

# GLASSBORO SCHOOL DISTRICT

Updated 2/1/05

## Monthly Board Items

Date Submitted:  
**1/2/2019**

Proposed Effective Date:  
**1/23/19**

Grade(s) impacted:  
9-12

Name: <b>Nancy Brown</b>	Position/Item: <b>New Club-NJ Future Educators Association</b>	Submitted By: <i>JC</i> <b>Jeff Cusack Athletic Director/Activities Dir</b>	Building: <b>High School</b>
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Proposed cost/amount: Volunteer-1 <sup>st</sup> year	Funded through: <b>Co-Curricular</b>	Hours/Days per week:	Benefits: Y or (N) (circle one)
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Is candidate currently employed by District:  
 No  Yes

(if yes, what position)  teacher  
If yes, part time or full time (circle one)

Is candidate a former employee:  No  Yes

Check references/review district personnel file?  
 No  Yes

**Board Action Requested:**  
Recommend approval of Nancy Brown to be the advisor of New Jersey Future Educators Association (new club) for the 2018-2019 school year.

**Details and ramifications**  
New club submitted to this administrator on January 2, 2019. The club will recruit and development of prospective teachers through the dissemination of innovative programming and relevant research by elevating the image of teaching.

**Positives:**

**Concerns:**

**Other Comments:**

**FOR OFFICE USE ONLY:**

Board Date: \_\_\_\_\_

Approved: Y or N

Index #: \_\_\_\_\_

Submitted to Administration on 1/2/19.

GLASSBORO PUBLIC SCHOOLS  
STUDENT ACTIVITIES  
NEW CLUB'S MISSION FORM

Club Name NJ Future Educators Association Date December 11, 2018  
Advisor's Name(s) Nancy Brown → GHSFEA  
Club Officers: TBD

Type of Club  
 Permanent volunteer  Volunteer year 1  Year 2/stipend  Paid

Estimate cost to conduct club (fees, etc) \$ \$1 per month = \$12 yr. per student. same per advisors  
no chapter fee

Mission Statement/Goals  
to foster the recruitment and development of prospective teachers through the dissemination of innovative programming and relevant research. By elevating the image of teaching NJFEA will attract dynamic and diverse students who will become great teachers.  
Officers TBD when club starts.

Activities  
Network with other chapters. Future Leadership Training. Urban-Suburban Student H.S. exchanges. Statewide Service projects  
Also see pg 8 of attached Handbook for starting a FEA chapter.

Time frame (start/finish): Whole school year. 45 min BB or 1 hour after school 2x month.

Meeting Dates TBD on Club Approval.

Where do you plan to meet? (school facilities) GHS C108 (Mrs. Brown's classroom)

How will this club enrich our school/ community?  
NJFEA membership is a broader opportunity for students to experience and interact with others who want to be teachers and feed students into teacher academy and elective classes. Also see pg 14 of membership handbook.

Special Needs:

Approved  
AD/Assistant Principal [Signature] Date 1/2/19  
Principal [Signature] Date 1.4.19

Not Approved  
AD/Assistant Principal \_\_\_\_\_ Date \_\_\_\_\_  
Principal \_\_\_\_\_ Date \_\_\_\_\_  
Reason \_\_\_\_\_  
\_\_\_\_\_

GLASSBORO PUBLIC SCHOOLS

STUDENT ACTIVITIES

CLUB INTEREST FORM

New Club Name GHSFEA Date 12/11/2018

Statement on New Club's Mission

"Recruiting Today's Students as Tomorrow's Teachers...  
Tomorrow's Leaders"

List of students interested:

	Name	Grade		Name	Grade
1			11		
2			12		
3			13		
4			14		
5			15		
6			16		
7			17		
8			18		
9			19		
10			20		

Advisor's Name (print) Nancy Brown

Advisor's Signature 

Date 12/11/2018



# Advisors' Handbook for Starting & Leading a NJFEA Chapter 2017-18



New Jersey  
Future Educators Association





Advisor Handbook for Starting & Leading a NJFEA Chapter

Distributed by the New Jersey Future Educators Association

Center for Future Educators/NJFEA, The College of New Jersey  
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Website: <http://futureeducators.tcnj.edu/>

2017-18



# Welcome to the New Jersey Future Educators Association!

*“Recruiting Today’s Students as Tomorrow’s Teachers...Tomorrow’s Leaders”*

## ***INTRODUCTION***

### *Our Mission*

The mission of the New Jersey Future Educators Association (NJFEA) is to foster the recruitment and development of prospective teachers through the dissemination of innovative programming and relevant research. By elevating the image of teaching, the NJFEA will attract dynamic and diverse students who will become great teachers.

### *Our Goals*

The New Jersey Future Educators Association shall:

- Strive to interest students in the field of education early in their school experience.
- Place a strong emphasis on the recruitment of future educators with diverse ethnic, racial, social, and economic backgrounds.
- Strive to promote excellence in students interested in the teaching profession by promoting academic achievement, developing a positive self-image, and encouraging leadership responsibilities.
- Recruit and encourage today’s students to become teachers in high shortage subject areas (e.g., special education, STEM, and world languages), and in high poverty, hard-to-staff schools.
- Enhance the quality of the school’s educational program by fostering an appreciation for teaching and contributing to the smooth operation of the school.
- Promote a positive image of education to students, parents/guardians, and the community and disseminate information about the teaching profession.
- Encourage members to be positive role models in the school, the organization, and the community.



## *Organization and Network*

The NJFEA is organized and administered at the state level, operating under the auspices of the Center for Future Educators, located at The College of New Jersey, School of Education, Room 202D, 2000 Pennington Road, P.O. Box 7718, Ewing, New Jersey, 08628-0718. The NJFEA is the official organization that coordinates the network of local high school and middle school NJFEA chapters.

Our NJFEA made up of a network of individual members, as well as chapters at New Jersey high schools and middle schools across the state. A number of these local chapters are embedded as part of a *Tomorrow's Teachers* elective course. Tomorrow's Teachers training has been implemented for nearly 175 NJ high schools for juniors and seniors. Other NJFEA chapters meet as co-curricular after school clubs.

## *CTSO Status*

*Educators Rising* (formerly, the national *Future Educators Association*), headquartered in Washington, D.C., and overseen by Phi Delta Kappa (PDK), a professional association for educators, is one of 11 federally-recognized Career and Technical Student Organizations (including FFA, DECA, FCCLA, etc.).

To learn more about Career and Technical Student Organizations, visit the U.S. Department of Education [website](#).

## *National Organization Support*

The NJ Future Educators Association supports *Educators Rising* and encourages membership in the national organization.

## *Governance*

The NJFEA is governed by its own constitution with elected student officers who represent each region of New Jersey. Membership information and online membership registration for the NJFEA can be found at: <https://www.thinkregistration.com/feaaff/nj/>.

In addition to supporting local chapter activities, the NJFEA sponsors a wide range of statewide events for high school and middle school students who aspire to become future teachers, including annual regional conferences, student leadership training, service projects, etc.



## Funding

Funding for the CFE and NJFEA is provided by the New Jersey Education Association.



*"NJFEA empowers its pre-service educators by providing tools and trainings to members so that they feel successful the minute they step into the classroom. I know I am a better teacher today because of early involvement in the NJFEA."*

*Sarah Sell, 8th grade math teacher, Ewing, NJ*





## **ABOUT NJFEA MEMBERSHIP**

### *Who can become a member of the NJFEA?*

FEA members include high school students, junior high school/middle school students, chapter advisors (usually teachers at the same school), and interested individuals in the field of education, including school of education students, college faculty, and teacher educators, as well as others who support the mission of the NJFEA.

### *What does it cost to become a member?*

Membership in the New Jersey Future Educators Association is \$10 per individual membership —a cost of only \$1 per month from September 1st — June 30th. This also includes free membership in the new national “Educators Rising.”

Students may register online as part of their NJFEA chapter or as individuals. There is no chapter fee.

NJFEA chapter advisors and other individuals wishing to support NJ’s aspiring educators may also register at the \$10 rate.

