

Constitution and Bylaws of *Art Educators of Iowa*

Constitution

Article I. Name

The organization established as a non-profit, professional education association shall be known as the *Art Educators of Iowa* (AEI).

Article II. Purpose

The purpose of the organization shall be the promotion, advancement and improvement of art education in the schools and communities of the state of Iowa.

Article III. Membership

Membership is open to individuals engaged in activities concerned with or related to art education and general support of the arts.

Article IV. Associated Organization

The *Art Educators of Iowa* (AEI) shall be associated with the National Art Education Association until such time that dissolution is desired.

Article V. Area/Regional Organization

For the purposes of representation, the state of Iowa shall be divided into areas. These areas shall coincide with the boundaries of the Area Education Agencies. The 15 areas will be grouped together to form five regions: Northwest, Northeast, Southeast, Southwest and Central.

Section 1. Officers

Officers of the *Art Educators of Iowa* shall be President, President Elect, Past President, Secretary, Treasurer, and Membership Chair. These officers shall constitute the Executive Committee of the Board.

Section 2. Board

The Board shall be comprised of the officers of the *Art Educators of Iowa*, Area Representatives from each of the areas, Division representatives, standing appointees, standing committee chairs, special/ad-hoc committee chairs and special appointees.

Section 3. Terms of Office

The terms of office for the President, President Elect, Past President, Secretary, and Treasurer shall be for two years. All officers will assume office at the beginning of the fiscal year. All Area Representatives and other appointees will assume positions of individually determined duration and will assume office at the first meeting of the Board following their appointment.

Article VI. Elections and Appointments

Section 1. Nomination Committee

A nomination committee, to be appointed by the President, shall prepare a slate to be voted on by all active members by mail ballot prior to the spring Board meeting with results announced at the meeting and in the spring *Message*. Changes in election schedules must be approved by a majority vote of the Board.

Section 2. Election of Officers

- a. Even year election. Election for President Elect will be held in even calendar years.
- b. Odd year elections. Elections for Treasurer and Secretary will be held in odd calendar years.

Section 3. Appointment of Area, Division Representatives, and Committee Chairs

The President shall appoint area Representatives, Division Representatives, and Committee Chairs.

Section 4. Vacancies in offices and areas

- a. Officers
 1. If there is a vacancy in the office of the President, the President Elect will succeed to the office and a new President Elect will be elected at the next general business meeting. During the interim occurring between the vacancy and the next general business meeting, the Past President is to assume the duties of the President Elect.
 2. If there is a vacancy in the office of Secretary or Treasurer, the president will appoint, with the approval of the Board, a qualified person to fill the remainder of the officer's term.
- b. Area Representatives
Should the residence of an area representative change to a new area, the appointment shall automatically terminate.

Article VII. Meetings

Section 1. General Business and Board Meetings

- a. General Business Meetings. Meetings concerned with the business of the *Art Educators of Iowa* shall be held in conferences during the time determined by the Conference Chairs(s) or the President. Fifty percent of the members registered at the conference shall constitute a quorum.

b. Board Meetings. Board meetings shall be held quarterly. The Executive Committee shall meet once annually in addition to the quarterly scheduled Board meetings. Meetings of the Board may be called by the President, or upon request of not less than twenty-five percent of the Board members. Fifty percent of the Board members must be present to constitute a quorum. In case of emergency, the President may secure authority for action by verbal or written approval of a majority of the Executive Committee. Any Art Educator of Iowa member may observe a board meeting.

Section 2. Conferences

- a. Conference programs shall be held once per year statewide, and one per year in each of the five regions (workshops) unless the Board votes a temporary change of scheduling. Appropriate reasons to change:
- Focus on nearby National or Midwest Regional Conference (spring)
 - State of Emergency
- b. The dates and locations of Conferences shall be determined by a majority vote of the Board or the Board may delegate such authority to the President.

Article VIII. Committees and Appointments

Section 1. Standing committees and appointments

The *Art Educators of Iowa* shall have the following:

- Conference chair and committee
- Public Relations chair and committee
- Issues and Directions Chair and committee
- Technology chair and committee
- Awards chair and committee
- Webmaster
- AEI Newsletter Editor (the Message)
- Conference/Commercial Liaison
- Marketing Liaison
- Division Representatives: Student, Elementary, Middle, Secondary, Higher Ed., Supervision/Administration, Museum, and Retired Educators
- Area Representatives
- Historian
- INSEA Representative
- IAAE Representative
- Student Exhibits: Traveling Student Exhibits Chair and Youth Art Month Chair and committee

Section 2. Special Committees and Appointments

Special committees and appointment by the President can serve:

- For the term of the administration in which they are appointed or
- Until their designated task is complete (adhoc)

Article IX. Removal of Elected Officials

If the holder of any elected position is found negligent or incapable of fulfilling the duties of their office, they shall be removed by a two-thirds plus one vote of the entire Board.

Article X. Income and Activities

No part of the net earnings of the Association shall inure to the benefit of any member, sponsor, donor, creator, trustee, officer, employee, or without limitation, any other private individual, or to the benefit of any corporation, organizations, any part of the net earnings of which inure to the benefit of any private individual or any substantial part of which is carrying on propaganda or otherwise attempting to influence legislation; provided, this shall not prevent payment of reasonable compensation for service actually rendered to or for the Association in its purposes.

Article XI. Dissolution of AEI

In the case of dissolution of *Art Educators of Iowa*, all remaining assets shall be transferred to a nonprofit art organization within Iowa to be used for support of visual art education programming. The specific organization shall be decided by a majority vote of the AEI Board.

Article XII. Amendments

Section 1. Proposed amendments

Proposed amendments must be introduced to the Board and membership 30 days prior to a general business meeting.

Section 2. Voting

Amendments to this constitution will be voted upon during a general business meeting and will be passed by a two-thirds vote of the quorum.

BYLAWS

I. Duties of Officers

Section 1. President:

- a. Shall serve a total of six years: two each as president-elect, president, and past-president.
- b. Preside at all general business meetings and Board meetings, set agenda and calendar
- c. Supervise Board/committee members in an effort to insure adequate performance of assignments
- d. Review, maintain, and execute Association policy
- e. Appoint committee chairs and representatives
- f. Inform committees and appointments of their duties and supervise their activities
- g. Serve as ex-officio member of all committees
- h. Represent AEI as a delegate to NAEA Delegate Assembly (If unable to attend, president will appoint a replacement, following the chain of command whenever possible.)
- i. Represent AEI at the annual NAEA Western Region Leadership Meeting (If unable to attend, president will appoint a replacement, following the chain of command whenever possible.)
- j. Communicate with NAEA National and Western Region officers and representatives as necessary (state reports for NAEA News article, annual report, state concerns, etc.
- k. Represent AEI/NAEA whenever appropriate (unless someone is appointed in his/her place)
- l. Establish, with the help of the AEI Board, the professional goals and programs of the Association
- m. Shall initiate such actions as are necessary to implement innovative programs and priorities
- n. Perform any other duties as usually pertain to the office of the president

Section 2. President-Elect:

- a. Assume the duties of the President in the absence of that officer
- b. Assume the duties of President following a two-year term as President-Elect
- c. Assist the president in carrying on the work of the organization
- d. Oversee the work of the Area representatives and encourage art education activities within each area
- e. Perform other duties as determined by the Board

Section 3. Past President:

- a. Serve in advisory capacity to the President and provide advice and leadership to the Board as appropriate
- b. Assist with long-range planning
- c. Serve as the chair of the awards committee and submit designated state nominees to national awards facilitators. Also handle all publicity for award winners.

