE professional development activities at the Local, Regional, State and National Level. Prepare a preliminary budget to help determine cost of professional development activities in which your CTE students are planning to participate.
- Step 2 Talk to your local CTE Directors and notify them that TAFE is now a CTSO and CTE students participating in TAFE are now eligible for federal funding support for professional development. Reference the US Dept. of Education website link listed above and the letter from TEA.
- Step 3 Ask them about district guidelines and procedures for utilizing Perkins money for CTE students. These guidelines should be consistent with the federal use of funds guidelines. District CTE Directors are responsible for administering the district CTE budget. Speak to him/her about the budget that you have created to clearly convey the costs of professional development activities that you have planned for your CTE students.
- Step 4 Talk with sponsors of other organizations which are established CTSOs (FFA, DECA, FCCLA, HOSA, FBLA, TSA, SkillsUSA, BPA). Ask them their perspectives about how they manage CTSO funding guidelines and procedures.
- Step 5 E-mail the TAFE State Program Director with questions or concerns which you encounter in your discussions with the CTE Director and Principal. We are here to support you.

# TAFE AS A CTSO



## TEXAS EDUCATION AGENCY

1701 North Congress Ave.\* Austin, Texas 78701-1494 \* 5121463-9734 \* PAX: 5121463-9838 \* <http://www.ta.state.tx.us>

Robert Scott  
Commissioner

June 7, 2010

State Program Director, TAFE  
1833 South IH-35  
Austin, Texas, 78741

Dear Mr. Alejandro Arguello,

The United States Department of Education (USDOE) Office of Vocational and Adult Education (OVAE) announced on March 24, 2010, that it has recognized the Future Educators Association (FEA) as a career and technical student organization (CTSO). It is with great pleasure that I write to welcome the FEA and its state affiliate the Texas Association of Future Educators (TAFE) as the newest CTSO in Texas!

Along with the other CTSOs, FEA, and in turn TAFE, are now an integral part of career and technical education. In Texas TAFE has proven itself since 1984 as a premier student organization, dedicated to providing opportunities for exploration of education careers. By providing competitive and community development opportunities to the students involved in Education and Training courses throughout the state, TAFE has the opportunity to positively influence the lives and careers of young Texans.

Diane Salazar, Director of the Education and Training cluster, will provide TEA oversight for TAFE. Working together, we will continue to strive to attract dynamic and diverse students to explore the education profession. Congratulations to TAFE and its parent organization, the Texas Association of Secondary School Principals on this accomplishment. We look forward to working with you for many years to come.

Sincerely,



Lizzette Gonzalez  
Deputy Commissioner  
Statewide Policy & Programs



# HELPFUL HINTS FROM OUR NATIONAL ORGANIZATION



TEXAS  
There's power in teaching

Educators Rising is proudly sponsored by PDK International.

## Permissible Uses of Perkins Funds

The Carl D. Perkins Career and Technical Education Act of 2006 (otherwise known as the Perkins Act) provides more than \$1.2 billion in funding for career and technical education through fiscal year 2012. The act specifies required and permissible uses of these funds for activities at the local and state levels. The following listing highlights some of these required and permissible uses of funds and describes how CTSOs might help to successfully carry out these activities.

### State Leadership Activities

This section of the Perkins Act details 9 required and 17 permissible uses of leadership funds. CTSO activities fit in many of these required and permissible uses.

#### Required Use of Funds

*Professional development programs*—Each CTSO, as part of its national and regional meeting program, provides professional development opportunities for teachers and Teacher Leaders. To qualify as professional development, workshops and inservice training must be high quality, sustained, intensive, and classroom-focused; help improve student achievement; help teachers stay current with the needs, expectations, and methods of the industry; and help develop rigorous and challenging integrated curricula, among other requirements.

*Support for career and technical education programs that improve academic, career, and technical skills of students*—CTSOs provide a venue for hands-on, contextual learning of classroom curriculum and help students see the “real world” value of what they study in their academic classes. Students have the opportunity in work settings to use career skills they have learned in the classroom.

*Support for forging partnerships among local education agencies, postsecondary institutions, adult education providers, and other entities, such as employers, labor organizations, intermediaries, and parents*—CTSOs promote dialogue among relevant groups for the purpose of fostering partnerships and unified support for the career and technical education program.

#### Permissible Use of Funds

*Career guidance and counseling programs*—Each CTSO has programs that supplement and complement the curriculum of its specific discipline. Through their work with guidance counselors, CTSOs provide a valuable component to the career guidance process.

*CTSOs*—Depending on the requirements within a specific state, it is possible that funds may be used to support activities of CTSOs, including travel for chapter Teacher Leaders/students and the purchase of instructional materials. Federal funds granted to CTSOs must be used to improve the career and technical education program.

*Education and business partnerships*—CTSOs provide students with opportunities to work with local businesses in cooperative programs and through job shadowing.

# HELPFUL HINTS FROM OUR NATIONAL ORGANIZATION

## Local Leadership Activities

While Perkins funds are distributed to school districts and community colleges through a prescribed formula based on factors such as poverty and population, how the funds are used once they get to the local level is different in every community. The federal law includes several required uses of funds and lists many permissible uses of funds. In reviewing these activities, you will see a broad array of possibilities for ways in which CTSOs can participate in the Perkins Act.

## Required Use of Funds

*Strengthen academic and career and technical skills of students through integration of academic and career and technical programs*—CTSO programs enhance both academic and career and technical education coursework. Through hands on, contextual learning experiences, classroom lessons become more relevant for students by providing a “real world” value.

*Provide programs that address all aspects of an industry*—Through job shadowing and cooperative programs, students have the opportunity to learn about varied aspects of an industry.

## Permissible Use of Funds

*Involve parents, businesses, and labor organizations in planning, implementing, and evaluating CTE programs*—Parents of CTSO student members frequently get involved as chaperones, event judges, or sponsors of CTSO activities; also, through CTSO programs, students are exposed to business and labor leaders in their communities. A natural consequence of adult/student interaction through CTSOs is increased support for career and technical education.

*Provide career guidance and academic counseling*—The mission of each CTSO includes career guidance for its members.

*Assist career and technical student organizations*—Depending on the requirements within a specific state or local school district, it is possible that funds may be available to support CTSO activities, such as travel for chapter Teacher Leaders and students or the purchase of instructional materials.

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*This information comes from "Career and Technical Student Organizations: A Reference Guide" (3rd ed.) by Lyn Fiscus and Alisha Dixon Hyslop.*

# PROMOTING YOUR CHAPTER

## More Great Ideas!

- Ask teachers for recommendations of students who have expressed an interest in teaching.
- Advertise in your school newspaper.
- Have a booth at registration at the beginning of the year.
- Create a flier for students and teachers to hand out.
- Send ‘We miss you’ cards to those not in attendance.
- Have committees for various activities. Be generous with responsibilities.
- Develop a booklet outlining the group’s program.
- Provide door prizes such as candy at some of the meetings.
- Give recognition to members for jobs well done.
- Hold social events during the year.
- Hold a faculty welcome and reception.
- Publicize what you do.
- Provide interesting programs with good speakers, movies, refreshments, and entertainment.
- Keep new members active.
- Make everyone feel included in the group.
- Hold group “brainstorming” sessions.
- Sponsor an activity for the entire student body.
- Place notices of meetings and activities on chalkboards in classrooms.
- Have new members wear nametags for the first meeting or two.
- Have a fellowship period after meetings.
- Use a point system to encourage active membership and/ or earn privileges.
- Create a webpage highlighting goals and activities.
- Present your goals and activities to the local school board.
- Create a Facebook fan page for your chapter (if school policy allows).



# MEETING HINTS

## USE AN AGENDA!

Be sure to have an agenda for each meeting. This will make the meeting run smoothly and less time will be wasted. It also assures that everything is considered and nothing is forgotten. The following is a standard “order of business” from which you can write your agenda:

- Call to Order
- Recite TAFE pledge
- Attendance or sign-in sheet
- Reading and approval of minutes
- Treasurer’s report (placed on file)
- Reports of other officers
- Reports of committees
- Unfinished business
- New business
- Announcements
- Adjournment



## HELPFUL MEETING HINTS:

- Start meetings on time
- Follow your agenda
- Write agenda on board or give each person a copy
- Have paper and pencil for each member
- Use parliamentary procedure
- Find a regular meeting place - quiet, well lighted, well ventilated, easy to reach

Have a regular meeting time - once a week, once every two weeks or once a month. If only once a month, be sure to communicate with your members between times (using bulletin boards, notes, announcements, text messages, Twitter, Facebook, website or e-mail).

## TAFE Pledge:

*As a TAFE member, I hereby pledge to promote positive attitudes regarding all noble aspects of education, to acknowledge the challenging role of the teaching profession, and to provide service and leadership within my school and community.*

# MEETING MINUTES

## Minutes must have the following content:

(A requirement to earn TAFE Outstanding Chapter)

1. Type of meeting (regular, special, called, etc.)
2. Name of assembly
3. Date, time and place of meeting
4. Fact of presence of president and secretary, or substitutes, and quorum
5. Minutes read, and statement of amendment, and/or approval
6. All main motions and disposition of them (also, points of order or appeal)
7. Time of adjournment and name of recorder
8. Signature of Secretary — word “Approved” and the date of approval should be noted on bottom of minutes by secretary

Names of those making motions may be entered, but seconder’s name need not be recorded.

Minutes are a record of what was “done,” not what was said. Minutes should be placed in a permanent record book. A new book or a division should be allowed for each club year.

### Sample Minutes of a TAFE Meeting:

The (regular, special) meeting of the \_\_\_\_\_ TAFE organization met on Wednesday, September 6, 2018, at 3:30 p.m. in Room 115. The meeting was called to order by the President, \_\_\_\_\_. There were \_\_\_\_\_ members present and \_\_\_\_\_ absent. The secretary, \_\_\_\_\_, called the roll and read the minutes of the previous meeting.

They stood approved as read/or as corrected. The treasurer, \_\_\_\_\_, reported a balance of \_\_\_\_\_. The report was placed on file.

The projects committee chairman, \_\_\_\_\_, read the report of the committee. It was moved by \_\_\_\_\_ and seconded that the \_\_\_\_\_ TAFE organization sponsor an Education Fair on November 3, 2018. Motion carried. The President appointed \_\_\_\_\_ to chair the committee for refreshments for this event. It was moved and seconded that TAFE donate \$25.00 to the United Way. Motion carried.

The meeting was adjourned at 4:05 p.m.

Submitted by \_\_\_\_\_.

Approved: September 18, 2018

Form 1-A

# SAMPLE BUDGET

Income:	
Member Dues	130.00
Candy Sales	200.00
Calendar Sales	200.00
Halloween Dance	400.00
<b>TOTAL</b>	<b>930.00</b>
Expenses:	
State Dues	60.00
Region Dues	10.00
Annual State Conference	150.00
Summer Leadership Workshop	200.00
Teacher Appreciation	175.00
Spirit Days	100.00
Awards Banquet	110.00
Miscellaneous	150.00
<b>TOTAL</b>	<b>955.00</b>

# SAMPLE TREASURER'S REPORT

January 21, 2018	
Balance as of January 7, 2018	\$496.00
Income:	
Member Dues (4 new members)	20.00
Receipts from slushie sales	163.00
<b>TOTAL</b>	<b>183.00</b>
Disbursements:	
Scrapbook supplies	16.96
Regional Conference	
Registration Fee	10.00
Graduation cords	9.26
Flowers for Mrs. Wright	15.72
Teacher Appreciation apples	12.64
<b>TOTAL</b>	<b>64.58</b>
 Current Balance (January 21, 2018)	 \$614.42