### *What are the benefits of affiliating with the NJFEA?*

The benefits of membership in the New Jersey Future Education include all of the following, which are available to only NJFEA members and at no additional cost:

#### No-Cost Attendance at:

- Annual Regional NJFEA Conferences
- Annual NJEA Convention in Atlantic City

#### Free Resources, including:

- Bimonthly Official Newsletter of the NJFEA, “The Smartboard”
- NJFEA Chapter Advisor Handbook
- Videos, Interactive On-Line Activities, & Programs from Educators Rising, our National NJFEA affiliate

#### Eligibility for:

- NJFEA Achievement Award Recognition
- NJFEA Chapter Incentive Grants and Scholarships
- Recognition by the New Jersey Education Association (NJEA)



## ***ABOUT STARTING A LOCAL NJFEA CHAPTER***

### *Why should a school establish a NJFEA chapter?*

A NJFEA chapter helps:

- Teachers to take a leadership role in influencing the future of the education profession and, hence, in influencing the future of our nation.
- Teachers to raise the image of their profession in the eyes of their students and the larger community.
- Students learn about career opportunities, options, and paths in the field of education.
- Expand the pool of highly motivated, dedicated, and exceptionally well prepared candidates to the teaching profession.
- Expand the cultural and ethnic diversity of the pool of candidates entering the teaching profession.
- Provide opportunities for recognition of students and teachers in service to their schools and communities.
- Build morale among currently practicing teachers.
- Expand opportunities for school and college/university relationships.
- Expand the network of aspiring future educators at the local, state, and national levels.

### *My school already offers the Tomorrow's Teachers high school course. Do we need NJFEA too?*

The NJFEA is an important complement to a curricular education program. While the Tomorrow's Teachers high school course is an important "curricular" means for students to get a jump on their teacher preparation experience, NJFEA membership is an opportunity for those students to be connected with a larger network of students with similar interests and goals. It also serves as an extracurricular opportunity for those students who might not yet be eligible to enroll in the Tomorrow's Teachers course, who don't have room in their schedules for this elective course, whose school does not offer the Tomorrow's Teachers course or other education-related course, or who may not be certain enough that they are interested in teaching to commit to a course.

NJFEA membership is a broader opportunity for more students and can serve as a feeder program to the Tomorrow's Teachers course and/or other education-related courses at this high school level. If your school does offer the Tomorrow's Teachers high school course, you may want to consider asking the Tomorrow's Teachers instructor to serve as the NJFEA advisor, since the two can be a great fit together.



- Service as NJFEA State Officers (including Special Leadership Training for State & Chapter Officers)
- Service on the NJFEA Advisory Board (for Chapter Advisors and NJFEA State Officers)

Opportunities to:

- Network Statewide with other NJFEA Chapters and Individual Members
- Participate in Future Teacher Leadership Training
- Participate in the Annual NJFEA Recognition Dinner (for NJFEA State Officers and Achievement Award Winners, their Families, and Guests)
- Participate in Urban-Suburban Student High School Exchanges
- Participate in Statewide Service Projects
- Receive Advance Notification & Application Packages for Urban Teacher Academies

*"NJFEA has helped me tremendously by connecting me with other educators and helping me network with future employers. I can dedicate much of my current success to the support of the NJFEA. I believe that my success in the future will also be closely tied to the continued efforts of the NJFEA."*

*Ryan McMichael, former NJFEA Member and  
2015 Education Major Graduate, The College of New Jersey*



*My school hasn't really suffered from a lack of teacher candidates. Why should we have a NJFEA chapter?*

It is true that the teacher shortage problem does not affect all communities equally. However, there are students in every community who hold the dream of one day becoming a teacher—or perhaps need an opportunity like NJFEA membership to awaken that dream in them. A NJFEA chapter can be the catalyst to help a young person find his or her niche in life and to make a difference in the lives of many other students in the decades to come. In addition, communities can benefit when, through NJFEA, students gain a new, positive perspective on the profession of teaching. Understanding a teacher's perspective can help prepare young people for their future roles as parents, civic leaders, school board members, or education policymakers.

*What is the Principal's role in a NJFEA chapter?*

The principal is encouraged to provide guidance in selecting a chapter advisor and promoting the success of the chapter. The principal is also encouraged to be as supportive as possible in approving field trips, fundraisers, etc., and in facilitating the means for students to tutor, job shadow, practice teach, etc. The principal's commitment to a chapter greatly affects its success.

*What is the process for starting a NJFEA chapter?*

Step 1

Get approval from your school administration. Your principal's support is very important! A supporting principal can make an organization prosper. Keep your principal informed and involved all along the way.

Step 2

Choose an Advisor.

Step 3

Attend the Advisors' Workshop for training on how to effectively manage your chapter. (Hosted by the NJFEA during regional conferences.)

