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new mexico art education association

**New Mexico Art Education Association
(NMAEA)**

Constitution and Bylaws

Est. 1972

Approved by Membership November 2024



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 high-quality art education by licensed professionals 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 design, visual and media 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 design, visual and media 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 design, visual and media arts 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 one's creative capabilities in all fields of the arts. In a highly technological society such as ours, the arts serve as a humanizing force, to 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. They also provide the background training that is essential to enter innumerable careers.

It is our purpose to promote and maintain the highest possible quality design, visual and media 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.

Constitution

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 programs 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 design, visual and media arts curricula and related instructional media.

Section 1: To develop and promote standards of instruction in design, visual and media arts education 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 these fields of study.

Section 2: To develop and promote standards of preparation and best practices for teachers of design, visual and media arts education in the state of New Mexico.

Section 3: To cooperate with other professional education associations such as The National Art Education Association (NAEA), The New Mexico Public Education Department (NMPED), The New Mexico Advisory Council on Arts Education (NMACAE), and other local or national groups or organizations interested in promoting the arts.

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 the arts, design, visual and media arts education, or education, are eligible for membership.

Article IV – Organization and Government

Section 1: The NMAEA shall be organized to include the membership and the NMAEA Board which is composed of the Executive Officers and the Council.

Section 2: The Executive Officers, include the Executive Director, President, President-Elect, Current Past President, Secretary, Treasurer, Membership Director, Divisions Director, and the Equity, Diversity and Inclusion Director (ED&I). A simple majority of the members of the Executive Officers shall constitute a quorum. The Executive Officers shall be the executive authority of the association and shall have voting privileges.

The President and Executive Director are non-voting members of the Executive Officers. The president may only vote in the event of a tie.

Section 3: Council. The Council shall be composed of the Division Representatives, the Regional Coordinators, and the Standing Committee Chairs.

Section 4: The NMAEA Board shall be composed of the Executive Officers and the Council.

Section 5: Terms of Office. The term of office of the Executive 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. The Executive Director is a contracted position, approved by the NMAEA Board.

Article V – Elections and Appointments

Section 1: Elections. Elections for the President-Elect will be held annually. Elections for Treasurer, Membership Director, and the ED&I Director, shall be held in even numbered years. Elections for the Secretary, and the Division Director shall be held in odd numbered years. Candidates for Executive Officers 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. The Executive Director shall be contracted every odd numbered year.

Section 2: Nominating Committee. At six months prior to an election, the President shall appoint an ad hoc Nominating Committee chaired by the President-Elect and composed of one member at large, and one representative of the Council. The committee shall prepare a slate of member candidates for each position to be filled. The slate shall be presented to the Council for approval, and ballot creation. The ballot is sent to the membership 30 days prior to the Annual Membership Meeting wherein votes are cast.

Section 3: Voting. All active members of NMAEA shall be eligible to vote. The elections will be held during the Annual Membership Meeting during the fall conference of every year. Proxy voting will be allowed for members unable to attend the fall conference.

Section 4: Vacancies. In the event of a vacancy, in any elected office of the NMAEA, the President may appoint with the approval of the Executive Officers, 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 Executive Officers.

Section 5: The Council consists of Division Representatives, Regional Coordinators, and Standing Committee Chairs, of which some are chaired by elected officers and some by appointed chairs by approval of the Executive Officers.

Section 6: The newly elected officers and council positions shall assume office on January 1st following elections.

Article VI – Meetings

Section 1: The NMAEA Board will meet every other month within the year, with one of the meetings occurring at the fall conference. Special meetings may be called by the President.

Section 2: The Annual Membership Meeting will be held during the fall conference.

Section 3: A Transition Meeting for the NMAEA Board will be held in December.

Article VII – Standing Committees

Section 1: Standing Committees. The Council shall have the following Standing Committees:, Social Media, Finance, Membership, Divisions, and ED&I, as well as Conference, Awards, Youth Art Month, and New Mexico Scholastic Art Awards. Committee members are appointed by the Chairs of the committees.

Section 2: Special Committees. Special Committees may be appointed by the President and/or the Executive Officers 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 NMAEA Board.

Bylaws

Article I – Duties of the Executive Officers

Section 1: President.

A. Shall act on behalf of the NMAEA in an official capacity and shall preside at meetings of the NMAEA Board and all general meetings.