- d. Assume the duties of the President Elect in the event that the President Elect must take over for the President
- e. Perform further duties as assigned by the President

Section 4. Secretary:

- a. Record minutes of general membership meetings, long-range planning sessions, Board meetings, and other meetings as deemed necessary
- b. Make minutes available to the Board members and general membership and include copies in the Secretary's file
- c. Assist President with Association correspondence
- d. Provide organizational forms, supplies, and stationery
- e. Send out notices and announcements as directed by the President or the Board
- f. Act as custodian of all papers and properties of the organization

Section 5. Treasurer:

- a. Receive all membership dues and other money belonging to the AEI general fund
- b. Control expenditures by maintaining a line-item budget. The budget will be based on a fiscal year beginning July 1st. and ending June 30th
- c. make all disbursements as authorized by the President or Board
 - 1. Board members may approve and submit routine expenditures within the budgetary allowances authorized by the Board
 - 2. Expenditures shall no exceed the assets of the organization
 - 3. On any given line item, additional funds may be transferred by approval of the Board
- d. Submit a budget to the AEI Board at the July meeting for approval
- e. Submit records for financial review:
 - 1. Written report to Board at Board meetings
 - 2. Written report at general membership meetings
 - 3. Records for audit as necessary
- f. File appropriate financial reports with the Internal Revenue Service each year (if necessary)

Section 6. Membership Director:

- a. Maintain a current listing of membership and status of the Association
- b. Maintain mailing label list for use of the AEI Board and committees
- c. Develop and coordinate membership promotions
- d. Report membership information at AEI Board and general membership meetings
- e. Communicate with the NAEA office regarding membership issues
- f. Develop and maintain procedures for enrolling and renewing members

II. Duties of AEI Board and General Membership

Section 1. Board

The Board shall manage the affairs of the *Art Educators of Iowa*.

The Board shall:

- a. Attend AEI Board meetings and general membership meetings

- b. Assist the President in initiating innovative programs, goals and priorities
- c. Receive and consider all appointments and resignations, and reports of the officers, committees and appointments
- d. Adopt a budget for each fiscal year
- e. Receive and consider for authorized payment all bill for expenditures not provided for in the annual budget

Section 2. Membership

The membership shall:

- a. Set dues of the association by voting on proposals brought to the body by the board
- b. Vote on revisions of the constitution and bylaws
- c. Respond to Board actions as necessary and initiate goals and actions through communication with the Board

III. Duties of Division and Area Representatives

Section 1. Division Representatives

Divisions represented on state and national levels: Student (Preservice teachers), Elementary, Middle Level, Secondary, Higher Education, Museum Education, and Administrative/Supervisory. AEI also has representatives to deal with the special issues of Retired Educators.

Duties include:

- a. Attend AEI Board meetings and general membership meetings
- b. Communicate with the membership, AEI Board and NAEA as necessary regarding issues concerning the division
- c. Gather and send newsworthy information to the NAEA division director
- d. Submit a report of division activities, issues, news or plans at each Board meeting
- e. Send information or a division article to the Message editor
- f. Develop conference programming for their division
- g. Assist membership director to increase membership in their divisions

Section 2. Duties of Area Representatives

Area (regional) representatives serve on the AEI Board and represent one of the State Area Education Agency (AEA) areas

Duties include:

- a. Attend AEI Board meetings and general membership meetings
- b. Communicate with the membership of their area regarding issues, news, or other information as designated by the Board
- c. Serve as the representative from their area on the AEI Board
- d. Communicate with President Elect: report news and activities of the area as well as bring forth questions or concerns from their area's membership
- e. Assist membership director as necessary to increase area AEI membership

- f. Assist in the development of annual area professional activities or help and encourage others in this activity within the area and/or region (contacts with the Area Education Agency and/or area art museums)

IV. Duties of other Board members

Section 1. Message Editor

- a. Attend AEI Board meetings and general membership meetings
- b. Manage all matters of editorial policy, content and publication costs with regard to the AEI newsletter: *The Message*
- c. Solicit, collect, compile, edit, and publish *The Message* for the total AEI
- d. Oversee the printing and dissemination of the newsletter. The AEI Board must approve changes in the distribution of the Message, such as a statewide art educator mailing.
- e. Maintain AEI's bulk mail permit with the US Post Office.
- f. Send copies to a list of interested individuals and organizations (updated as necessary)
 - i.e. NAEA office, Area Education Agencies, NAEA state presidents/editors, Alliance Executive Director, and others designated by the President or AEI Board
- g. Submit a budget to the treasurer for projected publication costs each year
- h. Submit copies of the newsletter to NAEA for award consideration.

