

# Art Educators of Nevada



# CONSTITUTION

&

# BYLAWS



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# Art Educators of Nevada

## Constitution and Bylaws

*Art Educators of Nevada are under the umbrella of the NAEA, a non-profit educational organization, and will participate in the awards recognition for Nevada Art Educator of the Year as well as statewide recognition of art educators by the association.*

### **Mission Statement:**

*Art Educators of Nevada promotes art education through Advocacy, Leadership, and Professional Development, the advancement in technology skills, leadership, and provide an interactive support system amongst art teachers of Nevada.*

### **Preamble to the Constitution**

Art Educators of Nevada, through their constitution, set forth the means by which the aspirations for those responsible for programs of art education can be supported and extended.

As an organization, we affirm our faith in the power of the visual arts to enrich the lives and endeavors of humankind. In a highly technological society such as ours, the visual arts serve as a humanizing force, giving dignity and a sense of worth to the individual. They provide the means by which aesthetic quality and order are derived from the exercise of an individual(s) creativity and critical understanding.

It is our purpose to promote and maintain the highest possible quality of instruction in visual arts programs under whatever auspices they are fostered.

It shall be our intent to communicate our belief to the organized teaching profession and to the community-at-large, to strengthen the position of the visual arts as a discipline in the schools, and to affect positively the role of art education in the culture.

We dedicate ourselves to aesthetic and humanistic growth and quality performance in art. With these as our goals, we support visual arts and humanities programs that provide depth and breadth of experience in art in order to meet the needs, interests, and abilities of the varied individuals we teach.



# Art Educators of Nevada



## Constitution

### Article I- Name

The organization shall be known as Art Educators of Nevada or AEN.\*

### Article II-Mission, Vision, Core Values and Purposes

#### Mission

AEN promotes art education through Advocacy, Leadership, and Professional Development. AEN promotes the advancement in tools, techniques, and technology skills and provide an interactive support system amongst art educators of Nevada.

#### Vision

Students of all ages benefit from comprehensive, balanced, and sequential learning in the visual arts led and taught by qualified teachers who are certified in art education. Art educators meet ethical and rigorous standards of excellence in pre-service preparation, ongoing professional development, pedagogy, and inquiry in the field. School-based visual arts instruction surpasses national, state, and local standards and is enhanced through access to art museums and other community resources. The power of the visual arts to enrich human experience and society is recognized and celebrated throughout the world.

#### Core Values and Purpose

The purpose of this organization is to promote art education through professional development, service, advancement of knowledge, and leadership. To that end, the Association will:

- Promote quality instruction in visual arts education conducted by certified teachers of art;
- Encourage research in art education;
- Hold public discussions;
- Create and attend conferences, and programs;
- Publish articles, reports, and surveys; and
- Work with other related agencies in support of art education.

Since the mission is to be a non-profit education organization, it shall only engage in activities consistent with its status as defined in

*\*501 (c)(3) of the IRS Code of 1954 is invalidated if this name is changed.*

**Article III- Membership and Dues** (*see Bylaws Article II for Description of Membership and dues*)

- A. Individuals and institutions professionally interested or engaged in activities concerned with, or related to, art, art education, or education are eligible for membership.
- B. Unless otherwise specified, all classes of membership are for a period of one year. See Bylaws for detail description of the membership classes and Dues.
- C. The dues for membership in the Art Educators of Nevada 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. Payment of dues for all classes of membership are payable annually to NAEA.

## Article IV-Organization and Governance

**Section 1: Organization:** AEN shall be organized to include an AEN Leadership Committee, Executive Board, Regional Directors, Division Directors, and NAEA Delegate (Article IV Section 6), and Advocacy Groups.

**Section 2: Executive Board:** The officers of AEN shall be a President, President-Elect/Secretary, Treasurer, Membership Chair, Newsletter, Webmaster and Past- President. (If the Newsletter or Webmaster become paid positions they do not vote. (See Bylaws; Article I, for description of duties for president-elect)

**Section 3: AEN Leadership Committee:** The AEN Leadership committee, hereinafter referred to as AEN Committee, shall be composed of the Executive Board, Regional Directors, Division Directors, and the NAEA Delegate (Article IV Section 6).

**Section 4: Regions:** A region shall be one of three geographic areas of the state: Art Educators of Northern Nevada (AENN), Art Educators of Central Nevada (AECN), Southern, Art Educators of Nevada (SAEN). Each Region shall have a Regional Director.

