

# ART EDUCATION ASSOCIATION OF INDIANA, INC.

## Constitution, Bylaws, & Operational Handbook

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**CONSTITUTION OF THE ART EDUCATION  
ASSOCIATION OF INDIANA, INC.**

Adopted May 1950, Revised 1977, 1991, 1993, 2007, 2009

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# CONSTITUTION

## **Preamble to the Constitution**

The Art Education Association of Indiana through its Constitution sets forth the means by which the aspirations of those responsible for programs of art education can be supported and extended.

As an organization, we affirm our belief 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 an 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.

## **Article I. Name**

The organization shall be known as the Art Education Association of Indiana, Inc. (*Incorporated in 2005 as a non-profit education organization.*)

## **Article II. Purposes**

The purpose of the organization shall be the promotion, advancement, and improvement of art education in Indiana 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; sponsor conferences, workshops, and programs; publish articles, reports, and surveys; and work with other related agencies in support of art education. Because it is the mission of the Association to be a non-profit education organization, it shall engage only 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.

Section 1. AEAI and NAEA. As the Art Education Association of Indiana, Inc. is unified with the National Art Education Association, it will perform no acts not in accordance with the constitution and bylaws of the National Art Education Association

### **Article III. Membership**

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

Section 1. Accessibility. The Art Education Association of Indiana, Inc. endeavors to serve every participant, both members and non-members, in organizational events to the best of its ability. The AEAI, Inc. will strive to provide accessibility, or seek professional assistance in providing necessary services for any person, in order to facilitate participation in its activities including, but not limited to, American Sign Language interpretation, captioning services, foreign language translation, and/or physical accessibility assistance.

### **Article IV. Organization and Governance**

Section 1. Organization. The AEAI shall be organized to include officers, an Executive Council, an Executive Committee, District Representatives, and Division Representatives.

Section 2. Officers. The officers of the Association shall be: Immediate Past President, President, President Elect, Secretary, Treasurer, and Delegate(s) to the NAEA Delegates Assembly.

Section 3. The Executive Council. The Executive Council shall be the executive authority of the Association. The President shall serve as the Chair of the Executive Council. The Executive Council shall be composed of the following voting members: Immediate Past President, President/Delegate to the NAEA Delegates Assembly, President Elect/Delegate to the NAEA Delegates Assembly, Secretary, Treasurer, one representative from each AEAI district, and one representative from each membership division including the Elementary Division, Middle/Junior High Division, Secondary Division, Higher Education Division, Supervision/Administration Division, Museum Education Division, Student Division, and Retired Teachers Division. Co-District or Co-Division Representatives shall share a single vote.

Non-voting members of the Executive Council shall include the: Indiana Department of Education Fine Arts Consultant, Editor of Publications, Convention Coordinator, Youth Art Month Coordinator, Membership Chair, Parliamentarian, Advocacy Chair, Awards Chair, Very Special Arts Representative, Commercial Representative, INSEA/USSEA Representative, and other members deemed necessary for the efficient operation of the association.

Additional non-voting members may be added to the council as approved by a majority vote of the voting members of the Executive Council.

Section 4. The Executive Committee. The Executive Committee shall be composed of the President, Immediate Past President, President Elect, Secretary, Treasurer, and one District Representative and one Division Representative elected from the AEAI Executive Council. The President shall serve as the Chair of the Executive Committee.

Section 5. Districts. The Association shall include seven districts consisting of counties within the geographic area defined by the Executive Council within each district. Each district shall have a District Representative or Co-District Representatives. All districts will have County Liaisons representing each county within their respective districts.

Section 6. Divisions. Divisions shall consist of job-alike groups of the general membership. These shall be the Division of Elementary Education, the Division of Middle/Junior High Education, the Division of Secondary Education, the Division of Supervision/Administration, the Division of Higher Education, the Division of Museum Education, the Student Division, and the Division of Retired Teachers. Each division shall have a Division Representative or Co-Division Representatives.

Section 7. Terms of Office. No Board member shall simultaneously hold more than one elected office. The Terms of office for Immediate Past President, President, President Elect, shall be for 2 years. They shall be members and they shall not succeed themselves. The terms of office for District Representatives and Division Representatives shall be for two years and they may succeed themselves in office. The term(s) of office for Delegate(s) to the NAEA Delegates Assembly shall be for two years and they shall not succeed themselves. The term of office for Student Representative shall be for one year and he/she shall not succeed himself/herself. The terms of offices for Secretary, Treasurer, Editor of Publications, and Convention Coordinator shall be for one year and they may succeed themselves in office.

Section 8. Succession of Executive Council Members. In the event that any Executive Council member, except the Indiana Department of Education Fine Arts Consultant, VSA Representative, or the Commercial Representative shall be unable to full his/her term of office, the President shall appoint another eligible member to fill the unexpired term.

In the event that the President Elect shall be unable to fulfill his/her term of office, the President shall then appoint another member in good standing to fulfill the unexpired term of the President-Elect until the annual election at which time the office will be filled.

In the event that the President shall be unable to fulfill his/her term of office, the President Elect shall assume the duties of the President. The President shall then appoint another member in good standing to fulfill the duties of the President Elect, until the annual election at which time the office will be filled.

If the Secretary or Treasurer is unable to fulfill his/her term of office, the President shall appoint another member in good standing to fulfill the duties of the Secretary or Treasurer until the Executive Council can elect a successor.

If the Delegate(s) to the NAEA Delegates Assembly is (are) unable to fulfill the term of office, the President shall appoint other eligible member(s) to serve as Alternate(s) to the NAEA Delegates Assembly.

Section 9. Elections. The Nominating Committee is chaired by the Immediate Past President who shall appoint at least three other active members in good standing to the committee. The committee shall select candidates for each vacant office to represent the board's slate. All elected Executive Council members shall be members in good standing who have held active membership in the AEAI/NAEA preceding their election and during their term of office.

The election of the President Elect shall occur every other year, unless circumstances detailed in Section 8, Succession of Executive Council Members, paragraph 3, occur. Higher Education Division Representative, Retired Teachers Division Representative, Supervision/Administration Division Representative, Museum Division Representative, and Districts 1, 3, 5, and 7 Representatives will be elected on odd-numbered years. President Elect, Elementary Division Representative, Middle/Junior High Division Representative, Secondary Division Representative, and Districts 2, 4, and 6 Representatives will be elected on even-numbered years. Election of District Representatives, and Division Representatives shall be held at the Annual General Business Meeting. A majority of votes cast is required for election. District Representative and Division Representatives shall be elected for two years and they may succeed themselves in office.

The Student Representative shall be elected annually on a rotation basis in alphabetical order of participating Indiana colleges and universities. The Student Representative shall be a member of AEAI/NAEA majoring in art education at the time of his/her nomination and intending to be enrolled as a full-time student in an Indiana college or university during his/her term of office.

Section 10. Appointments. The President shall make the following appointments with concurrence of the Executive Council: Chair of the Membership, Parliamentarian, Technology Chair, Webmaster, Local Convention Coordinator(s), Awards Chair, InSEA/USSEA Chair, VSA Arts of Indiana Representative, and members of the Policies and Research Committee. All appointees shall be active members in good standing of AEAI/NAEA. The

President shall make appointments for all positions established by the National Art Education Association. Those people so appointed shall serve the length of term recommended by the National Art Education Association and may not be replaced by the President without the consent of the person holding the particular National Art Education Association office.

Section 11. Fiscal and Administrative Year. The fiscal year shall extend from January 1 to December 31. The newly elected officers shall assume such duties as are required of them immediately following their election at the close of the fall convention and before their administrative year begins.

## **Article V. Meetings**

Section 1. Meetings of the Executive Council. Regular meetings of the Executive Council shall be held throughout the year. In addition, the President may call special meetings of the Executive Council and the Executive Committee.

Section 2. The Annual General Business Meeting. The Annual General Business meeting of the Association shall be held during the annual convention. Other business meetings shall be held at such time and place as may be determined by the Executive Council.

Section 3. Quorum. A quorum of the Executive Council meetings shall consist of one-half of the Executive Council voting membership. A quorum for the General Business meeting of the convention shall consist of ten percent of the members registered.

## **Article VI. Standing Committees**

Section 1. The President's Role on Committees. The president is an ex-officio member of all committees.

Section 2. The Membership Committee. The Chair of the Membership Committee shall be appointed by the President with the concurrence of the Executive Council. The Chair shall appoint active members in good standing to this committee with the concurrence of the Executive Council.

Section 3. The Policies and Research Committee. The Policies and Research Committee shall be composed of the outgoing Immediate Past President of the Association as Chair, an active Past President, a Student Chapter representative, a District Representative, President Elect, and at least one active member.

Section 4. The Publicity Committee. The Editor of Publications shall be the Chair of the Publicity Committee. The Chair shall appoint active members in good standing to this committee with the concurrence of the Executive Council.

Section 5. The Nominating Committee. The Chair of the Nominating Committee shall be the Immediate Past President appointed by the President with concurrence of the Executive Council. The Chair shall appoint a committee as required in Article IV, Section 10. The Chair shall appoint three active members in good standing to this committee with the concurrence of the Executive Council.

Section 6. The Budget Committee. The Immediate Past President shall be the Chair of the Budget Committee. The Budget Committee shall be composed of the Immediate Past President, President, President Elect, Secretary, and Treasurer.

Section 7. The Convention Committee. The Chair of the Convention Committee shall be appointed by the President with the concurrence of the Executive Council. The Convention Coordinator shall recommend appointment of a Local Convention Coordinator with the concurrence of the Executive Council. The Treasurer shall be a member of the Convention Committee. The Chair shall appoint active members in good standing to this committee with the concurrence of the Executive Council.

Section 8. The Youth Art Month Committee (YAM). The Chair of the Youth Art Month Committee shall be appointed by the President with the concurrence of the Executive Council. The Chair of the Youth Art Month Committee shall appoint active members in good standing to the committee with the concurrence of the Executive Council.

Section 9. The Advocacy Committee. The Chair of the Advocacy Committee shall be appointed by the President with the concurrence of the Executive Council. The Chair of the Advocacy Committee shall appoint active members in good standing to the committee with the concurrence of the Executive Council.

Section 10. The Awards Committee. The Chair of the Awards Committee shall be appointed by the President with the concurrence of the Executive Council. The Chair of the Awards Committee shall appoint active members in good standing to the committee with the concurrence of the Executive Council.

## **Article VII. Non-discrimination Clause**

The AEAI, Inc. does not discriminate in its membership or leadership based on race, ethnicity, color, gender, age, sexual orientation, military status, or disability. The AEAI, Inc. affirms its commitment to non-discrimination for any reason.

## **Article VIII. Amendments**

Section 1. Amendments to this Constitution. Amendments approved by the Executive Council may be adopted at an Annual General Business meeting of the Art Education Association of Indiana, Inc. by a two-thirds vote of the members present and voting, providing that at least sixty days previous to the meeting a



notice of the proposed amendment(s) has been given in writing to the Secretary of the Association who in turn shall inform the membership at least thirty days prior to the Annual General Business meeting. If deemed necessary by the Executive Council, voting on an amendment may be conducted by mail.

BYLAWS OF THE ART EDUCATION  
ASSOCIATION OF INDIANA, INC.

Adopted May 1950, Revised 1977, 1991, 1993, 2007, 2009, 2010

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# BYLAWS

## Article I. Duties of Officers

Section 1. Immediate Past President. It shall be the duties of the Immediate Past President to Chair the Policies and Research Committee, Budget Committee, and Nominating Committee and provide reports of committee actions to the Executive Council.

With the concurrence of the Executive Council, the Immediate Past President shall appoint an Auditing Committee to check the accounts of the Association at the close of the fiscal year. In the absence of the Immediate Past President, the President shall assume this duty.

In the absence of the President or the President Elect, the Immediate Past President shall serve as a Delegate to the Delegates Assembly.

Additional duties of the Immediate Past President are listed in the Operational Handbook of Policies and Procedures; hereafter, it shall be referred to as the Operational Handbook.

Section 2. President. It shall be the duty of the President to preside as Chair of the Executive Council. It shall be the duty of the President to preside or delegate someone to preside at all general sessions of convention meetings of the Association and to serve as a member of all committees. It shall be the duty of the President to serve as First Delegate to the NAEA Delegates Assembly. In the absence of the President, the President Elect shall assume this duty. In the absence of the President or the President Elect, the Immediate Past President shall serve as a Delegate to the Delegates Assembly.

The President shall prepare an agenda for all Executive Council meetings, make appointments, and fill all vacancies with the concurrence of the Executive Council, and perform such other duties as usually pertain to the office of President.

The President shall confer with the Convention Coordinator at the place of meeting on general management and shall help the Convention Committee prepare and supervise the preparation of programs for the convention meetings of the Association.

The President shall consider all bills of expense incurred by the various committees before countersigning checks. Any expenditure not provided for in the annual budget must be approved by the Executive Council before authorization by the President for payment. All checks presented for the payment of bills must be countersigned by the President.

With the concurrence of the Executive Council, the Immediate Past President shall appoint an Auditing Committee to review the accounts of the Association at the close of the fiscal year. In the absence of the Immediate Past President, the President shall assume this duty. Additional duties of the President are listed in the Operational Handbook.

Section 3. President Elect. It shall be the duties of the President Elect to take over the duties of the President in his/her absence and to assist the President in carrying on the work of the Association. The President Elect shall assume the office of the President following the term of the President Elect. It shall be the duty of the President Elect to serve as Second Delegate to the NAEA Delegates Assembly. In the absence of the President Elect, as Alternate to the NAEA Delegates Assembly shall be appointed by the President. Additional duties of the President Elect are listed in the Operational Handbook.

Section 4. Secretary. The Secretary shall provide all secretarial services for the Executive Council and Association as specified in the Operational Handbook.

Section 5. Treasurer. The Treasurer shall receive all monies due the Association, keep accounts of same, and deposit monies in a bank in the name of the Art Education Association of Indiana, Inc. and perform addition duties as specified in the Operational Handbook.

Section 6. Convention Coordinator. It shall be the duty of the Convention Coordinator to assume full responsibility for arrangements of all aspects of the annual convention of the Association and to provide other services as specified in the Operational Handbook.

Section 7. Delegate(s) to the NAEA Delegates Assembly. Any representative required by the NAEA shall be appointed by the President in accordance with Article IV, Section 8, Paragraph 5 of the Constitution and shall serve as official representative of the AEAI to the appropriate meetings of the National Art Education Association and to such AEAI Regional Unit Meetings as may be required by the AEAI or NAEA. Additional duties of the Delegate(s) to the NAEA Delegates Assembly are listed in the Operational Handbook.

Section 8. Removal of Council Member. Any officer may be removed from the Executive Council for cause(\*) and by a two-thirds vote of the Executive Council. The opening will be filled by a candidate appointed by the President and approved by a majority of the Executive Council. (\*)“Cause” shall be defined as the neglect of duties outlined in the Constitution, Bylaws, or Operational Handbook, failure to respond to written and/or phone communications, and such other situations as the board deems reasonable.

Section 9. Officer Dismissal Procedure. The AEAI Executive Council shall use the following procedure to dismiss any officer who warrants dismissal:

- a. Any member of the Executive Council may notify the President of the situation warranting removal.
- b. The President shall issue a written communication to the officer in question concerning the failure to perform job responsibilities.
- c. If the situation does not improve in a reasonable amount of time, the Executive Council shall conduct a vote for removal from office of the officer in question.
- d. If the Executive Council vote favors removal of the officer, the President will send a registered letter announcing the officer's removal from office.
- e. The President will announce the appointment of the replacement to the vacant office with the concurrence of the Executive Council.

## **Article II. Duties of the Executive Council and Standing Committees**

Section 1. Executive Council. The affairs of the Art Education Association of Indiana, Inc. shall be managed by the Executive Council.

Section 2. Duties of the Executive Council. Immediately following the Annual General Business Meeting of the Association, the Executive Council shall elect a Secretary, Treasurer, Editor of Publications, Convention Coordinator, Chair of Advocacy Committee, Chair of Youth Art Month Committee, and Chair of Awards Committee each of whom shall be a member in good standing who has held active membership in the AEAI/NAEA preceding their election and during their term of office. Terms of office shall be one year and they may be re-elected annually as the Executive Council deems appropriate.

The Executive Council shall designate the time and place of the annual convention and see that provisions are made for the annual General Business meeting at the convention.

The Executive Council shall review the reports of the Budget, Nominating, and Policies and Research Committees before they are presented at the Annual General Business Meeting for final action.

The Executive Council shall allow expenses for the Delegate(s) and Alternate(s) to the NAEA Delegates Assembly as specified in the Operational Handbook.

Section 3. The Membership Committee. The Membership Committee shall oversee the development and promotion of membership for the Association. Duties of the Membership Committee are listed in the Operational Handbook.

Section 4. The Policies and Research Committee. The Policies and Research Committee shall initiate policy promoting, advancing, and improving the quality

of art education in Indiana and provide additional services as specified in the Operational Handbook.

Section 5. The Convention Committee. The Convention Committee shall oversee the planning, coordination, and operation of the annual convention. Duties of the Convention Committee are listed in the Operational Handbook.

Section 6. The Public Relations Committee. The Public Relations Committee shall promote and disseminate public relations information to and on behalf of Indiana's art educators and the Association. Duties of the Public Relations Committee are listed in the Operational Handbook.

Section 7. The Budget Committee. The Budget Committee shall prepare an annual budget determined by the expenditures and balance of the previous period. Additional duties of the Budget Committee are listed in the Operational Handbook.

Section 8. The Youth Art Month Committee. The Youth Art Month Committee shall plan, coordinate, and conduct Youth Art Month activities on behalf of the Association. Duties of the Youth Art Month Committee are listed in the Operational Handbook.

Section 9. The Advocacy Committee. The Advocacy Committee shall plan, coordinate, and conduct advocacy programming and activities on behalf of the Association. Duties of the Advocacy Committee are listed in the Operational Handbook.

Section 10. The Awards Committee. The Awards Committee shall plan, coordinate, and conduct award activities on behalf of the Association. Duties of the Award Committee are listed in the Operational Handbook.

### **Article III. Membership Dues**

Section 1. Amount of Dues. The dues for the NAEA shall be determined by the NAEA Board of Directors. Additional state level assessment may be determined by the AEAI Executive Council.

Section 2. Payment of Dues. All dues are paid to the Treasurer of the National Art Education Association who will return to the Art Education Association of Indiana, Inc. its portion of the dues.

Section 3. Membership Classes. The classes of membership in the Art Education Association of Indiana, Inc. are the same classes of membership established by the National Art Education Association.

## **Article IV. Resolutions and Appropriations**

Section 1. Resolutions. No resolution may be brought before the Association for final action until it has been referred to the Policies and Research Committee for recommendation and presentation.

Section 2. Appropriations. No motion for appropriations of funds from the Treasury may be brought before the Association for final action until it has been referred to the Executive Council for recommendation.

## **Article V. Conflicts of Interest**

All members of the AEAI, Inc, Executive Council, whether elected or appointed, and all members of AEAI, Inc. Standing Committees or Ad Hoc Committees shall comply with the Conflict of Interest Policy as stated in the Operational Handbook. Any member who violates provisions of the Conflict of Interest policy shall be removed from office under provisions of Article I, Section 5, Officer Dismissal Procedure.

## **Article VI. Rules of Order**

Robert's Rules of Order (revised) shall be the authority on all questions of procedure not otherwise covered in the Constitution and Bylaws of the Art Education Association of Indiana, Inc.

## **Article VII. The Operational Handbook of Policies and Procedures**

The AEAI Executive Council shall adopt a handbook as an operational guide which outlines the policies and procedures of the Association. Policies and procedures shall be reviewed periodically by the Policies and Research Committee, the Executive Committee, and the Executive Council.

## **Article VIII. Amendments**

These Bylaws may be amended at any Annual General Business meeting of the Association by a majority of the members registered at the convention present and voting, provided notice has been given at a previous meeting of the convention or without notice by an unanimous vote of the members present providing they constitute a quorum of ten percent of the members registered.

## **Article IX. Dissolution**

In the event of the dissolution of the Art Education Association of Indiana, Inc. such funds as may remain after allowing sufficient money to meet existing obligations shall be given to one or more non-profit educational institutions or organizations to further the cause of Art Education.

OPERATIONAL HANDBOOK OF THE ART EDUCATION  
ASSOCIATION OF INDIANA, INC.

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# OPERATIONAL HANDBOOK

## **The Executive Council**

### **Preface**

This handbook has been prepared to serve as a guide to you as you fulfill the obligation of your office. If, from your experiences, you feel revisions and/or additions to the list of duties outlined for your office are needed, please make such recommendations in writing to the President of AEAI.

### **Composition**

- I. The Executive Council is composed of the following voting elected or appointed members: Immediate Past President, President (Chair of Executive Council), Vice President/President Elect, Secretary, Treasurer, one Representative from each AEAI district, one Student Representative, Elementary Division Representative, Middle School Division Representative, Secondary Division Representative, Higher Education Division Representative, Supervision/Administration Division Representative, Retired Division Representative, and Museum Division Representative (20 voting members).
- II. The Executive Council is also composed of the following non-voting members: Parliamentarian, Youth Art Month Chair, Editor of Publications, Commercial Representative, State Arts Consultant, Membership Chair, INSEA/USEA Representative, VSA Representative, Technology Coordinator

### **Obligation**

- I. It is the obligation of each member of the Executive Council to: direct and administer the affairs of the AEAI; consider all business, resolutions, or proposals concerning AEAI before such items are presented to the general membership for adoption; provide for a continuing relationship with the National Art Education Association; and consider the recommendations of the AEAI Delegates to the NAEA Delegates Assembly and the best interests of art education.
- II. In order to be continually striving to serve the art education community, the Executive Council will formulate prioritized goals for the Art Education Association of Indiana, Inc. at least every four years and will determine tasks for implementing goals. These tasks include responsibility, resources needed, time started, time to complete task, and evaluation of effort.
- III. The Executive Council is willing to hear and act upon any special requests from other organizations or individuals.
- IV. The members of the Executive Council, Standing Committees, Ad Hoc Committees, employees, and agents of AEAI, Inc. are required to comply and sign

the Conflict of Interest policy (see Operational Handbook Appendix). Any Executive Council member who violates the provisions of the Conflict of Interest policy will be removed from their membership of the Executive Council and/or committees under the provisions of Article I, Section 5, Officer Dismissal Procedure. Agents or employees of AEAI, Inc. who violate the Conflict of Interest policy will be discharged.

- V. The members of the Executive Council, Standing Committees, Ad Hoc Committees, employees, and agents of AEAI, Inc. are required to comply with the Document Retention and Whistleblower Policy (see Operational Handbook Appendix).

### **Meetings**

- I. The President will schedule such meetings of the Executive Council as needed to transact business. Meetings will follow Robert's Rules of Order.
- II. The President and the Conference Coordinator will work together to designate the time and place for the conference and annual business meeting of the association.

### **Quorum**

- I. A quorum shall consist of one half of the total-voting members of the AEAI Executive Council.

### **Members**

- I. Voting members shall advise the President of the appointment of proxies to attend a meeting that they will be unable to attend. Votes can be taken by ballot or telephone or email on matters requiring immediate action between meetings when notified by the Secretary or President. When this method is used, a copy of the motions with the individual votes must be presented at the next Executive Council meeting.
- II. All members may make motions at Executive Council meetings but only elected members may vote.
- III. All motions should be presented in writing using the AEAI Motion Form (see back of handbook).
- IV. If possible, members should notify the Chair before the meeting of any new business to be presented.

### **Elections and Appointments**

*See also Article 4, Section 4 (Elections) and Article 4, Section 5 (Appointments) of the AEAI Constitution.*

- I. The Executive Council will hold an election of officers at each annual conference.

- II. The Student Representative will be elected by his/her student chapter on a rotation basis in alphabetical order of participating Indiana colleges and universities.
- III. The President will appoint active AEAI members to positions for approval by the Executive Council.
- IV. Higher Education, Retired, Supervision/Administration, and Museum Divisions and Districts 1, 3, 5, and 7 will have elections on odd-numbered years. Vice President/President Elect, Elementary, Middle, and Secondary Divisions, and Districts 2, 4, and 6 will have elections on even-numbered years.
- V. Nominees for each office shall not be present during the election for that particular office unless paper ballots are used.
- VI. The Executive Council will concur with the President and the Auditing Committee on appointment of a public accountant or auditor.

### **Removal From Office of Elected and Appointed Executive Council Members**

- I. Elected or appointed Executive Council members who miss three regularly scheduled meetings within a year from the time of his/her election or appointment will be notified by the Secretary that the Executive Council is considering appointment of another member to fulfill his/her responsibilities.

### **Reports**

- I. The President will prepare and distribute the meeting agenda. A suggested format can be found at the back of the Operational Handbook.
- II. Only reports in written form are to be presented at the meeting. In addition, any discussion concerning these reports should be withheld until after New Business. A report form can be found at the back of the Operational Handbook.
- III. The Executive Council will refer reports of the Budget, Nominating, and Policies and Research Committees and report other proceedings of the Executive Council at the annual business meeting of the association.
- IV. The Executive Council will approve the Treasurer's itemized account of expenses before it is reported at the annual business meeting.

## **Executive Council: Members & Duties**

### **Immediate Past President**

The Immediate Past President begins this position serving out the last two years of a six-year term of service to the Executive Council and may have suggestions and guidance for both the President and the Vice President/President Elect.

### Duties:

- Serve as chair of the Policies and Research Committee, the Nominating Committee, and the Budget Committee;
- Schedule and conduct a meeting of the Budget Committee to prepare the budget for the following year; the budget must be approved by the Executive Council before being presented to the membership at the annual business;
- Present the slate of officers for the election at the annual business meeting;
- Provide notice for enactment of amendments to the Constitution as required by the AEAI Constitution;
- Collect and maintain the AEAI archives;
- Maintain a notebook of records, notes, and helpful information to pass to succeeding Executive Council member upon the expiration of term; and
- *Refer to the Constitution and Bylaws for additional responsibilities.*

### **President**

The President provides leadership for all the members of the Association. The President coordinates with other organizations, special interest groups, and the Executive Council to ensure the Association is running efficiently and meeting the needs of its membership.

### Duties:

- Serve as chair of the Executive Council and conduct business meetings following Robert's Rules of Order;
- Preside or delegate someone to preside at all general sessions of the conference
- Prepare an agenda for all Executive Council Meetings;
- instruct the Secretary to send minutes and other necessary information to Executive Council members;
- Organize and provide information to new members of the Executive Council;
- Work with other Executive Council members and other educators to insure that the goals and selected tasks of the Association are implemented;
- Make Executive Council appointments with concurrence of the Executive Council
- Serve as ex-officio member of all committees and as a member of the Budget committee;
- Confer with the Conference Coordinator at the proposed conference site and on general management of the conference;
- Assist Program Committee in the preparation of programs for the Association conference meetings;
- Confer with Executive Council on the selection of an Executive Council Recognition Award for the Awards Banquet at the annual conference;
- Consider all bills or expenses incurred by the various committees before payment is made and consult the Executive Council for approval of items not provided for in the annual budget;
- Represent the Association at the NAEA National Convention and appropriate NAEA regional unit conferences and serve as the First Delegate to the NAEA Delegate's Assembly;
- Represent the Association at the Western Region Summer Leadership meetings;

- Coordinate and assist the Division Level Representatives;
- Check lists of approved Executive Council motions that have not been acted upon or implemented on a regular basis;
- Assume the duties of the Immediate Past President in his/her absence;
- Maintain a notebook of records, notes, and helpful information to pass to succeeding Executive Council member upon the expiration of term; and
- *Refer to the Constitution and Bylaws for additional responsibilities.*

### **Vice President/President Elect**

The Vice President/President Elect serves two years under the guidance of the President learning how the Association operates, attending Delegates Assembly and the summer leadership meetings to see how other state associations operate.

#### Duties:

- Assist the President in carrying on the work of the Association;
- Assume the duties of the President in his/her absence;
- Represent the Association at the NAEA National Conference and appropriate NAEA regional unit conferences and serve as the Second Delegate to the NAEA Delegates Assembly if membership is over 300;
- Serve on the Budget Committee, Policies and Research Committee, and serve as Chair of the Public Relations Committee;
- Purchase and present gift to the President at the Awards Banquet upon the expiration of Presidential term;
- Send information of newly elected officers, as per request, to superintendent, principal, and appropriate newspapers in officer's town with a copy of sent information to the officer;
- Coordinate and assist District Representatives;
- Maintain a notebook of records, notes, and helpful information to pass to succeeding Executive Council member upon the expiration of term; and
- *Refer to the Constitution and Bylaws for additional responsibilities.*

### **Secretary**

The Secretary is responsible for keeping the records of all Executive Council and special committee meetings of the Association. The Secretary maintains communications to all members with a presentation of minutes at the annual conference and to members of the Executive Council through the dispersal of meeting minutes and special committee meetings.

#### Duties:

- Record and file complete and accurate minutes of all meetings of the Executive Council and the annual business meetings of the Association and mail to all Executive Council members;
- Send notices and announcements as directed by the Executive Council;
- Serve on the Budget and Public Relations Committees;

- Supply Executive Council with duplicate copies of minutes, committee reports, Association forms, supplies, stationary, and with the three ring binders (containing a copies of the AEAI Constitution, Bylaws, and Operational Handbook, Membership List, Officers, Committee Heads and Members, AEAI Goals and Tasks, AEAI Special Interest Groups, State Department of Education Rules Affecting Art Education, and additional appropriate information);
- Oversee all papers and properties belonging to the Association and keep records of the same having this record present at all meetings of the Executive Council and Association and submit it upon request for examination;
- Maintain a notebook of records, notes, and helpful information to pass to succeeding Executive Council member upon the expiration of term; and
- *Refer to the Constitution and Bylaws for additional responsibilities.*

## **Treasurer**

The Treasurer is the financial record-keeper of the Association.

### Duties:

- Receive all monies due the Association, keep accounts of same, and deposit them in a bank in the name of the Art Education Association of Indiana, Inc.;
- Keep account of all bills against the Association and after their approval by the President, issue checks for their payment;
- Keep a complete record of all work performed in the discharge of the duties of Treasurer together with an itemized account of the expenses of the office;
- Submit books of account together with vouchers and records to a certified auditor approved by the Executive Council at the close of the fiscal year, and submit the auditor's report to the Executive Council;
- Serve on the budget committee and work with the Executive Council in preparation of the annual budget;
- Make a report of the financial condition of the Association for the past period and present an estimate of the probable income and expenditures for the next period to the Executive Council and to the Association at its annual business meeting;
- File annual reports as are required to maintain non-profit status of the Association
- Contract all conference speakers who are to receive payment for services;
- At expiration of the office, turn over to the successor all monies and books of the Association with a notebook of records, notes, and helpful information; and
- *Refer to the Constitution and Bylaws for additional responsibilities.*

## **District Representatives**

The District Representatives are key people in the Association, serving on the Executive Council for two-year terms. District Representatives serve and promote membership for AEAI in the respective districts and act as liaisons to districts on Executive Council actions and pertinent AEAI information.

### Duties:

- Obtain a copy of the database materials for all AEAI members in the district from the Membership Chair;
- Appoint a member in each county to act as a liaison to facilitate communication and execute district activities (County Liaison members and the district representative should perform as a team to promote AEAI interests and memberships);
- Hold at least one workshop or mini-conference a year for the purpose of uniting art educators, promoting art in the schools, and sharing current information and techniques;
- Hold a district meeting at the conference;
- Attend the post conference Executive Council meeting as an outgoing, incoming, or continuing District Representative;
- Set up a display at the conference on the activities, events, and efforts made in your district which might include posters, photographs, newspaper clippings, and newsletters;
- Keep members informed of current art and art education events according to special interest groups and division level offerings;
- Forward the following information for the AEAI computer database files: any new art related individuals in the district (teachers, administrators, college students, professors, artists, and crafts persons); alphabetical list of towns, schools, colleges/universities, museums, galleries, and other appropriate institutions; additional information that may be helpful in promoting membership and district activities;
- Identify art related community activities in the district (exhibitions, fairs);
- Promote AEAI membership at functions where large attendance of art teachers might be expected;
- Maintain a notebook of records, notes, and helpful information to pass to succeeding Executive Council member upon the expiration of term; and
- *Refer to the Constitution and Bylaws for additional responsibilities.*

### **Division Representatives**

Elementary, Middle, Secondary, and Higher Education Division Representatives are viewed as very important resource people and liaisons for Indiana's elementary art teachers as well as any others that might want to know about art programs, teachers, and resources in Indiana.

### Duties:

- Attend all AEAI Executive Council meetings and provide a written report of activities when appropriate;
- Provide for an annual division meeting at the conference;
- Provide updated information on quality art curricula, instructional packages, books, visuals, and media distributors;
- Send reports of any new material, workshops, events, or matters of interest to art teachers to *Contact* or communicate information to division members through a flyer, newsletter, or email;



- Act as a liaison to AEAI teachers, instructors, and professors and work with District Representatives and other Division Representatives;
- Provide a display of activities and services at the annual conference;
- Update the AEAI Division Representative's binder to include pertinent division level information such as: schools with art programs in Indiana, art teachers, *Indiana Administrative Handbook* with certification rules for art teachers, higher education college and university art and art education programs in Indiana, addresses/department chair, all higher education art related faculty, programs offered, classes of interest to AEAI members, art career information, portfolio/entrance information, current licensing/certification information, and/or other important information that will help fulfill membership needs;
- Maintain a notebook of records, notes, and helpful information to pass to succeeding Executive Council member upon the expiration of term; and
- *Refer to the Constitution and Bylaws for additional responsibilities.*

### **Supervision/Administration Division Representative**

The Supervision/Administration Division Representative is viewed as a very important resource person and liaison for Indiana's art supervisors, coordinators, administrators, and department heads, as well as any others that might want to know about art programs, teachers, and resources in Indiana.

#### Duties:

- Supervise the AEAI Curriculum Resource Center compiled by all division level representatives and be responsible for channeling requests to appropriate division level or district representatives;
- Attend all AEAI Executive Council meetings and provide a written report of activities when appropriate;
- Provide for an annual division meeting at the conference;
- Send reports of instructional packages, curriculum materials, licensing/certification information, state textbook adoption information, workshops, events, or matters of interest to supervisors, coordinators, administrators, and art teachers to *Contact* or communicate information to division members through a flyer or newsletter;
- Act as a liaison to AEAI supervisors, coordinators, and administrators and work with District Representatives and other Division Representatives;
- Maintain a notebook of records, notes, and helpful information to pass to succeeding Executive Council member upon the expiration of term which includes updated information on quality art curricula, instructional packages, books, visuals, media distributors, workshops and classes, licensing/certification information, and state textbook adoption information (other items may include the names of art supervisors, coordinators, and administrators of art programs in Indiana, addresses of same, art career information, and current curriculum/licensing/certification information); and
- *Refer to the Constitution and Bylaws for additional responsibilities.*

## **Museum Education Division Representative**

The Museum Education Division Representative is viewed as a very important resource person and liaison for Indiana's art teachers and museums.

### Duties:

- Attend all AEAI Executive Council meetings and provide a written report of activities when appropriate;
- Provide for an annual division meeting at the conference;
- Send reports of any new publications, announcements, workshops, exhibitions of interest to museum division level members and other division level members to *Contact* or communicate information to division members through a flyer or newsletter;
- Act as a liaison to AEAI art and museum educators and Indiana and work with District Representatives and other Division Representatives;
- Provide a display of activities and services at the annual conference;
- Maintain a notebook of records, notes, and helpful information to pass to succeeding Executive Council member upon the expiration of term which includes all museum service/extension programs; all traveling exhibitions and art related programs available to schools; docent training programs; museum education programs in Indiana; available supplies (slides, books, games, instructional packages, visuals), and other important information; and
- *Refer to the Constitution and Bylaws for additional responsibilities.*

## **Student Division Representative**

The Student Division Representative is viewed as a very important resource person and liaison for Indiana's art teachers and students in various art education programs in Indiana.

### Duties:

- Be responsible for sending information to *Contact* on the activities of student chapters in Indiana, and announce updates and issues of concern to students through *Contact*;
- Be responsible for distributing AEAI promotional materials on bulletin boards accessible to art education students in Indiana colleges and university programs and directly to art education students when possible;
- Attend all AEAI Executive Council meetings and provide a written report of activities when appropriate;
- Promote student membership, attendance and participation at the annual conference, and provide for an annual division meeting at the conference;
- Serve on the Policies and Research Committee;
- Act as a liaison to AEAI and art education students in Indiana colleges and university programs and work with District Representatives and other Division Representatives;
- Appoint a student member from each college or university (if possible) to act as a liaison to facilitate communication and execute student member activities (student

liaison members and the student representative should perform as a team to promote AEAI interests and memberships);

- Provide a display of activities and services at the annual conference;
- Maintain a notebook of records, notes, and helpful information to pass to succeeding Executive Council member upon the expiration of term which includes all student chapters/student members in Indiana and contact the Higher Education Division Representative for updates; and
- *Refer to the Constitution and Bylaws for additional responsibilities.*

### **Retired Teacher Representative**

The Retired Teacher Representative maintains contact with former art educators and promotes continued membership in the association.

#### Duties:

- Be responsible for sending information to *Contact* on the activities of retired teachers in Indiana, and announce updates and issues of concern to them through *Contact*;
- Attend all AEAI Executive Council meetings and provide a written report of activities when appropriate;
- Provide for an annual division meeting at the conference;
- Promote retired teacher membership, attendance, and participation at the annual conference;
- Provide a written report and/or display of activities and services at the annual conference;
- Read and update information in the AEAI Retired Teacher Representative binder; and
- *Refer to the Constitution and Bylaws for additional responsibilities.*

### **Parliamentarian**

The Parliamentarian's role is to help facilitate proper order and efficiency during Executive Council meetings and the annual business meeting of the Association.

#### Duties:

- To advise the President on matters related to parliamentary procedure and order in the conduct of meetings;
- Become familiar with the *AEAI Constitution and Bylaws*, the latest revision of *Robert's Rules of Order*, and have copies of each at all business meetings of the Executive Council and the Association; and
- *Refer to the Constitution and Bylaws for additional responsibilities.*

### **Youth Art Month Chair**

Youth Art Month is an annual observance each March to emphasize the value of art education for all children and to encourage public support for quality school art programs. The Youth Art Month Chair coordinates the Association's activities.

#### Duties:

- Submit documentation of Indiana's YAM activities to the Crayon, Watercolor, and Craft Institute to provide recognition for all of the YAM activities throughout Indiana;
- Provide information for Contact to encourage art teachers to take part in observing and documenting YAM. For more information. Refer to the Youth Art Month publication form NAEA;
- Maintain a notebook of records, notes, and helpful information to pass to succeeding Executive Council member upon the expiration of term; and
- *Refer to the Constitution and Bylaws for additional responsibilities.*

### **Publications Editor**

The Publications Editor provides a link between the Executive Council and the AEAI membership.

#### Duties:

- Chair Publications Committee;
- Solicit articles and news for the Association newsletter *Contact*;
- Edit and write articles and news items for *Contact*;
- Design and paste up *Contact* for printing;
- Supervise printing of *Contact*;
- Establish and maintain bulk mailing permit;
- Deliver printed newsletters to circulation manager for mailing;
- Maintain a notebook of records, notes, and helpful information to pass to succeeding Executive Council member upon the expiration of term;
- Maintain mailings from the national headquarters and with newsletters from other state associations by contacting the National Art Education Association, 1926 Association Drive, Reston, VA, 22096;
- Include both regular features, news releases, the Message from the President, membership forms, list of names, addresses, and telephone numbers of AEAI Executive Board Members in every issue;
- Include information about the conference in the winter issue with a welcome to new members, and an article about Youth Art Month;
- Include information in the spring issue news about planning for the fall conference, a call for conference proposals, and a call for nominations for teaching awards;
- Include information in the fall issue information about the fall conference, a conference pre-registration form, and a map of the conference site;
- Maintain consistent deadline dates for receiving news items: winter issue, December 15 (mailed January 30); spring issue, April 1 (mailed May 1); fall issue, July 15 (mailed September 1);
- Transfer *Contact* information and other pertinent information to the AEAI website
- Establish a credit relationship with a local copy shop so bills for printing services can be sent directly to the Treasurer of AEAI; and
- *Refer to the Constitution and Bylaws for additional responsibilities.*

## **Advertising and Commercial Exhibits Coordinator**

The Advertising and Commercial Exhibits Coordinator shall be appointed by the Conference Coordinator to maintain *Contact* advertising and annual conference exhibition space.

### Duties:

- Establish and maintain advertising policy for *Contact*;
- Solicit ads from advertisers and send camera-ready copy to editor;
- Send conference information to vendors to solicit exhibition space and follow up responses with contracts;
- Provide vendors with name tags at the conference;
- Monitor vendor questions and needs at the conference; and
- *Refer to the Constitution and Bylaws for additional responsibilities*

## **Commercial Representative**

The Commercial Representative represents the commercial exhibitors of the AEAI annual conference to the AEAI Executive Council on an as needed basis.

## **Indiana State Fine Arts Consultant**

The Indiana State Fine Arts Consultant acts as a liaison between the AEAI Executive Council and the Indiana Department of Education, communicating the activities, programs, and policies of each organization to the other.

## **Alternate Delegate to NAEA Delegates Assembly**

The Alternate Delegate to the NAEA Delegate's Assembly is an appointed position on the Executive Council for one year.

### Duties:

- Represent AEAI as a Delegate to the NAEA Delegate's Assembly in the event that the First or Second Delegate cannot attend NAEA Delegate's Assembly meetings;
- Act as liaison between AEAI and NAEA;
- Report to the Executive Council and the members of AEAI at regular meetings and through AEAI publications such actions of the NAEA Board, Executive Committee, and NAEA Delegate's Assembly that affect AEAI and the status of art education locally and nationally;
- Submit written reports within four weeks following each meeting of the NAEA Delegate's Assembly to the officers of the AEAI regarding action taken at the Assembly;
- Represent the Association at NAEA national conferences and appropriate NAEA Regional Unit conferences;
- Assume the above duties in the absence of the Representative to the NAEA Delegates Assembly; and

- Refer to the Constitution and Bylaws for additional responsibilities.

### **Membership Chair for Indiana**

The membership chair will be appointed by the President and will serve as chair of the membership committee.

#### Duties:

- Organize and conduct membership drives at art education functions throughout the State;
- Encourage the use of displays to draw attention to the membership drive;
- Continue to promote interest and membership in NAEA throughout the year through brochures, *Contact*, and displays at the AEAI conference;
- Personally contact those who do not renew memberships;
- Ask Executive Council members to provide names and addresses of art teachers in their districts who need membership information;
- Request current AEAI/NAEA membership brochures and membership promotional materials from the NAEA;
- Keep an updated file or computer database (or paper listing) of all members and the following related information up to date: name, home address, phone number, membership expiration date, school/organization, e-mail address, level of teaching, county/AEAI district number, life member status if applicable (L for life member), and AEAI special interest group;
- Provide materials and information as needed for membership promotion;
- Keep account of retired members, adding them to the list of honorary retired members as they become eligible;
- Serve on the Public Relations Committee;
- Transfer all records, files, and information to succeeding Membership Chair upon completion of office; and
- Refer to the Constitution and Bylaws for additional responsibilities.

### **Conference Coordinator**

The Conference Coordinator works closely with the Executive Council to provide operational and organizational information to the Local Conference Chair, the Local Conference Committees, and the Advertising and Commercial Exhibits Coordinator to ensure the ongoing success of the AEAI Annual Conference.

#### Duties:

- Select the host city for the annual conferences (three years in advance);
- Select conference dates;
- Appoint and schedule meetings with a Local Conference Chair and Local Conference Committee to establish sub-committees, their duties, and a working timeline;
- Investigate and tour hotels and conference facilities (with space for meal activities, assembly rooms, presentation/workshop rooms, registration tables, raffle table,

- exhibitor space, student/teacher art show) that would accommodate conference attendance from past years and present findings to the Executive Council;
- Secure contracts with the host city hotel (send tax exempt information to hotel) and facilities associated with conference activities;
  - Reserve hotel rooms for members based on previous years' attendance;
  - Seek information concerning host cities from conference managers, Chambers of Commerce, School Superintendents, University Art Chairs, and Arts affiliates
  - Select a program theme;
  - Engage and secure contracts with keynote speakers;
  - Coordinate contracts and finances with Treasurer;
  - Work with Local Conference Chair to review and select conference proposals, prepare the conference format, and for Local Conference Committee;
  - Work with Advertising and Commercial Exhibits Coordinator to arrange commercial exhibit space;
  - Provide conference information for publication in *Contact* to include:
    - Winter issue - conference location and summary;
    - Spring issue - conference dates, hotel, keynote speakers, proposal and awards nomination forms; and
    - Fall issue - all conference information and schedule of events;
  - Prepare press release for newspapers and media;
  - Secure travel arrangements and hotel accommodations for keynote speakers;
  - Collect workshop and presentation packets from each presenter for AEAI archives;
  - Maintain ongoing updates with the Executive Council about conference planning;
  - Maintain a notebook of records, notes, and helpful information to pass to succeeding Executive Council member upon the expiration of term; and
  - *Refer to the Constitution and Bylaws for additional responsibilities.*

### **Local Conference Chair**

The Local Conference Chair serves a one-year term and works closely with the Conference Coordinator at the local level to ensure all arrangements for the annual conference are completed.

#### Duties:

- Arrange for tours, services, and entertainment;
- Secure audio visual equipment;
- Select menus for all meal functions;
- Send contracts to conference presenters;
- Print conference brochure containing times and locations of presentations/workshops, keynote addresses, meal functions, tours, district and division meetings;
- Assemble conference packets with conference brochure, city information, information and proposal forms for the following year's conference;
- Arrange a meeting with the District Representative and local AEAI members to serve on the Conference Committee and its subcommittees;
- Plan the agenda and timeline for completing tasks;
- Supervise conference activities;

- Following the conference, review conference evaluation forms and make suggestions and recommendations to the Executive Council; and
- *Refer to the Constitution and Bylaws for additional responsibilities.*

### **Awards Chair**

The Awards Chair represents Executive Council at the Annual Conference Awards Banquet by introducing awards' nominators and winners.

#### Duties:

- Present awards in of the following categories at the annual conference: Outstanding Art Educator – Elementary Level; Outstanding Art Educator – Secondary Level; Outstanding Art Educator - Middle Level; Outstanding Art Educator – Higher Education Level; Outstanding Art Educator – Supervision/Administration Level; Outstanding Museum Educator; Community and Commercial Award; AEAI Executive Council Recognition Award; Outstanding Art Educator of the Year;
- Place the awards announcement in the spring issue of and set an application contact the nominators if applications are not complete;
- Arrange a meeting timeline or mailing timeline with committee members for the purpose of voting on nominees for each award;
- Notify recipients of their awards by September 1 (the Art Educator of the Year Award is announced at the AEAI awards ceremony and not beforehand), write letters of congratulations to the recipient and the nominator, and include an invitation to the awards ceremony (include a notice that the award winner receives a free dinner and that additional tickets are available to purchase for family and friends);
- Purchase (tax exempt) and print certificates or have plaques engraved with the award winners' information for each category;
- Make arrangements for a someone to photograph each award winner and forward the photographs (with names and awards on the back) to the Editor of *Contact*;
- Introduce each recipient and his/her nominator, allow the nominator to speak about the recipient, and present the recipient with a framed certificate or plaque;
- Write awards articles (use application materials) about award recipients to send to the Editor of *Contact* for publication in the Winter issue and send awards information letters to those people and publications the recipient requests;
- Submit information and forms about the Indiana Art Educator of the Year to the NAEA Western Regional Vice President and send additional NAEA nominees to the appropriate divisions;
- Present an award or recognition certificate to the Past President for his or her dedicated years of service; and
- *Refer to the Constitution and Bylaws for additional responsibilities.*

### **INSEA/USEA**

### **VSA Representative**

### **Technology Coordinator**



## **AEAI Committees: Composition and Duties**

### **Policies and Research Committee**

*See also Article VI, Section 3 of the Constitution and Articles I, Section 1 and II, Section 4 of the Bylaws.*

Composition: The Policies and Research Committee is chaired by the Immediate Past President of the Association. The committee consists of the Immediate Past President, President, Vice President/ President Elect, Student Division Representative, at least one District Representative, and additional members of the committee appointed as needed by the President.

Duties:

- Study the *Constitution, Bylaws, and the Operational Handbook* and propose any amendments considered necessary to make the Association up to date and more effective in its purpose; and
- Consider all actions and amendments proposed by members and prepare them in proper form for submission to the Association.

### **Membership Committee**

Composition: The Membership Chair for Indiana is the chair of the Membership Committee with appointed active AEAI members to his/her committee as needed for the purpose of promoting membership in the Association.

### **Public Relations Committee**

*See also Article II, Section 6 of the Bylaws.*

Composition: The Vice President is chair of the Public Relations Committee. The committee will be composed of the Membership Committee Chair and Secretary and such active and student members as necessary to carry out the functions of the committee.

Duties:

- Promote and disseminate information to and on behalf of Indiana's art educators; and
- Undertake actions that will help to provide political representation for AEAI and Indiana's art educators.

### **Awards Committee**

Composition: The Awards Committee shall consist of the Awards Chair and two District Representatives.

Duties:

- Meet or make mailing arrangements along a timeline for the purpose of voting for nominees in the following: Outstanding Art Educator – Elementary Level; Outstanding Art Educator – Secondary Level; Outstanding Art Educator - Middle Level; Outstanding Art Educator – Higher Education Level; Outstanding Art Educator -Supervision/ Administration Level; Outstanding Museum Educator; and Community and Commercial Award; and Art Educator of the Year (this award is chosen from all awards nominees, not just the winners);
- Consider candidates for nomination to NAEA division level awards; and
- Assist Awards Chair in fulfilling his/her duties.

**Budget Committee**

*See also Article II, Section 7 of the Bylaws.*

Composition: The Budget Committee shall be composed of the Immediate Past President, the President, the Vice President, the Secretary, and the Treasurer. The Immediate Past President shall act as the chair. The committee shall oversee the AEAI budget.

Duties:

- Furnish a financial report to members of the budget committee prior to its meeting;
- Meet prior to the pre-conference Executive Council meeting for the purpose of preparing a budget for the coming fiscal year;
- Determine the budget by expenditures and balance of the current year; and
- Present the proposed budget to the Executive Council at its pre-conference meeting for approval, and present the proposed budget at the annual business meeting of the Association for adoption.

**Nominating Committee**

*See also Article IV, Sections 4 and 9 and Article VI, Section 5 of the Constitution and Article I, Section 1 of the Bylaws.*

Composition: The chair of the Nominating Committee is the Immediate President. The chair shall appoint at least three active members to his/her committee.

