

# YOUNG EDUCATORS SOCIETY



## ADVISOR HANDBOOK

[www.wmich.edu/yes](http://www.wmich.edu/yes)

## TABLE OF CONTENTS

	Page
Introduction	
The Goals of YES .....	4
A Brief History of YES .....	5
Establishing a Chapter	
Forming The Chapter .....	7
The Advisor	
Selection .....	7
Responsibilities .....	7
Suggestions For Starting A Chapter .....	8
Name The Club .....	9
Organization And Chartering .....	9
Colors And Name .....	9
Logo / Pin .....	10
Membership .....	10
Presentation of The Chapter .....	11
Installation of Officers .....	13
Initiation of New Members .....	15
The Young Educators Pledge .....	17
Duties and Responsibilities of Members .....	19
Suggested Chapter Constitution .....	21
Chapter Activities	
Types of Programs .....	29
Discussion .....	29
Demonstrations .....	30
Joint Meetings .....	31
Field Trips .....	31
Tutoring .....	31
The Teaching Profession .....	32
Career Information .....	35

	Page
Fund Raising Activities .....	41
How To Involve Your Community .....	42
Chapter Publicity .....	44
Chapter Services .....	47
How To Establish A Tutorial Project .....	53
The Meeting Will Come to Order .....	56
by Harold Sponberg	
Suggested Calendar .....	65
Appendix I	
Official Forms	
Appendix II	
Scholarship Materials	
Appendix III	
Sample Programs	
Appendix IV	
YES Logo Masters	
Appendix V	
Spring Conference Competition Guidelines	

## **Fund Raising Activities**

The following ideas have been suggested as fund raising activities for local chapter:

1. Conduct a faculty-student fashion show.
2. Host a “worst film” movie day where students will have to pay to leave!
3. Sponsor baseball (or softball), or basketball games between faculty and students.
4. Conduct a faculty talent show.
5. Have lip sync concerts.
6. Conduct a bake sale.
7. Offer recipe booklets for sale.
8. Run a school store and sell T-shirts, buttons, pins, and book-covers.
9. Have students charge a fee for their services on a full day or half-day basis for “jobs” they can do for teachers or administrators such as conduct inventories or similar responsible jobs.
10. Hold trivial pursuit or "know-a-thon" contests.
11. Conduct car washes.
12. Sell flowers, special messages, candy and special gifts for holidays.
13. Conduct a quiz show between faculty and/or advisors and students.
14. Sell apples to teachers and other students
15. Make and sell buttons to teachers (Proud to be a Teacher, Touch Tomorrow - Teach.)
16. Work Concession booths at ball games.

## **How To Involve Your Community And Local Post-Secondary Institutions**

Here are some ideas that involve working with your local community and post-secondary institutions:

1. Establish a liaison person at the community college and/or College of Education.
2. Help an advisor set-up a YES chapter at the community college and/or university.
3. Have a booth at the county or state fair or at similar community activities.
4. Sponsor a ball team or form a baseball (softball) team and get a sponsor.
5. Have club president and/or advisor speak to community organizations (Kiwanis, Rotary, Lions, Chamber of Commerce, Optimists, Toast Master.)
6. Conduct a one-day conference, "College Day," at a postsecondary institution where students can visit a teacher preparation course and talk to College of Education students.

7. Solicit support from professional organizations such as Phi Delta Kappa.  
Do a special project for the community with them.
  
8. Ask a retired educator to help sponsor the chapter.

## Chapter Publicity

Here are some ideas to help promote membership and good relations with the school and community:

1. Ask the local newspaper to do a feature article on your school's chapter (with photos, if possible.)
2. Have the school newspaper do a feature article on the chapter and its activities.
3. Make sure information about the chapter is included in the student handbook or other orientation materials.
4. Have chapter members make up posters and/or bulletin boards promoting the chapter.
5. Have a chapter member give a report on the chapter (its goals, activities, etc.) to teachers at a faculty meeting.
6. Get the local post-secondary institution to run a feature article in their College of Education newsletter or in the college newspaper.