Section 2. Traveling Exhibit Coordinator

- a. Attend AEI Board meetings and general membership meetings
- b. Coordinate the AEI exhibits, including
 - 1. Develop procedures for promotions, selection, routing, evaluation, etc. of the exhibits containing student artwork
 - 2. Select art works for various levels of exhibits, elementary, middle school, secondary, etc.
 - 3. Prepare works for routing and schedule exhibits
 - 4. Collect exhibits at the end of the routing schedule and return works to art teachers
- c. Submit a budget to the treasurer for projected exhibit costs each year.

Section 3. Historian

- a. Attend AEI Board meetings and general membership meetings
- b. Maintain and update the historical archives of AEI
- c. Keep photographic and electronic records of AEI events and members
- d. Act as a resource to the Board

Section 4. Conference/Commercial Liaison

- a. Attend AEI Board meetings and general membership meetings
- b. Assist local planning chair and committee in organizing the annual fall conference
- c. Maintain records of past conferences
- d. Maintain/revise written conference-planning policy to aid local committees (i.e. timeline, budget and facility guidelines)
- e. Identify and recruit potential conference sites and dates, and submit a three-year site plan for Board approval
- f. Work with exhibitors and establish contacts within art education supply companies

- g. Work with *The Message* editor in selling advertising space in AEI publications

Section 5. Marketing Liaison

- a. Attend AEI Board meetings and general membership meetings
- b. Manage the AEI fall conference raffle
 - 1. Advertise for items to be donated to raffle (artwork, supplies, materials)
 - 2. Collect items at fall conference
 - 3. Organize ticket sales
 - 4. Disseminate prizes
- c. AEI Marketing Products
 - 1. Recommend products to be provided for sale to AEI members to AEI Board
 - 2. Attend to the details of purchase, advertisement, and resale of said items
- d. Submit an annual budget for Board approval

Section 6. AEA Art Secondary Shows

- a. Attend AEI Board meetings and general membership meetings
- b. Assist other AEA's and area representatives in establishing or maintaining area-wide art critique days
- c. Maintain/revise written planning suggestions for area representatives (i.e. timeline, budget, and facility)
- d. Collect written materials from AEA art shows as a planning resource

Section 7. Webmaster

- a. Attend AEI Board meetings and general membership meetings
- b. Develop and maintain AEI web page
- c. Update page to insure accurate and current information

V. Duties of Affiliate Organization Representatives

Section 1. INSEA Representative

- a. Attend AEI Board meetings and general membership meetings
- b. Keep AEI membership apprised of current events in INSEA/USSEA

Section 2. Iowa Alliance for Arts Education Representatives

- a. Attend AEI Board meetings and general membership meetings
- b. Keep AEI membership apprised of legislative and other current events affecting arts education in Iowa

VI. Duties of Standing Committees and Chairs

Section 1. Youth Art Month (YAM)

- a. Attend AEI Board meetings and general membership meetings
- b. Coordinate the YAM activities, including:
 - 1. Develop procedures for promotion, selection, exhibitions and presentation of the YAM student exhibit

- 2. Choose jurors to select art works for various levels of exhibits, i.e. elementary, middle school, secondary, higher education
- 3. Carry out the procedures developed for the YAM exhibit and reception
- c. Disperse YAM information to the membership
- d. Maintain a YAM information table at the Fall Conference
- e. Focus attention statewide on the importance of art in education, especially during March, which has been designated as Youth Art Month
- f. Submit a budget to the treasurer for projected YAM costs each year

Section 2. Awards

- a. Consists of the Past President as facilitator and award winners from the previous year as the selections committee
- b. Develop and carry out procedures for the selection of outstanding art educators within Iowa
- c. Submit qualified state honorees for consideration for NAEA Regional and National awards
- d. Possible award categories are as follows
 - Outstanding elementary art educator
 - Outstanding secondary art educator
 - Outstanding higher education art educator
 - Outstanding museum art educator
 - Outstanding art education administrator/supervisor
 - Art Educator of the Year
 - Distinguished Service Award
 - Others at the discretion of the committee and/or Board
- e. Submit a budget to the treasurer for projected award costs each year