# SAMPLE MONTHLY SCHEDULE

## TEXAS ASSOCIATION OF FUTURE EDUCATORS

- |           |                                                                                                                                        |
|-----------|----------------------------------------------------------------------------------------------------------------------------------------|
| August    | - Help with registration. Have a TAFE table. Give out or sell taffy.                                                                   |
| September | - Planning meeting<br>- Recruitment meeting<br>- Help with Back to School Night                                                        |
| October   | - Faculty appreciation week<br>- Halloween Party<br>- Attend Region Convention                                                         |
| November  | - Service Project<br>- Help with Career Day                                                                                            |
| December  | - Christmas social<br>- Tutor for finals                                                                                               |
| January   | - Tutor for final exams<br>- Visit college campus                                                                                      |
| February  | - Fundraiser/Sell candy grams, Valentine flowers<br>- Attend Annual State Conference<br>- Tutor for State Testing                      |
| March     | - Visit/help in elementary school classrooms                                                                                           |
| April     | - Hold Career Day for all school organizations<br>- Elect officers for new year<br>- Work at Special Olympics                          |
| May       | - Hold end of school TAFE members' awards banquet<br>- Tutor for final exams<br>- Volunteer to decorate at the teacher's award banquet |
| June      | - Make plans for officers to attend Summer Leadership Workshop                                                                         |

# SAMPLE WEEKLY SCHEDULE

## Texas Association of Future Educators

September	14	Planning Meeting - send out invitation
	21	No meeting
	28	Recruiting meeting
October	5	Meeting - Speaker - Motivational
	12	Organize for Teacher Appreciation
	19	Meeting - Speaker - Panel - Areas of High School Education
	26	Work on Halloween Party
November	2	Meeting- Speaker, Discussion about preschool, elementary, secondary, college
	9	Plan Thanksgiving service project
	16	Meeting - Speaker - Panel - Areas of counseling, special education, administration
	23	Work on Thanksgiving Service Project
	30	Plan for State Convention
December	7	Meeting - Speaker – Social Emotional Learning
	10	Plan for State Convention/Practice skit for running for office
	14	Christmas Party
January	4	Meeting - Speaker/Self-improvement /New Year’s Resolution
	11	Tutoring
	18	No meeting - finals
	25	Plan Valentine Fundraiser
February	1	Visit High School Chapters
	8	Work Valentine Fundraiser
	15	Meeting - Speaker - Plan leadership project
	22	Celebrate Washington’s Birthday
March	14	Evaluate State Convention/decide where to go for in-class experience
	21	Meeting - Speaker - expectations of visiting students
	28	Evaluate “student teacher” experiences
April	4	Meeting - Speaker - Parliamentary Procedure Plan Parliamentary Procedure Workshop
	11	Election of officers
	18	Meeting - Speaker - Special Olympics
	25	New officer leadership training
May	2	Tutor for final exams
	9	Meeting - Speaker- Plan awards banquet
	16	Hold awards’ banquet/installation of officers
	23	No meeting
	30	No meeting

**Attend Summer Leadership Workshop!!!**



# COLLEGIATE COMPETITIVE EVENTS

Collegiate Teacher Leader of the Year

- \*Children’s Literature Competition
- \*Creative Lecture Competition
- Differentiated Lesson Competition
- Educational Leadership Fundamentals Test
- \*Educators Rising Moment Competition
- \*Ethical Dilemma Competition
- \*Impromptu Speaking Competition
- \*Interactive Bulletin Board Contest – 2 Categories
  1. Elementary School
  2. Middle/High School
- Outstanding Chapter Contest
- Portfolio Contest
- Professional Development Competition
- Project Visualize Contest – 7 Categories
  1. Teaching/Training
  2. Recreation
  3. Appreciation
  4. Fundraising
  5. Leadership
  6. Educational Awareness
  7. \*Service
- \*Public Speaking Competition
- \*Researching Learning Challenges Competition
- \*Teacher Created Materials Contest – 2 Categories
  1. Elementary School
  2. Middle/High School