7. Have local radio stations do a "spot" interview with the advisor and/or chapter president or other officers.
8. Have a local TV station (public and/or private) interview the advisor and chapter members on a talk show.
9. Talk to the local teachers union about helping sponsor a publicity campaign.
10. Conduct a special initiation ceremony.
11. Produce a slide or video of chapter members teaching and/or involved in chapter activities.
12. Maintain a bulletin board with information about the chapter, activities, teaching career information and general information about college, careers, SAT test deadlines or similar things of interest to students.
13. If available, promote the chapter and its upcoming activities on a computerized message sender and/or closed circuit TV.
14. Put up a display about the chapter in the media center.

15. Do a feature article on follow-up of former chapter members.
16. Have chapter members wear some type of distinct clothing on certain days.
17. Have chapter members write essays on favorite teachers or why they want to teach for publication in the school paper or other appropriate media.
18. Have the chapter advisor write an informational letter to other teachers about the chapter: its goals, entrance requirements, and activities.
19. Ask each teacher in the school to nominate two or more students who might become top-notch teachers. Formally invite these students to join the chapter.

## Charter Services

Here are some service activities your chapter members may want to consider:

1. Have chapter members volunteer to work as "student assistants" in the library.
2. Have chapter members help teachers grade papers or assist with other activities.
3. Have chapter members help teachers with filing, bulletin boards, etc.
4. Conduct an orientation service for entering 6th or 7th grade classes in middle school or 9th grade classes in high school.
5. Develop and print a handbook for new students.
6. Organize an "Adopt A Student" program to help transfer students become comfortable at the school.
7. Have chapter members serve as peer facilitators/tutors.

8. Develop materials (T-shirts, buttons, posters) to help promote positive feelings/climate toward teachers and teaching.
9. Help promote PTO or similar parent-teacher-student organizations.
10. Have chapter members work on projects with National Honor Society chapter members.
11. Develop and distribute a "Guide to Student Activities."
12. Honor the retiring faculty members at a reception.
13. Teacher Appreciation Week- Each student in the YES chapter draws a faculty name which remains a secret until the end of the week. Monday is Apple Day; Tuesday, Letter Day; Wednesday, Gift Day; Thursday, Card Day; and Friday, hold a reception and reveal the students to their "appreciated teacher."
14. Conduct a "Teacher of the Day" activity to help promote positive attitudes. Club members could bring selected teachers breakfast and/or lunch, a flower, an apple, etc., clean up his/her room, run errands, or generally help out. Have chapter members "Adopt a Teacher" for the day, week, or semester and do special things for their "adopted" teacher.

15. Have chapter members help the occupational specialist by researching career information dealing with teaching, and perhaps do a bulletin board on education.
16. Sponsor a play entitled "Let's Stay In School" to discourage dropouts.
17. Have chapter members help with registration.
18. Sponsor a school dance. Decorate the area with teaching related tools (rulers, apples, books, etc.)
19. Offer a reading service to the elderly on weekends or after school at nursing homes, hospitals, etc. The same service could be offered to elementary age children.
20. Sponsor a tea or popcorn party to discuss school concerns.
21. Help in the school office.
22. Present programs to the school or to outside groups.
23. Undertake a school beautification project.

24. Prepare a scrapbook on American schools for exchange with a foreign school.
25. Be a teacher's aide for a class field trip for young children.
26. Serve as staff for a Cub Scout day camp.
27. Arrange to tutor children in your strongest subject. Also tutor a younger sibling.
28. Serve as readers for blind students. Read to them or read text for recordings.
29. Help homebound students.
30. Have a paper grading service.
31. Have chapter members attend a conference at the College of Education in your area.
32. Have chapter members "Shadow" a College of Education student for a day (especially one who is involved in a practicum or internship.)

33. Ask local business (McDonald's, Wendy's) to recognize and support (donate food) for YES chapter activities.
34. Arrange to meet with members of the PTA or similar group in your community. Learn its hopes and aspirations for education. Help the association to promote parent involvement by assisting with publicity or baby-sitting so that parents can attend meetings.
35. Attend a seminar or update course for educators.
36. Take part in foreign exchange student programs. If possible, host a student. Learn about schooling in another country.
37. Attend an education convention.
38. Know how much money your community, state, and the nation spends on education. What are the sources of this money? What are the projected dollar needs in the future?
39. Look into the origins of the public school system. Have the purposes changed through the years? Are the original purposes being met today?

