



Primer of the 2019 AFTEA Election

THE ASSOCIATION OF FILIPINO TEACHERS AND EDUCATORS IN AMERICA (AFTEA), INC.

A 501 (c) (3) Non-Profit Organization with Registration No. 26-1960768

PRESENTS

2019 AFTEA ELECTION

(Halalan sa AFTEA 2019)

(10) OFFICERS
AND
(8) ACADEMIC COORDINATORS
And
Appointment of Directors

(Only bona fide members can vote and can be elected)

The (10) OFFICERS

- President
- Executive Vice-President
- Deputy Vice-President
- Secretary
- Assistant Secretary
- Treasurer
- Assistant Treasurer
- Auditor
- PRO
- Business Manager

The (8) Academic Coordinators

- Math
- Science
- ELA
- Social Studies
- Special Education
- ABEL (Adult Basic Ed and Literacy)
- Physical Education
- STEM (Science, Math, Engineering and Technology)

To be Appointed

- Academic Dean/Director of the AFTEA Academy and the Graduate School Program
- Executive Director for IREC
- Deputy Director for IREC
- Board of Directors (5-8)
- Consultants (3-5)



What is our philosophy?

- Building lives, building families, and building professions.



What is our Vision?

AFTEA aspires to become the premier Filipino professional teacher organization where members express their ideas and opinions, respect family values, and show dedication and commitment to the teaching profession worldwide.

What is our Mission?

AFTEA shall build a strong support to the teaching profession through instruction, research, and professional development. It shall strengthen relationships among teachers, educators and families. AFTEA shall promote exemplary Filipino and American values, cultures and traditions and shall provide academic, emotional, and social support to its stakeholders.



What is our Core Values?

- Respect
- Professionalism
- Courtesy
- Loyalty
- Integrity
- Transparency

What is our purpose? Article II

- Section 1 To build a strong support to the teaching profession through instruction, research and professional developments.
-
- Section 2 To strengthen relationships among teachers, educators and their families.
-
- Section 3 To extend financial support through voluntary contributions among its bonafide members.
-
- Section 4 To promote exemplary Filipino and American values, cultures and traditions.
-
- Section 5 To provide academic support to students, parents, and/or guardians.

Who are the AFTEANS?

- Section 1 Article III of the AFTEA Constitution states that; “Professional **full membership** in the Association shall be open to all Filipino and/or Filipino descent teachers/educators employed by the public or private educational institutions in the United States of America and its territories.”
- Section 2 Article III of the AFTEA Constitution states that “Professional **associate membership** in the Association shall be open to all Filipino and/or Filipino descent teachers/educators employed by the public or private educational institutions in the Philippines and other countries.”
- Section 3 Article III states that; “Professional **affiliate membership** in the Association shall be open to all public or private educational institutions in the United States of America, the Philippines and other countries.”

Officers and its terms under 2019 Amendment of the AFTEA Constitution

- Section 1 of Article IV of the Constitution states that; “The officers of the association shall consist of a President, Executive Vice-President, Deputy Vice-President, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Auditor, Press Relation Officer, and Business Manager. “
- Section 3 of Article IV states that; “All officers shall be elected by the bonafide professional members for a term of two years. They shall take an oath of office at the scheduled general meeting and shall hold office immediately.”
- Section 4 of Article IV states that; “No officers shall serve his/her office for more than two successive terms. “

Academic Coordinators and its terms

- Section 6 of Article IV states that; “The Academic Coordinators shall consist of a coordinator of Mathematics, Science, ELA, Social Studies, Special Education, Adult Basic Education and Literacy, Physical Education, and STEM (Science, Technology, Engineering and Mathematics) subjects.”
- Section 7 of Article IV states that; “All Academic Coordinators shall be elected for a term of two years. They shall take an oath of office at the scheduled general meeting and shall hold office immediately. They shall automatically become chairman of one of the twelve (12) regular committees stipulated in the By-laws.”

