

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/Mission

The mission of the Art Educators of Iowa is to promote art education through professional development, service, advancement of knowledge, and leadership.

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. AEA/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 (AEA).

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, a representative from each of the AEAs, a representative from each Division, standing appointees, standing committee chairs, special/ad-hoc committee chairs and special appointees as designated by the President, and be AEI members in good standing.

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 AEA 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 upon by all active members by ballot prior to the spring Board meeting with results announced at the meeting and in the "The 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 AEA, Division Representatives, and Committee Chairs

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

Section 4. Vacancies in offices and AEA representatives

- 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. AEA Representatives

Should the employment of an AEA representative change to a new AEA, 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 at 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 gathering per year encouraged in each of the five regions unless the Board votes a temporary change of scheduling. Appropriate reasons to change:
 - Focus on nearby National or Western Region 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 chairs and committee
- Issues and Directions Chair and committee
- Technology chair and committee
- Awards chair and committee (Past President and previous year's award recipients)
- Communications Chair
 - "The Message" Editor
 - Webmaster
 - Communications Advisor
- Conference/Commercial Liaison
- Marketing and Promotions Liaison
- Division Representatives: Student (Pre-service teachers), Elementary, Middle Level, Secondary, Higher Education, Museum Education, Supervision/Administration, and Retired Educators
- Area Representatives as defined by state AEA boundaries
- Historian
- INSEA Representative
- IAAE Representative
- Traveling Student Exhibits
- Youth Art Month Chair and committee
- All-State Chair and committee
- Scholastic Awards Liaison
- Mentoring 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 (ad hoc)

Article IX. Removal of Elected Officials and appointed positions

Section 1. 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. (Reasons for removal may include an extended expired membership or failure to attend board meetings on a consistent basis.)

Section 2. Appointed Positions

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 Executive Board. (Reasons for removal may include an extended expired membership or failure to attend board meetings on a consistent basis.)

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 (including strategic planning)
- m. Shall initiate such actions as are necessary to implement innovative programs and priorities
- n. Perform any other duties that usually pertain to the office of the president (such as serving on the mentoring committee)

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 AEA representatives and encourage art education activities within each AEA
- 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.
 - 1. This committee consists of the Past President as facilitator and award winners from the previous year as the selections committee
 - 2. Develop and carry out procedures for the selection of outstanding art educators within Iowa
 - 3. Submit qualified state honorees for consideration for NAEA Regional and National awards
 - 4. Possible award categories are as follows
 - Outstanding elementary art educator
 - Outstanding middle level art educator
 - Outstanding secondary art educator
 - Outstanding K-12 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
 - 5. Handle all publicity for award winners
 - 6. Submit a budget to the treasurer for projected award costs each year
- 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
- f. Pass awards information and guidelines to incoming Past President

Section 4. Secretary:

- a. Record minutes and an attendance count 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 (including reminder for committee reports one month prior to meeting dates and send reports for Board review two weekends prior to meeting date)
- f. Act as custodian of all papers and properties of the organization (collect and file Conflict of Interest forms annually)

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 not 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 review annually
- f. File appropriate 990 financial reports with the Internal Revenue Service each year
- g. Collect silent auction proceeds at conferences

Section 6. Membership Chair:

- 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. 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 on a consistent basis
- 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 AEA 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 to the Secretary two weekends prior to each Board meeting
- e. Send information or a division article to the "The Message" editor
- f. Chair division sharing meetings at conferences
- g. Assist membership director to increase membership in their divisions
- h. Assist in identifying first year teachers for mentoring program

Section 2. Duties of AEA Representatives

AEA 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 AEA on the AEI Board
- d. Communicate with President Elect: Report news and activities of the AEA as well as bring forth questions or concerns from their AEA's membership
- e. Assist Membership Chair as necessary to increase area AEI membership
- f. Assist in the development of annual AEA professional activities or help and encourage others in this activity within the AEA and/or region (contacts with the and/or area art museums and colleges)
- g. Assist membership director to increase membership in their AEA
- h. Assist in identifying first year teachers for mentoring program.

IV. Duties of other Board members

Section 1. Communications Chair

- a. Attend AEI Board meetings and general membership meetings
- b. Submit a budget to the treasurer for projected costs each year

Section 1a. "The Message" Editor

- a. Attend AEI Board meetings and general membership meetings

- b. Manage all matters of editorial policy, content and costs with regard to the AEI newsletter: "The Message"
- c. Solicit, collect, compile, edit, and publish "The Message" for the total AEI membership as deemed appropriate by the Board
- d. Send "The Message" to interested individuals and organizations (including, but not limited to: NAEA office, Area Education Agency Executive Directors and Arts Consultants where appropriate, NAEA Western Region state presidents, Iowa Department of Education Arts Consultant, Iowa Alliance for Arts Education Executive Director, Iowa Arts Council, state senators and representatives [in Des Moines and Washington, D.C.]

Section 1b. 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

Section 1c. Communications Advisor

- a. Attend AEI Board meetings and general membership meetings
- b. Utilize available technologies that will enhance membership communication
- d. Assist the Communications Chair

Section 2. Traveling Student Exhibits

- 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 Level, 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 conferences
- 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 with the goal of conferences held at sites alternating west, central, east, central
- f. Work with exhibitors and establish contacts within art education supply companies
 - g. Work with Communications Chair in selling advertising space within AEI communications venues

Section 5. Marketing and Promotions Liaison

- a. Attend AEI Board meetings and general membership meetings
- b. Manage the AEI conference silent auction
 - 1. Advertise for items to be donated to the silent auction (artwork, supplies, materials)
 - 2. Collect items at conferences
 - 3. Organize silent auction
 - 4. Disseminate prizes
- c. AEI Marketing Products
 - 1. Recommend products to be provided for sale
 - 2. Attend to the details of purchase, advertisement, and resale of said items
- d. Submit an annual budget for Board approval
- e. Performs other tasks related to public relations as designated by the Board (i.e. membership campaigns, printed PR materials)

V. Duties of Affiliate Organization Representatives

Section 1. International Society for Education Through Art (INSEA) and United States Society for Education Through Art (USSEA) 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 level, and secondary
 - 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 conferences

- 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. Nominations

- a. Membership consists of AEI Board members appointed by the President 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 at the winter Board meeting
- d. Develop election procedures and ballot

Section 3. Conference chair and committee

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

Section 4. 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
- d. Seeks membership submission of "NAEA Advisories" and Art Education publications

Section 5. All-State Chair and committee

- a. Chair attends AEI Board meetings and general membership meetings
- b. Committee attends to all aspects of All-State planning (i.e. meeting sites, jurors, funding, promotions, awards, ceremony)
- c. Committee develops and ensures compliance of event policies and procedures
- d. Duplicate and maintain all images, files and documents in a fire/water-proof box (supplied)
- e. Chair collaborates with the Des Moines Art Center's Education Department Director and assists as needed with the AEI Summer Art Camp program
- f. Chair collaborates with the Iowa Hall of Pride (IHP) Director to maintain AEI kiosk
- g. Chair prepares and submits an annual budget to the AEI Treasurer

Section 6. Mentoring Chair and committee

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

- b. Oversees the mentoring program for AEI.
 - First year visual art teachers are paired with a mentor who is an AEI member.
 - Information about art education in Iowa and about the benefits of Art Educators of Iowa is made available to the new teachers.
- c. Serves on the IAAE mentor committee and helps plan their annual symposium for new teachers in the arts.
- d. Make annual reports to the AEI Board about the mentoring program.
- e. Members of the committee include the AEI president and AEI members who serve ad hoc.

Section 7. Scholastic Chair and committee

- a. Chair attends AEI Board meetings and general membership meetings
- b. Act as a liason between the National Scholastic competition and the art teachers of Iowa

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. For art teachers, directors of art education programs, or those engaged in pursuits closely related to the field. Affords you all of the benefits of membership.
- First Year Professional. For recent graduates entering their first year of teaching art. Valid for one year only. Affords you all of the benefits of membership except the right to hold national office.
- Student. For undergraduates and full-time graduate students. Affords you all of

- the benefits of membership except the right to hold national office.
- Retired. For retirees who have been a member of NAEA for a minimum of five years. Affords you all of the benefits of membership.
 - Associate Non-Art Educator. For school personnel not actively engaged in the teaching of art and for all those interested in art education. Provides most benefits, except the right to vote and hold national office.
 - Institutional/School-based Partnerships. For institutions or departments involved with art education. Receives all of the benefits of membership except the right to vote and hold office. Includes a subscription to “Studies in Art Education,” one pre-paid national convention registration, and eligibility for NAHS sponsorship where appropriate.

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.

AEI ORGANIZATIONAL POLICY AND FUNCTIONS

On the following pages, you will find statements of policy and function for Art Educators of Iowa (AEI). Policies serve as an operational framework and guide the operations of the association. They supplement the Constitution, Bylaws, Goals and Objectives and provide a means to facilitate their implementation as well as a vehicle to accomplish and assess them.

The AEI Board is a policy making body. Focus should be more on “what” must be done than “how” it should be done. Smaller groups, committees, or individuals are best for drawing up the details for administering activities that carry out policy and planning formulated by the Board.

INTERNAL POLICY:

- Concerns the function of the Board and the internal activities of the organization
- Set by the Board to establish a position or parameters of responsibility on an issue or activity that occurs repeatedly.
- Can be derived from tradition, Board motions or committee recommendations
- Frees the Board from making repeated decisions about the same topic
- Allow the use of committees or individuals to work out details and administer the project.

