

Texas State Teachers Association Student Program

Handbook

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*Texas State Teachers Association-Student Program/Texas State Teachers Association
affiliated with the National Education Association*

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General Information

2008-2009
TSTA-Student Program
Executive Committee

State President

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Katy Staff

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Vacant

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District VI President

Sylvia Saucedo

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**Legislative & Political Action Committee Rep.
(PAC)**

Chelsea Updegraff

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Districts

District 1

Incarnate Word University, Our Lady of the Lake-San Antonio, Texas A&M-International University, Texas A&M-Corpus Christi, Texas A&M-Kingsville, University of Texas-Brownsville, University of Texas-Pan American, University of Texas-San Antonio, University of Houston-Victoria.

District 2

Baylor University, Blinn College, Sam Houston State University, Texas A&M-College Station, Texas State University-San Marcos, University of Mary Hardin Baylor, University of Texas-Austin.

District 3

Lamar University-Beaumont, Lone Star College-North Harris, Prairie View A&M University, San Jacinto College-Central, San Jacinto College-South, San Jacinto College-North, University of Houston-Clear Lake, University of Houston-Downtown, University of Saint Thomas.

District 4

Dallas Baptist University, Dallas County Community College District, East Texas Baptist, El Centro College, Midwestern State University, Richland College, Stephen F. Austin University, Tarleton State University, Tarrant County Junior College, Texas A&M-Commerce, Texas Christian University, Texas Wesleyan University, Texas Women's University, University of Texas-Dallas, University of Texas-Tyler, University of North Texas.

District 5

Abilene Christian University, Hardin Simmons University, Lubbock Christian University, Texas Tech University-Lubbock, University of Texas-Permian Basin, Wayland Baptist University, West Texas A&M.

District 6

El Paso Community College, University of Texas-El Paso

History of TSTA-SP

TSTA-SP...A part of the NEA Student Program

The National Education Association Student Program (NEA-SP) is the professional association for college and university students preparing to teach. Although it is a national organization of state student education associations, the basic unit is the college or university chapter.

The NEA Student Program is an integral part of the National Education Association, just as local chapters and state associations are integral parts of the NEA Student Program.

Growth of TSTA-SP

TSTA-SP began in March 1957 when delegates attending a TAFTA Student Convention in Austin voted to change the name from the Texas Association of Future Teachers of America to the Texas Student Education Association. A new constitution, adopted by the college branch of future teachers, incorporated the name change to conform to a nationwide revision upon the recommendation of the National Commission on Teacher Education and Professional Standards.

At the April 2002 State Convention in Austin, the delegation voted to change the name once again to the TSTA-Student Program in order to be associated and recognized with TSTA and the NEA.

The future is bright not only in numbers, but in fulfilling the purpose of the organization to provide college students, who will be our future teachers, opportunities for developing personal growth and professional competence.

Foundations of TSTA-SP

The TSTA/NEA Student Program Foundations – Teacher Quality, Community Outreach, and Political Action – are the underlying areas of focus that direct student program activities. It is in these areas that our members sponsor programs, educate on issues, and affect change.

Teacher Quality

Teacher Quality encompasses pre-professional development and job preparation. At local meetings and workshops, state conferences, and national symposiums, our members encounter professional development opportunities such as guest speakers on classroom management, experts on testing and practitioners sharing tips on smoothly running science labs. Job preparation comes in the form of resume workshops, portfolio tutorials, mock interviews and new teacher panels, just to name a few.

Community Outreach

Community Outreach describes how TSTA/NEA Student Program members engage the people and environment around them; we impact our communities – locally and globally – and value the meaningfulness of such involvement. We design and implement projects as diverse as after-school tutoring programs, learning carnivals, and senior citizen dances. New teachers who are TSTA/NEA Student Program alumni are more successful in helping their students achieve because they know how reaching out to the community provides them access to materials and human resources.

Political Action

Political Action includes both the realization that political and legislative issues impact the education world and the initiative to get involved. We celebrate issue awareness around vouchers, IDEA funding, and state mandated new teacher rights. We share information with peers, family and community. We sponsor voter registrations, get-out-the-vote (GOTV) activities, contact elected officials, help elect pro-public education officials, and lobby our local, state and national legislators. By educating each other, organizing activities and publicizing our involvement, we are making an impact.

TSTA/NEA Student Program Foundations

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TEACHER QUALITY

Teacher Quality encompasses pre-professional development and job preparation. At local meetings and workshops, state conferences, and national symposiums, our members encounter professional development opportunities: guest speakers on classroom management, experts on testing and practitioners sharing tips on smoothly running science labs. Job preparation comes in the form of resume workshops, portfolio tutorials, mock interviews, and new teacher panels.

Student Program publications and websites share teacher quality information relevant to our members, including certification requirements and resources for working with special needs children. Student members and chapters partner with TSTA/NEA local associations to enhance in-the-classroom opportunities and secure “real world” insights into the education profession. Students shape their college curriculum by serving as change-agents on boards and committees. Our members’ involvement in the TSTA/NEA Student Program increases their ability to become quality teachers.

COMMUNITY OUTREACH

Community Outreach describes how TSTA/NEA Student Program members engage the people and environment around them; we impact our communities – locally and globally – and value the meaningfulness of such involvement. Our members learn about communicating with parents, experience partnering with local businesses, and find grant support through Chamber of Commerce consortiums. We design and implement projects as diverse as after-school tutoring programs, learning carnivals, and community gatherings. New teachers who are TSTA/NEA Student Program alumni are more successful in helping their students achieve because they know how reaching out to the community provides them access to material and human resources.

POLITICAL ACTION

Political Action includes both the realization that political and legislative issues impact the education world and the initiative to get involved. We celebrate issue awareness around vouchers, IDEA funding, and state-mandated new teacher rights. We share information with peers, family, and community. We sponsor voter registrations, get-out-the-vote (GOTV) activities, contact elected officials, help elect public education officials, and lobby our local, state, and national legislators. By educating each other, organizing activities and publicizing our involvement we are making a strong impact.

TSTA-Student Program Events

TSTA Educational Issues Conference

TSTA-Student Program State Convention & House of Delegates

TSTA State Convention & House of Delegates

NEA Student Program Summer Leadership Conference

NEA Representative Assembly

TSTA-Student Program District Conventions

(Please refer to the TSTA website, www.tsta.org, click onto TSTA-Student Program under TSTA Family section, for specific dates and locations for these conventions.)

NEA Student Program Connections Conference

Vivian Bowser Scholarship Fund

The Vivian R. Bowser Scholarship Fund provides assistance for professional growth and organizational training of prospective teachers. It provides assistance to needy and deserving future educators through organizational leadership training skills programs at state and national meetings of TSTA/NEA or its affiliates, as well as approved professional or academic courses or programs vital to improving organizational priorities of the profession of educational personnel.

This fund was established by the TSTA Board of Directors as an expression of thanks and appreciation to Vivian Bowser for her many years of service to the organized teaching profession and for her continuous efforts to encourage and assist young people to become involved and trained as association leaders.

The State Board of Directors provides funds by an annual appropriation. The amount in the fund is \$1500 annually.

Criteria:

Student applicant must be enrolled in an approved teacher program and be a member of TSTA-SP and the NEA Student Program;

Approval of the completed application must be recommended by the local advisor and the TSTA-SP State Coordinator;

The Director of OCALD and the Executive Director of TSTA will make the final determination.

The deadline for applications to be received by the TSTA-SP State Coordinator for the major activities sponsored by the profession of educational personnel is as follows:

TSTA-SP District Convention	15 days prior to the first day of the convention
TSTA Educational Issues Conference	October 1
TSTA-SP State Convention	March 1
NEA-SP Workshops	May 1
NEA Representative Assembly	May 1

The deadline for receipt of applications by the TSTA-SP Coordinator for other seminars, conferences, workshops, or academic courses/programs for improving organizational skills will be approximately 30 days before the date on which the grant is to be used.

Local Chapter Information

Building a Successful SP Chapter

Purpose of the Student Program:

- ❖ Provide professional development
- ❖ Leadership training
- ❖ Encourage political awareness and involvement
- ❖ Provide members with exceptional benefits

Checklist to a Viable Local:

- ❖ Strong/Committed leadership – Advisor & Executive Committee
- ❖ Communication with State Officers
- ❖ Know your resources
- ❖ Start Early – Think Ahead!
- ❖ Make a plan of action for the year or the semester (events, speakers, community involvement)
- ❖ Paperwork (Bylaws, Constitution, Chapter Recognition Form, etc.)

Qualities of a Successful Local:

- ❖ Planning
- ❖ Follow-through
- ❖ Involvement at the campus, district and state levels
- ❖ Visibility
- ❖ Provide real-life benefits
- ❖ MEMBERSHIP

Talk About the Program!

- ❖ When:
 - As early and as often as possible
 - Class discussions
 - Campus events
 - Casual conversations
- ❖ To Whom:
 - People you meet on campus
 - Professors
 - Friends
 - Freshmen/Sophomores
- ❖ Use promotional items that are available through TSTA (tote bags, pens, etc.) or are created at the local level (t-shirts) and make them visible!
- ❖ What should you say?
 - Know what TSTA and the NEA offer!
 - ◆ Power, Protection, Professionalism, Political Action
 - Know what your chapter offers!
 - ◆ Networking, Professional Development, Social Activities and Community Involvement, Information, Professional Dues Reduction after graduation!

Talk About the Program! (continued)

- General Reasons for Joining:
 - ◆ There is strength in numbers.
 - ◆ Liability insurance
 - ◆ Collective actions create change
 - ◆ Legal rights

- ◆ Discount purchases
- ◆ Travel, dining, entertainment and numerous other discounts
- ◆ Voice in what happens
- ◆ Contacts for the future
- ❖ How/Where can you say it?
 - Personal contact works best! Have members talk FACE to FACE to potential members whenever possible.
 - E-mail or send letters to education students (a list of these students and their contact information is often available through the university or School of Education)
 - Plan a social event (have current members meet and greet visitor's personally)
 - Flyers
 - Classroom Blackboards (next meeting information)
 - Ask professors to announce your meetings in their classes
 - Set up a booth at campus events (registration, orientation, student teacher meetings)
 - Attend Student Government meetings
- ❖ Keep Communication On-Going:
 - Use a telephone tree
 - Create a local newsletter
 - Use a buddy system
 - Include Education Faculty in promotions
 - Make Personal Contact!
- ❖ Personal Contact Do's and Don'ts
 - DO:
 - ◆ Have applications available (or web access)
 - ◆ Know your material
 - ◆ Listen carefully
 - ◆ Answer questions
 - ◆ Be positive
 - ◆ Give out contact information
 - ◆ Get potential member's contact information
 - ◆ BE ENTHUSIASTIC AND WELL INFORMED
 - DON'T:
 - ◆ Knock competing organizations
 - ◆ Be defensive
 - ◆ Deal in personalities
 - ◆ Argue in front of a group, or embarrass the potential member
 - ◆ GIVE UP after one try

Use Your Resources!

- ❖ Grants Make Things Happen! (detailed information and applications are located in this handbook)
 - SOAR Grants for New Chapters
 - ◆ **Student Organizing and Assistance Resources**
 - CLASS Grants for Specific Projects
 - ◆ **Community Learning through America's Schools**
 - ◆ Organized by an SP local chapter and an NEA local affiliate
 - ◆ Student run & community based projects
 - ◆ Projects address a local need & benefit the community
- ❖ Professional staff at TSTA
 - Speakers
 - Workshop facilitators
 - Information

- Promotional items
- ❖ Professional members in TSTA
 - Established teachers, administrators and education support professional members of TSTA are also an excellent resource for speakers and workshop facilitators for your local and district meetings.
 - Keeping in touch with Regional Presidents and/or Vice Presidents provides a connection between the student level of TSTA and the professional level. Regions are almost always willing to help with funding and organizing at the SP local level. Contact the SP Coordinator or the SP State President to find out who your TSTA Regional contacts are.
- ❖ Workshop/Speaker Topics provided by Professional Staff and TSTA Members (partial list – contact the Coordinator for additional topics)
 - Improving test-taking skills
 - Alternative assessment
 - Interview skills
 - Preventing child abuse and neglect
 - Teacher and student motivation
 - Improving parent-teacher conferences
 - Dealing with student stress and burnout
 - Stress management
 - Working with gifted and talented students
 - Time management
 - Learning styles & teaching techniques
 - Classroom discipline
 - Parental involvement
 - Community partnerships

What Make the Student Program Important to TSTA?

- ❖ Informed people
- ❖ Proactive members
- ❖ Future ACTIVE professional members
- ❖ Future EXPERIENCED leaders

Miscellaneous Suggestions

Money Making

During the course of the year, various means of earning money for chapter activities becomes a necessity. The best way to decide upon the activities is to have a committee (perhaps the local executive committee) propose a calendar of activities at the end of the year for the next year, during the summer break, or before the first chapter meeting. A tentative calendar of projects could include bake sales, book fairs, and silent auctions. Other projects for earning money could possibly include selling book covers, candy, flowers (dances and valentines), stationery, and other articles. If necessary, a committee should be appointed that would be responsible for the distribution of the product being sold and the collecting of the money from the students who sell the articles.

Publicity

An important duty of the advisor and local executive committee is to arouse interest in TSTA-SP, not only within the chapter but among the rest of the student body. Good publicity can make TSTA-SP the most important and sought-after organization on campus. The cooperation of faculty and staff can be a major factor in this goal.

The faculty members are an effective means of reaching the students personally. They can tell about the rewards derived from campus involvement and professional development opportunities. The advisor could enlist the help of the faculty meetings and officers/members could request to make announcements in their classes.

If the school has a newspaper, this can be utilized to publicize the dates of TSTA-SP meetings, programs, and projects that are being carried on by that chapter. Many times constant contact with the local community newspaper and radio or TV stations can be of great value. A publicity committee is suggested to keep the media informed of TSTA-SP activities.

Another important way to reach the members of the chapter and to recruit prospective members is through the use of posters and/or flyers. After receiving permission from the appropriate personnel, posters/flyers can be placed in strategic locations throughout the campus. Another suggestion is a permanent bulletin board for TSTA-SP.

One of the easiest and most effective methods of promoting TSTA-SP is by word of mouth. Nothing convinces a student of the value of TSTA-SP like an enthusiastic pitch by the fellow students who are already members. Encourage TSTA-SP members to be proud of their work in the association and to tell other students about these activities.

One final suggestion for publicity that nearly everyone has access to in today's society is e-mail. Designating a local officer to consistently communicate with members and potential members via e-mail messages is very effective. Some education departments and/or student life offices will provide contact information for School of Education students. Placing this information into an electronic address book or data base can prove to be very useful when trying to reach a large number of people quickly and regularly at no cost!

Suggested Local Point System

To have a successful organization, it is necessary to get all members involved. Some chapters involve students by use of a point system. In the point system, each student receives a certain number of points for various work that he/she does. Some examples are: a certain number of points must be obtained to receive graduation chords or attend the state convention, which is the highlight of the year. Each chapter should adopt its own point system according to projects, programs, and meetings of the chapter.

For example:

- 10 points earned per meeting
- 3 points per hour for outside work such as tutoring or service club work
- 3 points per hour for work on club projects, i.e., state project, scrapbook, moneymaking activities
- 5 points for attending on-campus professional development opportunities
- 20 points for attending district convention
- 5 points for returning members who earned at least 20 points the previous year
- Points may be given for other activities such as baking or making items for sales or for selling various items.

It is strongly advised that the number of points that can be obtained from attending meetings be limited to three-fifths of the points needed to go to the state convention.

Suggested Speakers/Meeting Topics

- TSTA-SP Advisor
- TSTA-SP State and District Officers
- TSTA Members (Professional educators, administrators, Regional Presidents)
- Principals
- Teachers
- School Counselors
- School Nurses
- Classroom Management
- Education Laws
- Inclusion
- Catering to All Learning Styles
- Parent Conferences
- Communication Skills
- Testing Issues
- Personality Types
- Ethics in Teaching
- Child Abuse
- Community Service Agencies

**TEXAS STATE TEACHERS ASSOCIATION – STUDENT PROGRAM
CHAPTER AFFILIATION FORM**

Please mail a copy of this form to TSTA-SP Headquarters at 316 W. 12th Street, Austin, TX 78701, or Fax to 512-486-7043 and keep a copy for your records. Forms should be returned no later than September 15th each year.

Membership Year: _____ - _____ (Ex.: 2005-2006)

Applying for: Chapter Renewal New Chapter Re-affiliation (previously affiliated, but not in the past year)

Name of School _____

Name of Chapter _____

Name of Advisor _____

Advisor's Address _____ City _____ Zip _____

Advisor's Phone Number () _____ FAX _____

Advisor's Email _____

CHAPTER OFFICERS

Name of President _____

President's Address _____ City _____ Zip _____

President's Phone Number _____ Cell _____

President's Email _____

Name of Vice President _____

Vice President's Address _____ City _____ Zip _____

Vice President's Phone Number _____ Cell _____

Vice President's Email _____

Name of Secretary _____

Secretary's Address _____ City _____ Zip _____

Secretary's Phone Number _____ Cell _____

Secretary's Email _____

For TSTA-SP Use Only:

Date received: _____	Constitution on file: _____
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TSTA-SP Local Chapter Advisor Information

The TSTA-SP Chapter Advisor is the most important link between the organization and the college or university. The advisor is one of the most critical components of the successful campus chapter. He/She should be someone who has a good rapport with the students, is willing to spend time with the organization, and has a commitment to teacher education. The following are major responsibilities of the campus chapter advisor:

1. To promote the student program with the faculty members and the campus administration
2. To work closely with the students to provide a continuum of leadership ability
3. To provide program guidance meaningful to the future of the students in teacher preparation programs
4. To develop among the members, an understanding of, and commitment to, the education profession.

The following suggested activities may help the advisor reach the maximum potential of their local chapter:

1. With an established executive committee or membership committee, plan and implement a membership recruitment program that includes a concentrated drive and continuous follow-through. Any time is membership time!
2. Contact the State Student Program Coordinator at TSTA Headquarters for materials and assistance that will be valuable to the chapter. The Coordinator can provide the advisor with advice and information from the State Association as well as the support and resources that it can provide.
3. Contact the TSTA local association in the area of the campus for their support. They can provide many resources for the chapter including speakers and financial assistance.
4. Enlist the support of other colleagues by letting them know what the Student Program is all about and that they are more than welcome to participate. Ask them to promote the program to their students whenever possible.
5. Contact advisors from other campus chapters. Many activities can grow and thrive through the cooperative efforts of different chapters. Ask your State Student Program Coordinator for contact names and addresses of chapters in your district or area.
6. Be sure to plan a yearlong program that meets the needs of the members.

7. Develop, or help the local executive committee develop, a budget that provides adequate funds and can be controlled. The State Student Program Coordinator can offer assistance with resources.
8. Determine a meeting time at a location that is convenient to all the key participants that will allow the advisor and the student leaders to meet on a regular basis.
9. Establish a “home base” for the chapter, a location where notices and calendars can be displayed and where members can gather as needed.
10. Encourage members to drop in!
11. Be sure to notify the State Student Program Coordinator with the appropriate address so materials and important mailings can be received efficiently.
12. Establish a line of communication with the State and District Presidents regarding conventions. The district conventions are held during the fall semester and state convention is held during the spring semester.
13. Encourage the election of new officers before the end of the school term.
14. Assist the local officers in planning during the summer or just prior to the fall semester beginning.

If advisors have any problems or further questions concerning any matters with TSTA-SP, please feel free to contact the State Student Program Coordinator at 1-800-342-5355 or 512-476-5355.

The Local Advisor's Role

Responsibilities

The chapter advisor, whether he/she is from the campus faculty or a local education association, is one of the most critical components of the successful campus chapter. Experience has shown that the advisor's interest and cooperation with the students, faculty, and administration have an extremely positive effect on the student chapter. The following are major responsibilities of the campus chapter advisor:

1. To promote the student program with the faculty members and the campus administration.
2. To work closely with the students to provide a continuum of leadership ability.
3. To provide program guidance meaningful to the future of the students in teacher preparation programs.
4. To develop among the members, an understanding of, and commitment to, the United Education Profession

Some Suggested Activities to Ensure Effectiveness

These suggested activities may help the advisor reach the maximum potential of their local chapter.

1. With an established membership committee, plan and implement a membership recruitment program that includes a concentrated drive and continuous follow-through. Any time is membership time.
2. Contact the State Student Program Coordinator for materials and assistance that will be valuable to the chapter. The Coordinator can provide the advisor with advice and information from the state Association as well as the support and resources that it can provide.
3. Contact the local education association in the area of the campus for their support. They can provide many resources for the chapter including speakers.
4. Enlist the support of other colleagues by letting them know what the Student Program is all about and that they are more than welcome to participate.
5. Contact advisors from other campus chapters. Many activities can grow and thrive through the cooperative efforts of different chapters. Ask your Coordinator for contact names and addresses of chapters in your area.
6. Be sure to plan a yearlong program that meets the needs of the members.
7. Develop a budget that provides adequate funds and can be controlled. The Coordinator can offer assistance with resources.
8. Determine a meeting time at a location that is convenient to all the key participants that will allow the advisor and the student leaders to meet on a regular basis.
9. Establish a "home base" for the chapter, a location where notices and calendars can be displayed and where meetings can be held on a regular basis.
10. Encourage members to drop in.
11. Be sure to notify the Coordinator with the appropriate address so materials and important mailings can be received efficiently.
12. Complete a Chapter Affiliation Form **every year**.

TSTA-SP Local Chapter President

Some of the specific duties of a local chapter president are:

1. Preside at all regular meetings of the local chapter.
2. Preside at all meetings of the Executive Committee.
3. Study the constitution of the TSTA-SP local and state organizations.
4. Appoint and advise any committees.
5. Work with the Local Executive Committee to plan a program for the school year.
6. Communicate with the District President on a regular basis regarding local events, district convention, and other issues.
7. Keep members of the local chapter informed on educational movements and trends.
8. Encourage active membership in the local, district and state events.
9. See that the meetings open and close on time and that the work of the association is disposed with efficiently.
10. Supervise the operation of the chapter with the chapter advisor.
11. Approve all correspondence sent out in the name of the chapter.
12. Represent and speak for the chapter to other organizations, chapters and the public.
13. Become informed of your Texas State Teachers Association Regional meetings and officers.
14. Work cooperatively with faculty and administration in your school.
15. Communicate consistently and effectively with the District and State Officers of TSTA-SP.

Suggestions for Presiding

As president you have three basic roles to play:

- Leader
- Presiding Officer
- Administrator

Each role calls for different abilities and yet the following are fundamental qualifications that are common to all leaders:

- Ability to Plan
- Ability to Unite
- Courage to Win

One of your most demanding jobs is that of presiding at meetings. As presiding officer you should attempt to:

- Respect the position of all members.
- Maintain firm control of the meetings.
- Assist members in their rights and privileges.
- Stimulate and encourage discussions.
- Ensure that all sides of controversial issues and proposals are understood by members and what the effects will be.
- Protect the group from improper conduct.
- Keep the meetings moving ahead so that the business is accomplished and members maintain interest.
- Know parliamentary law and how to apply it if needed.

Local Chapter Vice President Duties

The local Vice President may wear many hats. Some suggested duties for the local Vice President may include but not be limited to the following:

1. Assume the role of the Local President if the elected President is unable or unwilling to fulfill the role.
2. Preside over local chapter meetings and/or Local Executive Committee meetings in the absence of the Local President.
3. Study the constitution of the TSTA-SP local and state organizations.
4. Communicate consistently and effectively with the Local President, District Officers and State Officers as needed.
5. Model and encourage active membership in the local, district and state events.
6. Coordinate and track the local point system for members and order honor cords.
7. Compile and maintain a membership database for the local.
8. Provide mass electronic communications to the local members and contacts as needed.
9. Find, book, and introduce speakers for local meetings.
10. Assure that all volunteers and speakers are properly recognized and appreciated after events (speaker gifts, thank you cards, etc).
11. Coordinate local fundraisers and/or publicity materials.

TSTA-SP Local Chapter Secretary

Accurate, concise and complete minutes are of vital importance to an organization. The secretary is the official custodian of these minutes therefore, it is imperative that he/she be in attendance at every association meeting.

MINUTES SHOULD INCLUDE THE FOLLOWING:

1. Date, hour, and place of meeting.
2. Type of meeting (regular, special, executive).
3. Name of presiding officer.
4. Action taken on minutes of previous meeting.
5. Brief summary of the meeting topic, speaker topic, and/or activities.
6. Reports from committees and officers (should be summarized in the minutes and copies of the reports should be attached to the minutes or kept in a separate file).
7. Action taken on unfinished and new business.

After the minutes have been read and approved, copy them into the secretary's book and sign the last page. Remember, record all motions whether carried or failed. Finally, remember that the minutes should reflect what is done, not what is said.

Official minutes should also be forwarded to the State Vice President via mail or e-mail as soon as possible following meetings. Consistent correspondence with the state officers is imperative for the association to be successful.

Local Chapter Treasurer Duties

Your position as a TSTA-SP local chapter treasurer is one of trust and importance. You have been selected because the members believe in your ability to succeed in your position. As the financial officer for your local, it is imperative that you do the following:

1. Work closely with the officers, advisor, and members to insure that monies received are turned in properly.
2. Deposit all local chapter funds in the bank as soon as possible.
3. Issue receipts to all members where membership dues are assessed and/or monies or goods are exchanged.
4. Keep accurate records of all receipts and disbursements through a checkbook register or spreadsheet.
5. Forward dues to: Texas State Teachers Association – Student Program, 316 West 12th Street, Austin, Texas 78701. This must be accompanied with an affiliation form. Checks should be made payable to: Texas State Teachers Association – Student Program or TSTA-SP.
6. Keep all receipts for your records.
7. Report the association's funds status to the membership regularly.