Duties and Responsibilities:

The AFTEA President

- Section 1 of Article III of the By-Laws states that; “The President of the Association shall be the Chairman of the Executive Board and an ex-officio member of all standing committees. He shall call upon all meetings of the Executive Board, suggest projects, policies and plans of work for all standing committees, and shall be held responsible for the progress and work of the association. The Chairman, by and with the consent of the Executive Board, shall appoint the chairpersons of all ad hoc and special committees. He/she shall preside at all special and regular meeting of the association and shall perform all other duties that properly fall upon him as a presiding officer.”

Executive Vice-President

- Section 2 of Article III of By-Laws states that;” The Executive Vice-President shall have charge of internal affairs and shall preside in the absence of the President and shall perform any other duties that shall be incumbent on him/her or any other duties delegated to him/her by the President. The Executive Vice President shall automatically be the chairperson of the Legislative Committee. “

Deputy Vice-President

- Section 3 of Article III of By-Laws states that; “The Deputy Vice-President shall have charge of external affairs and shall preside in the absence of the President and Executive Vice-President and shall perform any other duties delegated to him/her by the President. The deputy vice president shall automatically be the chairperson of the Professional Development Committee and the Liaison Committee.”

The Secretary

- Section 4 of Article III By-Laws states that; “The Secretary shall have charge of all proceedings of each meeting. At the end of his/her term, the secretary shall turn over to the incoming Secretary complete records of the Association. A permanent file of the association records for each fiscal year shall however be maintained and kept in the office of the secretariat. The Secretary shall automatically be chairperson of the Membership Services Committee.”

The Assistant Secretary

- Section 5 of Article III states that; “The Assistant Secretary shall have charge of all the correspondence and communication of the association except that which relates to the work assigned to other officers or committees and shall perform any other duties delegated to him/her by the chairman of the executive board. He/she shall be automatically chairperson of the Mutual Death Assistance Program (MDAP) and co-chairman of the Membership Services Committee.”

The Treasurer

- Section 6 of Article III states that; “The Treasurer shall receive all funds belonging to the association, pay out the same orders when notified by the chairman, keep an itemized account of receipts and expenditures, and make a written report to be presented and submitted to the Secretariat during the regular assembly meeting. The Treasurer shall automatically be co-chairperson of the Mutual Death Assistance Program (MDAP) and the Membership Services Committee.”

Assistant Treasurer

- Section 7 of Article III states that; “The Assistant Treasurer shall have charge to assist the Treasurer in keeping records of itemized accounts of receipts and expenditures. He shall perform other functions as designated by the Treasurer. He shall be the co-chairperson of the Immigration and Emigration Assistance Program (IEAP) and Liaison Committee member.”

The Auditor

- Section 8 of Article III By-Laws states that; “The Auditor shall examine the association’s financial reports and accounting records and shall compare the charges with the vouchers, verify balance sheets and income items, and state the results. He/she shall keep a copy of the annual financial report of the association. He shall be the chairman of the Auditing Committee.”

The PRO

- Section 9 of Article III states that; “The Press Relation Officer shall furnish articles for news media pertaining to the affairs of the association. He/she shall automatically be chairperson of the Public Relation Committee. The Press Relation Officer shall also be responsible for the publication of an official association’s newsletter in print or otherwise electronic.”

The Business Manager

- Section 10 of Article III states that; “The Business Manager shall have been charge for overseeing and supervising the activities of the programs, plans and projects of the association. He shall be the chairperson of the Bids and Awards Committee.”

Duties and Responsibilities of the Academic Coordinators

- Section 11 of Article III By-Laws states that; “Each Academic Coordinator shall preside over their specific subject areas regarding plans, programs and projects in accordance with the Professional Development Committee. They shall submit a plan of action during the first regular meeting. Each Academic Coordinator must attend to all meetings of the executive board and shall report to the executive board any developments associated with their corresponding subject areas. In addition to their duties, each Academic Coordinators shall have been charge as chairman of the Regular Committees assigned to their offices.”