**Section 5: Divisions:** Divisions shall be made up of each teaching level of the membership. These shall be the Division of Elementary Education, the Division of Middle Level Education, the Division of Secondary Education, the Division of Higher Education, the Division of Supervision, and Administration, and Division of Retirees, the Division of Museum Education. Each division shall have a Division Director. A Division Director is an appointed position. The Division Directors shall be contributing editors for their programs.

**Section 6: NAEA Delegate:** The NAEA Delegate shall be the President or a delegate to be appointed by the President with the approval of the Executive Board. The NAEA Delegate(s) name shall be submitted to NAEA at every NAEA annual convention. If a change occurs from point of designation, the change is to be immediately reported to NAEA.

**Section 7: Advocacy Groups:** Special interest groups of AEN members may be organized as advocates provided they meet the established policies of AEN.

## Article V- Associated Organization

The Art Educators of Nevada AEN shall be associated with the National Art Education Association until such time that dissolution is desired.

## 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 Newsletter. Changes in election schedules must be approved by a majority vote of the Board.

**A.** Candidates for office in the AEN must be members in good standing who have held active membership in the Association. A majority of the votes cast is required for election. The AEN Executive Board, with participation from the member body at large, will prepare the approved ballot of Nominees. The final vote will take place by the members of the association at the annual meeting. The President, President-Elect, Vice- President, Secretary, and Treasurer will be elected for the term of two years. The President may not serve a consecutive term as President. Officers may run for other offices on any election year. The President may run for President-Elect (again) after serving as President.

**B.** Elections of officers take place once a year at the annual state conference.

## **Section 2: Election of Officers and Terms of Office:**

Elections for all offices will take place after the office has been held for two years, (the new officer will take office in July after the second AEN Conference or after they have held the office for the month of July twice). The terms of office for the President, President Elect/Secretary, Past President, Treasurer and Membership Chair shall be for two years.

- a. Candidates for office in the AEN must be members in good standing who have held active membership in the Association. A majority of the votes cast is required for election.
- b. Approved ballot of nominees to be voted upon by the members of the association at the annual meeting.
- c. The President, President-Elect, Vice-President/Secretary, and Treasurer will be elected for the term of two years. The President may not serve a consecutive term as President. Officers may run for other offices on any election year. The President may run for President-Elect (again) after serving as President.
- d. The President Elect automatically becomes President whenever the President steps down.
- e. The Past President takes the position of President-Elect until elections at the next annual conference.
- f. Elections of officers take place once a year at the annual conference.
- g. In the event of vacancy in any office of AEN Board, the President may appoint, with the approval of the AEN Board, an interim officer to fill the vacancy of the elected officer until a new election can take place.
- h. The NAEA Delegate shall be the President or President Elect, or a delegate appointed by the President with the approval of the Executive committee (Article IV Section 6).
- i. **Qualifications:** All elected officers of AEN must be members of NAEA for 1 year prior to being elected.

## **Section 3: Elections and Appointments of AEN, Division Representatives, and Committee Chairs**

**A. Elections** will be open at the AEN Fall General Meeting for nominations from the membership. Nominations will be open through December 15th. Ballots will go out January 15th and returned to the Past President by February 15th.

### **B. Voting:**

- i. Active, Retired Active, Student and Honorary members of AEN shall be eligible to vote for Executive Board.
- ii. Members of each Region shall be eligible to vote for the Regional Director for their own Region at the State Conference.
- iii. The President shall appoint Committee Chairs and Division directors.

## **Section 4: Vacancies in offices and AEN representatives**

### **A. Officers**

- i. 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.
  - ii. If there is a vacancy in the office Treasurer, the president will appoint, with the approval of the Board, a qualified person to fill the remainder of the officer's term.
- B. AEN Representatives:** Should the employment of an AEN representative change to a new representative, then the old appointment shall automatically terminate.

## Article VII. Meetings

### Section 1: General Business and Board Meetings

- A. State Business Meetings.** Meetings concerned with the business of the Art Educators of Nevada shall be held at conferences during the time determined by the Conference Chairs(s) or the President. (See ByLaws Article III, Meetings)
- B. AEN Committee Meetings** shall be held quarterly. See Article IV for description of the AEN Committee. Any Art Educator of Nevada member may observe a board meeting. (See ByLaws Article III, Meetings)
- C. The Executive Board** shall meet once annually in addition to the quarterly scheduled AEN Committee and Board meetings. Meetings of the Board may be called by the President, or upon request of not less than twenty percent of the Board members. Fifty percent + one 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 Board. Any Art Educator of Nevada 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 three regions unless the Board votes a temporary change of scheduling. Appropriate reasons to change:
  - i. Focus on nearby National or Pacific Region Conference(spring)
  - ii. 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 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 50% 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 50% 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.)