40. Be knowledgeable about the extent of community control of local public schools. How are board members selected? How are they removed from office? What are the qualifications? How much does the State Department of Education dictate to the local board? How do local, state, and national politics influence local education? Attend a school board meeting.
41. Arrange to tour schools in different social environments, and compare them with your school: inner city, rural, suburban, church school, ethnic neighborhood, changing neighborhood, etc. Talk to children as well as teachers. Try to evaluate the quality of education by assessing physical facilities, curriculum content, and teacher qualifications.
42. Help with voter registration.

## **How to Establish a Tutorial Project**

### **Description**

A tutorial project can provide the opportunity for YES members to assist other students with areas of learning that require individual attention. Those being tutored may be elementary, junior or senior high school students, or adults. Tutoring projects are typically established in cooperation with the schools but may also be part of a community program or adult education program. The project outlined here deals primarily with establishing a tutorial project within the school system.

### **Purpose**

A tutorial project developed and conducted by a YES chapter will have two basic purposes:

1. To develop the academic skills and understandings of selected students through the individual assistance of a tutor.
2. To provide opportunities for YES members to experience one aspect of teaching and gain insight into teaching as a career.

### **Steps in Establishing a Tutorial Project**

- I. Determine the need for a tutorial project
  - A. Determine if there is sufficient interest among the YES chapter membership to support such a project. Have those students indicating a desire to participate, complete an information form indicating the grade level and subject area where they wish to tutor.
  - B. Develop an outline of the plan to be followed.
  - C. Discuss the plan with teachers, and then contact the school principal for permission to develop the plan.
- II. Initiating the project.
  - A. Develop a detailed plan and secure approval for the project.

III. Designing the project.

- A. Identify the elementary and secondary schools that might participate in the project. Contact the principal of each school to arrange for their participation in the project.
- B. Determine the length of the project. Projects that are scheduled for a full year allow the tutor to work with pupils from different grade levels or subject areas during the second half of the year.
- C. Select the time during the day and location of the tutoring sessions.
- D. Decide how many times per week the tutoring will take place.
- E. Establish conference times between the tutors and the teachers involved. These conferences should take place frequently during the project.

IV. Identifying pupils to be tutored.

- A. Provide information about the project to teachers, counselors, and students.
- B. Select pupils from among the students identified by teachers and counselors, and those students requesting tutorial assistance.

V. Identifying tutors.

- A. Prepare an information sheet to be completed by potential tutors which provides necessary information such as time available for tutoring, grade preference and subject strengths to help in matching tutors and pupils.
- B. Select tutors from those who have agreed to participate.

VI. Matching tutors and pupils.

- A. Match tutors and pupils by studying the forms that have been completed.
- B. Plan for a tutor training session in which tutoring skills can be developed.
- C. Encourage each tutor to meet with the teacher of the pupil prior to the first tutoring session to discuss the learning difficulties of the pupil, the content of the tutoring sessions and other information.

VII. Establishing responsibilities.

- A. Consider the following as responsibilities of the project coordinator who may be the YES Advisor or President.
  - 1. Keep the tutors, pupils, and teachers informed on the progress of the project.
  - 2. Make necessary changes in tutoring assignments.
  - 3. Conduct an evaluation of the project and make recommendations for improvement.
  
- B. Consider the following as responsibilities of the tutor.
  - 1. Work closely with the classroom teacher and provide the teacher with information about pupil progress.
  - 2. Participate in the seminars for tutors.
  - 3. Be reliable and punctual. Notify the teacher and pupil of any necessary changes in the tutoring schedule.
  
- C. Consider the following as responsibilities of the teacher.
  - 1. Work closely with the tutor in developing worthwhile activities for the tutoring sessions.
  - 2. Assist the tutor in developing good tutoring techniques.

## **The Meeting Will Come To Order**

**By Harold Sponberg**

(The late Dr. Sponberg, former president of Eastern Michigan University, Ypsilanti, was an Extension Specialist at Michigan State University when he wrote the original edition of this bulletin.)