SAMPLE BYLAWS

ARTICLE 1. OFFICERS

1. The term of office for the officers shall be one year or until their successors are duly qualified. Incumbents are eligible to seek re-election for one additional term. The officers shall assume office on June 1st following their election.
2. The President:
 - a. shall be the chief executive officer of the Association.
 - b. shall represent the Association as spokesperson on matters of policy or assign responsibility for such representation.
 - c. shall prepare the agenda and preside at all meetings of the Association.
 - d. shall serve as ex-officio member on all committees.
 - e. shall, with the approval of the Executive Committee, appoint the parliamentarian, open offices and the members of all standing committees.
 - f. shall perform all other duties as to fulfill the responsibilities of that office.
3. The Vice President:
 - a. shall preside in the absence of the President.
 - b. shall work in accordance with the membership chair to verify and order cord points as needed during the academic year.
 - c. shall perform duties all other duties as designated by the President and/or the Executive Committee.
 - d. shall assume the office of President upon death or resignation of the President.
4. The Treasurer:
 - a. shall be responsible for the safekeeping, accounting of all funds and financial budget.
 - b. shall provide financial reports at each Executive Committee and Representative Assembly meeting.
 - c. shall sign all checks drawn on the bank account of the association.
 - d. shall prepare all paperwork necessary for Student Government Association funding.
- e. Shall perform all other duties as designated by the President and/or Executive Committee.
5. The Secretary:
 - a. shall keep accurate records of the proceedings of all general and Executive Committee meetings.
 - b. shall submit monthly reports to the respective District President.
 - c. shall maintain the Association's website.
 - d. shall perform all other duties as designated by the President and/or Executive Committee.
6. The Historian:
 - a. shall prepare an Association scrapbook.
 - b. shall write a history of the year's work.
 - c. shall compile a local newsletter.
 - d. shall take pictures of Association events.
 - e. shall provide/secure expert help in the above areas.
 - f. shall perform all other duties as designated by the President and/or Executive Committee.
7. Student Government Association Representative:
 - a. shall attend the Student Government Association Meetings.
 - b. shall report to the Executive Committee and/or the General Assembly about the happenings at the Student Government Association.
 - c. shall present fund requests and other Association news at the Student Government Association.
 - d. shall perform all other duties as designated by the President and/or Executive Committee.
8. Editor: (optional)
 - a. shall help the Historian to compile a local newsletter.
 - b. shall distribute local and state publications.
 - c. shall perform all other duties as designated by the President and/or Executive Committee.
9. Publicity Chair: (optional)
 - a. shall chair the Publicity committee.
 - b. shall make decisions on how to publicize the Association with Executive Boards approval.

SAMPLE BYLAWS

- c. shall maintain the Associations bulletin board.
 - d. shall post meetings and other information throughout the University.
 - e. shall perform all other duties as designated by the President and/or Executive Committee.
10. Membership Chair: (optional)
- a. shall chair the Membership Committee.
 - b. shall be in charge of all recruitment activities for the Association with Executive Board's approval.
 - c. shall work with the Vice President to oversee and handle all of the responsibilities of the Honor Cord Program.
 - d. shall keep accurate and up to date records of points earned by Association's members.
 - e. shall perform all other duties as designated by the President and/or Executive Committee.
11. In the event that the optional offices of Editor, Publicity Chair and Membership Chair are vacant, the responsibilities will be distributed among the Executive Committee.
12. In the event of a vacancy in the office of its Vice President, Secretary, Treasurer or Student Government Association Representative(s) the vacancy shall be filled by appointment of the President and/or Executive Committee until filled/approved by a special election or approved by a majority of its members at the next general membership meeting.

ARTICLE II. EXECUTIVE COMMITTEE

- 1. The Executive Committee shall be the executive branch of this Association.
- 2. The duties of the Executive Committee shall be:
 - a. To be responsible to the membership in all matters.
 - b. To carry out all the policies of the general meeting.
 - c. To attend the business of the Association between general meetings.
 - d. To approve all members of the committees.
 - e. To receive all reports submitted by committees.
 - f. To adopt the annual budget.

- g. To make available all official documents for inspection for the Association.
 - h. Cooperate with the President in setting up a schedule of meetings for the year
 - i. Act on problems that need immediate attention.
 - j. Have general direction of the work of all standing and special committees.
3. A quorum for the Executive Committee shall consist of a majority of the members.
4. Any member of the Executive Committee who has unexcused absences for 50% of regular meetings and/or a total of 50% of Executive Committee meetings during an Association semester/year shall forfeit his/her office.
5. Meetings of the Executive Committee shall be at a location designated by the President. The President shall notify the Executive Committee of the change in the location of their meeting.
6. The dates and times for Executive Committee meetings shall be set by the Executive Committee at its first meeting held after June 1. Additional meetings may be called by the President or by 51% of the members of the Executive Committee.

ARTICLE III. GENERAL MEETING

- 1. Meetings. The Association shall hold ___ (at least three required by TSTA) meetings a year at a time and location to be determined by the Executive Committee. Notice of all meetings shall be posted in all buildings of the Association in accordance with the Student Life Office.
- 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 51% percent 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 and that urgently require action.
- 3. Powers and duties. The general assembly shall:
 - a. Establish Association goals, objectives and policies.

SAMPLE BYLAWS

- c. Adopt the rules and agenda governing its meetings.
- d. Enact such other measures as may be necessary to achieve the goals and objectives of the Association which are not in conflict with this Constitution or the Bylaws.

ARTICLE IV. COMMITTEES

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: Audit, Elections (others may be added as needed).
2. Duties: The duties of the committees, as herein provided, shall be found in the Association Standing Rules.
3. Special committees may be established by the President with the approval of the Executive Committee.
4. Special committees shall be established for the purpose of accomplishing a specific task within a limited period of time. The committee chairpersons shall be ex-officio members of the Executive Committee.

ARTICLE V. DUES

1. Members shall pay the current annual dues for TSTA-SP and NEA-SP; for a total amount of \$23.00 in addition to the current fees for the local association membership shall be \$____, and an optional \$2.00 to Political Action. Total amount of dues therefore, ranges from \$____ to ____.
2. TSTA-SP, TSTA/NEA, NEA-SP current members transferring to the University only need to pay local dues.

ARTICLE VI. NOMINATION AND ELECTIONS

1. Elections will be conducted under guidelines approved by the general membership.
2. All elections will be conducted using an open nomination and a secret ballot.

- b. Exercise final authority in all matters of the Association.

ARTICLE VII. DUE PROCESS

1. The Association shall guarantee that no member will be censored, suspended or expelled without a due process procedure which shall include an appellate procedure.
2. The Association shall guarantee that no member of the Executive Committee shall be impeached and removed from office without a due process procedure which shall include an appellate procedure.
3. The general membership shall approve rules and procedures to implement these due process guarantees.

ARTICLE VIII. AMENDMENT PROCESS

1. These Bylaws may be amended by two-thirds (2/3) at any general meeting vote of those present and voting.
2. Proposed changes in these Bylaws shall be presented in writing to the membership at least thirty days prior to the meeting at which time they will be considered.

ARTICLE IX. SUSPENSION PROVISION

Any provision of these Bylaws may be suspended by a four-fifths (4/5) present and voting at any general meeting and/or meeting of the Representative Assembly.

ARTICLE X. PARLIAMENTARY AUTHORITY

Roberts Rules of Order; Newly Revised shall be the authority on all questions of procedure not specified in this Constitution, Bylaws and Standing Rules.

ARTICLE XI. HONOR CORD PROGRAM **(OPTIONAL)**

1. To provide an incentive as well as recognition and reward to those members who are outstanding in their actions during the course of the two consecutive full term semesters with the Association.
2. Members and officers alike will be responsible for earning the points as established by the

SAMPLE BYLAWS

3. *Roberts Rule of Order Newly Revised* shall also be followed.

- a. All members wishing to receive cords are required to attain a minimum of 100 points over the course of two consecutive full term semesters and rewarded during active membership of said year. Members earning the minimum 100 points will have their cords ordered through UHCL TSTA-SP but must provide the funds necessary to purchase cords.
- b. Members may choose to attain a total of 150 points over the course of two consecutive full term semesters and rewarded during active membership of said year. Members earning the level of 150 points will have their cords ordered and paid for through UHCL TSTA-SP.
- c. Officers who are committed to their position as designated by the Bylaws and are productive in the organization will receive 150 points for outside efforts. These points are subject to denial if he/she fails to meet the established criteria of the officer position stated in the BYLAWS. In the event this occurs, the current Executive Committee will deny or apply said points for the officer in question. Officers of the Association will be eligible for only one set of officer cords.

Executive Committee per academic year.

SAMPLE CONSTITUTION

ARTICLE I. NAME AND LOCATION

1. The name of the association shall be _____ hereinafter known as the Association.
2. Headquarters for the Association shall be maintained at the _____.

ARTICLE II. PURPOSE

1. Promote interest in young adults interested in education.
2. Provide its members with opportunities for developing personal growth and professional competence.
3. Provide opportunities for gaining an understanding of the history, ethics and programs of the education profession.
4. Provide opportunities for participating in cooperative work on the problems of the profession and the community.
5. Provide active professional membership on the local, state and national levels during the preparation period for a career in education.
6. Strive for higher standards of preparation.

ARTICLE III. MEMBERSHIP

1. Membership in the Association shall be open to any (NAME OF UNIVERSITY) student preparing for a career or interested in education.
2. In addition to being a member of the Association, each member must also be affiliated with TSTA-SP, TSTA/NEA and NEA-SP. A person shall not be admitted to or continued in membership in the Association who holds full certification, a teaching contract and receives payment for teaching duties with the exception of graduate students receiving graduate teaching assistantships and those students who hold substitute positions.

The membership year shall be from September 1 to August 3.

ARTICLE IV. OFFICERS

1. The officers of the Association shall be responsible to the membership in all matters concerning the discharge of their duties.
2. The officers of the Association shall be President, a Vice President, a Secretary, a Treasurer, a Historian, and a Student Government Association Representative.
3. (LOCAL ASSOCIATION NAME) also has the option of having officers for Editor, Publicity Chair and Membership Chair.

ARTICLE V. ORGANIZATION

1. Executive Committee: There shall be an Executive Committee composed of the officers, state officers from the local* and the local advisors.

*If a Local has any members elected to state offices that may not be local officers, the local may choose to include them in its Executive Committee.

2. General Meetings: There shall be (# OF) general meetings of the members of this Association.

ARTICLE VI. AFFILIATES

1. The Association shall affiliate with the TSTA-SP, the NEA-SP and the TSTA/NEA.
2. The Association shall not affiliate with any local, state or national group, union or association that competes for membership with TSTA-SP, NEA-SP or TSTA/NEA.

ARTICLE VII. AMENDMENT PROCESS

1. This Constitution may be amended at any regular meeting by two-thirds (2/3) vote of the members present and voting.
2. Proposed amendments must be submitted in writing to the Secretary and read at the previous regular meeting.
3. Any amendment(s) to this Constitution shall become effective 10 days after the approval by the membership.

ARTICLE VIII. SUSPENSION PROCEDURE

Any section of any article of this Constitution may be suspended by a four-fifths (4/5) vote at any general meeting, provided that any request for suspension must be accompanied by a statement of the purpose for the suspension of the rules.

District Information

TSTA-SP District Officers

District I Officers

President: Name: VACANT
School:
E-mail:

Vice President: Name: VACANT
School:
E-mail:

Secretary: Name: VACANT
School:
E-mail:

Editor: Name: VACANT
School:
E-mail:

District II Officers

President: Name: Katy Staff
School: Texas A&M University-College Station
E-mail: delores198@neo.tamu.edu

Vice President: Name: Libbi Nixon
School: Texas A&M University-College Station
E-mail: libbinixon@tamu.edu

Secretary: Name: Jenny Lee
School: Texas A&M University-College Station
E-mail: jennypenny387@neo.tamu.edu

Editor: Name: Nicole Smith
School: Texas A&M University - College Station
E-mail: nlsmith@neo.tamu.edu

District III Officers

President: Name: Chris Padron
School: University of Houston – Clear Lake
E-mail: chrispadron22@hotmail.com

Vice President: Name: Elizabeth Rivas
School: University of Houston-Clear Lake
E-mail: rivase0078@uhcl.edu

Secretary: Name: Jenny Moreno
School: University of Houston-Clear Lake
E-mail: jeymoreno@hotmail.com

Editor: Name: Travishia Pickens
School: Lamar University-Beaumont
E-mail: travishia_2005@yahoo.com

District IV Officers

President: Name: Rebecca Layton
School: University of Texas – Arlington
E-mail: rlayton7@sbcglobal.net

Vice President: Name: Jennifer Derring
School: Tarrant County College-SE
E-mail: jenniferderring74@hotmail.com

Secretary: Name: VACANT
School:
E-mail:

Editor: Name: Marcela Contreras
School: Tarrant County College-SE
E-mail: marcela_contreras@sbcglobal.net

District V Officers

President: Name: VACANT
School:
E-mail:

Vice President: Name: VACANT
School:
E-mail:

Secretary: Name: VACANT
 School:
 E-mail:

Editor: Name: VACANT
 School:
 E-mail:

District VI Officers

President: Name: Sylvia Saucedo
 School: University of Texas – El Paso
 E-mail:

Vice President: Name: VACANT
 School:
 E-mail:

Secretary: Name: VACANT
 School:
 E-mail:

Editor: Name: VACANT
 School:
 E-mail:

Representative: Name: Hector Hernandez
 School: University of Texas – El Paso
 E-mail: Hhernandez10@miners.utep.edu

District Activities

It is imperative that a TSTA-SP chapter take part in district and state TSTA-SP activities. This participation not only tends to encourage enthusiasm within the chapter by allowing students to become acquainted with other TSTA-SP chapter members, but also allows for enrichment in each chapter by the exchange of ideas and networking opportunities.

