

**OKLAHOMA ART EDUCATION ASSOCIATION
CONSTITUTION AND BYLAWS**
Revised 2015

CONSTITUTION

ARTICLE I – NAME

The organization shall be known as the Oklahoma Art Education Association.

ARTICLE II – PURPOSES

The purposes of the Association are to improve the conditions and teaching of art in public and private schools, colleges and universities; to encourage the study, research and experimentation in art education; to sponsor conferences, programs and workshops; to publish art-related articles, reports and surveys; to encourage artists and to work with other related agencies. Since the Association is a non-profit education organization, it shall only engage in activities consistent with its status as defined in section 501 (c) (3) of the Internal Revenue Code of 1954 or any successor provision thereto.

ARTICLE III – MEMBERSHIP

Individuals professionally interested in or engaged in activities concerned with or related to art, art education, or education are eligible for membership.

ARTICLE IV – ORGANIZATION AND GOVERNMENT

- Section 1:** ELECTED OFFICERS. The officers of the Association shall be a President, President Elect, Eastern Vice-President, Western Vice-President, Secretary, Treasurer, Membership Chair and Past President, ex officio.
- Section 2:** BOARD OF DIRECTORS. The Board shall be comprised of the Elected Officers, Past President, the Chairs of each Division, Area Coordinators from each State Country and the Chairs of each Standing Committee. Two-thirds of the members of the board shall constitute a Quorum. The Board shall be the executive authority of the Association. The President shall serve as Chair of the Board and Executive Committee.
- Section 3:** EXECUTIVE COMMITTEE. The Executive Committee shall be composed of the President, President-elect, Eastern Vice-President, Western Vice-President, Secretary, Treasurer and Membership Chair and Past President, ex-officio.
- Section 4:** TERMS OF OFFICE. The term of office for the Elected Officers, Area Coordinators for each State Country and Chairs of each Division and Standing Committee shall be for two years.
- Section 5:** STATE DIVISIONS. Divisions shall be made up of job-alike groups of the membership, namely Elementary, Middle/Junior High, Secondary, Higher Education, University/College Students, Supervision/Administration, Museum and Retired Educators. Each Division shall have a State Chair, with sections formed within each Division as determined by the Chair of the Division, a web-chair and a student representative.
- Section 6:** AFFILIATE GROUPS. Affiliate groups of OAEA members not covered as Divisions may be organized, provided that they are represented by recognized NAEA Affiliate groups.
- Section 7:** AREA COORDINATORS. The state is divided into six geographic sections know as Countries. The Countries shall be know as Red Carpet Country, Green Country, Great Plains Country,

Chickasaw Country, Kiamichi Country and Frontier Country. Each Country shall have one appointed Coordinator.

ARTICLE V – ELECTIONS

Section 1: Election of President-elect, Eastern Vice-President, Western Vice-President, Secretary, Treasurer and Membership Chair shall be held in even numbered years. Candidates for office in the OAEA must be members in good standing who have held active membership in the Association during the preceding two years. A simple majority of the votes cast is required for election. In the event of a vacancy in any office of the Association, the President, with approval of the Board, shall appoint a replacement to serve out the remainder of the term of office.

Section 2: NOMINATING COMMITTEE. At least eight weeks prior to an election the Board shall appoint a nominating committee composed of five members representing the different areas of the state as well as different levels of art education. The immediate Past-president shall serve as chair of the committee. The committee shall meet by arrangement prior to May 1 when elections are to be held. The nominating committee shall prepare a slate of candidates for the office of President-elect, Eastern Vice-President, Western Vice-President, Secretary, Treasurer and Membership Chair. Prior consent shall be obtained from all those who have their names appear on the proposed slate of officers. The report of the Nominating Committee shall precede election of officers.

Section 3: VOTING. All active members of OAEA shall be eligible to vote for the President-elect, Eastern Vice-President, Western Vice-President, Secretary, Treasurer and Membership Chair. The election shall be conducted via electronic means. All ballots must be received by May 1 of the election year.

ARTICLE VI - MEETINGS

Annual meetings of the Oklahoma Art Education Association shall be held. The Board of Directors shall meet at regular intervals as determined by the Executive Committee. Special meetings of the Board may be called by the President.