Community groups and similar organizations often misunderstand the real function of good parliamentary practice.

Used properly, parliamentary procedure is one of the most effective means by which individuals can take orderly action as a group. One can give full consideration to any matter of common interest, encourage common-sense minority discussion on each question, then act according to the will of the majority—all with a minimum waste of time. Its purpose is not to inject unnecessary formality into a meeting nor is it to prevent a free expansion of opinion.

There are certainly some sound reasons then why one should acquire a good working knowledge of parliamentary procedure. For many years the Cooperative Extension Service of Michigan State University has provided clinics for organization officers. This bulletin can assist both officers and members understand the basic parliamentary rules.

It is intended as a brief and convenient guide, primarily for use in the meetings of your community groups. It does not presume to cover the entire field of parliamentary law. For the more complex parliamentary problems you are referred to such standard handbooks as Robert's "Rules of Order."

### **BEFORE THE MEETING**

If you are chairperson, check the arrangements of chairs and tables before the meeting starts, striving for informality and friendliness. Have a table for yourself and the secretary, so you can work cooperatively before the group. Whenever possible, arrange the chairs in a semi-circle, close enough to your table so the group can hear you easily. Finally, check again on the program for the meeting, and check on the presence of those members who are scheduled to give reports.

## ORDER OF BUSINESS

1. Call the meeting to order
2. Roll call (sometimes omitted)
3. Minutes of the previous meeting
4. Report of the offices
  - a. President
  - b. vice-president (usually no report)
  - c. treasurer
  - d. secretary (correspondences and bills)
5. Standing committee reports
6. Special committee reports
7. Unfinished business
8. Postponed business
9. New business (the program)
10. Adjournment

## LET'S GET STARTED!!!

Chairperson: (Rapping desk) **“This meeting will now come to order. The Secretary will call the roll. Mr. or Ms. . . . .”**

Secretary: “Mary A., Tom B., Robert C., Helen D., etc . . . . .  
10 present; 3 absent; a quorum is present.”

(Sometimes it is well to take the roll silently and report to the chairperson that a quorum is present.)

Chairperson: **“Thank you. The secretary will read the minutes of the previous meeting. Mr. or Ms. . . . .”**

Secretary: The regular meeting of the Parliamentary Law Club was held October 5 in the Union Building. The present etc. . . . .

Chairperson: **“Thank you, Mr. or Ms. . . . . Are there any corrections to the minutes? Mr. or Ms. . . . .”**

(A member is recognized by rising or raising a hand. Seldom should one call out, Mr. or Ms. Chairperson.)

- Bold face type indicates suggested statements of the chairperson.

## **THE MOTION TO RECONSIDER**

### **CAN WE DISCUSS IT AGAIN?**

When a member wishes to reconsider the vote on a motion that has been carried or lost, he/she moves to reconsider that motion. Let us say that the group voted “to purchase a movie projector.” A little later in the meeting, it is learned that the treasury does not have enough funds to pay for such an item. A member may then say, “I move to reconsider the vote on the motion to purchase a movie projector.” It is seconded and discussed. If it carries, the original motion, “to purchase a projector,” comes back to the floor for reconsideration.

It should be noted that only a member who voted on the winning side of a main motion may make the motion to reconsider. That means that only those members who voted for the purchase of a projector can move to reconsider that motion; it indicates that a member has had an honest change of mind. If any one could make a motion to reconsider, that motion would be made on every motion that was voted upon; then the motion to reconsider would be used just to hinder the progress of the meeting. The motion to reconsider must be made on the same day or at the same meeting that the motion which is being reconsidered was acted upon. If at some later time the group desires to change a motion or reverse its action, the motion to repeal should be used.

## **THAT'S NOT CORRECT!!**

### **POINT OF ORDER**

The motion is used to correct any errors in parliamentary rules. Let us suppose that the motion "to buy a new chair" is on the floor. While it is being discussed, a member moves that "we send two delegates to that state convention." The chairperson received the second motion. Since there should be only one main motion on the floor at one time, a member may rise to a point of order as follows:

Member: "Chairperson, I rise to a point of order."

