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# V. RESOURCES

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## B. LOCAL CHAPTER PLANNING TOOLS

### MINIMUM STANDARDS FOR THE OPERATION OF A LOCAL CHAPTER

These standards are written with the understanding that conditions in schools may vary, making it necessary for Chapters to function differently from school to school.

#### I. Structure

1. Have a constitution on file that is approved by your principal.
2. Create an annual budget itemizing projected income and expenditures.  
Include the following items in your budget:
  - a. State and National dues paid by school.
  - b. Summer Workshop for officers subsidized by chapter projects or school.
  - c. State Conference registration fee subsidized by chapter or school. Other costs paid by students or chapter.
  - d. Regional Conference Registration fee
3. Attend Region and State Conferences.
4. Chapter officers attend Teach Tomorrow Summit.
5. Create a student committee for the following areas: projects, executive, planning, and finance.  
This shall foster student leadership and successful completion of work.
6. Submit annual evaluation and reports of achievements to the Principal.

#### II. Meetings

1. Hold at least one meeting a month to provide professional materials.
2. Hold at least one meeting a month for social activities.
3. Prepare an agenda for each meeting.
4. Type, date, and sign minutes from each meeting and keep as a permanent record of each meeting.  
(Send a copy to the principal.)

#### III. Students

1. Provide opportunity for seniors to gain teaching experience in elementary or middle grades.
2. Students classified as juniors work under supervision of experienced teachers.
3. Sophomores must maintain a C average or above; juniors and seniors must maintain a B average or above.

# TAFE HONOR SOCIETY

PURPOSE: TO RECOGNIZE OUTSTANDING TAFE GRADUATES AS WELL AS TO PROMOTE THE TEACHING PROFESSION

## CRITERIA

1. Open to juniors and seniors.
2. Must have **completed one (1) year** in TAFE
3. Must have paid all dues on time
4. Minimum of 75% attendance at local chapter meetings
5. Must participate in region meeting
6. Must participate in one activity for each of the TRAFLES.
7. Must have met all **STAAR/EOC** requirements mandated by TEA.
8. Must have a cumulative **grade point average of 85** for all courses taken since 9<sup>th</sup> grade.
9. Must not have lost credit for any semester due to unexcused absences.
10. Must not have been assigned to alternative school due to disciplinary actions within the last year.



**Pick up packets from your TAFE teacher leader**

**DEADLINE FOR COMPLETED PACKETS BY THE END OF THE SCHOOL DAY:**

Date \_\_\_\_\_

***Incomplete packets will be automatically eliminated, no exceptions!***

**\*\*Important\*\*** Complete packet by order:

1. Formal resume listing all activities, community service and work experience relating to responsibility.
2. A copy of an Unofficial Transcript
3. Letter of Interest to the Society Board of Advisors, stating personal qualifications for admission to the TAFE Honor Society
4. TAFE Activity Record

Upon acceptance to the TAFE Honor Society, the teacher leader will coordinate the purchase of the graduation cord. Students will not be able to purchase cords from TAFE. Cords are \$8.00 and Stoles are \$12.

TAFE Honor Society

Once Teacher Leaders have approved all members, they will register their students on the TAFE website and pay for the cord or stole. Students will also be sent a certificate.

Log in to TAFE site, scroll over Teacher Leader and click on TAFE Honor Society. (This will only show up if the Teacher Leader is logged in.) Enter the student's name, school and address where you want the cord or stole, and certificate sent. Select from the drop-down menu cord or stole. Check payment method and click submit

Teacher Leader Use Only:

Accept \_\_\_\_ Deny \_\_\_\_ Further review \_\_\_\_ Date \_\_\_\_\_

## Activity Record

Student \_\_\_\_\_

School year \_\_\_\_\_

Requirements	Dates/activity
Payed Dues	
Attended 75% of chapter meetings	
Participate in regional contest	
Teaching	
Recreation	
Appreciation	
Fundraising	
Leadership	
Educational Awareness	
Service	

Teacher Leader Verification

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Signature

Principal Verification

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Signature

# SUGGESTED CHAPTER CONSTITUTION

## ARTICLE I: NAME

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

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Name of Chapter

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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 in ourselves the qualities of personality, character, 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 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 shall carry on all chapter correspondence.

Section 4. The financial secretary shall collect dues and send the annual fees to the State Executive Director.

Section 5. The historian shall keep the history of the chapter and the scrapbook.

Section 6. The parliamentarian shall foster the chapter and the scrapbook.

Section 7. The faculty teacher leader shall advise the chapter in all its activities and relations.

## ARTICLE V: QUALIFICATIONS AND DUTIES OF TEACHER LEADERS

Section 1. The teacher leader shall be appointed by the principal or assistant principal.

Section 2. The teacher leader shall be a teacher approved by the principal and/or superintendent.

## **SUGGESTED CHAPTER CONSTITUTION CON'T.**

### **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, personality, 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):

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### **ARTICLE IX: ELECTIONS**

Officers shall be elected by ballot annually.

### **ARTICLE X: QUORUM**

A majority 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.

## BASIC RULES OF PARLIAMENTARY PROCEDURE

- I. Parliamentary rules are used as a system to expedite the transaction of business and to make it relatively easy for people to work together in an effective and cooperative atmosphere.
- II. Parliamentary procedure advocates the decision of the majority, protection of the minority and of the equal rights and privileges of the members in the group.
- III. All business under parliamentary procedure is conducted by means of motions, which are formal statements or proposals for action by the group.
- IV. Following is a categorical outline of motions used in parliamentary procedure.

	Needs a Second	Is Debatable	Vote Required	May Interrupt Speaker	May be Amended
<b>A. Concerning Group Members</b>					
1. Request for Information	No	No	Chair	Yes	No
2. Question of Privilege	No	No	Chair	Yes	No
3. Appeal from Chair's Decision	Yes	No	Maj.	Yes	No
4. Question of Orders of the Day	No	No	Chair	Yes	No
5. Request for Parliamentary Information	No	No	Chair	Yes	No
<b>B. Concerning the Transacting of Business</b>					
1. The Main Motion	Yes	Yes	Maj.	No	Yes
2. To Amend	Yes	Yes	Maj.	No	Yes
3. To Lay on the Table	Yes	No	Maj.	No	No
4. Postpone Indefinitely	Yes	Yes	Maj.	No	No
5. Postpone to a Definite Time	Yes	Yes	Maj.	No	Yes
6. Withdraw	No	No	Maj.	No	No
7. Refer to a Committee	Yes	Yes	Maj.	No	Yes
8. Object to a Consideration	No	No	2/3	Yes	No
9. Take from Table	Yes	No	Maj.	No	No
<b>C. Concerning Debate</b>					
1. Previous Question	Yes	No	2/3	No	No
2. Limit Debate	Yes	No	2/3	No	Yes
3. Suspend the Rules	Yes	No	2/3	No	No
4. Close Nominations	Yes	No	2/3	No	No
<b>D. Concerning the Meeting</b>					
1. To Adjourn	Yes	No	Maj.	No	No
2. To Adjourn to a Specific Time	Yes	No	Maj.	No	Yes
3. To Recess	Yes	No	Maj.	No	Ye

## TAFE PROJECT IDEAS

# “TRAFLES”

The seven TRAFLES focus areas give future educators a framework for fulfilling TAFE’s mission and goals. TRAFLES

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**T** EACHING & TRAINING. These activities are used to give students opportunities to work in the classroom and on a one-on-one basis. TAFE members are placed in a position to academically explore different teaching techniques within a wide range of settings.

**R** ECREATION. An effective teacher understands the importance between work and play. These activities allow members to create esprit de corps or a cohesive team spirit.

**A** PPRECIATION PROJECTS for Teachers & Staff. Students are given the opportunity to show their gratitude for the work of teachers and faculty. This TRAFLES reaffirms that the teaching profession is a worthy profession.

**F** UND RAISING. This is designed to help students understand the financial requirements in managing a productive and effective organization.

**L** EADERSHIP. Teachers are leaders. These types of leadership projects afford students the opportunity to obtain and/or improve their leadership skills such as problem solving, communication, decision making, and people skills.

**E** DUCATIONAL AWARENESS. The goal of this TRAFLES is to expose students to a variety of educational issues and/or methodologies. Advisors are encouraged to include current events that affect the profession. Students are encouraged to share their knowledge of the teaching profession with others.

**S** ERVICE. The teaching profession is a life of service. This focus area encourages future educators to reach out into the community to address the needs of others, and allows them to express care and concern for their fellow citizens and their environment. Through service learning projects, students become productive citizens and feel a connection to their community.