Each district is governed by a constitution, and each chapter in the district should be supplied with an updated copy. It would be advisable for each local chapter president to contact the district president and ask for information concerning district activities.

To be eligible to participate in state activities, each district must hold a district convention at least six weeks prior to the state convention. These meetings are usually held in October or November. District convention dates are decided upon by the district executive committee but it is recommended that dates be discussed during the District Caucuses at the State Convention after elections are held. This allows local chapters within the district some input into the event timing. Regardless, it is advisable to determine the date for the district conventions as early as possible so that local chapters can make preparations.

District conventions vary from district to district in scope and content. Workshops, advisor sessions, luncheons, and officer meetings are typically held. It is also recommended that during the district/local officer meeting, possible candidates for state officer elections be discussed. Each chapter is encouraged to participate in all activities and to consider the possibility of running a candidate for office.

Sample District Bylaws

Article I. Officers

Section 1: Officers of this Association shall consist of a President, Vice President, Secretary, and Editor.

Section 2: The term of office for the officers shall be one year or until their successors are duly qualified. Incumbents are eligible to seek reelection for one additional term. The officers shall assume office on June 15 following their election.

Section 3: Every officer shall keep a permanent file for his office and send to his successor all files and books on or before June 15.

Section 4: The President:

- a. Shall be the chief executive officer of the Association;
- b. Shall represent the Association as spokesperson on matters of policy or assign responsibility for such representation;
- c. Shall prepare the agenda and preside at all meetings of the Association
- d. Shall serve as an ex officio member on all committees;
- e. Shall approve all official communication sent out in the name of the Association;
- f. Shall appoint a member of the Executive Committee to serve as a liaison to each committee;
- g. Shall appoint the chairperson and members of such committees as are deemed necessary;
- h. Shall serve as a delegate to the Texas State Teachers Association – Student Programs State House of Delegates; and
- i. Shall serve on the Executive Committee at the State level.

Section 5: The Vice- President:

- a. Shall preside in the absence of the President
- b. Shall perform other duties as delegated by the President and/or the Executive Committee; and
- c. Shall assume the office of President upon death or resignation of the President.

Section 6: The Secretary:

- a. Shall keep on file a list of all locals;
- b. Shall keep a record of all meetings and send them in to the State President and State Secretary;
- c. Shall keep an up-to-date file of all communications including the report and minutes of the Executive Committee; and
- d. Shall furnish copies of the minutes to the members of the Executive Committee.

Section 8: Vacancies

In the event of the resignation, death or the absence of a member of the Executive Committee for three consecutive meetings of the committee, his or her office shall be declared vacant by the President. Such vacancy shall be filled by the Executive Committee with the exception of the offices of President and Vice-President. A vacancy in the office of President shall be filled by the Vice-President.

If the Vice-President moves up to President, or if both offices of President and Vice-President should be vacant, the Executive Committee shall fill either or both as the case might be.

Article II. Executive Committee

Section 1: The Executive Committee shall meet at least 3 times before the District Convention. Additional meetings may be called by the President, by _____ members of the Executive Committee, or by petition of _____% of the locals.

Section 2: The duties of the Executive Committee shall be:

- a. To approve a detailed district convention budget;
- b. To attend to the business of the Association in the interval between annual meetings of the District and Local Officer meeting;
- c. To carry out the policies and programs of the District and Local Officer meeting;
- d. To receive, modify, approve, or disapprove all reports from standing and special committees of the Association; and
- e. To plan for future convention.

Section 3: District officers shall serve as delegates to the State Convention and remaining delegate positions are to be filled by representatives elected by individual locals.

Article III. District Convention

Section 1: A convention shall be held annually at a time and place chosen by the District Executive Committee, usually the home campus of the District President. In order to facilitate the naming of desirable dates and locations of the convention, the Executive Committee shall schedule the convention at least two to three months in advance.

Section 2: The District Convention shall consist of workshops and a District, Local and State Officer Meeting (officer meeting).

Section 3: The District President or any other District officer shall attend at least one TSTA Region meeting to see if they will help fund and/or facilitate the District Convention.

Section 4: During the Officer meeting at the District Convention, the District Executive Committee, Local Leaders, and State Leaders shall encourage and/or nominate 1 candidate to run for State office.

Article IV. Quorum

Section 1: A quorum for the Executive Committee shall consist of a majority of its members.

Section 2: A voting quorum shall consist of the District Executive Committee and the Local Officers present at the District Convention.

Article V. Parliamentary Authority

Section 1: Robert's Rules of Order Newly Revised shall be the authority on all questions of procedure not specified in this Constitution, Bylaws, and Standing Rules.

Article VI. Suspension Provision

Section 1: Any provision of these Bylaws may be suspended by a two-thirds vote of the voting quorum.

Article VII. Amendment Process

Section 1: These Bylaws may be amended by two-thirds vote of the voting quorum.

Section 2: Proposed changes in these Bylaws shall be presented in writing to the voting quorum at least 30 days prior to the meeting at which they will be considered.

Sample District Constitution

Article I. Name and Location

Section 1: The name of this district association shall be the Texas State Teachers Association- Student Program (TSTA-SP) District _____, hereinafter known as the Association.

Section 2: Headquarters for the Association shall be maintained in the chapter of the district president.

Article II. Purposes

Section 1: The Association shall develop a district association of Texas State Teachers Association – Student Program College Locals which shall be fostered by both this association (TSTA-SP) and the Texas State Teachers Association (TSTA).

Section 2: The Association shall strive to interest competent men and women in teaching as a career.

Section 3: The Association shall attempt to provide its members with experience to develop the qualities and aptitudes basic to successful teaching.

Section 4: The Association shall attempt to impart an understanding of the development and purposes of our public free schools.

Section 5: The Association shall attempt to assist in gaining an appreciation of the contributions that the public schools have made to our democratic society.

Section 6: The Association shall provide information on professional career opportunities in education and the special competencies required.

Section 7: The Association shall attempt to provide teaching experiences which are both exploratory and developmental in nature.

Section 8: The Association shall promote the progress of public education in the school districts within this district.

Section 9: The Association shall work with its locals to secure broad community support for public education.

Section 10: The Association shall work with its locals to secure the rights and welfare of all students.

Section 11: The Association shall encourage its members to exercise their rights and privileges as citizens and to willingly accept leadership in civic affairs.

Article III. Affiliation

Section 1: The Association shall affiliate with Texas State Teachers Association- Student Programs (TSTA-SP).

Section 2: The Association shall not affiliate with any college local that does not affiliate with the Texas State Teachers Association (TSTA).

Article IV. Membership

Section 1: Membership shall include all District _____ college locals which are chartered by the Texas State Teachers Association – Student Program.

Section 2: This Association shall incorporate chapters in the area which mirrors TSTA AOT areas bearing the same number designation; ie. District 3 mirrors TSTA AOT 3.

Article V. Organization

Section 1: Officers of this Association shall consist of a President, Vice President, Secretary, and Editor.

Section 2: The Executive Committee shall be composed of the officers and the district advisors.

Section 3: The advisors of each District officer shall be called a District Advisor.

Section 4: This Association shall hold an annual convention at a time and place established by the District Executive Committee.

Article VI. Suspension

Section 1: Any provision of this Constitution may be suspended by a two-thirds vote of the district convention delegates present and voting, provided the intent for suspension is stated before the vote.

Article VII. Amendments

Section 1: Amendments to this Constitution shall be submitted in written form by one or more properly affiliated locals at least 60 calendar days prior to the regular annual district convention.

Section 2: The president shall then inform each local of the proposal.

Section 3: At the annual district convention, the Executive Committee and Local Officers shall vote on each proposal. To be approved, an amendment must receive a two-thirds vote of the official quorum voting.

Section 4: Amendments to this Constitution shall become effective at the close of the Convention where they were adopted.

Article VIII. Implementation

Section 1: The proposed Constitution shall become effective at the close of the District Convention of the Texas State Teachers Association – Student Program Locals, District _____ in 20____, when approved by a two-thirds majority vote from the official quorum voting.

Section 2: The article shall be deleted before this constitution is printed for the 20__ - _____ Association year.

District Officer Duties

President:

- Contact and correspond with each school in the district on a consistent basis throughout the year.
- Shall effectively and consistently communicate with the State President throughout the year.
- Host a district convention each year.
- Attend all state Executive Committee meetings and activities.
- Hold District Executive Committee meetings as needed.
- Send in District meeting minutes to State President & State Secretary as needed.
- Keep the officers in the District President's Local Association informed and involved; request their attendance at District meetings.

Vice President:

- Shall preside in the absence of the President
- Shall assume all duties of the President in case of the President's resignation.
- Shall perform all other duties assigned.
- Assist with the planning of the District Convention

Secretary:

- Keep accurate records of the proceedings of all district meetings.
- Shall perform all other duties assigned.
- Maintain accurate contact information for all District officers and Local officers.
- Communicate any contact information updates to the State President immediately upon receipt.
- Assist with the planning of the District Convention.

Editor:

- Shall diligently and properly advertise the District Convention in a timely manner.
- Shall document the District Convention through photographs and a District Newsletter.
- Shall forward all District Convention photographs and newsletters to the State President within two weeks of the convention's conclusion.
- Shall perform all other duties assigned.
- Assist with the planning of the District Convention.

District President's Responsibilities

START PLANS EARLY!

SUMMER:

Make plans for district executive committee meeting before the end of the school year:

1. Invite district committee members and advisors to the meeting one – two months ahead.
2. Have a duplicated list of responsibilities for each district officer.
3. Make plans for the district convention. **Set date.** Check school calendar before setting dates. Ask each officer to check his/her school calendar. See Constitution.
4. NOTIFY LOCAL CHAPTERS IMMEDIATELY WHEN A DATE IS SET FOR THE CONVENTION.
5. Contact your Student Life Office or any office that handles your campus event planning to find out the steps you must take to reserve rooms for the District Convention workshops and other events. Take necessary steps.

Send newsletter to all local chapters: (may be delegated to District Editor)

1. Encourage locals to complete their chapter affiliation forms asap.
2. Urge all locals to be represented in the awards for State. Local participation encourages involvement and results in a stronger and more active district.
3. Announce the date for the District Convention.
4. Remind district officers of their responsibilities at the District Convention.
5. Inform locals of guidelines for all state award entries.

FALL:

1. Send reminders to all locals about District Convention.
2. Send reminders to all locals about sending in meeting minutes in a timely manner each month.
2. Find workshop presenters for District Convention. (Use TSTA-SP contacts, school contacts, etc.)
3. Find a Key Note Speaker and/or other speakers for the District Convention.
4. Plan convention refreshments. (Universities often have a campus dining contract with a particular company. Check with your advisor or Student Life Office about making these arrangements.)
5. Divide planning responsibilities among district executive committee members.
6. Send in the meeting minutes from your district executive committee meetings and from the locals within your district by the deadline set by the State President.
7. Communicate REGULARLY with the locals in your district.
8. Following the District Convention, provide the State Secretary and State President with a report of the event following the District President's Report Form.

How to Organize a Successful District Convention

Have one faculty advisor elected to serve as a Coordinator for the District Officers, if necessary.

Find out early about how to set up a large event on the hosting campus. (Who to contact to have event approved, who to contact for food, who to contact to reserve rooms, who to contact to reserve audio visual and other technology for the event, what paperwork to complete, etc.)

Have no less than three meetings with the district officers prior to the convention.

- Officers and District Coordinator (advisor) only to get the year started – long range planning.
- District officers meet to plan the convention as soon as possible once the new semester begins.
- District officers and District Coordinator (advisor) meet a week before the convention to look over facilities, rooms, materials needed, etc.

Have all district officers responsible for convention activities – make them visible.

Discuss every item of business with the district executive committee. Have an outline for the officers to follow the day of the convention. Make sure everyone involved understand the procedures and plans. Try to prevent problems beforehand!

The District Constitution is the KEY for a smooth running convention. Don't leave things to be assumed or guessed; consult your constitution if you have any questions or contact one of your state leaders.

Suggested Budget for TSTA-SP Districts

I. Income:

A. Cash beginning of period	_____	
B. Vivian Bowser	_____	
C. TSTA Regional Support	_____	
D. SP Local Support	_____	
	Total Cash Available:	_____

II. Expenses (related to District Convention)

A. Supplies	_____	
B. Postage	_____	
C. Speakers (gifts, gas, lodging, etc.)	_____	
D. Publicity (printing costs, etc.)	_____	
E. Food	_____	
F. Other (door prizes, etc.)	_____	
	Total Expenses:	_____
	Balance:	_____

Suggested Duties of District Officers at District Conventions

President:

- Prior to convention, create agenda, schedule and any other documents necessary (may be delegated to VP or Secretary).
- Preside over all meetings
- Hold a district/local officer meeting to discuss local events, exchange member recruitment ideas, discuss possible state officer candidates
- Assist speakers/workshop presenters as necessary
- Coordinate luncheon with university staff or other staff (if providing food)
- Following convention, complete the District President's Report form and provide copies to the State Secretary and State President

Vice President:

- Assist at registration
- Assist speakers/workshop presenters as necessary
- Coordinate door prizes

Secretary:

- Assist the President
- Assist at registration
- Keep minutes during the district/local officer meeting
- Coordinate speaker gifts

Editor:

- Assist at registration
- Keep record of proceedings through photographs and notes for a newsletter
- Assist speakers/workshop presenters as necessary
- Following convention, provide a newsletter to all local chapters, the State Secretary and State President recapping the events

Sample Agenda – District Convention

TSTA-SP District _____ Convention

General Session – 9:00 a.m. – 10:00 a.m.