Chair: "State your point of order."

Member: "The Chair has received a second main motion while another main motion was on the floor; the second motion is out of order at this time."

Chair: "Your point is well taken; the second motion is out of order."

(This motion may be made by rising and addressing the chair; a member need not be recognized before speaking: he or she may interrupt a speaker who has the floor; the motion needs no second and no vote; it is not debatable or amendable. It may be used to correct a member as well as the chairperson.)

## **WHO' S RUNNING FOR OFFICE?**

### **NOMINATIONS AND ELECTIONS**

Nominations for an office may be made in three ways:

1. Nomination from the floor
2. Nomination by petition, or
3. Nomination by nominating committee.

Officers should always be chosen by ballot even if the constitution does not so state. Such voting makes for independence of choice as well as secrecy of choice.

Generally, the "state" should permit the voter to write in the name of a candidate if he/she does not approve of the selected nominees. This prevents a nominating committee from having restrictive control of candidates.

Balloting should continue until a majority vote has been received by one candidate. No name should be removed from the list, even though one or two should obviously be out of the running. Unless the nominee chooses to withdraw, nominations do not need to be seconded. Nominations may be closed by a motion requiring a two-thirds vote, or if there are no further nominations, the chair may declare them closed.

## **SOME DO' S AND DON' TS**

### **CHAIRPERSON**

1. The chairperson should restate the motion clearly after it has been made and seconded. "It is moved and seconded that . . ."
2. When a motion requires a second, the chairperson should be sure it is seconded; a motion with no second should be ignored.
3. The chairperson should entertain only one main motion at one time.
4. Whenever possible, the chairperson should have the member state the motion before the latter launches into a long discussion of it.
5. The chairperson should give the maker of the motion the first chance to discuss it.
6. The chairperson should not permit anyone to speak twice on a motion until all have had a chance to speak once.
7. When voting publicly, the chairperson should vote only when his/her vote will change the result. When voting secretly, the chairperson may vote when the assembly votes.
8. The chairperson should give up the chair only when his or her comments are vigorously for or against the motion; in this case the vice-president or any other member may serve until the motion is disposed of.

## **SOME DO' S AND DON' TS**

### **MEMBER**

1. Except in small (less than 15) groups, the member should be recognized by the Chair before speaking.
2. Whenever possible, the member should try to state his/her ideas in the form of a motion.
3. The member should say, "I move" rather than "I make a motion."
4. The member may second a motion, make a nomination, call "question," or call "division" (recount vote,) without rising or being recognized by the chair.
5. The member should never be compelled to vote, nor compelled to serve when nominated or appointed to an office.
6. Making or seconding a motion does not necessarily mean that the member favors the motion but only wishes to place a motion on the floor to discuss it.

**UNANIMOUS BALLOT** – A ballot cast by the secretary for a candidate who is the only person nominated for an office, and not object is made. This method should not be used when the constitution requires an office to be filled by ballot, since it does not permit any negative votes to be cast. The constitution should be amended to permit the unanimous ballot to be used. The usual form is to have the chairperson instruct the secretary to cast unanimous ballot for the candidate, if there are no objections. If objections are made, the ballot must be used.

**WITHDRAW A MOTION** – An incidental motion permitting a previous motion to be withdrawn. If the maker of a motion refuses to withdraw the motion, that motion cannot be withdrawn. Any member may move to withdraw a motion. The maker of the motion must agree to the withdrawal of his/her motion. If the motion to withdraw is made before the chairperson states the motion for the assembly, only the maker and seconder need to agree upon the withdrawal. If the motion to withdraw is made after the chairperson states the motion for the assembly, the maker and the entire assembly must be consulted for its withdrawal.

**YIELD THE FLOOR** – A member who has the floor may yield the floor to another member; in so doing; the former surrenders his/her right to continue speaking at that time.

**PUTTING THE MOTION** – To vote on the motion.

**QUESTIONS OF PRIVILEGE** – A privileged motion, more accurately called a point of privilege and concerned with the welfare of the assembly. A member states, “Chairperson, I rise to question of privilege.” The Chair asks the member to state his point. The members states, “I should like to have the window opened,” or “I should like to introduce my guest,” or “I should like to have the gentlemen withdraw his comments about Mr. A.” The chair then makes a decision about the point. It requires no second, is in order when another has the floor, it not debatable or amendable and requires no vote. An appeal may be applied to it.

**QUORUM** – The number of member required to be present to transact business legally. The number is usually a majority of the membership, unless otherwise specified in the constitution.

**RECEIVE A REPORT** – To receive a report means to hear it or listen to it; it does not mean that the assembly approves the report or takes any official action on it. Since most reports are reports of information, it is reasonable “to receive the report as read,” instead of adopting or accepting the report. Receiving the report also recognizes work done.

**RECOGNITION** – A member is recognized by the chairperson when the latter announces the member’s name, or, in small groups, simply nods. A member obtains recognition by rising, and in some cases calling, “Chairperson.” No member should speak or make a motion until recognized by the presiding officer.

**REPEAL** – When the group desires to change a former action, the motion to repeal is in order. It must be made when the floor is clear, is debatable, amendable, and requires a two-thirds vote. If sentiment is strong, the motion may include the words, “and strike from the records.” If carried, the secretary writes across the motion repealed these words, “Stricken from the records by order of assembly,” (date.)

**SESSION** – A series of meetings, such as a convention.

**STANDING RULES** – The regulation as to time and place of meetings.

**SUSPEND THE RULES** – An incidental motion used in urgent cases to save time. This motion is not debatable or amendable and requires a two-thirds vote.

## Suggested Calendar

### SEPTEMBER

Executive Committee Meeting (officers and committee chairpersons.) Confirm the time and place of the first chapter meeting, and inform members, especially new ones. Contact local elementary principals to arrange for members to observe and assist in elementary schools. Contact other groups to organize other service projects.

Business Meeting. Discuss and pass a budget. Welcome and initiate new members. Decide on a final list of programs for the year. Assign members to work on programs. Plan observation of American Education Week. Set up merit award categories.

Program Idea. Symposium: What makes a good teacher?

### OCTOBER

Complete fall program arrangements. Gather materials for American Education Week. Complete and send in your application for charter renewal. (Due November 1.)

Business Meeting. Make final plans for American Education Week.

Program Idea. How to choose a college.

### NOVEMBER

Start members observing in classrooms. Start advanced members assisting or acting as teacher aides. Plan a program of reading and discussion for new members. Display your collection of college catalogues and other material on higher education.

Business Meeting. Complete observation and teacher aide assignments and make final arrangements for service activities.

Program Ideas. Make a presentation to your school or outside group during American Education Week. Plan a program on vocational development for YES members.

Provide Thanksgiving baskets for needy families.

### DECEMBER

Make final arrangements for next semester' s program.

Business Meeting. Discuss plans for attending the annual YES state conference.

Program Ideas. Have a Holiday party. Visit Senior Citizen groups.

## **JANUARY**

Set-up study sections for final exams.

Business Meeting. Practice a presentation for the State Conference. Invite new student teachers to attend a meeting.

Program Idea. Communication and Presentation ideas.

## **FEBRUARY**

This is a good time to do another publicity event for membership.

Business Meeting. Prerequisites for a degree in education. Invite a representative from a local College of Education to discuss this.

Program Ideas. Send valentines to Faculty Members. Take a field trip to a College or University that is close to your school.

## **MARCH**

Since, students are planning to teach this month, spend some time on lesson planning.

Business Meeting. Make final plans for the State Conference (Buses, delegates, presentation).

Program Idea. Shadowing a Teacher Day. Next day, teach a lesson in one of your classes.

## **APRIL**

Business Meeting. Invite several teachers to discuss what it's like to teach.

Program Idea. Attend the annual YES State Conference.

## **MAY**

Select and invite new members for next year. Meet with old and new officers to discuss plans for next year. Arrange with the principal the times and place of next year's meetings. Outline a program, including activities and projects. Write letters of thanks to the principal and others who have assisted with club activities.

Business Meeting. Elect and install new officers. Evaluate the year's program and make suggestions for next year. Distribute merit awards.

Final Meeting. A picnic or party to honor graduating members.