### Section 3: Dismissal Procedures:

- A.** The President will issue a written communication concerning failure to perform job responsibilities.

- B. If the situation does not improve, the President will send a registered letter announcing removal from office.
- C. The President will announce the appointment of the elect to the vacant office.

## *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, organization, 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.

AEN State Fall Conference money pays for the Nevada Art Educator of the Year Award, the Delegate to attend Delegate Assembly to attend NAEA National Convention and if money other National Award winners. It also pays for the Guest Speaker, Catering, the \$1000.00+ annual accidental insurance, stipends, and supplies needed for the State Conference.

### **Section 1: Delegate Fee to attend NAEA Annual Convention**

- A. AEN a \$750 stipend annually to the delegate to attend Delegate Assembly.
- B. The Delegate must provide receipts with the request for funds.
- C. An annual vote is taken to decide to change or not based on the Treasurers report at AEN State Fall Conference. The AEN Account cannot go below \$4000 and this alone creates changes to the delegate or the award winner.
- D. The voting body in attendance at the state conference business meeting will be considered the voting members and a quorum of 10% vote is necessary to pass the ammendment.\*

### **Section 2: Nevada Art Educator of the Year**

- A. Receives a \$500 stipend to attend the National Conference.
- B. Receipts must be provided with the request for funds.
- C. An annual vote is taken to decide to change or not based on the Treasurers report at AEN State Fall Conference. The AEN Account cannot go below \$4000 and this alone creates changes to the delegate or the award winner.
- D. The voting body in attendance at the state conference business meeting will be considered the voting members and a quorum of 10% vote is necessary to pass the ammendment.\*

### **Section 3: Pacific Region Award Winners.**

- A. Each winner (only 2 awarded stipends) will receive a \$250 stipend to attend the NAEA Convention.
- B. Receipts must be provided with the request for funds. (Flight, Billeting or workshops)
- C. An annual vote is taken to decide to change or not based on the Treasurers report at AEN State Fall Conference. The AEN Account cannot go below \$4000 and this alone creates changes to the delegate or the award winner.
- D. The voting body in attendance at the state conference business meeting will be considered the voting members and a quorum of 10% vote is necessary to pass the ammendment.\*

**Section 4: State Conference Chair** will receive no less than \$250 and no more than \$500 if budget allows for National Conference. To receive the award winner must show a receipt for airline ticket or registration or billeting. It needs to be understood this decision according to the constitution is only valid if the organization accounts do not go below \$4000. "If there are State Conference Co-chairs, the amount would be split between the two co-chairs" and "No duplicate monetary awards."

**Section 5 : Youth Art Month (YAM) Chair of the year** will receive no less than \$250 and no more than \$500 if budget allows for National Conference. To receive the award winner must show a receipt for airline ticket or registration or billeting. It needs to be understood this decision according to the constitution is only valid if the organization accounts do not go below \$4000. "If there are YAM Co-chairs, the amount would be split between the co-chairs" and "No duplicate monetary awards."



**Section 6 :** **Treasurer** will receive no less than \$250 and no more than \$500 if budget allows for State Conference. To receive the award winner must show a receipts for airline ticket, fuel, or registration or billeting. It needs to be understood this decision according to the constitution is only valid if the organization accounts do not go below \$4000.

### *Article XI. Dissolution of AEN*

In the case of dissolution of Art Educators of Nevada, all remaining assets shall be transferred to a nonprofit art organization within Nevada to be used for support of visual art education programming. The specific non-profit organization shall be decided by a majority vote of the AEN Board that would be exempt from federal income taxation under Section 501 (c) (3) of the Internal Revenue Code of 1954.