Call to Order	President
Pledge to US & Texas Flags	Any District Officer
District President's Welcome	President
Introduction of District Officers	President
Welcome	School Administrator
Overview of Workshops	Vice President
Announcements	Secretary
Adjournment	President

WORKSHOP SESSIONS 10:00 a.m. – 12:00 a.m.

LUNCHEON 12:00 p.m. – 1:00 p.m.

ADDITIONAL WORKSHOP SESSIONS (if necessary) 1:00 pm – 3:00 pm

DISTRICT & LOCAL OFFICER MEETING (may be done at same time as additional workshop sessions or anytime that is convenient during the convention.)

Sample District Convention Script

_____ a.m. / p.m.

(District President) Call to order

At this time, I would like to call _____ to the podium to lead us in the Pledge of Allegiance and the Texas Pledge.

(Pledge is led and recited)

(District President) Welcome

On behalf of the District Executive Committee, I am delighted to welcome each advisor, local officer, state officer and TSTA-SP member to the District _____ Convention.

(District President) I would like to take a moment to introduce the District Executive Committee. Would each of you please stand as I call your name and remain standing until all officers are introduced. Please hold your applause until all officers have been introduced.

District Vice President: _____

District Secretary: _____

District Editor: _____

District Coordinator/Advisor: _____

(District President) Please join me in welcoming {SCHOOL ADMINISTRATOR TO GIVE WELCOME SPEECH}. He/She is... {add appropriate information here to introduce guest speaker}.

(School Administrator Speaks)

(District Vice President) Thank you, {School Administrator}. If you will now look at the list of workshop sessions in your registration packets, I would like to go over the sessions with you.

(District VP describes each workshop session and explains where it is located.)

(District Secretary) I would like to make the following announcements before we adjourn to attend the workshop sessions.

(District Secretary relays any announcements to the group.)

(District President) At this time, I would like to adjourn this general session so we may all attend the professional development workshops. Following the last morning workshop session, we will all meet in the (where lunch will be served) for lunch and our key note speaker.

(All attend workshop sessions.)

(District President – at luncheon gathering) Introduce the Key Note Speaker with appropriate speech. *

May want to do a few door prizes during lunch.

Following key note speech, announce where the entire group will meet after the final workshop session/officer meeting to close the convention.

(All attend additional workshop sessions and/or district & local officer meeting. See sample agenda for officer meeting).

(District President) {May want to finish any door prizes.} On behalf of the District Executive Committee I would like to thank you for attending the TSTA-SP District _____ Convention. I hope you have all had a wonderful time, have gained some valuable experiences to help you in the future and have made some lifelong connections with your peers. Before you leave, will you please complete the evaluation sheet provided in your registration packets and place them Thank you again for coming.

*It is not mandatory to have a key note speaker during a luncheon. A key note speaker can be present during the morning general session or not at all. It is completely up to the district executive committee.

This document is intended to be used as a guide only. The district executive committee has the final say in all proceedings.

Sample Agenda for Officer's Meeting at the District Convention

*Note: This meeting can be held at any time during the District Convention but it must be held and it should include ALL local, district, and state officers. The District Secretary should record the minutes of this meeting and send them in to the State President and State Secretary within two weeks of the District Conventions conclusion.

District President calls the meeting to order and facilitates the meeting.

Local Updates:

How many and what kind of meetings they are having?

Speakers involved?

What type of community service are they doing?

What type of fundraisers have they done or will be doing?

How many members do they have to date?

Do they have a membership goal?

State Update:

District President discusses plans and information from the Summer State Executive Committee meeting.

Take workshop suggestions for State Convention.

Remind local secretaries to send copies of meeting minutes to District President by a specific date* (based on when reports are due to State President and State Secretary).

*This is extremely important!

General Discussion

Do any of the locals have possible candidates for the state executive committee?

Start looking for possible candidates.

Open floor to anyone who would like to make additional comments or suggestions.

Adjourn

DISTRICT PRESIDENT'S REPORT

This report will be sent to the TSTA-SP State President and State Secretary within two weeks of the District Convention's conclusion.

District #: _____ Date of Convention: _____

Location of Convention: _____

Local chapters in attendance: _____

How many students attended? _____ How many advisors? _____

How many TSTA Representatives? _____ TSTA-SP Representatives? _____

How many guests attended? _____

Summary of business items transacted: _____

Additional Information: _____

Signed: _____

District President

District Caucus Report Form

DISTRICT I II III IV V VI

Please use the back of this form if additional space is needed for any information requested.

Schools Represented: (please list each school present at this Caucus) _____

2007/2008 District Officer Election Results:

President: _____ School: _____

E-mail Address: _____

Mailing Address: _____ City: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Vice President: _____ School: _____

E-mail Address: _____

Mailing Address: _____ City: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Editor: _____ School: _____

E-mail Address: _____

Mailing Address: _____ City: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Secretary: _____ School: _____

E-mail Address: _____

Mailing Address: _____ City: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

TSTA HoD Nominees:

1. Name: _____ School: _____

2. Name: _____ School: _____

3. Name: _____ School: _____

Theme Submission:

District President's Signature

District Secretary's Signature

State Information

State President Duties

The Student Program State President's role is ever evolving. However, there are certain duties that should be undertaken by the State President specifically.

1. Preside at the Student Program House of Delegates
2. Preside at all State Executive Committee Meetings
3. Plan the SP State Convention and House of Delegates with the State Executive Committee
4. Serve as a delegate to the TSTA-HoD and the NEA-Representatives Assembly
5. Provide leadership to the Student Program members
6. Consistently and effectively communicate with the members on the State Executive Committee
7. Consistently and effectively communicate with the TSTA-SP Coordinator and Staff Director
8. Consistently and effectively communicate with local Chapter Advisors and Presidents
9. Represent the Student Program on the TSTA Board of Directors
10. Attend all TSTA Board of Directors meetings
11. Represent the Student Program at state, district and local functions as requested
12. Be familiar with parliamentary procedure
13. Be familiar with the Student Program Bylaws

Suggested duties/responsibilities include:

- ❖ Appoint committees or personally assure that the Student Program Bylaws, Constitution and other documents are current and appropriate for the good of the organization
- ❖ Attend State or National events sponsored by TSTA and/or the NEA including, but not limited to: the NEA-SP Summer Leadership Conference, Fall Connections Conference, NEA-RA, TSTA-HoD and TSTA Legislative Issues Conference
- ❖ Help coordinate a TSTA-SP Summer Leadership Academy
- ❖ Help coordinate and plan an Outreach event during the SP Convention

State Vice President Duties

The State Vice President's main priority should be to fill in for the President whenever needed at various meetings, events or functions. Therefore, it is important that the Vice President be kept informed about all state activities and issues. Other duties which belong to the Vice President are:

1. Assist the TSTA state office in gathering material, information, and photos for the state newsletter and/or Association's official publication
2. Serve as a delegate to the TSTA-HoD
3. Compile all district and local association reports for Executive Committee review during the State Convention
4. Work closely with District Presidents to provide support and information as needed
5. Be familiar with parliamentary procedure
6. Be familiar with the Student Program Bylaws

Suggested duties/responsibilities include:

- ❖ Attend State or National events sponsored by TSTA and/or the NEA including, but not limited to: the NEA-SP Summer Leadership Conference, Fall Connections Conference, NEA-RA, TSTA-HoD and TSTA Legislative Issues Conference
- ❖ Help coordinate a TSTA-SP Summer Leadership Academy
- ❖ Help coordinate and plan an Outreach event during the SP Convention
- ❖ Serve on committees as appointed by the SP State President

State Secretary Duties

The Student Program State Secretary's role is vital to the success of the program. It is extremely important for this individual to be professional, dedicated, reliable and meticulous. The State Secretary will:

1. Attend all Executive Committee meetings
2. Record the minutes at all official Executive Committee meetings and the SP HoD
3. Provide credential reports during the SP HoD
4. Assist in revising and printing the scripts needed during the SP General Session and HoD during the State Convention
5. Create/update/compile any ballots, score sheets, forms and other documents needed by the Executive Committee throughout the year

Suggested Timeline for State Executive Committee Responsibilities

MARCH/APRIL

- ❖ Upon completion of the SP State Convention, the Outgoing and Incoming State Officers should meet to: discuss pending information; exchange computer files and other documents (ie. District handbooks); exchange contact information; discuss job duties and expectations; and handle any other administrative tasks.
- ❖ Attendance at the TSTA-HoD, NEA-SP Summer Leadership Conference, and NEA-Representative Assembly should be discussed.
- ❖ The Incoming Executive Committee should tentatively plan a date for the summer planning meeting – typically in July or August. This date must be coordinated with the State Coordinator's schedule.

JUNE/JULY/AUGUST

- ❖ The summer planning meeting should cover:
 - ❖ Expectations & responsibilities
 - ❖ Membership goals
 - ❖ Budget
 - ❖ District Presidents complete a Vivian Bowser Application for District Convention funding
 - ❖ Update the Handbook (Executive Committee members should review this book BEFORE attending the summer planning meeting and come prepared to make actual changes to it in order to distribute the updates before the fall semester begins.)
 - ❖ NEA Fall Connections Conference (when, where, who will attend, cost, etc.)
 - ❖ Preliminary plans for the next State Convention such as:
 - date
 - workshop topics
 - possible presenters
 - key note speakers
 - entertainment options
 - outreach project plans
- ❖ Attend NEA-SLC and the NEA-RA

LATE AUGUST

- ❖ Revised Handbook should be distributed by the state office.
- ❖ Web site information should be updated.
- ❖ State President should make contact with as many advisors and local presidents as possible via e-mail, letter, or phone calls!
- ❖ Membership drives across the state – if possible, Executive Committee members should attend campus events across the state.

SEPTEMBER/OCTOBER/NOVEMBER

- ❖ District Conventions held
- ❖ NEA Fall Connections Conference

DECEMBER/JANUARY/FEBRUARY

- ❖ 2nd State Executive Committee meeting to finalize convention planning
 - Menu
 - Set fees
 - Agenda
 - Program
 - New Business Items
 - Create publicity documents
 - Finalize entertainment plans
 - Discuss Executive Committee member's roles during convention/workshop assistance
 - PAC Fundraising
 - Election Committee appointed
 - Door prizes
 - Feedback form
 - Mailing date for Convention Packets to locals
- ❖ Plans for TFTA Convention
- ❖ Plans for attendance at the NEA-Summer Leadership Conference (discuss/plan award entries)

MARCH/APRIL

State Convention
Attend TSTA-HoD

Texas State Teachers Association – Student Program

STANDING RULES

RULE 1. Due Process

- 1) Hearing Committee
 - a) Composition:
 - i) The Hearing Committee shall be composed of five members.
 - ii) The members of the Hearing Committee shall be appointed by the President in the event that charges are brought against a member or an officer.
 - b) Purpose:
 - i) The Hearing Committee shall hear charges against officers, Executive Committee members, or individual members of the Association.
 - ii) An officer and Executive Committee member of the Association may be impeached and removed for misfeasance, malfeasance or nonfeasance in office.
 - iii) A member who fails to adhere to any of the conditions of membership shall be subject to censure, suspension, or expulsion.
- 2) Initiation of Charges
 - a) Impeachment charges against an officer or an Executive Committee member may be filed as follows:
 - i) Officers:
 - (a) By petition of at least 20% of the Active members signing the petition
 - (b) By petition of at least 50% of the Executive Committee signing the petition
 - ii) Executive Committee Members:
 - (a) By petition of 20% of the active members of the Association signing the petition
 - (b) By petition of 50% of the Executive Committee members
 - iii) Such written petitions specifying charges shall be submitted to the President or Vice-President.
 - iv) The President or Vice-President shall submit the petitions to the Haring Committee for disposition.
 - b) Charges against a member who fails to adhere to any of the conditions of membership set forth in these Bylaws may be filed by a member with the President.
- 3) Hearing Committee
 - a) Within 15 school days of having received the charge, the President (Vice-President if the charge is against the President) shall notify by registered mail the person of the charges.
 - b) The charges shall be heard by the Hearing Committee no sooner than 20 days or no more than 30 school days after notification.
 - c) The member charged shall have the right to be heard and be represented by counsel at his/her own expense.
 - d) After the hearing, the Hearing Committee by two-thirds (2/3) vote of its members may find the charges true, and may censure, suspend, or expel a member and declare an office vacant.
 - e) Additional procedures for conducting hearings shall be established by the Hearing Committee.