Step 4

Solicit the support from fellow teachers, faculty members, region president schools, mentors, and administrators. They can help with ideas, drafting a constitution, encouraging students to join, recommending members, etc.

Step 5

Submit membership dues. Dues are charged on an individual member basis with no chapter



fee. However, chapters may choose to cover the \$10 per student membership fee, as resources permit.)

#### Step 6

Recruit a few core students to start. These students can help recruit others. They can also be valuable resources when setting goals, planning meetings, developing budgets, and promoting membership.

#### Step 7

Draft a Constitution. When starting, you might want to use the “suggested” Chapter Constitution. That’s fine for now. Later you will want to revise or write one of your own. A constitution should act as your chapter’s road map.

#### Step 8

Set your goals. What is it that your NJFEA chapter wants to accomplish? Why is it being formed? List all the things you want to do, to gain, to be. This is the basis of your organization, the reason for its existence.

#### Step 9

Plan a tentative calendar of activities to meet your goals. When you ask people to join the organization, have some definite projects in mind so that you can tell prospective members about them.

Try to include chapter activities focusing on several different project areas such as:

- Teaching/classroom participation
- Recreational
- Teacher appreciation
- Fundraising
- Leadership
- Educational awareness
- Service



Be sure also to include:

- Attendance at one of the annual regional NJFEA conferences
- Participation in NJFEA-sponsored leadership development programs
- Participation in the Annual NJFEA Field Trip to the NJEA Convention in Atlantic City



#### Step 10

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.

#### Step 11

Plan a membership drive. Here are a few suggestions:

- Ask teachers and counselors for recommendations of students who have expressed an interest in teaching or coaching.
- Advertise in your school newspaper.
- Have a booth at registration at the beginning of the year.
- Issue invitations to those students who have been recommended.
- Require that membership in good standing in the NJFEA be a prerequisite for being a teacher's aide.
- Post and distribute flyers.
- Encourage teachers to put up bulletin board displays in their classrooms.
- Speak to students taking classes in the Education and Training Career Pathway.
- Start a Facebook page for your chapter and "Like" the Center for Future Educators/New Jersey Future Educators Association [Facebook page](#).

#### Step 12

Plan a terrific first meeting! Don't let this meeting just happen. Plan it well ahead of time. Have an agenda. This is when you will sell the organization. If it sounds fun, exciting, interesting, organized, and involved, students will want to join. You have to believe in what you are doing. Make it attractive. Use invitations, door prizes, discounted dues, anything that will attract attention. Get students involved from the beginning. Make them feel needed, wanted, and part of the group.

*How can I ensure that Career and Technical Education (CTE) students participating in NJFEA receive federal Perkins support?*

#### Step 1

Review federal use guidelines and crosswalk these guidelines with planned NJFEA professional development activities at the local, regional, state, and national levels. 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 NJFEA is now a CTSO, and CTE students participating in the NJFEA are now eligible for federal funding support for professional development.

Step 3

Talk with sponsors of other organizations which are established CTSOs (FFA, DECA, FCCLA, HOSA, FBLA, TSA, SkillsUSA). Ask them their perspectives about how they manage CTSO funding guidelines and procedures.

Step 4

Contact the New Jersey Department of Education, [Office of Career and Technical Education](#) with questions or concerns which you encounter in your discussions with the CTE director and principal.

*My involvement in NJFEA and the Urban Teacher Academy as both a participant and a program assistant gave me so much insight about what it means to be a teacher. In high school, I was fairly certain that I wanted to be a teacher, but once I had the opportunity to meet inspiring educators and learn about their vast impact on students, I knew teaching was meant for me. If I could do it all over again, I would, as NJFEA reaffirmed for me how important it is to help children accomplish their goals.*

*Rachel Goldberg  
Sixth Grade Science Teacher at Chatham Middle School*



## ***ABOUT BEING A NJFEA CHAPTER ADVISOR***

### *Who can be a NJFEA Chapter Advisor?*

Selecting the best possible chapter advisor is critical to the success of the chapter. It is recommended that this person be a faculty member who is enthusiastic about the profession, a positive role model, and an exemplary leader. Teachers from your school or Tomorrow's Teachers classes are great chapter advisor candidates.

### *What are the basic responsibilities of a NJFEA chapter advisor?*

- Inspire and encourage students to become teachers and to learn about the vast array of career opportunities in education.
- Give your students the opportunity to work with other students, to hear from experienced teachers, to learn what it takes to be a teacher. It's all about career exploration. Let them know in what areas teaching and education careers are available—elementary, middle, and secondary schools; colleges; coaching; counseling; special education; gifted; administration, bilingual; and library science. Teaching is a multifaceted and dynamic profession. It is accepting of people with different talents and goals.
- Don't do it all yourself. Students need to have a sense of ownership—a voice in decision-making, a forum for new ideas. Give your students a sense of ownership, but remember also that letting your students take the lead and allowing them to plan and execute activities will still mean a lot of work for you!
- You are it! Be the best you can be. Be a person who says, "Yes, that's possible" rather than "No, that won't work."

### *How will I know what to do with a new NJFEA chapter?*

See the "About NJFEA Events and Chapter Activities" in the next section of this Handbook.





## ***ABOUT NJFEA EVENTS AND CHAPTER ACTIVITIES***

*Where can I find information about upcoming NJFEA events and other important dates?*

For up-to-date information about upcoming NJFEA events and other important dates, visit the Center for Future Educators [website](#). Archived lists of past events and important dates can also be found on this site.

*What are some ideas for active chapters?*

Projects for active chapters may include, but are not limited to those listed below.

### Chapter Promotion

- Plan an outreach campaign to encourage NJFEA chapter membership
- Develop and keep a club scrapbook or web site; display at PTA meetings and other events
- Keep a NJFEA Bulletin Board and update monthly
- Utilize school newspaper, morning announcements, etc.
- Have several poster campaigns throughout the year
- Make a group picture for the school yearbook
- Make NJFEA floats for homecoming, parades, etc.
- Share your club's activities with the local newspaper, radio stations, etc.

### Teacher Appreciation Projects

- Hold monthly drawings for appreciation gifts (fruit baskets, “teacher goodies,” free car wash, etc.)
- Create holiday and other occasion cards
- Classroom bulletin board help
- Promote teaching and teachers on a special NJFEA bulletin board
- Host a special event (e.g., breakfast)
- Write letters to celebrate teachers who make a positive difference
- Write announcements for your P.A. about the important work of teachers

### Teacher/Classroom Participation Projects

- Tutor (peer and elementary)
- Serve as a teacher aide/volunteer in the classroom
- Participate in Teacher Shadow Days
- Read to elementary school children and/or tutor them in the core academic subjects
- Participate in [Teacher for a Day](#)



### Community/Service /Outreach Projects

- Participate in the Adopt-a-Road (highway) program
- Hold a book drive for local library or other school
- Provide service for the home-bound (yard raking, grocery shopping, etc.)
- Conduct food drives for local shelters (or blankets, coats, etc.)
- “Adopt” a family at the holidays
- Contact state and local agencies for suggestions for helping those in need
- Participate in the annual NJFEA service project
- Schedule student exchanges with neighboring chapters so future teachers can share ideas and network with each other
- Volunteer at the New Jersey Special Olympics
- Plan programs that honor senior citizens and veterans
- Participate in Read Across America
- Meet with PTO/PTA groups to learn about the importance of community involvement

### Fundraising\*

- Plan a special event and sell tickets: teachers vs. seniors basketball game; talent show; dance
- Hold a car wash
- Collect recyclable items
- Hold a favorite teacher contest
- Hold flower/candy-gram sales
- Hold bake sales, stationery sales, etc.
- Partner with local businesses



\*Note: Always obtain approval from school administration for fundraisers.

### Other Projects/Activities

- Attend statewide and regional NJFEA conferences and leadership programs
- Create a NJFEA chapter scholarship program (offer scholarships to graduating seniors)
- Hold education forums (invite speakers to chapter meetings: student teachers, State Teacher of the Year, local school superintendent and board members, local chapter president, etc.)
- Write feature articles for the school newspaper (highlight different teachers, invite teachers to contribute articles on “Why I Love to Teach”)
- Attend school board meetings and debrief reactions and impressions
- Arrange a meeting with your superintendent and principal to learn about their jobs



- Contact an area college/university that offers teacher preparation and schedule a visit/campus tour
- Meet with representatives from the NJEA to learn about teachers' unions and hot topics such as tenure and teacher evaluation

*What are some topic ideas for chapter meetings?*

NJFEA chapter meeting ideas may include, but are not limited to those listed below.