### *Article XII. Amendments and Adoption of Constitution and Bylaws*

#### **Section 1: Proposed amendments**

- A.** Proposed amendments to the Constitution must be introduced to the Board. Then presented at the next general business meeting. After approval by the AEN Committee, the proposed amendment shall be published in the next issue of the AEN Newsletter or emailed for consideration by the membership with an electronic ballot to be returned to AEN within 30 days after the appearance of the amendment. At the Fall State Conference Business Meeting a vote will be conducted to close the proposed amendment or to vote on the amendment. The absentee ballots will be added to the general attendee votes to accept, keep the same or to table for more review.
- B.** Proposed amendment to the Bylaws may be amended by a quorum vote of the membership provided that the previously approved by the AEN Committee at a regular meeting and that copies have been sent out to all members 30 days in advance of the vote.
- C.** Adoption of the Constitution & Bylaws After presentation of the proposals for revision to the membership and upon a Quorum (10% of active membership) approval of the votes cast, from the current AEN membership eligible to vote, this Constitution and Bylaws become operative immediately.
- D.** The New Constitution and Bylaws will be uploaded to the Web Site and posted in Newsletter's Winter Issue to notify the entire AEN Organization.

#### **Section 2: A Quorum**

A Quorum will be 10% of the eligible voting AEN members to make any changes to the Constitution or Bylaws as stipulated by Washington DC for all Non-Profit Groups.

#### **Adopted and Revised by the Board at State Conference, October 2017**

Edward Durand  
Kristi Watson

Amy Wieshahn  
Rosilyn Knight

**President–**  
**President-Elect**  
**WebMaster**  
**Treasurer**  
**Membership**



# Art Educators Nevada

## BYLAWS

### Article I *Duties of the Leadership Committee*

**Section I. AEN Executive Board:** The Board shall make policies, and provide such supervision as may be necessary to promote the best interest of the Association goals and programs.

**Executive Board Members shall fulfill the stated following duties:**

#### **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
  1. Update the AEN Constitution and Bylaws annually based on decisions made at State Business Meeting held during the Fall Conference hosted by either AENN or SAEN by December 30.
  2. Review State Nominations sent to NAEA to verify that nominee meets the requirement and eligibility. (July 2013 policy change by NAEA)
- 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 AEN 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 AEN at the annual NAEA Pacific 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 Pacific Region officers and representatives as necessary (state reports for NAEA News article, annual report, state concerns, etc.
- k. Represent AEN/NAEA whenever appropriate (unless someone is appointed in his/her place)
- l. Establish, with the help of the AEN Board, the professional goals and programs of the Association (including strategic planning). 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)

#### **President-Elect/Secretary:**

- 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. Assume the duties of Secretary for all board and state meetings. (NAEA, 2013)
- d. Assist the president in carrying on the work of the organization
- e. Oversee the work of the State Conference; planning, committee notes, after action reports
- f. Oversee the work of the Regional representatives and encourage art education activities within each Region.

#### **Secretarial duties of President-Elect:**

- 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. Provide organizational forms, supplies, and stationery
- d. 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

#### **Past President:**

- a. Serve in advisory capacity to the President and provide advice and leadership to the Board upon request.

- 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 Nevada
    - 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
      - 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

### **Treasurer:**

- a. Receive all membership dues and other money belonging to the AEN 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 AEN 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 999 financial reports with the Internal Revenue Service each year**
- g. Collect silent auction proceeds at conferences
- h. Treasurer is required to attend State Annual Conference: (As of October 2015)
  - 1. To disseminate all checks
  - 2. To give a financial report at Annual State Conference.

### **Membership Chair:**

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

### **Newsletter Editor**

- a. Attend AEN Board meetings and general membership meetings
- b. Submit a budget to the treasurer for projected costs each year
- c. Manage all matters of editorial policy, content and costs with regard to the AEN newsletter
- d. Solicit, collect, compile, edit, and publish and send Newsletter to the total AEN membership as deemed appropriate by the Board. Electronically or Physical copy.
- e. Send Newsletter 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, Nevada Department of Education Arts Consultant, Nevada Alliance for Arts Education Executive Director, Nevada Arts Council, state senators and representatives

## **Webmaster**

- a. Attend AEN Board meetings and general membership meetings
- b. Develop and maintain AEN web page
- c. Update page to insure accurate and current information
- d. Utilize available technologies that will enhance membership communication
- e. Assist the President with Communications during board meetings and State Business Meetings

## **Section 2. Duties of AEN Board and General Membership**

**A. The Executive Board:** It shall determine and approve all expenditures in excess of \$100 and present an annual financial report to the membership. An audit needs to occur in July by two people who are appointed by the President. (They must be non-board members)

**The Board shall:**

1. Attend AEN Board meetings and general membership meetings on a consistent basis
2. Assist the President in initiating innovative programs, goals and priorities
3. Receive and consider all appointments and resignations, and reports of the officers, committees and appointments
4. Adopt a budget for each fiscal year
5. Receive and consider for authorized payment all bill for expenditures not provided for in the annual budget over \$100.

**B. Membership Duties**

**The membership shall:**

1. Set dues of the association by voting on proposals brought to the body by the board
2. Vote on revisions of the constitution and bylaws
3. Respond to Board actions as necessary and initiate goals and actions through communication with the Board
4. A 10% vote at the State Conference Business Meeting shall equal a Quorum of the membership and will initiate changes forthwith.

## **Section 3. Duties of Regional and Divisional Directors and NAEA Delegate**

### **A. Regional Directors**

It shall be the duty of Regional Directors to serve on the AEN Committee and to act as the coordinator of all Regional activities, including the calling of special Committees as needed. Regional Delegate serve on the AEN Board and represent one of the State Area Education

**Duties include:**

1. Attend AEN Board meetings and general membership meetings through SKYPE or Google
2. Communicate with the membership of their area regarding issues, news, or other information as designated by the Board
3. Serve as the representative from their Region the AEN Board
4. Communicate with President Elect: Report news and activities of their Region as well as bring forth questions or concerns from their Region's membership
5. Assist Membership Chair as necessary to increase area AEN membership
6. Assist in the development of annual AEN or (AENN, AECN or SAEN) professional activities or help and encourage others in this activity within the Region and/or region (contacts with them and/or area art museums and colleges)
7. Assist membership director to increase membership in their Region
8. Assist in identifying first year teachers for mentoring program.

### **B: Division Directors:**

It shall be the duty of Division Directors to address problems relating to members of the group the Division represents: to serve on the AEN Committee; to develop programs for the Division including conferences and other professional activities; and to work with the Regional Directors in developing professional programs for their Divisions. The Division Directors shall serve as liaisons with their NAEA counterparts. The Division Directors shall be contributing editors for district. This is an appointed position.

Divisions represented on state and national levels: Student (Pre -service teachers), Elementary, Middle Level, Secondary, Higher Education, Museum Education, and Administrative/Supervisory. AEN would also include a representative(s) to deal with the special issues of Retired Educators.

**Duties include:**

1. Attend AEN Board meetings and general membership meetings
2. Communicate with the membership, AEN Board and NAEA as necessary regarding issues concerning the division
3. Gather and send newsworthy information to the NAEA division director
4. Submit a report of division activities, issues, news or plans to the President Elect/Secretary two weekends prior to each Board meeting
5. Send information or a division article to the Newsletter editor
6. Chair division sharing meetings at conferences
7. Assist membership director to increase membership in their divisions
8. Assist in identifying first year teachers for mentoring program

**C. NAEA Delegate:** The NAEA Delegate shall act as a liaison between the NAEA Board and the AEN Committee (Article IV Section 6); attend AEN Committee meetings and represent AEN at the NAEA Annual convention. Further duties shall be determined by the AEN Committee and the NAEA Delegates Assembly.

## Article II. Membership & Dues

### Membership is as stated:

**Section 1:** Individuals and institutions professionally interested or engaged in activities concerned with, or related to, art, art education, or education are eligible for membership.

**Section 2:** Unless otherwise specified, all classes of membership are for a period of one year. See Bylaws for detail description of the membership classes and Dues .

The following memberships are established:

- a. **Active.** All individuals engaged in, or interested in, the teaching or direction of programs in art education or in pursuits closely related to the field are eligible for active membership. Active membership provides all the privileges of membership including the right to vote, hold office, and receive publications.
- b. **First Year Professional:** Are recent graduates entering their first year of teaching art and Valid for one year only. This affords them all of the benefits of membership except the right to hold national office.
- c. **Student, Full-time.** Students interested in art and the objective of CAEA are eligible for student membership. Student membership provides all the privileges of membership except the right to hold office.
- d. **Retired.** All individuals who have retired from the art education profession who remain interested in the direction of programs in art education or in pursuits closely related to the field are eligible for retired membership. Retired membership provides all the privileges of membership including the right to vote, hold office, and receive publications.
- e. **Associate Non-Art Educator.** For individuals not actively engaged in the teaching of art. Associate membership provides most benefits, except the right to vote and hold national office.
- f. **Honorary:** Honorary memberships may be conferred upon person who have made some outstanding academic or financial contribution to or have been an advocate for art education and whose names have been approved by the AEN Committee. This membership is conferred for the life of the member and carries full privileges of Active membership.

### Section 3: Amount of dues:

The dues for membership in the Art Educators of Nevada 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. Payment of dues for all classes of membership are payable annually to NAEA.

