

Constitution of Future Educators Association

Article I—Organization Name

The name of this organization shall be Future Educators Association. The organization may also refer to itself as FEA.

Article II—Mission and Goals

Section 1: Mission

The mission of Future Educators Association is to create opportunities for members of the organization to meet and host events to raise awareness of important educational causes and to connect with future educators.

Section 2: Goals

1. Create a safe space for members for future educators and those interested in pursuing education to learn more about Pace’s School of Education.
2. Provide a sense of community and opportunity for members to become more involved in this organization.
3. Unite all students who are interested in making education their career.

Section 3: Governing Authority

All activities and functions of the organization must be legal under the University, local, state, and federal laws. The most recent version of the Guiding Principles of Conduct and Student Discipline will supersede all requirements set forth during the creation and revision of this constitution. In addition, the most recent version of Robert’s Rules of Order shall be the authority over those questions which have not been specified by university regulations or this constitution. Within this constitution, a majority shall be defined as “more than 50%.” The organization must also follow the Center for Student Engagement’s Student Org Handbook, as they will also be held to those policies and procedures.

Article III—Membership

Section 1: Membership Statement

Membership in this organization is limited to any student who is paying Student Activity Fees and is currently and/or continuously enrolled at Pace University. No discrimination shall be made on the basis of sex, race, age, religion, disability, national origin, sexual orientation, marital or parental status, or veteran's status. Hazing will not be allowed as a condition of membership in this organization.

Section 2: Recruitment & Voting Rights

Recruitment shall take place throughout the year and membership is open at all times.

Only active student members are eligible to vote.

Section 3: Revocation of Membership

Members will be revoked when absolutely necessary, as decided by the executive board.

Section 4: Reinstatement of Membership

Members will be reinstated as decided by the executive board.

Article IV—Officers

Section 1: Titles and Duties of Executive Board

The officers of this organization shall include a President, Vice President, Treasurer, and Secretary. No officer will be permitted to hold more than one officer position at a time, unless appointed to an interim position for no more than three weeks.

The President shall:

- Preside over all meetings and call all meetings to order.
- Maintain communication with the Student Government Association and the Center for Student Engagement and ensure that all paperwork is current.
- Ensure that all officers are familiar with this Constitution, via a review to happen within one month of officer installation.
- Ensure that all officers are performing their duties as defined in this Constitution.
- Keep advisor informed of activities and functions of the organization.
- Provide all documents, records, and overall training pertaining to their responsibilities to their successor as president.

The Vice President shall:

- Assist the President in their duties.
- Assume the President's responsibilities in their absence.
- Provide all documents, records, and overall training pertaining to their responsibilities to their successor as vice president.
- Assist in special projects as assigned by the President.
- Take pictures during events or meetings for social media.

The Treasurer shall:

- Keep an accurate account of all funds received and expended.
- Be responsible for creating a budget at the beginning of each fall and spring semester, in conjunction with the Executive Board.
 - This includes submitting requests and forms pertaining to finance on Setter Sync.
- Provide all documents, records, and overall training pertaining to their responsibilities to their successor as treasurer.

The Secretary shall:

- Notify members of meetings via e-mail, telephone, or other platform at least 72 hours in advance.
- Maintain an accurate list of members and their contact information.
- Prepare the organization's Roster to submit to SGA and Center for Student Engagement at the beginning of each semester, and when there are changes in organizational information over the course of the semester.
- Take attendance at all meetings and maintain an attendance record.
 - This includes any events hosted by the organization. The Secretary must oversee that attendance is always being taken at each meeting/event.
- Provide all documents, records, and overall training pertaining to their responsibilities to their successor as secretary.
- Take descriptive notes during each meeting.

Section 2: Voting Rights

All officers shall retain voting rights; however, the President shall only vote in the case of a tie, with the exception of officer elections.

Section 3: Term of Office

The length of term of office shall be no longer than one academic year.

Article V—Selection of Officers

Section 1: Announcement of Elections

Elections will be announced by the beginning of April 2024.

Section 2: Nomination Process

Members of FEA can nominate themselves for any position on the executive board. To be nominated, that member must speak to the FEA e-board about their desire to run and which position they want to run for.

Section 3: Election Process

The order of elections shall be: President, Vice President, Treasurer, Secretary. Members of FEA will vote for the candidates.

Organization must ensure that the election process will follow the constitution/bylaws of the organization, university policies, and the Student Org Handbook.

Section 4: Installation of Officers

Newly elected officers shall take office before the election deadline given by the Center for Student Engagement. Current officers should assist in the transition and training of the officers-elect, from elections until installation. A change in officer information should be reported to the Student Government Association and the Center for Student Engagement, via Setter Sync and email, within 10 school days of installation. If a roster of the new e-board is not provided to Student Engagement staff within the 10 school days, the organization can face the possibility of becoming inactive for the following semester.

Article VI—Officer Vacancies

Section 1: Removal of Officers

A change in officer information should be reported to the Student Government Association and the Center for Student Engagement, via Setter Sync and email, within 10 school days of installation.

Section 2: Resignation

A change in officer information should be reported to the Student Government Association and the Center for Student Engagement, via Setter Sync and email, within 10 school days of installation.

Section 3: Filling Vacant Officer Positions

If a vacant officer position becomes available, there will be another election held to fill that position.

A change in officer information should be reported to the Student Government Association and the Center for Student Engagement, via Setter Sync and email, within 10 school days of installation.

Article VII—Meetings

Section 1: Membership Meetings

The Future Educators Association will host monthly meetings.

Section 2: Officer Meetings

Officers of FEA will meet twice a month: once before the organization's monthly meeting, and once afterwards.

Section 3: Meeting Procedure

Meeting procedures will vary depending on what is planned for that month and what the officers plan on addressing during those meetings.

Article VIII—Advisor

Section 1: Selection

The advisor shall be selected by the officers. A faculty/staff advisor is a Pace Pleasantville faculty or staff member chosen by a student organization to provide knowledge, resources, commitment, and support to the organization.

Section 2: Removal and Replacement of Advisor

A change in advisor information should be immediately reported to the Center for Student Engagement.

Article IX—Finances

Section 1: Membership Dues

N/A

Section 2: Budget Approval

The Treasurer (in conjunction with the E-Board) shall create a budget for the fall and spring semesters. All funding and budgets must follow the policies and procedures located in the Student Org Handbook.

Section 5: Dissolution of Organization

In the event that the organization ceases to exist, any funds remaining in the organization's account shall be donated to:

Teach For America

Phone: (212)279-2080

Address:

315 West 36th Street, Eight Floor

New York, NY 10018

Phone: (212) 279-280 The rules and regulations of the external affiliate shall be followed when not inconsistent with the rules and regulations of this Constitution and Pace University.

Article XI—Ratification and Empowerment

Section 1: Ratification

All executive officers must vote unanimously. At least 3 out of 4 votes are required.

Section 2: Empowerment

This constitution will take effect only after it is approved by the Student Government Association and Center for Student Engagement.

Article XIV—Amendments

Amendments to the constitution must be proposed in writing to the President. The amendment must then be presented to the organization during a membership meeting and should include a full explanation and/or rationale for the amendment. The amendment must be voted on at the following membership meeting and approved by a 3/4 affirmative vote of active student members. All amended constitutions must be submitted to the Student Government Association within two school weeks. The amendment shall not take effect until approved by the Student Government Association.

History of Constitution

Created: December 7, 2023

Revised: