

New Mexico Art Education Association

Constitution and Bylaws

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Revised 2014

Approved by Membership November 2014



New Mexico Art Education Association (NMAEA)

The New Mexico Art Education Association (NMAEA) is a 501c3 non-profit organization created by art educators for art educators from across our state of New Mexico. NMAEA is an affiliate of the National Art Education Association (NAEA).

Mission Statement

The mission of the New Mexico Art Education Association (NMAEA) is to advance and enhance quality art education within our state by offering professional development, leadership and service opportunities for its members.

Vision Statement

The NMAEA will strive to unify, encourage and support art educators through professional development, leadership, service, and research to support personal and professional growth. We will promote quality instruction in visual arts education by certified art teachers; encourage research in art education; hold public discussions; sponsor workshops and conferences; offer grant opportunities; publish articles and reports; and work with other related agencies in support of visual arts education in our state and across the country.

Preamble to the Constitution

The New Mexico Art Education Association (NMAEA), through this constitution, sets forth the means by which those responsible for art education in New Mexico may provide the experiences in art essential to meet the varied interests, needs, and abilities of New Mexicans.

As art educators, we believe in the inherent right of every individual to have full and free opportunity to explore, develop, and broaden ones creative capabilities in the field of the arts. In a highly technological society such as ours, the arts serve as a humanizing force, give dignity and a sense of worth to the individual, The arts provide the means by which aesthetic quality may be recognized and developed in our multicultural state. It also provides the background training that is essential to enter innumerable careers.

It is our purpose to promote and maintain the highest possible degree of qualitative arts instruction throughout the state of New Mexico.

It shall be our intent to communicate our beliefs to the school administrators, organized teaching professionals, and the community to strengthen the position of art as a necessary discipline in the school curriculum.

Article I – Name

The organization shall be known as the New Mexico Art Education Association (NMAEA).

Article II – Purposes

The NMAEA shall be a non-profit corporation organized and operated exclusively for educational, literary, and scientific purposes (within the meaning of Section 501(c)3 of the Internal Revenue Code of 1954 amended) primarily by assisting the advancement of the instructional program in the schools in the State of New Mexico, by developing and supporting a program of art education and research, and by furthering the evaluation and utilization of art curricula and other instructional media.

Section 1: To develop and promote standards of instruction in art and to make recommendations for the provision of adequate instructional materials, equipment, and school plant facilities which will create and maintain optimum learning conditions in art.

Section 2: To develop and promote standards of preparation for teachers of art in the state of New Mexico in the several levels of education.

Section 3: To cooperate with other professional education associations such as The National Art Education Association, The Public Education Department, and other groups or organizations interested in promoting the arts, (such as The Alliance for Arts Education, the Association for Supervision and Curriculum Development, etc.).

Section 4: To enable members to speak with a common voice on matters pertaining to the profession and to present their common interests before appropriate governing agencies.

Section 5: To encourage and promote research and publications significant to art education in particular and education in general.

Section 6: To explore the common factors and the unique aspects in the arts of the various cultures and to understand and appreciate the role art has played in all cultures as man has developed.

Article III – Membership

Individuals 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: The NMAEA shall be organized to include the Executive Committee, Board of Directors, and membership.

Section 2: The Executive Committee. The Executive Committee of the NMAEA shall be a President, President-Elect, Current Past President, Secretary, and Treasurer.

Section 3: Board of Directors. The Board of Directors, hereinafter referred to as the BOD, shall be composed of the Executive Committee, the Communications Director, the Membership Director, the Retired Director, State Department Visual Arts Specialist, the Student Representative, and the Division Directors: Higher Education, Secondary, Junior/Middle, Elementary, Museum Education, Supervision and Administration.

A simple majority of the members of the BOD shall constitute a quorum. The BOD shall be the executive authority of the association. All members of the BOD, with the exception of the ex-officio members, shall have voting privileges.

The President is a non voting member of the BOD. The president may only vote in the event of a tie.

Section 4: Ex-officio. Ex-officio members of the BOD shall be the State Department Visual Arts Specialist, and the Student Representative.

Section 5: Terms of Office. The term of office of the officers shall be for two years with the exception of the three year sequence of the President-Elect, the President, and the Current Past President whose terms will be for one year each.

Article V – Elections and Appointments

Section 1: Elections. Elections for the President-Elect will be held annually. Elections for Treasurer, Membership Director, and the Division Directors: Junior/Middle, Higher Education, and Museum Education of the BOD shall be held in even numbered years. Elections for the Secretary, Communications Director, Retired Director, and the Division Directors: Elementary, Secondary, and Supervision and Administration of the BOD shall be held in odd numbered years. Candidates for Executive Committee in the NMAEA must be members in good standing who have held active membership in the Association for a minimum two consecutive years. A majority of the votes cast by the membership is required for election.

Section 2: Nominating Committee. At six months prior to an election, the President shall appoint an ad hoc nominating committee composed of one member at large, the President-Elect, and one representative of the BOD. The committee shall prepare a slate of candidates for

each position to be filled. The slate shall be presented to the BOD for approval and to the membership for a vote.

Section 3: Vacancies. In the event of a vacancy, in any elected office of the NMAEA, the President may appoint with the approval of the BOD, an interim officer to fill the vacancy until the next election cycle can take place. In the event of a vacancy in the position of President, the President-Elect shall assume the duties of the vacated position and appoint an interim President-Elect with approval of the BOD.

Section 4: Voting. All active members of NMAEA shall be eligible to vote. The elections will be held during the month of the fall conference of every year. Proxy voting will be allowed for members unable to attend the fall conference.

Section 5: The newly elected officers shall assume office on January 1st following elections.

Article VI – Meetings

The BOD will meet at least quarterly within the year, with one of the meetings occurring at the fall conference. Special meetings may be called by the President.

Article VII – Standing Committees

Section 1: Standing Committees. The NMAEA shall have the following Standing Committees: Advocacy, Awards, Communications, Conference, Finance, and Membership.

Section 2: Special Committees. Special Committees may be appointed by the President and/or the BOD to undertake special assignments. Special Committees shall be appointed on an ad hoc basis and shall serve no longer than the term for which they were appointed.

Article VIII – Income and Benefits

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

Upon dissolution, all of the assets of the NMAEA shall be turned over to such non-profit, tax-exempt, charitable, scientific, or educational organization exempt from federal income taxation

under Section 501 (c) (3) of the Internal Revenue Code of 1954 or any successor provision thereto as the final Board of Directors of the NMAEA shall select.

The NMAEA shall not divert any part of its income or corpus to any member, sponsor, donor, creator, trustee, officer, or employee; by lending any part of its income or corpus without the receipt of adequate security and a reasonable rate of interest; by paying any compensation in excess of reasonable allowance for salaries, or other compensation for personal services actually rendered; by making any purchase or security of other property for more than adequate consideration for money or money's worth; or by engaging in any other transaction which either directly or indirectly results in such diversion of its income or corpus. The NMAEA shall not use any income for purposes other than the objects herein before set forth and shall invest income as per established policy. The NMAEA shall not act in any way or engage in any activity, which might affect its right to full tax deduction of the members' contributions to the Association. The NMAEA shall be so operated as to be entitled to, and receive all tax exemptions, federal and local, which from time to time be granted to charitable, scientific, or educational associations of foundations.

Article IX – **Amendments**

Amendments to the constitution shall be voted on by the membership. A simple majority of the votes cast is required for passage of an amendment. All proposals for amendment shall be reviewed by the BOD.

Bylaws

Article I – Duties of the Executive Committee

Section 1: President.

- A. Shall act on behalf of the NMAEA in an official capacity and shall preside at meetings of the Board of Directors, hereinafter referred to as the BOD, the Executive Committee, and all general meetings.
- B. Shall appoint special committees, chairpersons, and parliamentarian as necessary; shall serve as an ex-officio member of all committees, with the exception of the Finance Committee where the President is an active voting member.
- C. Shall coordinate and delegate responsibilities to BOD and committees.
- D. Shall represent the NMAEA in the New Mexico Alliance for Arts Education and all other appropriate groups and/or associations which seek to support the advancement of art education in New Mexico, or delegate a representative.
- E. Shall serve as New Mexico Delegate to both NAEA Delegates Assembly and Western Regional summer meeting. In the event that the President cannot attend, the President can appoint a representative of the BOD to attend in his or her place.
- F. Shall be responsible for signing all legal documents and contracts.

Section 2: Current Past President.

- A. Shall serve as an advisor to the President and shall have such other duties as may be assigned by the President or the Executive Committee.
- B. Shall serve as the Awards Committee Chair.

Section 3: President - Elect.

- A. Shall ascend to the Presidency automatically and shall assume the duties of the President in the event of the disability, absence, or resignation of the President.
- B. Shall serve as the Conference Committee Chair, and shall be an active voting member of the Finance Committee.

Section 4: The Secretary.

- A. Shall record minutes of all BOD meetings and send copies of the minutes within 2 weeks to all BOD members. Specific meetings to be included: Executive Committee Meetings, BOD Meetings, and NMAEA Annual Membership Business Meeting.
- B. Shall handle official general correspondence.
- C. Shall archive all minutes, historical records, as well as all important documents.

Section 5: The Treasurer.

- A. Shall keep financial records and pay all bills.
- B. Shall prepare and submit quarterly financial status reports to the BOD.
- C. Shall serve as the registrar for all conferences and workshops.
- D. Shall archive all financial records.
- E. Shall act as second signee on contract as needed.

Section 6: Communication Director.

- A. Shall serve as Communications Committee Chair.
- B. Shall initiate, develop, and plan communications of the association through digital and print media.

Section 7: Membership Director.

- A. Shall serve as Membership Committee Chair.
- B. Shall assist in the creation and promotion of membership campaigns and promotes active participation in all meetings and activities.

Section 8: Division Directors, Retired Director.

- A. It shall be the duty of the directors to serve on the BOD to represent their category, and to develop the program for their category including professional development, conference events and other professional activities.
- B. Shall unify and enrich communication in their category.

Article II – The Executive Committee, Duties of the Board of Directors, and Standing Committees.

It shall be the responsibility of all BOD members to provide their successors with all records and correspondence related to the position.

It shall be the responsibility of all BOD members to provide a written quarterly report to the BOD.

Section 1: Executive Committee.

The Executive Committee shall have authority to represent and so act for the BOD in the interim between meetings of that body, except where noted.

Section 2: The Board of Directors.

The BOD shall serve as the executive authority of the NMAEA. It shall suggest policies for consideration at annual meetings, carry out policies, and provide such supervision as may be necessary to promote the best interests of the NMAEA's goals and programs.

It shall approve all expenditures and present a financial report to the membership.

Section 3: Standing Committees:

- A. Advocacy Committee. The Advocacy Committee shall develop guidelines for the promotion of art education throughout New Mexico. The Chair-Person of the Advocacy Committee shall be appointed by the BOD with a year contract that is reviewed each year by the BOD. The Advocacy Chair will attend and report at the BOD meetings and is a non-voting position. The Advocacy Chair has the authority to appoint committee members.
- B. Awards Committee. The Awards Committee shall be responsible for the awards program for the association. The Chair-Person of the Awards Committee shall be the Current Past President and has the authority to appoint committee members.
- C. Communications Committee. The Communications Committee shall be responsible for the digital and print media for the association. The Chair-Person of the Communications Committee shall be the Communications Director and has the authority to appoint committee members.
- D. Conference Committee. The Conference Committee shall be responsible for the development and planning of the annual fall conference. The Chair-Person of the Conference Committee is the President-Elect and has the authority to appoint committee members.
- E. Finance Committee. The Finance Committee shall develop a budget for the NMAEA. The Finance Committee will develop plans to increase revenue for the NMAEA. The Chair-Person of the Finance Committee shall be appointed by the BOD with a year

contract that is reviewed each year by the BOD. The Finance Chair will attend and report at the BOD meetings and is a non-voting position. The Finance Chair has the authority to appoint committee members with the approval of the BOD. The Finance Chair shall submit any legal financial reports as required, arrange for audit of association books once a year by a CPA, and work with the Treasurer to prepare and submit quarterly and annually financial status reports to the BOD. The President and the President-Elect shall be active voting members of the committee.

- F. Membership Committee. The Membership Committee shall be responsible for the creation and promotion of membership campaigns. The Membership Committee Chairperson shall be the Membership Director and has the authority to appoint committee members.

Article III – Membership and Dues

Section 1: Amount of Dues.

The dues for all classes of membership in the NMAEA shall be determined by the States Assembly of the NAEA.

Section 2: Classes of Membership.

Unless otherwise specified, all classes of membership are for a period of one year. The following classes of membership are established:

- A. Active: For art teachers, directors of art education programs, or those engaged in pursuits closely related to the field. Affords you all of the benefits of membership.
- B. First Year Professional: For recent graduates entering their first year of teaching art. Valid for one year only. Affords you all of the benefits of membership except the right to hold national office.
- C. Student: For undergraduates and full-time graduate students. Affords you all of the benefits of membership except the right to hold national office.
- D. Retired: For retirees who have been a member of NAEA for a minimum of five years. Affords you all of the benefits of membership.
- E. Associate Non-Art Educator: For school personnel not actively engaged in the teaching of art and for all those interested in art education. Provides most benefits, except the right to vote, and hold national office.
- F. Institutional/ School-Based Partnerships: For institutions or departments involved with art education. One individual is appointed the designated contact and will receive all of the benefits of membership, except the right to vote and hold office. Includes a

complimentary subscription to *Studies in Art Education*, one pre-paid national convention registration, and eligibility for NAHS sponsorship where appropriate.

- G. Honorary. Honorary memberships may be conferred upon persons who have made some outstanding contributions to art education and whose names have been approved by the BOD and the Regional Unit Assembly of NAEA. This membership is conferred for the life of the member.

Article IV – Adoption of Constitution and Bylaws

After presentation of the proposals for reorganization to the membership, and upon a simple majority approval of the votes cast from the current NMAEA members voting, this Constitution and Bylaws becomes operative immediately.

Article V – Manual of Policies and Procedures

The NMAEA BOD shall adopt and publish policies which govern the procedures of the Association. Material shall be reviewed biennially by newly elected BOD members. Changes shall be made as deemed necessary.

Article VI – Fiscal and Administrative Year

The fiscal and administrative year shall extend from January 1st to December 31st.

Article VII – Rules of Order

Robert's Rules of Order (revised) shall be authority on all questions of procedure not otherwise covered in the Constitution and Bylaws. The President shall appoint the Parliamentarian when necessary.

Article VIII: Amendments.

The Bylaws may be amended by a simple majority vote of the BOD, provided that a proposed amendment has been previously approved by the NMAEA Executive Committee at a regular NMAEA BOD meeting, and that copies have been sent to all members of the BOD 30 days in advance of the meeting.