

YOUNG EDUCATORS SOCIETY



ADVISOR HANDBOOK

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Suggested Chapter Constitution

Article I.

NAME

The name of the Young Educators Society Chapter shall be

Name of Chapter

School

City

State

Article II.

PURPOSES

Section 1. To learn about the teaching profession, its opportunities, responsibilities, and its important role in our democracy.

Section 2. To explore our own interests and abilities in relation to the various fields of education.

Section 3. To cultivate in ourselves the qualities of personality, character, and leadership which are essential for good educators.

Section 4. To learn how and where educators receive their training, the cost, scholarships available, number of years required, certification requirements, and standards.

Section 5. To study and explore the professional lives and life experiences of educators.

Section 6. To provide members with knowledge and experiences which develop qualities and aptitudes basic to successful educators.

Article III.

OFFICERS AND DUTIES

Section 1. The Officers of this Chapter shall be a President, Vice-President, Secretary, Treasurer, Historian and Parliamentarian. The Chapter Council shall consist of the Officers and the Chapter Advisors.

Section 2. The officers of the Chapter shall be elected by a majority vote at the last regular meeting of the school year. Vacancies occurring during the year shall be filled by a special election held at the next regular Chapter meeting.

Section 3. The president shall preside over meetings and see that the work of the Chapter goes forward.

Section 4. The vice-president shall assist the president and act in his/her absence. He/she shall serve as chairperson of the program committee.

Section 5. The secretary shall keep an accurate list of members and a record of their attendance at meetings and shall record the activities of the Chapter, including the minutes of business meetings. He/she shall carry on all Chapter correspondence.

Section 6. The treasurer shall receive and disburse all funds of this chapter and keep an accurate account of receipts and disbursements in accordance with school and district regulations. All money must be handled through the school accounting office and expenditures made in accordance with official school policies.

Section 7. The historian shall keep the history of the Chapter and the scrapbook.

Section 8. The parliamentarian shall foster the study and practice of parliamentary law.

Article IV.

QUALIFICATIONS AND DUTIES OF ADVISORS

Section 1. The advisors shall be educators approved by the principal and/or superintendent.

Section 2. The advisors should be members of the local Education Association or Federation.

Section 3. The activities of this Chapter shall be subject to the approval of the Chapter advisors and the principal or his/her designee.

Section 4. The advisors or a designated adult shall be present at all Chapter meetings and activities.

Article V.

MEMBERSHIP

Section 1. Membership is open to any student in grades _____ to _____ who are interested in exploring education as a career and who has the high qualities of character, personality, scholarship, and leadership essential to a good educator.

Section 2. Membership in this organization shall not be restricted due to race, creed, ethnic origin, handicap, religious affiliation or gender.

Article VI.

MEETINGS

Section 1. The Chapter shall meet at least once per month during the academic school year.

Section 2. Special meetings may be called by the President with the approval of the Chapter Advisors.

Section 3. This Chapter shall conduct its meetings according to *Robert's Rules of Order*, newly revised, in all points not expressly provided for in this Constitution.

Article VII.

COMMITTEES

Section 1. The president and advisor shall be ex-officio members of every committee.

Section 2. Committees shall include program, social, publicity, membership and budget.

Section 3. The vice-president shall be chairperson of the program committee.

Section 4. Chairpersons of other committees shall be appointed by the president.

Section 5. Committees
Active committees related specifically to objectives established by the chapter early in the year enable all members to be involved in tasks that are important to them. Both permanent or standing committees and ad

hoc or single-purpose committees are useful vehicles for carrying out the work of the chapter during the year.

The Program Committee is responsible for organizing a program for each meeting, including the specific responsibilities of each participant, contacts and arrangements with guests, and introduction of the program part of the meeting. Advance planning is important for the program committee.

The Membership Committee keeps an up-to-date list of members, works with advisors in preparing a distributing recommendation forms to teachers, plans new and different ways to attract members, and help design and prepare promotional materials. It concerns itself with the interests of members and ways to keep those interests at a high level.

The Publicity Committee produces and distributes materials on programs, purposes, and activities of the chapter and works with the Membership Committee on the membership drive.

The Social Committee provides refreshments for regular and special meetings, plans chapter social activities, and makes necessary arrangements for guest speakers.

The Budget Committee is responsible for accurate bookkeeping and reporting of the chapter' s financial condition. Each September, the Budget Committee should estimate the year' s expenditures, including cost of materials for publicity, correspondence, library, postage, food and other routine expenditures.