#### Annual Dues Pay to:

National Art Education Association, 1916 Reston Drive, Reston VA 20191-1590

#### Cost per Class Membership:

Active & Associate	\$105
Retired	\$65
1 <sup>st</sup> Year Prof	\$75
Student	\$55
Institutional	\$220
NAEA sends	<u>\$40 portion of each membership back to AEN.</u>

### **Article III: Meetings** (constitution Article VII, Meetings)

- A. State Business Meetings.** Meetings concerned with the business of the Art Educators of Nevada shall be held at conferences during the time determined by the Conference Chairs(s) or the President.
- B. AEN Committee Meetings** shall be held quarterly. See Article IV for description of the AEN Committee. Any Art Educator of Nevada member may observe a board meeting.  
Committee Meetings Suggestion:
  - Q1, Mid-September, General Meeting followed by Beginning of the Year Gathering and Make and Take
  - Q2 December, General Meeting followed by Holiday Activity
  - Q3 February, General Meeting followed by Make and Take
  - Q4 May, General Meeting followed by End of the Year Activity
- C. The Executive Board** shall meet once annually in addition to the quarterly scheduled AEN Committee and Board meetings. Meetings of the Board may be called by the President, or upon request of not less than twenty percent of the Board members. Fifty percent + one 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 Board. Any Art Educator of Nevada member may observe a board meeting. Suggested Summer Retreat to plan the next year's budget and meetings.

### **Article IV: Duties of Standing Committees and Chairs**

#### **Section 1: Youth Art Month (YAM)**

- a. Attend AEN 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 AEN Board members appointed by the President on an ad hoc 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 AEN Board for approval at the winter Board meeting
- d. Develop election procedures and ballot

#### **Section 3: Conference chair and committee**

- a. Chair attends AEN 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 Liaison
- 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 AEN Board meetings and general membership meetings
- b. Keep AEN membership apprised of legislative and other current events affecting arts education in Nevada
- c. Work with NAEA Representatives in obtaining and disseminating information to AEN members

#### **Section 5: All-State Chair and committee**

- a. Chair attends AEN 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 prepares and submits an annual budget to the AEI Treasurer

#### **Section 6: Mentoring Chair and committee**

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

#### **Section 7: Retiree Chair and Committee**

- a. Chair attends AEN Board meetings and general membership meetings
- b. Act as a liaison between the Retires and the art teachers of Nevada

#### **Section 8: Scholastic Chair and Committee**

- a. Chair attends AEN Board meetings and general membership meetings
- b. Act as a liaison between the National Scholastic competition and the art teachers of Nevada

#### **Section 9: Ad hoc 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.

### ***Article V. Elections of Executive Board*** (See Constitution, Article 5 for procedures)

- Elections will be open at the AEN General Meeting. The Past President will call for nominations from the general membership and prepare the slate.
- The slate shall consist of at least two, but no more than four candidates for each elected office, if possible.
- The Past President shall verify qualifications for office and acceptance of one position per nominee.
- The nominee shall provide a photo and biography for the use of the committee, which will go into the Winter newsletter. The ballot will be sent to all members by e-mail. Members will be given 30 days from when the e-mail goes out until the election will be determined.

### ***Article VI. 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 an 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.

### ***Article VII. Fiscal and Administrative Year***

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

## **Article VIII. *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.

## **Article IX. *Amendments:***

The Bylaws may be amended by majority vote at any AEN Committee general business meeting by a majority vote. If they desired change to the amendment has been sent out for review 30 days in advance of the vote. They may also be amended by a majority vote of a ballot to all members .

## **Article X *Standing Rules:***

1. A membership role shall be taken at each AEN Fall Convention.
2. A copy of the AEN General Meeting Minutes shall be in the next newsletter.
3. The Secretary/President-Elect shall distribute proposed motions forms and nomination forms to aid in the speed of passing a motion.
4. The Membership Chair shall mail renewal notices to members as she/he receives them from National
5. In the event of the death of a member of AEN, the organization will make a donation of \$25.00 to Very Special Arts of NV, NV Arts Alliance, or the NV Arts Council, in the name of the member.

## **Adopted and Revised by the Board at State Conference, October 2016**

Edward Durand  
Kristi Watson,  
Sean Russell  
Randee Davidson  
Laura Pupp

**President–**  
**President-Elect** nominated at Fall Conference 2016  
**Newsletter/WebMaster**  
**Treasurer**  
**Membership**