B. Shall appoint special committees, chairpersons, and a parliamentarian as necessary; shall serve as an ex-officio member of all committees.

C. Shall coordinate and delegate responsibilities to Executive Officers, Council members, and committees.

D. Shall serve as New Mexico Delegate to the NAEA Delegates Assembly, NAEA Business, Leadership and Western Regional meetings during NAEA Conference, as well as summer sessions. In the event that the President cannot attend, the President can appoint a representative of the NMAEA Board to attend in his or her place.

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 NMAEA Board.

B. Shall serve as a voting member of the Finance Committee.

C. Shall assume other duties as determined by the President.

Section 3: President - Elect.

A. Shall ascend to the Presidency automatically and shall assume the duties of President in the event of the disability, absence, or resignation of the President.

B. Shall serve as Nominating Committee Chair.

C. Shall assume other duties as determined by the President.

Section 4: The Secretary.

A. Shall serve as official secretary and conduct official general communication among NMAEA Board members. Shall record minutes of all meetings and make available copies of the drafted minutes within 2 weeks to all Council members. Shall record the amended or approved minutes as approved. Specific meetings to be included: NMAEA Board Meetings and NMAEA Annual Membership Meeting.

B. Shall serve as the Social Media Chair. The committee shall consist of members in good standing that represent platforms of communication with the membership.

C. Shall archive all minutes, historical records, as well as all governance documents.

D. Shall assume other duties as determined by the President.

Section 5: The Treasurer.

A. Shall serve as Finance Committee Chair. The committee shall consist of the current Past President, a Council Member, and a Member at Large.

B. Shall represent the membership's financial interests.

C. Shall act as second signer on all contracts.

D. Shall serve as the registrar for all conferences and workshops, and reconcile outstanding payments for such events.

E. Shall assume other duties as determined by the President.

Section 6: Membership Director

A. Shall serve as Membership Committee Chair. The committee will consist of the Regional Coordinators.

B. Shall serve on the NMAEA Board to represent the Regional Coordinators and to assist in the development of the membership by region, including professional development, conference events and other activities.

C. Shall assist in the creation and promotion of membership campaigns, and promotes active participation in all meetings and activities.

D. Shall assume other duties as determined by the President.

Section 7: Division Director

A. Shall serve as Division Committee Chair. The committee will consist of the Division Representatives: PreService, Elementary, Middle School, High School, Higher Education, Museum Education, Supervision/Administration, Retired.

B. Shall serve on the NMAEA Board to represent the Division Representatives and to assist in the development of the membership by individual divisions, including professional development, conference events and other activities.

C. Shall strive to unify and enrich communication and community among art educators within the state.

D. Shall assume other duties as determined by the President.

Section 8: Equity, Diversity and Inclusion (ED&I) Director

A. Shall serve as ED&I Committee Chair. The committee will consist of members in good standing that represent contemporary interests of the membership.

B. Shall serve on the NMAEA Board to represent the equitable, diverse and inclusive goals of the membership and assist in the development of the relevant governance philosophies of the NMAEA Board.

C. Shall assume other duties as determined by the President.

Section 9: Executive Director

A. The Executive Director shall serve as an ex officio, non-voting Executive Officer and member of the NMAEA Board, and shall administer its policies as determined by the NMAEA Board. This is contracted position, approved by the NMAEA Board.

B. Shall represent the NMAEA on the New Mexico Advisory Council on Arts Education, the State Director's of Fine Arts Meetings, and all other appropriate groups and/or associations which seek to support the advancement of art education in New Mexico.

C. Shall serve as the NMAEA bookkeeper by keeping financial records, making deposits, and paying all bills.

D. Shall manage all financial accounts including bank accounts, investments, and grants, with Finance Committee approval.

E. Shall prepare and submit financial status reports to the Finance Committee, and NMAEA Board.

F. Shall prepare and submit financial reports required by law to the appropriate agencies.

G. Shall archive all financial records.

H. Shall be responsible for signing all legal documents and contracts, with the Treasurer.

I. Shall serve as advocate for resource development.

J. Shall provide governance guidance to the NMAEA Board and maintain governance documents, including Strategic Planning development.

Article II – Duties of the NMAEA Board and Standing Committees.

It shall be the responsibility of all NMAEA Board members to provide their successors with all records and correspondence related to the position. It shall be the responsibility of all NMAEA Board members to provide a written report to the NMAEA Board, for each position they hold, prior to each NMAEA Board meeting.

Section 1: NMAEA Board

The NMAEA Board shall have authority to represent and so act for the NMAEA in the interim between meetings of that body, except where noted. The NMAEA Board 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 2: Council

The Council is made up of appointed members in good standing to be the Division Representatives, Regional Coordinators, and non-elected Standing Committee Chairs: the Conference Chair, the Awards Chair, the Youth Art Month Chair, and the New Mexico Scholastic Art Awards Chair; Non-Elected Standing Committee Chairs shall be appointed by the Executive Officers and each appointment will be reviewed annually. The Council also includes the State Department Visual Arts Advisor, as an ex officio non-voting member. The Council members:

- A. Shall attend NMAEA Board meetings.
- B. Shall report on their committee activity every two months.
- C. Shall chair their committee meetings.
- D. Shall act in an advisory role at NMAEA Board meetings as a representative of their committee members.
- E. Shall appoint or remove committee members.

Section 3: Standing Committees:

A. Social Media Committee. The Social Media Committee shall be responsible for the digital and print media for the NMAEA. The Chairperson of the Communications Committee has the authority to appoint committee members. The Chairperson of the Social Media Committee is the Secretary.

B. Finance Committee. The Finance Committee shall be responsible for the oversight of the Executive Director's duties, development of the annual budget, administration of annual audit by an independent CPA, and approve strategic financial plans for the NMAEA. The Finance Chair has the authority to appoint one Council member and one Member at Large as committee members with the approval of the NMAEA Board. The Current Past-President shall be an active voting member of the committee. The Chairperson of the Finance Committee shall be the Treasurer.

C. Membership Committee. The Membership Committee shall be responsible for the creation and promotion of membership campaigns, including professional development, events, and other activities. The Chairperson of the Membership Committee has the authority to appoint committee members. The Membership Committee shall include a Regional Coordinator from each region within the state, who shall be appointed by the Chairperson. The Chairperson of the Membership Committee shall be the Membership Director.

D. Divisions Committee. The Divisions Committee shall be responsible for communicating with members and non-members in their division and providing division-appropriate resources and representation. The Divisions Committee shall include Division Representatives. The Chairperson has the authority to appoint committee members. The Chairperson of the Divisions Committee shall be the Divisions Director.

E. Equity, Diversity, & Inclusion (ED&I) Committee. The ED&I Committee shall be responsible for examining the philosophies and practices of the organization, for evaluating the equity of their impact, and for supporting equitable outcomes for the organization. The committee's work is to be based on information and advisement from the National Art Education Association and other evidence-based sources, providing information, analysis, purpose, and strategies for organizational and educational improvement. The Chairperson of the ED&I Committee shall have the authority to appoint committee members. The Chairperson of the ED&I Committee shall be the ED&I Director.

F. Conference Committee. The Conference Committee shall be responsible for the development and planning of all conferences. The Chairperson of the Conference Committee has the authority to appoint committee members. The Chairperson of the Conference Committee is the appointed Conference Chair.

G. Awards Committee. The Awards Committee shall be responsible for the professional awards program for the NMAEA. The Chairperson of the Awards Committee has the authority to appoint committee members. The Chairperson of the Awards Committee is the appointed Awards Chair.

H. Youth Art Month Committee. The Youth Art Month (YAM) Committee shall be responsible for the flag contest and working in partnership with the PED Arts Representative as an ex officio non-voting member to honor quality artwork by students throughout the state. The Youth Art

Month Committee Chairperson has the authority to appoint committee members. The Chairperson of the Youth Art Month Committee shall be the appointed Youth Art Month Chair.

I. New Mexico Scholastic Art Awards Committee. The New Mexico Scholastic Art Awards Committee shall be responsible for the development and planning of the New Mexico Scholastic Art Awards Program. The Chairperson of the New Mexico Scholastic Art Awards Committee has the authority to appoint committee members. The Chairperson of the New Mexico Scholastic Art Awards Committee shall be the appointed New Mexico Scholastic Art Awards Chair.

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 Board shall adopt and publish policies which govern the procedures of the NMAEA. Material shall be reviewed annually for all NMAEA Board 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 a Parliamentarian when necessary.

Article VIII: Amendments.

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