RULE 2. Definition of Terms

- 1) **Ethnic-minority:** Ethnic-minority shall mean those persons designated as ethnic-minority by statistics published by the United States Bureau of the Census. This designation shall specifically include American Indian/Alaska Native, Asian/Pacific American, African American, Hispanic, and Caucasian (not of Spanish origin).
- 2) **Ex-Officio:** Ex-Officio shall mean by virtue of office. This designation shall carry all rights unless otherwise stipulated.
- 3) **One-person/one-vote:** One-person/one-vote principle shall mean a voting procedure by which the vote of each member of the constituency has equal weight so that in the elected governing body each delegate represents approximately the same number of constituents as each and every other governing body member and delegate.
- 4) **Open nomination:** An open nomination procedure shall mean a procedure by which every eligible member of the Association shall have the opportunity to nominate any Association member who meets the qualifications for the elective position; subject, however, to any limitations required in the Bylaws and also to any other reasonable restrictions uniformly imposed.
- 5) **Plurality vote:** A plurality vote is the largest number of votes to be given any candidate when three or more choices are possible. The candidate receiving the largest number of votes has plurality.
- 6) **Run-off election:** If no candidate in the first election received a majority of the votes cast, the two candidates with the highest total vote in that election shall have their names placed on the runoff ballot.
- 7) **Secret ballot:** A secret ballot shall mean a procedure for voting on slips of paper (or a voting machine) on which the voter may mark the vote in secrecy. Election by secret ballot for each individual position shall mean that slate voting shall not be permitted.
- 8) **Student:** A person currently enrolled in a Texas College or University.
- 9) **Teacher:** Teacher shall mean any person who is certified, where required, who devotes the majority of the school day to classroom teaching or to allied work with students and who is not required to possess an administrative or supervisory certificate. For membership purposes, the term "teacher" shall include classroom teachers, school counselors, school nurses, school librarians, visiting teachers and any other certified person who performs allied duties.

RULE 3. Political Contributions

In addition to the annual dues, the Association may collect voluntary contributions for political action.

RULE 4. Open Meetings

- 1) All meetings of the House of Delegates, Executive Committee and task forces of the Association shall be open to all members who wish to attend as observers. Such auditors shall be seated apart from the delegates. Permission to speak before the House of Delegates, Executive Committee, and task forces may be granted to any person by a majority of the members present of these bodies.
- 2) These bodies, at their discretion, shall have the right to meet in executive session or as a committee of the whole for authorized parliamentary purposes.

RULE 5. Open Filing Procedures

- 1) To be eligible to file for any position on the Executive Committee, a candidate must be an Association member, a student member of TSTA/NEA, and a member of the respective local. The nominee, if elected, shall continue membership in the Association during his/her term of office.
- 2) Student Coordinator shall check the qualifications of any candidates who have filed for an officer, at-large Executive Committee member, or delegate position. If no qualified candidate files for a particular position(s), any member may nominate a qualified candidate for that position(s).
- 3) Requirements for filing and election of candidates from this Association to the TWTA State House of Delegates and NEA Conventions shall be determined by the constitutional provisions of those associations.

RULE 6. Task Forces

- 1) Unless otherwise provided, task forces shall have at least four members in addition to the chairperson.
- 2) Professional Standards Task Force is responsible for coordinating teacher education improvement and publicizing and promoting professional ethics.
- 3) Local Assistance Task Force aids locals in planning fund raising or service programs, provides membership recruitment training and aids locals that are lagging or dormant in membership.
- 4) Legislative Task Force is responsible for identifying, publicizing and acting on legal concerns of students and publicizing state and national political action and legislation affecting education.
- 5) Organizational Affairs/Election Task Force shall: (1.) Edit and review all amendments and resolutions submitted to the committee in addition to proposing amendments and resolutions (2.) Review new local constitutions for agreement with the state Association Constitution; (3.) Review existing local and district constitutions for the appropriate years as provided for in Article IX, Section 1; and (4.) prepare materials and conduct state and district elections at the state House of Delegates.
- 6) Human Relations Task Force aids in the development of communication skills at all levels. The task force will serve to increase understanding and appreciation of the diverse groups in the United States. The committee will also act as resource persons for Association locals by providing in-service programs, activities, and other information.

Texas State Teachers Association – Student Program BYLAWS

Article I. Name and Location

1. The name of the association shall be the TSTA-Student Program (TSTA-SP), hereinafter known as the Association.
2. Headquarters for the Association shall be maintained at the Texas State Teachers Association (TSTA) Headquarters in Travis County, Texas.

Article II. PURPOSE

1. The Association shall develop among students interested in education a state organization which shall be an integral part of the TSTA and National Education Association (NEA).
2. The Association shall acquaint students in teacher education programs with the history, ethics and programs of the education profession.
3. The Association shall educate members and promote an understanding among all students in teacher education programs of the importance of joining TSTA and NEA once they have employment in the education profession.
4. The Association shall work to implement highly selective professional standards for students admitted to approved programs of teacher education.
5. The Association shall promote cooperation among the student education associations affiliated with the TSTA and the NEA in the various colleges and universities throughout the state and the nation.
6. The Association shall strengthen the students' voice in concerns of teacher education programs.
7. The Association shall strengthen the students' voice in concerns of the education profession in Texas.
8. The Association shall inform its members of current issues concerning the field of education and the teaching profession.

Article III. Affiliation

1. The Association shall affiliate with the NEA-SP and TSTA/NEA.
2. The Association shall not affiliate with any local, state or national group, union association that competes for membership with NEA-SP and TSTA/NEA.

Article IV. Membership, Dues and Fiscal Year

1. Membership in the Association shall be open to college students that are eligible in the NEA Student Program. A student must maintain membership in the respective local and the NEA-SP in order to remain eligible to be a member of the TSTA-SP, except as provided in Section 2.
2. Where no student local exists, students shall be given the opportunity to be at-large members of the Association and the NEA-SP. Such at-large members shall be accorded all privileges of Association membership.
3. Members of the Association shall pay dues as established by TSTA and NEA for student members. The House of Delegates of the Association may establish dues for the TSTA-SP and Association Locals may establish dues for membership in the Local.
4. The Executive Committee, with the approval of the House of Delegates, may bestow honorary membership on those persons who exhibit outstanding interest in and contribute to the growth and development of the Association.
5. The membership year of the Association shall be the same as the membership year set by TSTA and NEA.

Article V. Officers

The officers of the Association shall be a President, Vice-President, Secretary and District Presidents. The term of office for the officers shall be one year or until their successors are duly qualified. Incumbents are eligible to seek reelection for one additional term. The officers shall assume office on June 15 following their election.

1. The President:
 - a. shall be the chief executive officer of the Association.
 - b. shall represent the Association as spokesperson on matters of policy or assign responsibility for such representation.
 - c. shall prepare the agenda and preside at all meetings of the Association
 - d. shall serve as ex-officio member on all task forces.
 - e. shall preside at all sessions at the State Convention.
 - f. shall arrange for a meeting of the House of Delegates of the state Association during the Annual Convention of the state Association.
 - g. shall arrange the program of the Annual Convention of the Association
 - h. shall appoint all task forces unless otherwise directed by the Executive Committee or the House of Delegates of the Association.
 - i. shall represent the Association at all official functions.
 - j. shall perform all other duties as to fulfill the responsibilities to that office.
 - k. shall serve as delegate to the TSTA HoD and NEA RA.
 - l. shall serve as the student representative on the TSTA BoD in accordance with the TSTA Bylaws
 - m. shall serve as the student representative on the TFTA BoD in accordance with the TFTA Constitution.

2. The Vice-President:
 - a. shall preside in the absence of the President.
 - b. shall assume all duties of the President in case of the resignation of the President.
 - c. shall perform all other duties assigned by the Executive Committee.
 - d. shall serve as coordinator of all State Task Forces.
 - e. shall receive and disseminate reports of all task forces.
 - f. shall assume the responsibility as the Association official publication coordinator, whose duty will be to assist the state office in collecting and compiling material for publication.
 - g. shall serve as a delegate to the TSTA HoD, and to the NEA RA if TSTA-SP is allocated a second delegate.
3. The Secretary:
 - a. shall keep accurate records of the proceedings of all meetings of the House of Delegates and the Executive Committee.
 - b. shall perform all other duties assigned by the Executive Committee.
4. The District Presidents:
 - a. shall be members of the state Executive Committee.
 - b. shall preside at the district Executive Committee meetings, district conventions, and district caucuses at state conventions.
 - c. shall arrange for meetings for the House of Delegates of the districts during annual district conventions, if their district chooses to adopt Bylaws and hold an House of Delegates as permitted.
 - d. shall be responsible for developing the district convention programs.

Article VI. Executive Committee

1. The Executive Committee shall be the executive branch of this Association and shall consist of the State Officers and the District Presidents. The Student Program representatives on the TSTA Legislative-Political Action Committee and the Community and Instructional Advocacy Committee shall be ex-officio members. Any TSTA-SP member chosen for the NEA Board of Directors shall be ex-officio members with speaking rights but no vote.
2. The Executive Committee shall meet at least three times annually and at any other time when there is justified need at the call of the President or a majority of the Executive Committee.
3. The Executive Committee will attend to any emergency business, set the date for the state convention, establish the state budget, and shall help formulate the program for the Association and for the annual state convention.
4. The Executive Committee shall serve for a term beginning June 15 and ending the next June 14.
5. In case a vacancy occurs in the office of state Vice-President or Secretary, the state President shall select a replacement subject to the approval of the Executive Committee. In

case of the vacancy of the state President's office, the Vice-President automatically becomes President.

6. In case a vacancy occurs in the office of District President and the District Vice-President declines to accept the position, the position shall be declared vacant and the state Association Executive Committee shall appoint an interim District President until the respective district can elect a new District President.
7. A quorum for the Executive Committee shall consist of a majority of the voting members, other than the TSTA President or designee.

Article VII. The House of Delegates

1. The House of Delegates shall be the legislative branch of the Association and shall consist of the voting members of the Executive Committee and the duly elected delegates from locals.
2. The duties of the House of Delegates shall be:
 - a. to transact business of the Association during the regular annual business sessions at the state convention
 - b. to amend the Bylaws
 - c. to elect state officers and, through the District Caucuses, the officers of the Districts
 - d. to formulate policies, purposes and direct state projects
3. Each Local shall be allotted two delegates. Each Local with more than 24 members shall be allotted one additional delegate for each 12 members or major fraction thereof. Only those delegates who are in attendance at the State Convention may vote and no one may cast a vote for an absent delegate, unless properly recognized and seated as an alternate for the absent delegate. Voting members of the Association Executive Committee shall serve as ex-officio delegates. These ex-officio delegates shall not count against the allotment of delegates for their local.
4. The House of Delegates shall have authority to make its own rules of procedure in the conduct of its business and when not otherwise provided, *Robert's Rules of Order*, (Newly Revised) shall govern parliamentary procedure.
5. A quorum shall consist of a majority of the voting delegates registered for the meeting.

Article VIII. Task Forces

1. The Executive Committee and House of Delegates may establish task forces and/or appoint coordinators to implement programs/services for the Association. All locals will be notified and given 14 days to respond to all task force position openings. Positions will be filled in a manner that reflects fair representation of members based on current Association demographics.
2. The duties of the task forces and coordinators shall be established by the President with the approval of the Executive Committee unless specified by the House of Delegates.

Article IX. District Associations

1. There shall be six districts, each consisting of the locals as specified hereafter: **District 1.** Incarnate Word University, Our Lady of the Lake – San Antonio, Texas A&M – International University, Texas A&M – Corpus Christi, Texas A&M – Kingsville, University

of Texas – Brownsville, University of Texas - Pan American, University of Texas – San Antonio, University of Houston – Victoria; **District 2.** Baylor University, Blinn College, Sam Houston State University, Texas A&M – College Station, Texas State University – San Marcos, University of Mary Hardin Baylor, University of Texas – Austin; **District 3.** Lamar University – Beaumont, Lone Star College-North Harris, Prairie View A&M University, San Jacinto College – Central Campus, San Jacinto College – South Campus, University of Houston – Clear Lake, University of Houston – Downtown, University of Saint Thomas; **District 4.** Dallas Baptist University, Dallas County Community College District, East Texas Baptist, El Centro College, Midwestern State University, Richland College, Stephen F. Austin University, Tarleton State University, Tarrant County Junior College, Texas A&M – Commerce, Texas Christian University, Texas Wesleyan University, Texas Women’s University, University of Texas – Dallas, University of Texas – Tyler, University of North Texas; **District 5.** Abilene Christian University, Hardin Simmons University, Lubbock Christian University, Texas Tech University – Lubbock, University of Texas – Permian Basin, Wayland Baptist University, West Texas A&M; **District 6.** El Paso Community College, University of Texas – El Paso. If new locals are organized and affiliated between the meetings of the House of Delegates, the Executive Committee temporarily shall assign any such locals to the appropriate District until these Bylaws can be amended at the House of Delegates.