ARTICLE VII – STANDING COMMITTEES

Section 1: STANDING COMMITTEES. The OAEA shall have the following standing committees: Awards, Budget, Fund Raising/Grant Writing, Historical, Membership, Policy, Portfolio Day, Programs, Publications, Public Relations, Young Talent in Oklahoma, Jr. Young Talent in Oklahoma, Young People's Art Exhibit, and Youth Arts Month. Each committee shall have a structure which provides for broad representation of the OAEA membership as well as for continuity.

Section 2: SPECIAL COMMITTEES. Committees may be formed by the President to undertake special assignments. These committees shall be appointed on an Ad Hoc basis and serve no longer than the term for which they were required.

ARTICLE VIII – INCOME AND BENEFITS

No part of the net earnings of the Association shall inure to the benefit of any members, sponsor, donor, creator, trustee, officer, employee, or with limitation, any private individual, or to the benefit of any corporation. This applies to any private individual or any substantial part of the activities of which is for carrying on propaganda or otherwise attempting to influence legislation. This shall not prevent payment of reasonable compensation for service actually rendered to or for the Association in accomplishing its purposes.

Upon dissolution of this organization, the Board shall, after paying or making provision for the payment of all liabilities of the organization, dispose of the assets of the organization, in such manner, or to such organization or organizations established and operated exclusively for charitable, educational, religious, or scientific purposes as shall at that time qualify as an exempt organization or organizations under section 501(c)(3) of the Internal Revenue Code of 1954, as amended, and the Regulations there under. Any of such assets not so disposed of shall be disposed of by the Superior Court of the county in which the principal office of this organization shall then be located, exclusively for such purposes or to such organization or organizations as said Court shall determine are organized and operated exclusively for such purposes.

ARTICLE IX – AMENDMENTS

Amendments to the Constitution shall be voted on by the membership and conducted electronically. All proposals for amendments should be submitted in writing thirty days prior to consideration and action by the Board. Two-thirds of the votes cast is required for passage of an amendment.

BYLAWS

ARTICLE I – DUTIES OF OFFICERS

Section 1: PRESIDENT. It shall be the duty of the President to preside at all meetings of the Board and Executive Committee; to appoint the Committee Chairs and members of Standing and Special Committees as well as Division Chairs upon Board approval; to serve as ex officio member of all committees, except the Nomination Committee; to establish the professional goals and programs for the Association, in cooperation with the Board; to inform the membership of the activities of the Board and concerns of the Association and to perform such other duties as usually pertain to the office of the President. The President shall not serve consecutive terms in office.

Section 2: PRESIDENT-ELECT. It shall be the duty of the President-elect to assume the duties of the President in the event of absence or vacancy in that office; to serve as the Board of Directors' coordinator of Standing and Ad Hoc Committees and to assume other duties as determined by the President, with approval of the Board.

Section 3: PAST PRESIDENT. It shall be the duty of the Past President to assume the duties of the President-elect in the event of a vacancy in that office; chair the Nominating Committee; serve as the OAEA Parliamentarian and to provide depth and continuity within the Board.

Section 4: VICE-PRESIDENTS. There shall be two Vice-Presidents, a Western Vice-President and an Eastern Vice-President. Each will serve as a member of the OAEA Executive Board of Directors as a representative of their respective state region. It shall be the duty of each Vice-President to serve as Program Committee Chair when the state conference is located in their particular region, roughly the eastern or western half of the state.

Section 5: SECRETARY. The Secretary shall record the minutes of meetings, including Executive Committee meetings, Board meetings and Special meetings, and shall be responsible for notifying the membership of any special activities pertaining to the organization. The Secretary shall notify officers and committee members of their appointments, as well as Executive Committee meetings, Board meetings and Special meetings. In the absence of the Secretary the President shall designate a temporary Secretary.

Section 6: TREASURER. The treasurer shall keep an accurate account of all money received and expended; record rebates from the NAEA office for dues paid and shall make available printed forms for members requesting funds. Requests for such funds shall be voted upon by the Board prior to disbursement. The Treasurer shall, with approval of the Board, arrange for the Treasurer's accounts

to be audited by October 1st of the year in which new officers are elected to office. The Treasurer shall relinquish the financial accounts to the incoming officers 30 days after the Fall meeting of the Association.

ARTICLE II – DUTIES OF THE BOARD, EXECUTIVE COMMITTEE, AREA COORDINATORS, DIVISIONS, AFFILIATED GROUPS AND STANDING COMMITTEES

Section 1: THE BOARD. The Board shall serve as the executive authority of the Oklahoma Art Education Association. It shall approve all expenditures and present a financial report to the membership annually.