The Academic Coordinator Chairmanship

- Section 3 of Article VI of By-Laws states that; “The chairmanship of the Regular Committees shall be as follows; the Nominating Committee is headed by the Special Ed Coordinator; the Convention Committee is headed by the Math Coordinator; the Disaster Relief Committee is headed by the Science Coordinator; Resolution Committee is headed by ELA Coordinator; the Auditing Committee is headed by the Auditor; Constitution Committee is headed by the Social Studies Coordinator; the Public Relation Committee is headed by the PRO; the Ways and Means Committee is headed by the STEM Coordinator; Sports and Recreational Committee is headed by the Physical Ed Coordinator; the Bids and Awards Committee is headed by the Business Manager; the ABEL Coordinator is the co-chairman of the Election Committee and also co-chairman of the Immigration and Emigration Assistance Program (IEAP) and the Liaison Committee is under the Deputy Vice-President. ”

The Academic Dean

- Section 14 of Article IV of the Constitution states that; “The Chairman of the Executive Board shall **designate the Academic Dean**. The Academic Dean shall serve as the **Director of the AFTEA Academy**. He shall help all academic coordinators in their programs, plans and projects. He may be recommended by any full members of the association and approved by the Executive Board prior to their designation. The Executive Board shall have the power to discontinue the designation of the Academic Dean as it may deem necessary.”

The Board of Directors

- Section 10 of Article IV of the Constitution states that; “The Board of Directors shall consist of at least five (5) but not more than eight (8) members. They shall have been full members of the association for at least two years prior to their appointment.”
- Section 11 of Article IV of the Constitution states that; “The **members of the Board of Directors shall be appointed** by the Chairman of the Executive Board for a term of two years upon recommendation by any members of the association and approved by two-thirds (2/3) of the Executive Board. They shall function as an advisor to the Executive Board. As well as perform other functions designated by the Executive Board. ”

The Consultants

- Section 12 of Article IV of the Constitution states that; “There shall be designated Consultants of the association which consist of at least three (3) but not more than five (5) members. They shall have sufficient knowledge of the association prior to their designation.”
- Section 13 of Article IV of the Constitution states that; “The Chairman of the Executive Board shall **designate the Consultants**. They may be recommended by any full members of the association and approved by the Executive Board prior to their designation. The Executive Board shall have the power to discontinue the designation of the Consultants as it may deem necessary. ”

The IREC Executive Director

- Section 15 of Article IV of the Constitution states that; “The Chairman of the Executive Board shall **designate the Executive Director** of the AFTEA International Research and Education Conference (IREC). The Executive Director shall serve as the Chairman of the screening committee of the IREC. He may be recommended by any full members of the association and approved by the Executive Board prior to their designation. The Executive Board shall have the power to discontinue the designation of the Executive Director as it may deem necessary.”

The IREC Deputy Director

- Section 16 of Article IV of the Constitution states that; “The Chairman of the Executive Board shall **designate the Deputy Director** of the AFTEA International Research and Education Conference (IREC). The Deputy Director shall serve as the Chairman of the screening committee of the AFTEA Junior International Research and Education Conference (JIREC). He may be recommended by any full members of the association and approved by the Executive Board prior to their designation. The Executive Board shall have the power to discontinue the designation of the Director as it may deem necessary. “

The Summary

Officers

- President
- Executive Vice-President
- Deputy Vice-President
- Secretary
- Assistant Secretary

Chairmanship

- Chairman of the Executive Board
- Legislative Committee
- Professional Development and Liaison
- Membership Service Committee
- Mutual Death Assistance Program (MDAP)

Continuation...

- Treasurer
- Asst Treasurer
- Auditor
- PRO
- Business Manager
- Membership Services/MDAP
- (IEAP) and Liaison Committee
- Auditing Committee
- Public Relation Committee
- Bids and Awards Committee

Academic Coordinator Committee Chairmanship

Coordinators

- Special Ed
- Math
- Science
- ELA
- Social Studies
- STEM
- Physical Ed
- ABEL (Adult Basic Ed)

Regular Committees

- Nominating Committee
- Convention Committee
- Disaster Relief Com
- Resolution Committee
- Constitution Committee
- Ways and Means Com
- Sports and Recreation
- Election Committee and Immigration and Emigration Assistance Program (IEAP)

The Election Committee

Section 1 Article II of the By-laws states that;

“There shall be an Election Committee headed by a Chairman and two members appointed by the Executive Board, **one month prior** to the election of officers and academic coordinators, in order to conduct and oversee election rules and procedures. The ABEL Coordinator is the co-chairman of the Election Committee.”