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## TEACHING/CLASSROOM PARTICIPATION

1. Teach a class
2. Help Substitute teachers
3. Work as Teacher aides
4. Tutor students before/after school
5. Help with Bulletin Boards
6. Visit elementary schools and work in classroom(s)
7. Tutor after school for finals
8. Make aids for special education classes
9. Provide tutoring for state mandated exams etc.
10. Make posters to motivate students
11. Grade papers
12. Volunteer to read to children at the local library
13. Plan and carry out a local reading night, science night, or math night at a local elementary
14. Tutor adults in a literacy program

## RECREATION

1. Anything-goes Olympics
2. TAFE tug
3. Scavenger hunt
4. Lock in
5. Polaroid scavenger hunt
6. Kidnap breakfast
7. Clue party
8. Toga party
9. Backwards progressive dinner (reppus evissergorp)
10. TAFE day at 6 Flags
11. Attend school events together and wear TAFE shirts (this will also give you some publicity and you will be known in school as the cool group that has a lot of fun)
12. Picnic
13. Hay ride
14. Polar Alaskan party



## APPRECIATION PROJECTS

1. Advisor teachers' night
2. Honor teachers on Valentine's Day
3. Advisor/teacher talent show
4. Help with registration
5. Honor retiring teachers
6. Make name tags for first day of school
7. Send "welcome back to school" cards
8. Help new teachers (offer to help them set up their classrooms before school starts)

9. Provide classroom supplies for new teachers
10. Help on teacher work days
11. Provide goodies for teachers' lounge
12. Serve a full meal at lunch with delivery to room
13. Advisor teacher appreciation week
14. Select teacher of the year/month
15. Recognition in daily announcements
16. Breakfast—luncheon—end of year banquet
17. Gifts—balloons, apples, carnations, pencils, pads of paper
18. Honor teachers on their birthdays
19. Gold apple awards
20. Put small items with catchy phrases on them in the teacher's boxes ("We have a Jolly good time in your class." Attach to a Jolly Rancher;

## FUNDRAISING

1. Big pickle sales
2. Car bash
3. Kiss a pig
4. Car wash
5. Mr. Macho contest
6. Sell silk flowers
7. Sell mums for homecoming
8. Sell carnations for Valentine's Day
9. Val-o-grams
10. Spaghetti supper
11. Recycling
12. Sell candy
13. Sell mugs
14. Hold garage sale
15. Sell spirit items
16. Home tour
17. Sell school supplies
18. Sponsor school store
19. Prom fashion show
20. Dog walk
21. Lip sync contest
22. Best legs contest
23. Best hands contest
24. Talent show
25. Mail-a-gram
26. Egg toss
27. Bake sale
28. Watermelon seed spitting contest
29. Raffle
30. Craft sale
31. Spirit chain
32. Sell school emblem



33. Valet for a day auction
34. Concession stand
35. Carnival
36. Spook-o-gram
37. Summer gram
38. Balloon-o-gram
39. Banquet
40. Sell newspaper space
41. Song dedication
42. Take pictures at dance
43. Kiss a senior good-bye
44. Talent show
45. Visit local businesses to tell them about your TAFE chapter and ask for their financial support
46. Apply for funds for student-powered project(s) on DonorsChoose.org
47. Contact your local Applebees about sponsoring a Pancake breakfast



### LEADERSHIP

1. Attend leadership workshops
2. Run for state office
3. Invite guest speakers
4. Start "supportive friend" program
5. Participate in peer counseling
6. Select a leader for the day, month
7. Help start a TAFE chapter in another school
8. Invite a new chapter to come to one of your events
9. Host a local leadership training/team building day for your chapter, district, or region
10. Hold banquet to honor outstanding members
11. Discuss leadership qualities
12. Hold parliamentary procedure workshop
13. Host region conference

### EDUCATIONAL AWARENESS

1. Participate in college night
2. Create a newsletter about hot topics in education
3. Submit articles to the school newspaper
4. Submit articles to the local newspaper
5. Host a career day or college fair
6. Sponsor a scholarship for a senior in your chapter

7. Invite parents to attend classes/activities
8. Use parents as volunteer aides
9. Invite speakers from the local university
10. Research and provide scholarship information
11. Sponsor a book fair
12. Visit college campuses
13. Visit school board meetings
14. Have speakers from educational organizations
15. Use an exchange student as a speaker
16. Sponsor education fair
21. Have a booth at mall about your program to educate the community about what your chapter is doing
22. Create a skit about democracy for elementary school students
23. Interview school personnel
24. Job shadow someone in the field of education
25. Research different teaching methodologies

### SERVICE

1. Park clean up
2. Adopt-a-something: park, highway, kid, senior citizen, area of campus, hallway
3. Walk-a-thon
4. Volunteer at hospital
5. Auction for charity
6. Blood drive
7. Safety watch on halloween
8. Easter egg hunt
9. Caroling
10. Senior citizen dance
11. Habitat for humanity
12. Cut grass for senior citizen
13. Sponsor CPR classes
14. Cleanup campus
15. Paint trash cans
16. Volunteer at day care center
17. Collect for needy: books, clothes, food
18. Help at registration
19. Baby-sit at back to school night
20. Work at special olympics
21. Shop/house clean/read for elderly
22. Visit children's hospital
23. Food baskets
24. Provide guides for PTA meetings
25. Help run the field day/carnival at the local elementary