Section 2: EXECUTIVE COMMITTEE. The Executive Committee shall have authority to act for the Board in the interval between meetings of that body.

Section 3: AREA COORDINATORS. Area Coordinators are members of the Youth Arts Month Committee and help disseminate and collect YAM information as well as help collect and prepare the annual arts activities report presented to the NAEA and the Council for Art Education, Inc.. The Coordinators also help disseminate information to their respective countries from the Board, Executive Committee, State Department of Education and the Oklahoma Alliance for Arts Education.

Section 4: DIVISIONS. Recognized Divisions, through their Development Committees, shall identify problems and recommend programs to meet the problems relating to members of the Division and shall propose publications, institutes and conferences which will assist members.

Section 5: AFFILIATED GROUPS. It shall be the duty of recognized affiliated groups to conduct a program of professional activities; study problems relating to their area of concern and inform the Board of concerns and needs, as well as provide proposals relating to their particular interests.

Section 6: STANDING COMMITTEES.

a. **Awards Committee:** shall coordinate all state and national association awards. The Committee shall recommend, for Board approval, the national and state awards in which the Association shall participate, as well as develop new areas of honors and awards.

b. **Budget Committee:** shall be composed of all members of the Executive Committee and be responsible for developing an annual and long-term balanced budget based upon anticipated earnings and expenditures of the organization. All expenditures require an approved official request form, on file, for disbursements or reimbursements of funds. All requests for expenditures that exceed the budgeted amount will require Executive Committee approval PRIOR TO the expenditure of funds.

c. **Fund Raising/Grant Writing Committee:** shall develop fund raising campaigns in response to Board approved projects and operations and shall establish and maintain working relationships with local businesses, individuals and foundations in order to attain the goals of their committee.

d. **Historical Committee:** shall maintain all past records, artifacts and memorabilia of the Association to provide a continuous account of events of the organization.

e. **Membership Committee:** shall conduct a continuous program of membership evaluation, inviting non-members to join the Association as well as encouraging those with lapsed memberships to rejoin. The Committee shall periodically evaluate the continuing membership contract that the Association has with the NAEA and determine whether the state dues and rebate rate are appropriate.

f. **Policy Committee:** shall interpret trends, suggest policies, investigate and identify means for the continuous development and operation of the Association; establish and maintain functional relationships with other professional organizations, governmental agencies and foundations as well as carry out other responsibilities assigned by the Board. Members on this committee must be a current or previous board member and been an Association member for a minimum of five years just prior to appointment to the Committee.

g. **Portfolio Day Committee:** shall arrange for a site to hold portfolio day each year, set a date for the event, invite universities and colleges of art to attend the event and publicize the event to all high school art students in the state to attend the portfolio day event for consideration of their personal art portfolios.

h. **Program Committee:** shall plan all Association programs and conferences. The Chair of the Program Committee shall be the Western Vice-President when the state conference is held in the western part of the state and the Eastern Vice-President when the state conference is held in the eastern part of the state.

i. **Publications Committee:** shall publish the OAEA Newsletter and other publications as directed by the Board; prepare all published items for distribution.

j. **Public Relations Committee:** shall survey the public information needs of the Association; provide the news media with noteworthy and timely press releases and photos to enhance the image of the Association; produce and publish flyers and brochures that provide educational and organizational information to the membership, educational institutions and the public as well as develop and publish brochures that provide historical information and educational goals of the Association for new and potential members as well as the public at large.

k. **Young Talent in Oklahoma Committee:** shall coordinate and produce the annual YTIO State High School Art Competition and Exhibition; collaborate with the board to obtain a venue; develop the theme, logo, prospectus, rules and regulations, catalogue, operations, receiving and openings for the exhibition as well as take responsibility for the solicitation of funds for scholarships and general operational expenses.

l. **Youth Arts Month Committee:** shall coordinate all official OAEA YAM activities for the visual arts in the state; coordinate nationally with the NAEA and the Council for Art Education, Inc. (CFAE), and locally with other state Arts Associations to produce state YAM activities. The committee will disseminate YAM materials relating to activities throughout the state and document and prepare the annual Art Activities Report for submission to the Council for Art Education, Inc.

m. **Jr. Young Talent Committee:** shall organize an annual state level exhibit of Middle School/Junior High School student work to take place in March as part of the YAM celebrations in the state. The committee will collaborate with the board to locate a venue for the exhibit and handle all publicity to involve as many teachers and students in the state as possible each year.

n. **Young People's Art Exhibit Committee:** shall organize an annual state level exhibit of K-12 student art work from teachers who are members of OAEA. The committee will collaborate with the board to locate a venue for the exhibit and handle all publicity to involve as many teachers and students in the state as possible.