When is AFTEA Election be held?

Section 4 Article II of the By-laws states that;

“Election shall be held **every eleventh or twelfth month of an odd year.**”

Section 4 Article I of the By-laws states that; “A bonafide professional member shall pay an annual due of \$20.00 to maintain **bona fide professional membership status** of the association.”

Who can vote in an AFTEA Election?

Section 3 Article IV of the Constitution states that;
“All officers shall be elected by the **bonafide professional full and associate members** for a term of two years. They shall take an oath of office at the scheduled general meeting and shall hold office immediately.”

Section 2 Article II of the By-laws states that;
“Bonafide professional full and associate members of the association shall have the right to vote in elections conducted as hereinafter provided for.”

Qualification of Candidates?

Section 5 Article III of the Constitution states that; “A bona fide professional members shall pay an annual due for continuous membership as provided for by the constitution and by-laws of the association.”

Section 5 Article IV of the Constitution states that; “The officers shall have been **bona fide professional full or associate members of the association for at least two years prior to their election** and shall maintain their memberships in good standing during their term of office.”

Nomination and Election Process

- The Election Committee Chairman shall say; “THE COMMITTEE HAS COME TO ORDER, AND LET IT BE KNOWN THAT ” and by reading the list of open positions for (10) officers and (8) academic coordinators.
- The Election Committee shall open the motion by saying, “The table is open for the Motion for the Nomination for the Position of _____”. each officer and academic coordinators .
- Any member can nominate for the open position by raising his hand and shall say; “ I move to nominate Mr./Ms. _____ for the position of _____’.

The Election Process

- The Election Committee shall list down the nominated names for each position.
- Another member shall says; “I, _____. MOVE that the nomination will be CLOSED.”
- Another member shall says; “ I, _____, SECOND THE MOTION”
- Then the Election Committee Chairman will declare the casting of votes by asking the members to raise their hands in favor for each nominees and recorded therein.

Declaration of Winners

- The Election Committee shall “COUNT THE NUMBER OF SINGLE HANDS RAISED IN FAVOR FOR THE NOMINEE AND RECORD THE SAME”
- The majority of votes casts for the person nominated shall become the DECLARED WINNER of the position called for.
- The Election Committee shall “CERTIFY AND READ THE NAMES OF THE NEW SET OF OFFICERS and ACADEMIC COORDINATORS” and published the same in any medium of communication.

INDUCTION

- Upon the certification of the Election Committee; and reading the names of the new set of officers and academic coordinators; The Election Committee shall distribute the “Oath of Office”
- The Office of the Consulate has designated a representative “ TO CONFIRM BY INDUCTING THE NEW SET OF OFFICERS AND COORDINATORS AS WELL AS THE EXECUTIVE BOARD”

First Meeting (New Set of Officers and Academic Coordinators)

Upon the first meeting (Regular or Emergency) of the New Set of Officers and Academic Coordinators, they shall

- Approve the new set of Board of Directors.
- Approve the new set of Consultants.
- Approve the new Academic Dean/Dean, AFTEA Academy
- Approve the new Executive Director and the Deputy Director for IREC.
- **Schedule for the first regular meeting of the Executive Board [The Executive Board shall consist of the (10) Officers, (8) Academic Coordinators, Advisers, Academic Dean, Directors of IREC and (5) Board of Directors]**
- Create a Plan of Action and Activities, Programs and Projects.

OATH OF OFFICE

I _____ having been elected as _____
do solemnly swear that I will support and defend the Constitution of the
Association of Filipino Teachers and Educators in America, Inc.

That I take this obligation freely, without any mental reservation or purpose of
evasion; and that I will faithfully discharge the duties of the office upon which I
am about to enter, and I will obey the rules, regulations and By-Laws of the
Association to the best of my ability.

So help me God.

Please Print Name and Sign:

_____ Date: _____

Submit this oath of office paper to the new elected Secretary.