2. Purposes of the District associations shall be to (1) interest men and women in teaching as a career; (2) provide members with opportunities for developing professional growth and competence; (3) initiate new Association locals and strengthen existing locals; (4) inform student leaders concerning issues in the teaching profession, including the importance of joining TSTA and NEA as an active member as soon as becoming eligible; and (5) offer Association leaders opportunities to become better acquainted and to exchange ideas.
3. Each District association established by these Bylaws is hereby affiliated with the TSTA-SP. Each District may adopt and maintain Bylaws, and shall elect officers. The District bylaws, if adopted, shall not conflict with the State Bylaws and are subject to review by the Executive Committee or designee. These Districts will also be responsible for carrying out the purposes of the Association. The Association Executive Committee shall notify a District of any necessary changes in the District Bylaws. If a District does not make the required changes, delegates from that District may not be seated at the State House of Delegates [issue to the district association affiliation with the Association after the above guidelines are met].

Each affiliated District Association is required to file annually with the office of the State Association: (1) the names, email addresses and addresses of the District Executive Committee, (2) any changes which may have been adopted in its bylaws; and (3) a copy of all resolutions adopted by the District House of Delegates, if one is held.

4. The District officers shall consist of a President, Vice-President, Secretary/Treasurer, and Editor. The District Executive Committee shall consist of the District officers, the State Committee members, and others at the discretion of the District.

The District President, Vice-President, and Editor shall be duly elected during the District caucuses at the state convention. The newly elected President shall appoint the Secretary/Treasurer.

5. In each District there shall be an annual convention of the members of the locals within the district. The time and place for the meeting of the convention each year shall be tentatively fixed at the state convention by the delegates of their respective district.

6. If a District chooses to adopt Bylaws and hold an annual House of Delegates, then these provisions shall apply. The District House of Delegates shall consist of duly elected delegates of each local. The allotment for the delegates shall be one delegate for each six members, with a guarantee of two. State officers will be ex-officio delegates in their respective Districts. Pre-existing local allotment shall be based on the total membership of the previous year. The delegates of new or reorganized locals shall be based on the total membership of the previous year. The delegates of new or reorganized locals shall be based on the local's membership on the first day of registration at the District convention in the same proportion as the state convention allows delegates to the State convention.
7. The House of Delegates, if one is held, shall: (1) transact business of the District association; (2) have the power to amend the District Bylaws in accordance with existing District Bylaws' requirements; and (3) formulate policies, purposes, and direct district projects.

Article X. Local Association

1. Authority is hereby granted for organizing students interested in education as affiliated locals of the Association. Each local so organized shall adopt a constitution and/or bylaws consistent with the provisions of the constitution and or bylaws of the Association and submit a current list of officers of the local.

When the foregoing requirements have been met, the President and Association Executive Committee will issue a charter of affiliation, recognizing a local association as a properly affiliated local of the Association.

Approval of the local's constitution and/or bylaws shall be made by the Association Executive Committee or its designee(s). Each local constitution and/or bylaws shall be reviewed once every two years. Districts 2, 4, and 6 local constitutions shall be reviewed in even years and Districts 1, 3, and 5 shall be reviewed in odd years. Locals shall be notified of any needed changes in the constitution and/or bylaws.

2. Locals shall become recognized by TSTA-SP by making application to the TSTA-SP Executive Committee, and by complying with the following requirements: (1) submit a copy of the constitution and/or bylaws as adopted by the members of the local; and (2) submit a current list of officers and their current mailing addresses and email addresses.
3. The functions of the local shall be to: (1) interest men and women in teaching as a career; (2) Provide its members with opportunities for developing personal growth and professional competence; (3) provide opportunities as necessary to facilitate different aspects of the state and local program; (4) inform its members of current issues concerning the field of education and the teaching profession. All officers and members of the committees shall be members of the Association, TSTA/NEA, and their local Association.

Each local annually shall report its officers and their mailing addresses and email addresses to the TSTA-SP Executive Committee.

4. The Executive Committee of the local shall be composed of the elected officers together with any other members who the local may deem necessary. The president shall act as chairperson of the committee. The duties of the Executive Committee shall be: (1) to formulate the broad general policies of the local; (2) to cooperate with the president in setting up a schedule of meetings for the year and in determining the goals to be achieved;

(3) to approve the annual budget; (4) to act on problems that need immediate attention; and (5) to have general direction of the work of all appointed designees.

5. Each local may set a membership fee or make such assessment as it deems necessary upon its members for its own local uses.

Article XI. Delegates to the NEA Representative Assembly and the TSTA House of Delegates

1. Association Delegates to the NEA Representative Assembly shall be elected at-large in an every member election conducted by each chapter if the Association is allotted more than two delegates.
2. Association guidelines for election of NEA delegates and TSTA delegates shall be developed by TSTA.
3. The current State President, Vice-President, State President-Elect and Vice-President Elect shall serve as four of the allotted delegates to the TSTA House of Delegates.

Article XII. Due Process

1. The Association shall guarantee that no member will be censured, suspended, or expelled without a due process procedure which shall include an appellate procedure. Charges may be brought against a member who fails to adhere to any of the conditions of membership.
2. The Association shall guarantee that no member of the Executive Committee shall be impeached and removed from office without a due process procedure which shall include an appellate procedure. Charges may be brought against a member of the Executive Committee for misfeasance, malfeasance or nonfeasance in office.
3. There shall be a Hearing Committee of five members appointed by the President in the event that charges are brought against a member or an officer.
4. Charges against a member for failure to adhere to any of the conditions of membership may be filed with the President by any member. Impeachment charges against any member of the Executive Committee may be brought by petition signed by at least 20% of the Active Association members or 50% of the Executive Committee members.
5. All charges shall be filed with the President, who shall refer them to the Hearing Committee and, within 10 school days of receiving the charges, shall notify the person named in the charges, with return receipt requested. If any charges are brought against the President, then they shall be filed with the Vice President who shall appoint the Hearing Committee.
6. The charges shall be heard no sooner than 10 school days after the person being charged is notified of the charges and no more than 30 days after the charges were filed. The Hearing Committee shall set all other necessary procedures, but any such procedures shall permit the member charged to be heard and/or be represented by counsel at his/her own expense. The Hearing Committee may, if it determines the charges are true, censure, suspend or expel a member and may censure a member of the Executive Committee or declare the office vacant.
7. Any adverse decision against a member may be appealed to the TSTA Hearing Committee within 20 school days of the decision.

Article XIII. Amendment Process

These Bylaws may be amended by a two-thirds (2/3) vote of the delegates present and voting at any regular annual House of Delegates session, provided that before being considered, any proposed amendments to the Bylaws must be distributed to delegates at least one hour before the proposed amendment comes before the body.

Article XIV. Parliamentary Authority

Robert's Rules of Order, Newly Revised shall be the authority on all questions of procedure not otherwise specified by the appropriate Association documents or bodies

Article XV. Affiliation Statement

1. All elections in the Association shall be conducted with open nominations, secret ballots and under the one person/one vote principle.
2. Conduct a yearly audit of financial transactions and transmit a copy of this audit to TSTA-SP within 60 days from the end of the terms of the outgoing local officers for the year which has just concluded.

Revised: TSTA-SP House of Delegates, March 8, 2008

Awards Information

TSTA/NEA Student Program Awards Information

The TSTA/NEA Student Program encourages its members to apply and/or nominate those individuals and/or affiliates that have excelled during the current academic year. Distribution of the awards packet is done through the TSTA-Student Program state office. Applications and score sheets can be accessed directly via the TSTA-Student Program web page at www.tsta.org as well as inside this handbook.

Please note that it will be at the judge's discretion whether or not an award is given. If the judges feel that the entry is not acceptable or does not follow the guidelines for the award – no award will be given in that category for the year.

Winning entries will be announced at the TSTA Student Program Awards Dinner held during the annual student state convention.

The TSTA Student Program Coordinator will appoint judges for the following categories:

- ❖ Outstanding Local Advisor Award
- ❖ Outstanding State Student Leader Award
- ❖ Outstanding Local Student Leader Award
- ❖ Outstanding Local Newsletter Award *
- ❖ Outstanding Local Website Award *
- ❖ Outstanding Local Scrapbook Award (Large Local Category & Small Local Category) *
- ❖ Glenn W. Kidd Local Excellence Award (Large Local Category & Small Local Category)
- ❖ Outstanding T-Shirt Award *
- ❖ Outstanding Human Relations Project Award
- ❖ Outstanding District Award
- ❖ Membership Increase Awards

*First and second place awards will be given provided more than one entry is submitted.

Questions concerning awards may be directed to the TSTA Student Program Coordinator at 512-476-5355 or 877-ASK-TSTA. The fax number is 512-478-7043.

Outstanding Local Advisor Award Nomination Form

The TSTA/NEA Student Program Outstanding Local Advisor Award recognizes an individual for dedication and service to the TSTA/NEA Student Program at the local level. The nominator must submit a 1-2 page essay. The winning advisor must be a member of the Texas Faculty Association.

In the submission essay, please highlight the Local Advisor's outstanding qualities and actions as you address the following four criteria and include illustrative examples of each criteria and how each contributes to the success of the Student Local.

- The Advisor's cooperative efforts with local student leaders and members
- The Advisor's commitment to students and the TSTA/NEA Student Program
- The Advisor's attitude toward the TSTA/NEA Student Program
- The Advisor's cooperation and open communication with the TSTA/NEA Student Program Coordinator and the State Student Executive Committee

Additionally, two letters of recommendation should be submitted from individuals other than the nominator.

A complete nomination packet includes the nomination form, a 1-2 page essay from the nominator, and 2 letters of recommendation from other individuals.

Nominee's Name: _____

Name of Local Chapter: _____

Nominator: _____

Title/Position: _____

Address: _____

Phone Number: _____

E-mail Address: _____

Nominator's Signature: _____ Date: _____

TSTA Student Program Outstanding T-Shirt Award

The TSTA Student Program recognizes locals which exhibit the Student Program theme most effectively for the year. Each item will be judged according to the following:

- Cost effectiveness
- Creativity
- Originality
- Quality
- Overall assessment

The entry should adhere to the following criteria:

1. The T-shirt that is to be presented must carry this year's TSTA-Student Program theme.
2. The T-shirt must be made at a reasonable cost: \$10.00 - \$25.00. All costs exclude the set-up charges.

Description of T-shirt:

Name of Local Chapter: _____

Approximate Cost of Item(s):

Nominator: _____

Title/Position: _____

Address: _____

Phone Number: _____

E-mail Address: _____

Nominator's Signature: _____ Date: _____

OUTSTANDING T-SHIRT

Score Sheet

Score the following categories using the scale listed below.

5 - Excellent/Outstanding 4 - Good/Above Average 3 - Average 2 - Fair 1 - Poor

Carries out theme	5	4	3	2	1
Cost effectiveness	5	4	3	2	1
Creativity	5	4	3	2	1
Originality	5	4	3	2	1
Quality	5	4	3	2	1
Overall assessment	5	4	3	2	1

Total Score
(this form only)

Judge's Signature

Score sheet # _____ of _____

Final Score
(all forms)

Outstanding State Student Leader Nomination Form

The TSTA/NEA Student Program Outstanding State Student Leader Award recognizes an individual who has achieved excellence throughout the year by providing leadership to the TSTA Student Program.

The nominator must submit a 1-2 page essay. In the submission essay, please highlight the State Student Leader's outstanding qualities and actions as you address the following six criteria and how each contributes to the success of the State Student Program.

- The leader's impact on strengthening and growing the state student program
- The leader's participation in professional development activities at the local, state, and national level and his/her professional growth over time
- The leader's support of existing programs/projects and role in developing new ones (specifically, programs/projects reflecting the three Student Program Foundations: Teacher Quality, Community Outreach, and Political Action)
- The leader's impact on members and the community
- The leader's commitment to providing opportunities to others and commitment to creating new leaders.
- The leader's focus on including others, teamwork and communication

Additionally, two letters of recommendation should be submitted from individuals other than the nominator.

A complete nomination packet includes the nomination form, a 1-2 page essay from the nominator, and 2 letters of recommendation from other individuals.

Nominee's Name: _____

Name of Local Chapter: _____

Nominator: _____

Title/Position: _____

Address: _____

Phone Number: _____

E-mail Address: _____

Nominator's Signature: _____ Date: _____

OUTSTANDING STATE STUDENT LEADER

Score Sheet

Based on the information provided in the nominator's essay, accompanying letters of recommendation, and any other back-up information, score the following categories using the scale listed below.

5 - Excellent/Outstanding 4 - Good/Above Average 3 - Average 2 - Fair 1 - Poor

Impact on strengthening and growing the state student chapters	5	4	3	2	1
Participation in professional development activities locally	5	4	3	2	1
Participation in professional development activities state wide	5	4	3	2	1
Participation in professional development activities nationally	5	4	3	2	1
Support of existing Student Program programs/projects	5	4	3	2	1
Strong role in developing new programs/projects for Student Program	5	4	3	2	1
Impact on members and the community	5	4	3	2	1
Commitment to providing opportunities to others and helping establish new leaders	5	4	3	2	1
Focus on including others, teamwork and communication	5	4	3	2	1

Total Score
(this form only)

Judge's Signature

Score sheet # _____ of _____

Final Score
(all forms)

Outstanding Local Website Nomination Form

The TSTA/NEA Student Program Outstanding Local Website Award recognizes and commends websites created and maintained at the local level.

Criteria used in the judging process include website substance (particularly the extent to which the publication reflects the three TSTA/NEA Student Program foundations: Teacher Quality, Community Outreach, and Political Action) as well as creativity, appearance, and frequency of updates.

Name of Local Chapter: _____

Website Address: _____

Total Local Student Membership: _____

How often is the site updated?: _____

Who is responsible for maintaining the site? _____

How is input/feedback on the site collected? _____

What is the cost for the web space and/or upkeep? _____

Nominator: _____

Title/Position: _____

Address: _____

Phone Number: _____

E-mail Address: _____

Nominator's Signature: _____ Date: _____

OUTSTANDING LOCAL WEB SITE Score Sheet

Based on the information provided in the nominator's essay, accompanying letters of recommendation, and any other back-up information, score the following categories using the scale listed below.

5 - Excellent/Outstanding 4 - Good/Above Average 3 - Average 2 - Fair 1 - Poor

Promotes/supports teacher quality at the college level	5	4	3	2	1
Promotes/supports community outreach	5	4	3	2	1
Promotes/supports political action	5	4	3	2	1
Attractive in appearance	5	4	3	2	1
Links to TSTA & NEA	5	4	3	2	1
Updated regularly	5	4	3	2	1
Special Features (pictures, video, blogs, etc.)	5	4	3	2	1
Easy to navigate	5	4	3	2	1
Promotes TSTA-SP in general	5	4	3	2	1
Officers listed	5	4	3	2	1
E-mail available	5	4	3	2	1
Informative - overall	5	4	3	2	1

Total Score
(this form only)

Outstanding Local Scrapbook Nomination Form

The TSTA/NEA Student Program Outstanding Local Scrapbook Award recognizes and commends historical products at the local level. Awards will be divided between large locals (76+ members) and small locals (1-75 members) ***IF*** multiple submissions are made in each category.

Criteria used in the judging process include scrapbook substance (particularly the extent to which the publication reflects the three TSTA/NEA Student Program foundations: Teacher Quality, Community Outreach, and Political Action) as well as creativity and appearance. Scrapbook **content** will be given higher priority (60% of total score) over appearance (40% of total score).

Examples of content are representation of membership, activities, public relations, human relations, involvement in campus activities, involvement in community activities, monthly coverage, and pictorial coverage.

Examples of appearance are general appearance (cover), color, creativity, balance, eye-appeal, and neatness. The judges will be focusing on content and presentation.

Scrapbooks are defined as an informal historical record of a local's year-long activities, events, and personalities. These awards will be based on the creative and effective expression of the spirit of the local. Scrapbooks should reflect the TSTA-SP current year's theme.

Locals may choose to have one member give a brief presentation/explanation (not to exceed three minutes) of the scrapbook submission to the judges. However, the presentation will not be a factor in determining the winning submission.

Name of Local Chapter: _____

Scrapbook Category: Large Local (76+) Small Local (1-75)

Submitted by: _____

Return to: _____

Address: _____

Phone Number: _____

E-mail Address: _____

Nominator's Signature: _____ Date: _____

OUTSTANDING LOCAL SCRAPBOOK

Score Sheet

Score the following categories using the scale listed below.

One local representative may be present during judging to answer questions or provide clarification for the judges.

5 - Excellent/Outstanding 4 - Good/Above Average 3 - Average 2 - Fair 1 - Poor

Content (60%)

Representation of membership	5	4	3	2	1
Representation of activities	5	4	3	2	1
Representation of public/human relations	5	4	3	2	1
Representation of political action	5	4	3	2	1
Involvement in campus activities	5	4	3	2	1
Involvement in community activities	5	4	3	2	1
Monthly meeting coverage	5	4	3	2	1
Pictorial coverage of events	5	4	3	2	1

Content (total points x .6) Total Points **x .6**

**Total
Content
Score**

Appearance (40%)

Cover - appearance	5	4	3	2	1
Color	5	4	3	2	1
Creativity	5	4	3	2	1
Organization	5	4	3	2	1
Overall eye appeal	5	4	3	2	1
Originality (hand made embellishments v. pre-made)	5	4	3	2	1
Carries current SP Theme throughout	5	4	3	2	1

Appearance (total points x .4) Total Points **x .4**

**Total
Appearance
Score**

**Final Score
(this form
only)**

**Final Score
(all forms)**

Judge's Signature

Outstanding Local Newsletter Nomination Form

The TSTA/NEA Student Program Outstanding Local Newsletter Award recognizes and commends publications at the local level.

Criteria used in the judging process include newsletter substance (particularly the extent to which the publication reflects the three TSTA/NEA Student Program foundations: Teacher Quality, Community Outreach, and Political Action) as well as creativity, appearance, and frequency of publication.

A complete nomination packet includes the nomination form and two copies of EACH newsletter created during the current school year (these will not be returned).

University Name: _____

Name of Local Chapter: _____

Newsletter Name: _____

Total Local Student Membership: _____

Circulation: Number of local members who receive the newsletter: _____

Distribution: How is the newsletter distributed? _____

Nominator: _____

Title/Position: _____

Address: _____

Phone Number: _____

E-mail Address: _____

Nominator's Signature: _____ Date: _____

OUTSTANDING LOCAL NEWSLETTER

Score Sheet

Score the following categories using the scale listed below.

5 - Excellent/Outstanding 4 - Good/Above Average 3 - Average 2 - Fair 1 - Poor

Theme and year noted	5	4	3	2	1
Frequency	5	4	3	2	1
TSTA/NEA Exposure	5	4	3	2	1
Political action related article(s)	5	4	3	2	1
Community service article(s)	5	4	3	2	1
Meeting information (dates, description)	5	4	3	2	1
Professional development/Classroom advice	5	4	3	2	1
Special Features	5	4	3	2	1
Technical Skills (spelling, punctuation, and capitalization)	5	4	3	2	1
General appearance and overall quality	5	4	3	2	1

Total Score
(this form only)

Judge's Signature

Score sheet
_____ of _____

Final Score
(all forms)

Outstanding Local Student Leader Nomination Form

The TSTA/NEA Student Program Outstanding Local Student Leader Award recognizes an individual who has achieved excellence throughout the year by providing leadership to the local TSTA Student Program.

The nominator must submit a 1-2 page essay. In the submission essay, please highlight the State Student Leader's outstanding qualities and actions as you address the following six criteria and how each contributes to the success of the Local Student Program.

- The leader's impact on strengthening and growing the local student chapter
- The leader's participation in professional development activities at the local, state, and national level and his/her professional growth over time
- The leader's support of existing programs/projects and role in developing new ones (specifically, programs/projects reflecting the three Student Program Foundations: Teacher Quality, Community Outreach, and Political Action)
- The leader's impact on members and the community
- The leader's commitment to providing opportunities to others and commitment to creating new leaders.
- The leader's focus on including others, teamwork and communication

Additionally, two letters of recommendation should be submitted from individuals other than the nominator.

A complete nomination packet includes the nomination form, a 1-2 page essay from the nominator, and 2 letters of recommendation from other individuals.

Nominee's Name: _____

Name of Local Chapter: _____

Nominator: _____

Title/Position: _____

Address: _____

Phone Number: _____

E-mail Address: _____

Nominator's Signature: _____ Date: _____

OUTSTANDING LOCAL STUDENT LEADER

Score Sheet

Based on the information provided in the nominator's essay, accompanying letters of recommendation, and any other back-up information, score the following categories using the scale listed below.

5 - Excellent/Outstanding 4 - Good/Above Average 3 - Average 2 - Fair 1 - Poor

Impact on strengthening and growing the local student chapters	5	4	3	2	1
Participation in professional development activities locally	5	4	3	2	1
Participation in professional development activities state wide	5	4	3	2	1
Participation in professional development activities nationally	5	4	3	2	1
Support of existing Student Program programs/projects	5	4	3	2	1
Strong role in developing new programs/projects for Student Program	5	4	3	2	1
Impact on members and the community	5	4	3	2	1
Commitment to providing opportunities to others and helping establish new leaders	5	4	3	2	1
Focus on including others, teamwork and communication	5	4	3	2	1

Total Score
(this form only)

Judge's Signature

Score
sheet # _____ of _____

Final Score
(all forms)

Local Excellence Award Glenn W. Kidd Outstanding Local Award

TSTA Student Program's Glenn W. Kidd Outstanding Local Award is the highest award given by TSTA-SP and all locals are urged to enter. The award recognizes locals that have achieved excellence throughout the year by providing members with leadership and development opportunities in the areas of Teacher Quality, Community Outreach, Political Action and organization/infrastructure. Components of these areas are outlined below and listed in detail in the TSTA-SP Handbook.

- ❖ Teacher Quality/Community Outreach/Political Action:
 - Meetings – including meeting topics, guest speakers, special seminars and forums
 - Projects – including activities, events, long-term programs, etc.
 - Public Relations – including newsletters, websites, e-mail updates and publicity
 - Partnerships – groups/companies/local businesses/community members working with the local
 - Affecting change – the impact the local is making at the university level, community level, etc.
- ❖ Organization/Infrastructure – Membership (diversity, class), membership growth (retention & recruitment), leadership, communication and public relations

The Glenn W. Kidd Outstanding Local Award will be announced at the TSTA Student Program State Convention and the winning local will be awarded with a plaque and a check for \$250 from the Vivian Bowser Scholarship Fund. NOTE: This award recognizes **excellence** in a local; therefore, locals must not assume that the \$250 will be given every year. The judges will determine if the winning local's achievements warrant the monetary award. Judges will be the TSTA Executive Director, the Director of OCALD and the TSTA Student Program Coordinator. The winning chapter is encouraged to use the scholarship money for participation in TSTA conferences and workshops.

Applications are meant to be a collection of materials and examples reflecting the above areas. The time frame considered for the award will be March 30 until the State Convention the following year. Materials may be organized in binders (1-inch maximum) and might include items such as meeting agendas and synopses, brief descriptions of outreach projects and related publicity, or a list of get-out-the-vote activities and impact statements. It may be helpful to think in terms of what the local does (including when and where), why the local does it, how it is accomplished, and what the impact is, though this is approach is not required.

Brief descriptions, explanations, and reflections are valuable to the judging committee. Please do not include originals; this is NOT a scrapbook and will not be judged on aesthetic quality. Please include in your application the requested contact information. The entry must be in the TSTA Student Program state office three weeks prior to the State Convention date.

The following criteria and point system may be included in the application to assist the local chapters and judges:

National:

Points Earned	Description of Achievement/Activity/Etc.	Each Occurrence	Maximum Considered
	Elected to a national position (list names, chair, NEA Board, etc)	10	2
	Appointed to a NEA Committee (list names)	2	10
	Candidates for a national position (list names)	3	6
	Took part in NEA-SP Connections/NEA Regional/National Conferences (list names)	2	6
	Delegate to the NEA-RA Convention (actually attends, list names)	5	No Max.
	Observer to the NEA Convention/Non-Delegate (must attend two full days, list names)	5	15
	Candidate for NEA Delegate (list names)	2	6
	Applicant for NEA CLASS Grant	10	10
	Received NEA S.O.A.R. Grant (list grant)	10	10
	Participated in American Education Week List Activity & Dates:	15	15
	-		
	-		
	-		
	-		
	-		
	Donated items for NEA-PAC Auction at Texas Caucus during the NEA-RA	4	12
	Other National Conferences (list sites)	10	No Max
	National Total		

State:

Points Earned	Description of Achievement/Activity/Etc.	Each Occurrence	Maximum Considered
	Elected as state officers (president, vice-president, PAC chair, or secretary)	10	No Max
	Unsuccessful candidate for state office (same as above)	2	4
	Appointed to TSTA Committee	5	No Max
	Registered and attending participants at TSTA-SP State Convention (can count up to two advisors) (list names)	2	30
	Registered and attending participants to NEA-SLC (list names)	3	12
	Advisors attending SLC (list names)	2	4
	Enters scrapbook competition at TSTA-SP State Convention	5	5
	Enters local website competition at TSTA-SP State Convention	5	5
	Enters newsletter competition at TSTA-SP State Convention	5	5
	Enters human relations competition at TSTA-SP State Convention	5	5
	Enters Glenn Kidd Competition	10	10
	Students who are TSTA-PAC Continuing Contributors (list names)	2	No Max
	Sends in article for TSTA-SP Networker (list title/topic and published date)	5	10
	Delegates attending entire TSTA Convention (list names)	4	12
	Submits amendment, NBI, or resolution to TSTA-SP by deadlines	5	5
	Donated items for TSTA-PAC Auction at State Convention	5	10
	Delegates attend TSTA Issues Conference	3	15
	Other state conferences dealing with: TSTA-SP, TSTA, TFTA, TFA (2 points per person per conference)	2	30
	State Total		

District:

Points Earned	Description of Achievement/Activity/Etc.	Each Occurrence	Maximum Considered
	Elected & served as district president	10	10
	Elected & served as district vice-president, secretary/treasurer or editor	3	6
	Hosted district convention	10	10
	Attended district convention	2	30
	Contributed article for district newsletter (list title/topic, published date)	2	8
	Members attending a TSTA regional meeting (3 points per member per meeting)	3	15
District Total			

The following information should be included in the Local Excellence Award application:

University Name: _____

Local Student Chapter: _____

Nominator(s): _____

Title/Position: _____

Phone Number: _____

E-Mail: _____

Nominator's Signature: _____ Date: _____