- Teaching multiple intelligences
- Teaching STEM: our nation needs you!
- The impact of gangs on schools and communities
- Calling all future math teachers
- How counselors can help you find your dreams
- Use Smartboards for instructional excellence
- Where 21<sup>st</sup> century science teaching is going
- Autism: what future teachers need to know
- Tips for applying to college
- Thinking about teaching special education?
- Teaching to the heart of a child
- Sticks and stones: stop the bullying
- What's new and exciting in early childhood education
- Teaching in urban schools: are you up for the challenge?
- Do you have what it takes to become a principal?
- The joys of teaching elementary school
- Thinking about teaching deaf students?
- Teaching linguistically and culturally diverse students/learners (e.g., ESL)



# CONSTITUTION

## NEW JERSEY FUTURE EDUCATORS ASSOCIATION

### MISSION

*“Recruiting Today’s Students as Tomorrow’s Teachers... Tomorrow’s Leaders”*

The mission of the New Jersey Future Educators Association is to foster the recruitment and development of prospective teachers through the dissemination of innovative programming and relevant research. By elevating the image of teaching, the NJFEA will attract dynamic and diverse students who aspire to become future teachers.

### ARTICLE I. NAME

The name of this organization shall be the "New Jersey Future Educators Association." Local chapters in New Jersey are, collectively and hereafter, referred to as “NJFEA.” The letters "NJFEA" may be officially used to designate local chapter membership in the state association.

### ARTICLE II. PURPOSES AND ACTIVITIES OF THE ORGANIZATION

**Section 1:** The purpose of the NJFEA is to promote the welfare of its members through fulfillment of the following goals and purposes:

1. To cultivate the development and facilitate the approval of local chapters composed of prospective future educators.
2. To provide leadership for the local chapters in assisting those chapters in fulfilling their missions and goals in support of prospective future educators.
3. To support the recruitment and development of prospective future educators by coordinating and providing services to the network of local NJFEA chapters that offer students opportunities to explore and prepare to pursue teaching as a career.
4. To encourage students to explore teaching careers in New Jersey’s high poverty and hard-to-staff schools and/or high shortage subject areas.
5. To coordinate and disseminate through various means information about teaching as a profession, employment opportunities, financial assistance options, and educational, licensure, and certification issues.
6. To provide opportunities for pre-professional networking to support and encourage retention of students in formal educator preparatory programs in public secondary schools.
7. To increase the visibility, and enhance the professionalism and prestige of, and respect for the teaching profession.
8. To promote high standards in professional ethics and scholarship within the teaching profession, as well as in teacher preparatory programs.
9. To instill in prospective future teachers a sense of leadership that is competent, assertive, and collaborative.

10. To be an integral part of the organized instructional standards in teacher preparation programs and related career opportunities.
11. To encourage achievement in supervised educational programs, scholarship, leadership, and other individual and group activities by recognizing deserving members and chapters.
12. To provide opportunities to explore, pursue, and experience higher education networking and strategies to transition from secondary to post-secondary teacher preparatory programs.
13. To collaborate with other educational institutions and agencies to address critical issues affecting teacher recruitment and retention.

### **ARTICLE III. ORGANIZATION**

**Section 1:** The NJFEA is organized and administered at the state level, operating under the auspices of the Center for Future Educators, located at The College of New Jersey, School of Education, Room 202D, 2000 Pennington Road, P.O. Box 7718, Ewing, New Jersey, 08628-0718. The Center for Future Educators is an affiliate organization of the New Jersey Education Association (NJEA). The Executive Director of the Center for Future Educators shall serve also as the State Director of the NJFEA, hereinafter referred to as "State Director."

**Section 2:** A State Advisory Board will be appointed by the State Director of the NJFEA to provide counsel, advice, and assistance to the State association in carrying out its functions. Composition of the Advisory Board shall include:

1. State Director as chairperson
2. Representative(s) from public school districts
3. Representative(s) from the New Jersey Education Association
4. NJFEA student officers
5. Representative(s) from a four-year New Jersey college/university

The composition of the Advisory Board may also include:

1. A representative from the New Jersey business community
2. A representative from the New Jersey Department of Education

### **ARTICLE IV. MEMBERSHIP**

**Section 1:** Membership in the chapter shall be open to New Jersey public high school and middle school students who aspire to become future teachers.

**Section 2:** Each member shall meet the following eligibility requirements:

1. Meet the academic standards required by the school for students to participate in extracurricular activities
2. Actively participate in NJFEA sponsored activities

**Section 3:** A member of another NJFEA chapter who enrolls in the school will be accepted for membership in the chapter.

**Section 4:** Membership in the chapter shall not be restricted on the basis of race, ethnicity, religion, sex, sexual orientation, national origin, or physical handicap.

**Section 5:** Active membership shall be considered in good standing when:

1. The member regularly attends local chapter meetings
2. The member actively participates in the activities of the chapter

**Section 6:** A membership year shall be from September 1<sup>st</sup> – June 30<sup>th</sup>.

## **ARTICLE V. MEETINGS**

**Section 1:** Regular meetings of the local chapter shall be conducted on dates designated by the local chapter's executive committee, approved by the chapter advisor(s), and announced in advance to members.

**Section 2:** Special meetings may be called by the advisor or the president with prior approval of the advisor.

**Section 3:** All meetings shall be open meetings.

**Section 4:** Local chapter meetings shall be called to order by the elected president of the chapter. The normal order of business is as follows:

1. Approval of minutes of previous meeting
2. Treasurer's report
3. Reports of standing committees
4. Reports of special committees
5. Unfinished business
6. New business
7. Remarks, announcements, questions
8. Closing

**Section 5:** The normal order of business may be altered to accommodate special programs, activities, guest speakers, etc.

**Section 6:** A quorum shall consist of the members present at a chapter meeting.

**Section 7:** Special activities requiring travel shall follow school guidelines related to release forms and permissions.

## **ARTICLE VI. LOCAL NJFEA CHAPTER AND NJFEA STUDENT STATE OFFICERS**

**Section 1:** The officers of each local chapter will be appropriate to the needs and size of the chapter.

**Section 2:** All local chapter officers shall be elected by a majority vote of members present during the designated chapter meeting to elect officers.

**Section 3:** The terms of all local chapter officers shall be for one year.

**Section 4:** All active local chapter members shall be eligible for office.

**Section 5:** All local chapter officers may serve consecutive terms.

**Section 6:** 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 7:** Duties of all officers shall be described by the bylaws of the local NJFEA chapter.

**Section 8:** The state officers of the NJFEA shall be the following:

- President,
- Vice-President,
- Secretary, and
- Communications Officer.

Duties shall be assigned to each state officer by the NJFEA State Director. An application process and screening will be used to select state officers each year. This will include a recommendation from the local NJFEA advisor and resume of NJFEA related activities.

## **ARTICLE VII. NJFEA STUDENT STATE OFFICERS AND APPOINTMENTS**

**Section 1:** Qualifications for NJFEA student state officers:

1. Only active NJFEA members are eligible to hold state office.
2. All applicants will be certified eligible for nomination to hold office by a screening committee appointed by the State Director.
3. To be considered for an office in the NJFEA, a candidate shall:
  - A. Have at least one year remaining in his/her educational program.
  - B. Be recommended by the chapter and endorsed by his/her local chapter advisor and/or school administrator.
  - C. File an official application with the State Director's office before the determined deadline is established.

- D. Have a cumulative GPA of 3.0 or better.
- E. Demonstrate leadership on campus.
- F. Be available to attend NJFEA Executive Council meetings.
- G. Attend student state officer training scheduled in early fall.

**Section 2:** All state officer positions shall be filled according to qualifications, experience, and recommendations from the advisor. A screening committee shall determine the candidates who are most qualified for each position. The state officers selected shall be notified of their selection by June 1<sup>st</sup>.

**Section 3:** Term of office shall be for one school calendar year beginning on July 1<sup>st</sup>.

### **ARTICLE VIII. LOGO**

**Section 1:** Official logos and colors have approved by NJFEA shall be displayed representing all affiliated functions and activities.

### **ARTICLE IX. AUDIT**

**Section 1:** The accounts of this organization shall be audited by a public auditor or a committee appointed by the State Director with approval from the NJFEA Advisory Board.