Section 3. Nominations

- a. Membership consists of AEI Board members on an adhoc basis before each election
- b. Select a slate of nominees for the offices that are to be elected each year
- c. Present slate to the AEI Board for approval
- d. Develop election procedures and ballot

Section 4. Conference chair and committee

- Chair attends AEI Board meetings and general membership meetings
- b. Committee attends to all aspects of conference planning (i.e. speakers, workshops, advertising, budgeting)
- c. Chair attends Board meetings and informs Board of developing conference plans
- d. Prepare and submit conference financial information to the Board, conference commercial liaison, and treasurer
- e. Turn over all conference profits to the treasurer
- f. Submit a conference final report to the AEI Board following the conference

Section 5. Issues and Directions Chair and committee

- a. Chair attends AEI Board meetings and general membership meetings

- b. Keep AEI membership apprised of legislative and other current events affecting arts education in Iowa
- c. Work with IAAE Representatives in obtaining and disseminating information to AEI members

Section 6. Technology Chair and committee

- a. Chair attends AEI Board meetings and general meetings
- b. Assists Webmaster in maintaining AEI web page
- c. Performs other tasks related to technology and arts education as designated by the board

Section 7. Public Relations

- a. Chair attends AEI Board meetings and general membership meetings
- b. Seeks membership submission of NAEA Advisories
- c. Performs other tasks related to public relations as designated by the Board (i.e. membership campaigns, printed PR materials)

Section 8. Adhoc Committees

All other committees and appointments will be designated and regulated through the Board and/or president. Adhoc committees are not permanent in nature. They are generally developed to fulfill a need or accomplish a task defined by the Board through awareness of issues and concerns and/or development of long range planning. When the task is complete, the committee is disbanded. Some adhoc committees, over time, may evolve to standing committee status.

Duties of these committees will be defined and developed by the Board and appointed by the president.

VII. Membership and Dues

Section 1. Amount of dues

The dues for membership in the *Art Educators of Iowa* shall be coordinated with the National Art Education Association. Changes in dues must be proposed to the Board and voted upon by the general membership.

Section 2. Payment of dues

The dues for all classes of membership are payable annually through the NAEA dues contract procedures.

Section 3. Classes of membership

The following classes of membership are established:

- Active (voting). All individuals engaged in teaching, direction of programs of art education or in pursuits closely related to the field are eligible for active membership.
- Student. Persons who are registered undergraduates and full-time graduate students in accredited school of higher education are eligible for student membership. They must also be NAEA student chapter members. The rate of a Student Membership shall be less than the rate of a regular membership.

- Organization. Organizations interested in furthering art and art education are eligible for organizational membership. AEI shall set the Organization Membership fees.
- Associate. Associate membership is available to retired art teachers and other persons interested in art and art education and not eligible for other membership. The rate of an Associate Membership shall be less than the rate of a regular membership.

VIII. Resolutions and Policy Development

No resolutions may be presented before the organization for final action until it has been referred to the Board for recommendation and presentation. A resolution is a formal statement expressing the intent of the organization or Board on a particular issue.

A policy is intended to serve as a operational framework, which defines and directs any future action taken by the AEI Board or general membership. Policies serve to supplement the situation, bylaws, goals, and objectives. Development of official policy must be handled through motions and voting of the Board. They must be carefully worded to clarify that they deal with *policy* rather than a simple motion of short duration.

IX. Fiscal and Administrative Year

The fiscal and administrative year will extend from July 1 to June 30.

X. Rules of Order

Section 1. Order of business

The president with the help of the Board shall develop the order of business.

Section 2. Rules of order

Robert's Rules of Order (latest version) shall be the authority on all questions of procedure not otherwise covered in the Constitution and Bylaws.

XI. Amendments

The bylaws may be amended at any general business meeting by a majority vote. They may also be amended by a majority vote of a mail ballot to all members.