Duties:

- Select candidates for Executive Council positions from AEAI members who have been active for the two years immediately preceding the current election;
- Place information about Executive Council positions in *Contact*, on the AEAI website, or through email to encourage member interest and participation;
- Draw up a slate of officers with candidates each for the offices currently up for election;
- Present candidates for approval by the Executive Council prior to the election;
- Present the final slate of officers to the President no later than one month preceding the conference;

- Report on committee action and present the slate to the membership at the business meeting of the annual conference; and
- During election proceedings:
- Accept additional nominations from the floor in addition to the slate presented by the Nominating Committee after the report of the committee has been accepted;
- Distribute ballots to the assembled active members if needed; and
- Count ballots and declare winners if needed.

### **Local Conference Committee**

Composition: The Local Conference Committee is composed of the Conference Coordinator, a Local Conference Chair appointed by the Conference Coordinator, the District Representative from the host city area, and AEAI volunteers.

#### Duties:

The Local Conference Chair will make arrangements for volunteers to serve on the following subcommittees:

- Registration/Information Committee – volunteers will provide assistance with conference registration, treasury matters, new membership information, event tickets, and basic conference information;
- Hospitality Committee – volunteers will provide help assembling pre-registration packets, designing and creating conference name tags, and organizing a welcome reception with refreshments for early arrivals the night before conference;
- Educational Exhibits Committee – volunteers will provide assistance in collecting and hanging student/teacher artworks; and
- Meal Events Committee – volunteers will provide place mats, table decorations, favors, and/or other materials necessary for all meal events.

### **Publications Committee**

Composition: The Editor of Publications serves as the Chair of the Publication Committees. The Secretary, Treasurer, and six or more members are appointed by the President as recommended by the Editor of Publications, one serve as the Circulation Manager and one to serve as the Business Manager.

# **Operational Handbook Appendix**

## **Suggested Executive Council Meeting Agenda**

1. CALL TO ORDER
2. SECRETARY'S REPORT
3. TREASURERS REPORT
4. STATE ART COORDINATOR'S REPORT
5. PRESIDENT'S REPORT
6. VICE PRESIDENT/PRESIDENT ELECT'S REPORT
7. PAST PRESIDENT'S REPORT
8. DIVISION REPRESENTATIVES' REPORTS
  - Supervision/Administration
  - Higher Education
  - Student
  - Retired
  - Secondary
  - Middle School
  - Elementary
  - Museum
9. DISTRICT REPRESENTATIVES' REPORTS
  - District One
  - District Two
  - District Three
  - District Four
  - District Five
  - District Six
  - District Seven
10. POLICIES AND RESEARCH COMMITTEE REPORT
11. NAEA DELEGATES' ASSEMBLY REPORT
12. PUBLICATIONS REPORT
13. CONFERENCE COORDINATORS' REPORTS
14. YOUTH ART MONTH COMMITTEE REPORT
15. COMMERCIAL REPRESENTATIVE'S REPORT
16. MEMBERSHIP COMMITTEE REPORT
17. CULTURAL EXCHANGE REPORT
18. INSEA/USEA REPORT
19. AWARDS CHAIR REPORT
20. VERY SPECIAL ARTS OF INDIANA REPORT
21. TECHNOLOGY COORDINATOR'S REPORT
22. OLD BUSINESS
23. NEW BUSINESS
24. ADJOURNMENT
25. DATE OF NEXT MEETING

**MOTION FORM**

ART EDUCATION ASSOCIATION OF INDIANA, INC.

Vote Tally

# For \_\_\_\_\_ # Against \_\_\_\_\_ # Abstain \_\_\_\_\_ Passed \_\_\_\_\_

Other \_\_\_\_\_ Failed \_\_\_\_\_

Action \_\_\_\_\_

Please state the complete motion for the Secretary’s records.

Member making this motion \_\_\_\_\_

Support of motion \_\_\_\_\_

Who would you suggest implement this motion? List committees and or Executive Council member(s):

List any resources needed:

\*Completed form is to be given to the Secretary

## **AEAI Distinguished Fellows Program**

The AEAI Distinguished Fellows Program is designed to recognize exemplary contributions to the field of art education and to AEAI by its members. Those achieving recognition as AEAI Distinguished Fellows will have amassed a record of continuous teaching, service, leadership, and dedication to art education that is outstanding. The AEAI Distinguished Fellows Program is intended to recognize achievement in art education that is exceptional in its depth and breadth.

### **Designation of Fellows**

The designation of Fellows is to be considered in the total awards and recognition plan of the Art Education Association of Indiana.

### **Limit on Fellow Nominations**

In addition to the induction of the President upon completion of his or her term, no more than three names will be submitted to the AEAI Executive Council or Awards Committee in any one year to be ratified on an individual basis for possible designation as Distinguished Fellows. No more than four members of AEAI may be admitted as AEAI Distinguished Fellows in any given year. Nominees not selected as Fellows may be re-nominated.

### **Fellows Criteria**

Each nomination for Fellows recognition will include the following materials that will be brought before the Executive Council and/or the Awards Committee:

- 1) The candidate's vita; and
- 2) A rationale statement for selection with regard to the Fellows criteria, to be provided by the nominator(s).

### **Criteria for Distinguished Fellows**

The following criteria for nomination to be a Distinguished Fellow of the Art Education Association of Indiana are intended to recognize members of AEAI for their service to the association and to the profession. The criteria are not intended to be exclusive nor is it anticipated that every Fellow will qualify equally on each criterion. Those who are nominated must, however, demonstrate a reasonable profile of accomplishment that extends across several criteria including:

- 1) AEAI or other awards that honor exemplary teaching, research, scholarship, or professional service;
- 2) Chair or member of AEAI and/or NAEA standing and/or ad hoc committees;
- 3) AEAI state convention program chairs;

- 4) Editorship of CONTACT or contributing author for AEAI and/or NAEA publications;
- 5) Research and research-related activity reported in CONTACT and/or NAEA publications;
- 6) A consistent record of presentations at AEAI and/or NAEA conventions;
- 7) A record of extended service to AEAI and/or NAEA in a variety of capacities or offices;
- 8) Member of the AEAI Executive Council or other national offices in NAEA or other education-based professional organizations;
- 9) AEAI Distinguished Fellows nominees must be current members of the association; and
- 10) The Past President is automatically nominated upon conclusion of his or her term of office.

### **Role of the Distinguished Fellows**

Those designated as AEAI Distinguished Fellows will serve in an advisory capacity to the Executive Council and the President of AEAI. At the request of the President or at the request of the Fellows, the AEAI Distinguished Fellows may be called together to:

- 1) Discuss issues of importance for maintaining a viable future for AEAI;
- 2) Offer guidance, counsel, or support for initiatives of the AEAI Executive Council and the AEAI; and
- 3) Discuss and suggest policy or action for consideration by the Executive Council on behalf of the membership of the AEAI.

### **Recognition of Distinguished Fellows**

Upon selection as an AEAI Distinguished Fellow, inductees will be recognized at the annual state convention during the awards banquet. It is suggested that a summary of each Fellow's accomplishments and contributions to AEAI and the profession be briefly reported during the banquet and in CONTACT.



## **Policy Additions**

1. Workshop and Retreat budgeted amounts will be distributed equally between the districts annually until April 30. After this date, the money will be awarded on a first come/first served basis.

Accepted by the Executive Committee: September 16, 2006; Leah Morgan, President; Motion made by Beth Hoke, seconded by Connie McClure.