Article VIII.

ELECTIONS

Section 1. Officers shall be elected by ballot annually.

Article IX.

DUES

Section 1. This Chapter may establish and collect annual dues at its discretion for local operation expenses.

Article X.

QUORUM

Section 1. A majority of the members shall constitute a quorum.

Article XI.

BY LAWS

Section 1. This Chapter may adopt and amend By Laws to amplify sections of this Constitution.

Article XII.

AMENDMENTS

Section1. This Constitution may be amended by two-thirds vote at any regular meeting, provided notice in writing of the proposed amendment shall have been filed with the secretary and presented at the monthly meeting preceding the one at which it is to be voted on.

Chapter Activities

A chapter meeting should include an organized presentation dealing with some purpose or activity of the group. Plan imaginative programs which are relevant to local issues and interests, programs which are within the resources but challenge the abilities of the group. Plan the year's calendar of programs in advance. Complete arrangements for the first semester by the end of September.

Establish a clear chain of responsibility for each program: who will get speakers and remind them of the time, place, and date; who will write the "thank you" letters; who will assign members their parts and help them prepare. Every member should take a major part in at least one program each year.

Some of the following activities were taken from *Guidelines for Leaders: Future Teachers of America Handbook* from Texas, Tennessee, and Florida; and from *MEA: Exploring Division*.

Types of Programs

The following outline is suggestive, not all-inclusive. The YES chapter should experiment with a variety of programs.

1. **Discussion.** For discussions to be informative and exciting, the participants must be well prepared. Those who attend the meeting should have some background

in the subject to be discussed. Different kinds of discussions are symposium or debate. No matter what the format, all members may afterwards join a question-and-answer period or the group may split into sections, each talking with a different speaker.

2. **Demonstrations.** If a picture is better than a thousand words, a living picture is all the more vivid and meaningful. The essential demonstration, of course, is a good classroom teacher on the job. Demonstrations of particular techniques can be held at meetings. A teacher can make a ten-minute presentation, then stay for a discussion afterward. Special subjects such as art or music call for special techniques. Members will enjoy seeing their own teachers explain techniques which are being used on themselves. Dealing with disabled children is another area where students can learn a great deal from demonstrations. After learning something about demonstration techniques, members should try their own hand at it. Have a member present a five-minute demonstration in some area where the member excels; the rest of the group can discuss and evaluate the performance.

Example: techniques for teaching music appreciation.

Enlist the instrumental or vocal music instructor as guest demonstrator, to explain a particular type of music. Before the meeting, every member should do some background reading on the teaching of special subjects. Assign some members to pay special attention to teaching techniques, some to observe and assist with preparation of materials, others to act as "students" and "learn" the point demonstrated.

Invite the guest to stay after the demonstration to answer questions about the techniques. Invite comments from the assistants, the "students", and the observers.

3. **Joint meetings** with other groups and sometimes with other chapters to hear a single speaker or to participate in a workshop or conference can be combined with a business meeting of your chapter.

4. **Field Trips:** Take trips to other schools to observe teaching at different grade levels. Visit college campuses and attend classes, if possible.

5. **Tutoring:** See section "How to establish a Tutorial Project."

The quality and content of chapter activities make the real difference in the extent to which members benefit from participation in YES. Activities consistent with the goals of YES and activities related to the real needs and interests of the membership should be taken into account when setting up the yearly plan.

The Teaching Profession

The following topics on the teaching profession may be addressed through discussion, demonstration, or field trips.

1. Types of positions within the profession- show the variety of positions and discuss the different work of:
 - a. classroom teachers--nursery school, kindergarten, primary and intermediate grades, junior and senior high school, college, special subjects, and special education;
 - b. special service personnel--counselor, nurse, consultant, psychologist, specialist in mass media, teacher aides;
 - c. administrative--superintendent, principal, supervisor, curriculum director.

2. Teacher training and certification- find out about and discuss:
 - a. college educational requirements,
 - b. importance of advance degrees,
 - c. content and nature of education courses,

- d. subject specialization,
 - e. certification requirements,
 - f. accreditation,
 - g. planning for college,
 - h. financing a college education,
 - i. demand marketability for teaching profession.
3. Meaning and nature of "profession." - emphasize the professional aspect of teaching by learning about:
- a. characteristics of a profession- intellectual commitment, service to society, special knowledge and skills, confidential relationship between the professional and the students, and ethical requirements;
 - b. obligations and responsibilities of a professional- to self, the clients, the profession, the community, the country;
 - c. unique aspects of the teaching profession- influence of the teacher on the developing person.

