

## **KEA-SP Bylaws: Midway College Campus**

### **Membership:**

The membership year begins September 1 and ends on August 31<sup>st</sup>. Students may refer to the Kentucky Education Association website ([www.kea.org](http://www.kea.org)) for details regarding the benefits afforded by the organization. All teacher education students at Midway College must either be members of KEA-SP or show proof of liability insurance prior to field placements, student teaching, and portfolio submission. The annual dues will be \$25.00 for the 2006-2007 school year. This includes four dollars local dues that will be used to fund projects in professional development, leadership, and community service.

### **KEA-SP Goals:**

- To initiate, in cooperation with the State and National Education Associations, the development of professional interests, attitudes, and dispositions among college students actively engaged in preparing for the teaching profession.
- To acquaint prospective educators with the history, ethics, and program of the organized teaching profession.
- To provide practical experience by working together in a democratic way on the problems of the profession and community.
- To stimulate encouragement among capable women and men in pursuing teaching as a lifelong career.
- To encourage the chosen young men and women to strive continually for self-improvement in their teaching profession.
- To support, through active participation, high standards of teacher preparation.
- To secure increased public interest and support of education.
- To organize volunteer committees making clear the job of each committee member, specifying the definite beginning and ending of the assignment, and giving realistic expectations.

### **Faculty Sponsor Roles:**

- Faculty sponsors are professors and administrators of the college whose primary responsibility is to teach students in curricular classes.
- Faculty sponsors volunteer to work with student organizations because they want to do it and because they feel they can make a contribution to the organization's success.
- The sponsor is responsible for monitoring the budget of the student program and assisting in the preparation of the annual budget.

- The sponsor is responsible for coordinating functions and responsibilities of the state program.
- The sponsor is an information resource for local chapters and advisors.
- The sponsor will serve as a guidance counselor and confidant when necessary.

**Community Service** Requirements according to Midway College Student Government Association:

- The purpose of the event is to better the community.
- The event must be directly with or for the people.
- Documentation of the event must be submitted to the SGA office by the end of the school year.

**Roles of the Officers:**

Article I. Officers

Section 1

- a. The term of officers shall be one year or until their successors are duly qualified. Students who can offer only a part of a year in service may be considered and, in that instance, a successor will be chosen to finish out that year term as an officer.
- b. The officers shall assume full responsibility for their roles, as mentioned hereafter. All officers should understand the importance of attending regularly scheduled KEA-SP meetings. Consequences for failure to assume the officer responsibilities are as follows:
  - i. If an officer is absent for any called meeting, i.e. regular or executive, proper procedure would be to submit a report of their activities to be read to the group during the missed meeting.
  - ii. Any officer who is absent more than once without submitting a report will be put on attendance probation.
  - iii. Any officer who is on attendance probation missing more than one meeting and has failed to execute the role of his/her position may be asked to resign their position by the Executive Committee. Then KEA-SP will follow the election guidelines to replace said office.

Section 2      **The President:**

- a. Shall remain aware of professional development opportunities available to members of the organization
- b. Shall communicate with the faculty advisor on a regular basis
- c. Shall work closely with the Midway College Teacher Education faculty to provide leadership opportunities for the teacher education students
- d. Shall prepare the agenda and preside at all meetings of the Association
- e. Shall serve as ex-office member on all committees

- f. Will organize one community service project per a semester for all members
- g. Stay informed on current education legislation that impacts teachers
- h. Inform, monthly, any news that should be included in the Teacher Education monthly announcements

**Section 3        The President Elect:**

- a. Shall preside in the absence of the President
- b. Shall perform other duties as delegated by the President and/or Executive committee
- c. Shall assume the office of President upon the resignation of the President
- d. Shall make the program members aware of the annual KEA-SP Awards of Merit

**Section 4        The Treasurer:**

- a. Shall be responsible for the safekeeping and accounting of all funds
- b. Shall record all expenditures promptly
- c. Shall provide financial reports at each Executive Committee and Representative assembly meeting
- d. Shall sign and have countersigned by the chapter advisor all checks drawn on the bank account of the Association. The treasurer must have all expenditures approved by the KEA-SP advisor prior to spending. No other person(s) may secure chapter funds other than the Treasurer and the Advisor

**Section 5        The Secretary:**

- a. Shall keep accurate records of the procedures of general and Executive Committee meetings; and
- b. Shall submit minutes within one week of any meeting to the KEA-SP President and Advisor
- c. Shall forward any pertinent information to the Historian and/or Editor of the KEA-SP newsletter or the monthly Teacher Education Announcements
- d. Shall keep record of attendance at all general and Executive Committee meetings

**Section 6        The Historian:**

- a. Shall prepare an Association scrapbook
- b. Shall write a history of the year's work
- c. Shall work with the Secretary and Editor on the local newsletter
- d. Shall take pictures of association events
- e. Shall provide/secure expert help in the above areas

**Section 7        The Editor:**

- a. Shall work with the Historian to compile a local newsletter
- b. Shall distribute local/state publications to Midway KEA-SP members
- c. Shall perform other duties as delegated by the President and/or Executive Committees

**Section 8        Day College/SCD Representative:**

- a. Shall represent Midway College KEA-SP members at each Executive

- Committee meeting either by attendance or by written report.
- b. Utilizes appropriate chain of command by approaching the KEA-SP President and/or Advisor with issues, concerns, and requests

Article II. **The Executive Committee with the KEA-SP Advisor duties** includes:

- a. Adopting an annual budget
- b. Carrying out policies that effect the general operations of the campus organization.
- c. The expectation that the officers will participate in KEA-SP on the state level

General Meetings

Section 1 **Meeting:**

The association shall hold a minimum of four meetings a year at a time and location to be determined by the Executive Committee. Notice to all meetings shall be posted on the KEA-SP board in MARRS on the college campus and by e-mail prior to the meeting times and other available locations on campus. Off campus liaisons will be kept informed of KEA-SP activities and make the requests for KEA-SP services.

Section 2 **Special Meetings:**

Special meetings shall be held at the call of the President, a majority of the Executive Committee, or upon the written request of 60% 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 that urgently require action.

**Sample KEA-SP Meeting Agenda**

Meeting Called to Order

(The president will call the meeting to order and make opening remarks).

Reading and Approval of Minutes

Reports of Committees

Unfinished Business

New Business

Announcements

Adjournment (time of beginning of minute and adjournment noted)

Article III. **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. Those committees will be Election, Membership and Visibility, Community Service, and Professional Development/Leadership Committees.

#### Section 2

All duties of the committees shall be clearly defined and all members accepting responsibility of committee membership will take their membership seriously, accepting ultimate responsibility for the outcome of the committee. One person shall be chosen to be chair of the committee. Communication should be given face-to-face whenever possible. Job descriptions should be in writing. Upon completion of committee assignments, a written report should be made summarizing the activity as well as noting the strengths and weaknesses of the project. Feedback should be given to the committee members.

#### Section 3

Special committees may be established by the President with the approval of the Executive Committee.

#### Section 4

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