Section 7: AD HOC COMMITTEES.

a. **Auditing Committee:** shall be composed of at least two people qualified to carry out the task of auditing the books prior to the installation of new officers.

b. **Constitution and Bylaws Review Committee**: shall be composed of Past-Presidents who will be directed to review the Constitution and Bylaws at least every five years for possible amending. The Chair of the Committee shall be the immediate Past-President.

c. **Nominating Committee**: shall be composed of five members representing the different areas of the state as well as different levels of art education and be chaired by the immediate Past-President.

ARTICLE III – MEMBERSHIP AND DUES

Section 1: ASSOCIATION DUES. The dues for all classes of membership shall be determined by the NAEA Delegates Assembly; however, the Association has the option to raise or lower the amount of state dues NAEA with-holds and returns to the state Association in the form of a rebate on the anniversary of the dues agreement contract. The Association also has the option to sign a dues agreement contract that allows OAEA to conduct its own membership campaign, keep its own records, collect all dues and send the NAEA the national portion of the dues collected.

Section 2: CLASSES OF MEMBERSHIP. Unless otherwise specified, all classes of membership are for a period of one year, except Life Members. The following classes of membership are established:

a. **Active**. Members engaged in the teaching of art or direction of programs of art education as well as individuals whose pursuits are closely related to the field of art or art education. Active membership provides all the privileges of membership, including the right to vote and hold office.

b. **Associate**. School personnel not engaged in the teaching of art, but whose interest is in art education, such as classroom teachers, as well as art suppliers and others with similar business or professional association with the field. Associate membership provides all the privileges of membership except the right to vote and hold office.

c. **Retired**. Members who have been NAEA members for at least five years prior to retirement. Membership provides all the privileges of active membership, including the right to vote and hold office.

d. **Student**. Full-time graduate or undergraduate students may hold student membership which provides all the privileges of active membership except the right to hold national office.

e. **First Year Professional**. Graduates entering their first year of teaching art. Membership is valid for only one year, but provides all the privileges of active membership except the right to hold national office.

f. **Institutional**. Institutions directly or indirectly involved in art education such as colleges, museums and libraries. Membership provides all of the privileges of active membership except the right to vote and hold office. Membership does include a subscription to Studies in Art Education and one free NAEA convention registration.

g. **Honorary**. Honorary membership may be conferred upon a person or organization that has made some outstanding contribution to art education. The name of the honoree and length of membership shall be determined by the Board.

ARTICLE IV – HANDBOOK OF POLICIES AND PROCEDURES

The Board shall adopt a handbook as an operational guide which outlines policies and procedures of the Association. Material should be reviewed periodically by the Board and changes made as deemed necessary and appropriate.

ARTICLE V – ADOPTION OF THE CONSTITUTION AND BYLAWS

Upon acceptance by the Board and approval of the membership by (2/3) of the votes cast, this Constitution and Bylaws will become effective immediately.

ARTICLE VI – FISCAL AND ADMINISTRATIVE YEAR

The fiscal and administrative year shall extend from October 1 to September 30.

ARTICLE VII – RULES OF ORDER

Robert's Rules of Order (revised) shall serve as the authority on all questions of procedure not otherwise covered in the Constitution and Bylaws. The immediate Past President shall serve as Parliamentarian.

ARTICLE VIII – NAEA DELEGATE'S EXPENSES

The Association will budget and pay an amount, determined by the Board annually prior to the NAEA Convention, toward the expenses of the President or an appointed NAEA Delegate to attend the National Art Education Association Convention and the Western Region Summer Institute/Forum.

ARTICLE IX – AMENDMENTS

The Bylaws may be amended by a 2/3 majority of the votes cast by the membership. Amendments must have prior study by the Board at a regular Board meeting –and the Constitution and Bylaws Review Committee - with copies sent to the membership no less than thirty days in advance of the vote.