### **ARTICLE X. AMENDMENTS**

**Section 1:** To amend this Constitution, the proposed amendment must be presented in writing to the State Director at least 60 days prior to the NJFEA's annual Advisory Board meeting. This Constitution may be amended by a majority vote of approval by the NJFEA Advisory Board.

### **ARTICLE XI. RULES, REGULATIONS, AND BYLAWS**

**Section 1:** Such rules, regulations, and bylaws as are deemed necessary in the proper conduct of each division of this organization shall be adopted by each chapter.

**Section 2:** No rules, regulations, or bylaws shall be adopted which are contrary to this constitution.

**Section 3:** In all meetings, Robert's Rules of Order (Revised) shall serve as standard procedure.



## BYLAWS

### NEW JERSEY FUTURE EDUCATORS ASSOCIATION

#### ARTICLE I. RELATIONSHIP TO THE CONSTITUTION

**Section 1:** The bylaws shall be part of the Constitution of the New Jersey Future Educators Association (NJFEA).

#### ARTICLE II. LOCATION OF OFFICES

**Section 1:** The headquarters and principle office of the New Jersey Future Educators Association (NJFEA) shall be located at The College of New Jersey (TCNJ), School of Education, Room 202D, 2000 Pennington Road, P.O. Box 7718, Ewing, New Jersey 08628-0718.

#### ARTICLE III. NJFEA ADVISORY BOARD

**Section 1:** All terms shall be for a two-year period, except for NJFEA student state officer members whose terms shall coincide with their term of service as state officers. All other board members may be selected to serve consecutive terms.

**Section 2:** The Advisory Board shall include the State Director as chairman, representative(s) from public school districts, representative(s) from the New Jersey Education Association, NJFEA student state officers(s), representative(s) from a four-year New Jersey college/university; and, may include a representative from the New Jersey business community, and a representative from the New Jersey Department of Education.

**Section 3:** The Advisory Board shall cooperate with and serve in an advisory capacity to the State Director; assist with the administrative direction of the organization, and assist in interpreting the State Constitution of the NJFEA.

#### ARTICLE IV. DUTIES OF THE NJFEA STUDENT OFFICERS

**Section 1:** President - shall preside over and conduct meetings with accepted parliamentary procedure; appoint committees as needed; represent the NJFEA at special events; to assign to his/her officers responsibility for all projects, including publishing of the state e-newsletter. He/she shall also develop with his/her officers a Program of Activities for his/her term of office and will make himself/herself available if necessary in promoting the general welfare of the NJFEA.

**Section 2:** Vice-President - shall serve in any capacity as directed by the President; serve as the official parliamentarian; to accept the responsibilities of the Presidency as occasions may demand; to make himself/herself available in promoting the general welfare of the NJFEA; be responsible for planning special programs as determined by the NJFEA Advisory Board. In the case of the office

of President becoming vacant by resignation or otherwise, the Vice President will become the acting interim President until the term has been completed.

**Section 3:** Secretary - shall perform the duties common to such an office, such as keeping an accurate record of the sessions of the NJFEA Executive Council meetings; answer all correspondence; keep up to date roll of all members; keep a copy of the Constitution and Bylaws with the amendments properly entered; provide a list of old and unfinished business and potential new business before the start of each meeting; notify the members of the NJFEA Advisory Board of special meetings; and after each meeting send a copy of the minutes to each state member club.

**Section 4:** Communications Officer - shall coordinate state officer submissions to the official NJFEA newsletter; assist with overall NJFEA publicity; communicate to regional chapters about activities, events, and other NJFEA related information using appropriate, approved, and official NJFEA social media forums; make himself/herself available as necessary in promoting the general welfare of the NJFEA; and assist the President, Vice President, and Secretary in carrying out their duties, as needed.

#### **ARTICLE V. FISCAL YEAR**

**Section 1:** The fiscal year of the NJFEA shall be July 1st through June 30th of the succeeding calendar year.

#### **ARTICLE VI. BOOKS AND RECORDS**

**Section 1:** Books and records of the organization may be inspected by any member or member's agent at any reasonable time. Arrangements for such inspection shall be made with the State Director.

#### **ARTICLE VII. PROCEDURE FOR ISSUING CHARTERS TO CHAPTERS**

**Section 1:** New Jersey public schools will apply directly to the NJFEA State Director for approval of new local chapters.

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These Bylaws were approved on May 11, 2017.

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**New Jersey Future Educators Association**