*All competitive events require advancement from region to state competition except Outstanding Chapter and TAFE Student of the Year. Details and contest requirements can be found at [TAFEonline.org/guidelines-rubrics](http://TAFEonline.org/guidelines-rubrics).*

***\*Students competing in these events have the potential to advance to Educators Rising national competition***

# SUGGESTED CHAPTER CONSTITUTION

## Article I Name

The name of this Texas Association of Future Educators Chapter shall be:

---

Name of Chapter

---

Name of School

City

State

## Article II Purposes

- Section 1. To learn about the teaching profession, its opportunities, responsibilities, and its important role in our democracy.
- Section 2. To explore our own interests and abilities in relation to the various fields of teaching.
- Section 3. To cultivate the qualities of character, service and leadership which are essential in good teachers.
- Section 4. To learn how and where teachers receive their training, the cost, scholarships available, number of years required, certification requirements, and standards.
- Section 5. To study the lives and the influence of great teachers.

## Article III Affiliation

- Section 1. This TAFE chapter shall be chartered by the Texas Association of Secondary School Principals.
- Section 2. This charter shall be in effect as long as dues are kept current.

## Article IV. Officers and duties

- Section 1. The president shall preside over meetings and see that the work of the chapter goes forward.
- Section 2. The vice president shall assist the president and act in his/her absence. He shall serve as chairperson of the program committee.
- Section 3. The secretary shall keep an accurate list of members and a record of their attendance at meetings and shall record the activities of the chapter, including the minutes of business meetings. He/she shall carry on all chapter correspondence.

- Section 4. The financial secretary shall collect dues and send the annual fees to the TAFE State office.
- Section 5. The historian shall keep the history of the chapter and the scrapbook.
- Section 6. The parliamentarian shall learn parliamentary procedure and teach it to the chapter.
- Section 7. The faculty Teacher Leader shall advise the chapter in all its activities and relations.

#### **Article V.**

#### **Qualifications and duties of administrators and Teacher Leaders**

- Section 1. The principal (or an assistant principal appointed by the principal) should serve in an advisory role for chapter operations.
- Section 2. The teacher leader shall be a teacher approved by the principal and/or superintendent.

#### **Article VI. Membership**

- Section 1. Membership is open to any student in grades \_\_\_\_\_ to \_\_\_\_\_ who is interested in exploring teaching as a career and who has the high qualities of character, service, scholarship, and leadership essential to a good teacher.
- Section 2. Two consecutive unexcused absences from regularly scheduled meetings may cause loss of membership.
- Section 3. The scholastic and citizenship standing of each member shall be reviewed twice annually. Below average grades may result in placing the member on probation or cause loss of membership.

#### **Article VII Membership dues**

The dues shall be \_\_\_\_\_ for the school year.

#### **Article VIII Meetings**

The chapter shall meet at (stated times)

#### **Article IX Elections**

Officers shall be elected by ballot annually.

#### **Article X Quorum**

A majority of the members shall constitute a quorum.

**Article XI**  
**Committees**

- Section 1. The president and teacher leader shall be ex officio members of every committee.
- Section 2. Committees shall include program, social, publicity, membership, finance, and service.
- Section 3. The vice president shall be chairperson of the program committee.
- Section 4. Chairpersons of other committees shall be appointed by the president with approval of the teacher leader and principal.

**Article XII**  
**Amendments**

This constitution may be amended by a two-thirds vote at any regular meeting, provided notice in writing of the proposed amendment shall have been filed with the secretary and presented at the monthly meeting preceding the one at which it is to be voted on.

# TAFE AREAS MAP