EXTERNAL POLICY:

- Deals with activities or issues that extend beyond the organization that reach out to help improve the quality of art education in Iowa.
- Set by the Board to establish a position or parameters of responsibility on an issue or activity that occurs repeatedly or on a continuing situation or issue.
- Can be derived from tradition, Board motions or committee recommendations
- Reviewing the mission, goals and objectives helps the organization determine which external policies are necessary to further the mission.

The following policies involve the many functions and purpose of our association. They all relate to both internal functioning or external policy and service. The Board must deal with these functions on a regular basis and therefore include them within their strategic planning.

1. COMMUNICATIONS AND PUBLICATION:

Functions:

- Facilitate networking with members, other state art educators, decision makers, local, state and national art and education leaders, other organizations
- Provide processes for listening and responding to needs of members
- Communicate information with members and others involved with or affecting art education
- Facilitate access to a variety of art education publications and resources

Processes or vehicles:

- E-mail
- Personal contacts
- Newsletter ("The Message")
- AEI website
- NAEA publications
- Others

Person(s) responsible--

- Communications Chair and committee ("The Message" editor, Webmaster, Communications Advisor)
- President Elect (coordination of AEA reps.)
- Division Representatives
- AEA Representatives
- Board and Committees

2. CONFERENCES AND CONVENTIONS:

Functions:

- Coordinate planning and presentation
- Facilitate networking and problem solving
- Facilitate collegiality and the sharing of ideas
- Provide professional development activities, such as knowledge and skill development curriculum, program and assessment strategies
- Create a forum for discussion of issues and trends

Processes or vehicles:

- State conferences
- NAEA national or regional conventions
- AEA workshops and inservice activities
- Local seminars and workshops
- Others

Person(s) responsible--

- Conference Chair and committee
- Conference/Commercial Liaison
- President Elect and AEA Representatives
- Division Representatives

3. FINANCES:

Functions:

- Develop general AEI budget
- Maintain financial records
- Handle income and expenses of the organization and committees
- Oversee committee budget plans and expenses

Processes or vehicles:

- Budget and reimbursement structure and processes
- Dues, conference income, marketing income
- Checking and Savings accounts and procedures
- Grant opportunities

Person(s) responsible--

- Treasurer in cooperation with the President and Board
- Conference Chair and committee

4. MEMBERSHIP:

Functions:

- Keep records and membership lists
- Coordinate recruitment and promotional campaigns
- Provide information to committees, representatives and NAEA
- Communicate with membership regarding member benefits

Processes or vehicles:

- NAEA Dues and membership contract
- Computerized membership lists and mailing label lists
- Cross referenced lists by AEA, division, etc.
- NAEA bookkeeping processes
- Promotional campaigns
- Printed membership materials

Person(s) responsible--

- Membership Chair
- Marketing and Promotions Liaison
- AEA representatives and others on the Board

5. PUBLIC RELATIONS:

Functions:

- Develop plans to promote positive images and relations
- Facilitate state, AEA and local PR plans
- Encourage participation in state exhibits and PR activities
- Provide PR information and publications

Processes or vehicles:

- YAM (Youth Art Month)
- AEI and NAEA Publications
- Representation on visible state committees
- Press Releases
- Awards
- Student and staff exhibits (YAM, Traveling exhibits, All State, Scholastic, Etc.)
- Iowa Hall of Pride

Person(s) responsible--

- President
- Board members
- YAM Chair and committee
- All State Chair and committee
- Past President and Awards committee
- Traveling Student Exhibits committees
- Communications Committee

6. AWARDS:

Functions:

- Honor Art Educators for Excellence in: leadership, service, writing, curriculum development, teaching performance, etc.
- Encourage improvement and excellence in leadership, service, teaching, research, etc.
- Encourage expansion of service and leadership into the state and national arenas.
- Develop, implement and publicize the processes for award selection
- Keep records of past award winners and nominees

Processes or vehicles:

- Nomination and selection procedures, developed and outlined by AEI and NAEA
- Award presentation program
- Press releases

- Nomination of qualified state winners to the Western Region National level for award consideration
- Awards procedure and purposes guidebook (NAEA website)

Person(s) responsible--

- Past president (chairs the award committee)
- Award committee (consisting of previous year's award winners)
- Board and membership (nominate members for awards)

7. EXHIBITS:

Functions:

- Provide access for student and staff art exhibitions
- Provide visibility of student work to the public, decision makers, and other art educators
- Create a means to highlight outstanding students and their work, to focus on a variety of art activities, techniques and media
- Facilitate public relations
- Create visibility for advocacy statements
- Promote membership (with member only exhibits)

Processes or vehicles:

- YAM (Youth Art Month)
- Traveling exhibits
- Local and Area exhibits
- Hall of Pride
- All-State
- Art Exhibits at Conferences
- e-Portfolios (NAEA website)
- Artsonia

Person(s) responsible--

- YAM chair and committee
- Traveling student exhibits committee
- AEA Representatives
- All State Chair
- Membership

8. ISSUES AND DIRECTIONS:

Functions:

- Respond to needs and critical issues of membership
- Create awareness of art education trends and current issues
- Develop position statements
- Facilitate problem-solving on state, area, and local level

- Develop and implement and advocacy plan (including awareness, communication with decision makers, and publications)
- Foster relationships with other arts organizations
- Representation on national, state and/or local arts and educational committees

Processes or vehicles:

- Cultural Arts Day at the Capital
- IAAE membership and relationships
- Advocacy workshops
- E-mail
- “The Message” and AEI website
- Press releases
- Needs assessments

Person(s) responsible--

- Issues and Directions Chair and committee
- IAAE REpresentatives on Board
- President and Executive Committee
- Division and AEA Representatives

9. PLANNING:

Functions:

- Develop and facilitate needs assessment
- Develop short and long term plans for the organization and members
- Prioritize plans and develop calendar
- Create a structure for implementation (committee, appointed individuals, etc.)
- Develop and maintain a budget and other resources
- Implement strategies for action
- Monitor calendar and timelines
- Evaluate and plan further

Processes or vehicles:

- AEI and NAEA mission and goal statements
- Needs assessment processes
- Long Range Planning guides and processes
- Committee structure for implementation of strategies
- AEI and NAEA Calendars
- AEI and NAEA planning and leadership guidebooks
- Flexible and productive Board meeting and planning retreat process

Person(s) responsible--

- President
- Past president (advisory)

- Executive committee and full Board
- Committee chairs and members

10. PROFESSIONAL DEVELOPMENT:

Functions:

- Provide professional development to members based on needs of students, staff, and others involved in the art education process
- Facilitate and/or present leadership training to members
- Coordinate and/or facilitate programs on: curriculum and program development, assessment, content skills and knowledge, advocacy, multicultural nonsexist issues, creativity, etc.
- Coordinate or provide access to inservice activities on area, state, and national level
- Seek qualified and innovative presenters, speakers, and workshop leaders to present professional development activities
- Inform members of inservice opportunities

Processes or vehicles:

- State, Regional, and National conferences
- AEA workshops and seminars
- Resource file and/or list of possible presenters
- Associations with other arts and education organizations
- Department of Education and Iowa Arts Council
- Communications through "The Message" Bulletin, and Area Communications and AEI website

Person(s) responsible--

- Conference/Commercial Liaison
- Conference Chairs and committees
- President Elect and AEA Representatives
- Mentorship Chair and committee
- Division Representatives

11. CURRICULUM AND PROGRAM:

Functions:

- Keep abreast of national, state and local trends and issues involving curriculum and program development and implementation
- Respond to individual and group needs
- Contribute to state and national initiatives
- Communicate new information regarding curriculum and program issues to members
- Promote efforts to improve standards in visual arts programming
- Work cooperatively with other organizations and agencies to deal with issues and provide networking possibilities

Processes or vehicles:

- Adhoc committees to deal with critical issues
- Close networking system with Department of Education and other organizations / agencies relating to Art Education
- State frameworks for curriculum and program development
- Conference sharing and workshops

Person(s) responsible--

- Adhoc committees as needed
- Arts Consultant from Department of Education

AVAILABLE RESOURCES:

ORGANIZATIONS AND AGENCIES:

- NAEA (National Art Education Association) National Office
<http://www.arteducators.org/olc/pub/NAEA/home/>
- NAEA national, regional, and divisional representatives
- Iowa Arts Council (IAC) <http://www.iowaartscouncil.org/>
- Area Education Agencies (AEAs)
- Local Arts Boards and Guilds
- Iowa Alliance for Arts Education (IAAE) <http://www.iowaalliance4artsed.org/>
- Iowa Department of Education (Arts Consultant)
- State universities, private colleges, community colleges, and art schools
- Local museums and art galleries
- Americans for the Arts <http://www.artsusa.org/>
- National Endowment for the Arts <http://arts.endow.gov/>

PUBLICATIONS:

- AEI publications (“The Message”)
- NAEA publications (List available through the NAEA office--Reston, VA website) <http://www.arteducators.org/olc/pub/NAEA/home/>
- NAEA conference checklist
- Delegates Assembly Handbook
- NAEA News and Art Education
- National Standards
- SCASS Assessment
- National Board for Professional Teaching Standards (National Board Certification)
- Iowa Teaching Standards

OTHER:

- AEI website
- NAEA website