4. Characteristics of a good teacher. Why is it important for a good teacher to have:

- a. leadership ability,
- b. good health and physical vigor,
- c. good scholarship,
- d. intellectual ability,
- e. emotional health,
- f. interest in serving others

5. Invite speakers:

- a. a principal, teacher, parent and child to discuss "What is a Teacher,"
- b. school principals to speak on "Teaching from a principal's perspective,"
- c. personnel officers on "What we look for in Teachers,"
- d. a special education teacher on mainstreaming,
- e. guidance counselors on "How to Interview For a Job,"
- f. classroom teachers and counselors on "In-the-field problems,"
- g. an administrator or union representative on negotiations,
- h. a counselor on testing, remedial services, counseling, guidance, etc.

Career Information

Besides providing realistic information about the teaching profession, the YES experience can be helpful to students by providing the more traditional forms of college preparatory and vocational guidance.

1. A guidance counselor might talk to the group or to any individuals who desire assistance.
2. Vocational guidance tests could be made available to members who wish to take them, with some discussion of the results to help members interpret them.
3. College preparatory guidance and information is particularly valuable since all members have shown interest in a profession which requires a college degree.
4. Maintain a file of college bulletins, catalogues, and promotional material.
5. Invite high school alumni who are attending nearby colleges to discuss their college experiences and the preparation necessary to succeed in college.

6. Collect information about scholarships and financial aid. Request detailed information on financial assistance programs from colleges and universities. Help students fill out the forms, if necessary. Many scholarships and loans are available from the government and other non-academic sources, such as foundations or local businesses. Build a file of this information for chapter members to use.
7. Take a field trip to a College of Education. Attend a college-level teacher preparation course.
8. Have an Observation Day (or Shadowing) where chapter members will spend one day with a teacher of their choice, observing how the teacher spends his/her day, and write a report on the observation to share with other members.
9. Have chapters and advisors hold regional mini-conferences.
10. Have advisor and members within the school district get together periodically.
11. Have regional or district contests between chapters- essays, debates, etc.

12. Look into the advancement opportunities of teachers in your state. How do promotions occur? Is graduate-level study encouraged or paid for?
13. Become informed about innovations in teaching such as the Montessori method, year-round school.
14. Look into studies that show the correlation between student achievement and teacher expectation for the student. For example, do teachers expect less from low-income students and does inferior performance result? Or, do teachers' high expectations produce high performance levels in spite of social class. (This would give insight into the depth of influence of teachers.)
15. Arrange to see the special instructional materials in the school that the teacher must be trained to use, including audiovisual aids and computer equipment.
16. Be briefed on the time a teacher has to spend in preparation for class: writing plans, grading test papers, maintaining records, attending meetings and seminars.
17. Know the extracurricular duties of the teacher: student club advisor, recreation time supervisor, and student counselor.

18. Try to evaluate the difference between education and schooling. How much education occurs outside of school through family relationships, community or church activities, television and radio, or other kinds of experiences.
19. Become familiar with testing methods teachers use to evaluate students' levels of achievement.
20. Join with college student programs for tutoring.
21. Hold a workshop for a nearby chapter. Invite someone from your state YES Steering Committee. Exchange program ideas. Resolve problems. List suggested activities, and circulate the list. Plan ways to develop new chapters.
22. Participate in career days at nearby colleges or in your own school. Emphasize the role of the teacher in all careers.
23. Secure source materials on scholarships and loans available to teacher education students. Learn how to qualify and apply for such aid. Explore ways by which students can work their way through college.

24. Plan many community experiences related to teaching. YES members can volunteer to teach in church school and to work with Girl Scouts, Boy Scouts, Campfire Girls, and other youth organizations. They can volunteer their services to YMCA, YWCA and other recreation programs. They can test their skill at tutoring and/or mentoring younger aged students.
25. Help your library acquire a wide selection of the best books about education: biography, fiction, pre-professional. Encourage wide reading. Assist with exhibits, poster and book displays.
26. Look into how curriculum is designed to match the various stages of physical and psychological development of children.
27. Evaluate the image the teaching profession has in your community.
28. Know the psychological and emotional impact of a teacher on the student, particularly in kindergarten and elementary school.
29. Be familiar with the physical needs of the profession, including being active or engaged with students in the classroom environment; situations that require security and safety measures as part of the school environment.

30. Learn how teachers keep up to date on techniques, curricula, instructional materials.