



# NCAEA



CONSTITUTION AND BY-LAWS  
OF THE NORTH CAROLINA ART EDUCATION  
ASSOCIATION

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**CONSTITUTION OF THE  
NORTH CAROLINA ART EDUCATION ASSOCIATION**  
(Revised in 1987, 1999, and 2010)

**Article I.C. Name**

The name of this organization shall be the North Carolina Art Education Association (NCAEA).

**Article II.C. Relationships**

The North Carolina Art Education Association is an affiliate association of the National Art Education Association. This association shall maintain a close relationship with the North Carolina Department of Public Instruction, and other education organizations.

**Article III.C. Purposes**

The purposes of the North Carolina Art Education Association shall be:

1. To stimulate professional development; to promote the knowledge of and the production of the arts and to promote sound methods and philosophies of arts education.
2. To provide for group study and discussion of the problems which confront those involved in arts education?
3. To provide experiences in which art educators, (public and private arts teachers and administrators and museum educators) classroom teachers and other educators may learn through observation and participation.
4. To maintain regional and national contacts with other groups of arts educators and others whose objectives coincide with those of NCAEA.
5. To secure cooperation of legislative, state, and county officials and foundations in establishing conditions that shall render the efforts of arts educators more effective.
6. To circulate information and to keep members informed of the significant developments in the field of arts education.
7. Notwithstanding any other provisions of this constitution, this association is organized exclusively as a non profit educational organization to engage in activities as described in section 501(C) (3) of the Internal Revenue Code of 1954.
8. To provide scholarships or grants, which are subject to the provisions of Section 117(a), to members to be used for study at an educational organization described in Section 170(b)(1)(A)(ii) of the Internal Revenue Code of 1954, as amended, or to achieve a specific objective, produce a report or other similar product, or improve a literary, artistic, teaching, or other similar capacity or skill of the grantee. Such amounts granted too members are to be made on an objective and non-discriminatory basis, and the amounts will be awarded in accordance with a program which is consistent with the existence of the association's exempt status under Section 501(c) (3)

The association will adhere to a racially non-discriminatory policy which provides that it does not discriminate against individuals on the basis of race, color, national or ethnic origin. In addition, the group of persons who select recipients of awards will not be in a position to derive a private benefit, directly or indirectly, if certain potential grantees are selected over others.

**Article IV.C. Membership**

Individuals professionally engaged in or actively interested in arts education, art or related fields may become members of the North Carolina Art Education Association. Classification of memberships shall follow that of the National Art Education Association (NAEA).

**Article V.C. Dues and Fees**

***Section I.***

The North Carolina Art Education Association is an affiliate of the National Art Education Association; therefore dues are set by the National Delegates Assembly. From the membership dues collected in North Carolina, a percentage is rebated to the NCAEA.

***Section II.***

The North Carolina Art Education Association shall charge a registration fee for all Professional Development State Conferences held in the state. The amount of this fee shall be established by the Executive Board upon recommendation of the Board of Directors of the NCAEA.

**Article VI.C Government**

***Section I. Officers:*** The officers of the North Carolina Art Education Association shall be:

President

President Elect

Past President

Secretary

Treasurer

Newsletter Editor

Division Chairs

(Elementary, Middle School, Secondary, Supervision/Administration,

Higher Education, Student, Retired and Museum Educators)

Region Coordinators

(Region 1, Region 2, Region 3, Region 4, Region 5, Region 6, Region 7,

Region 8)

Officers shall hold active membership in the association. The term of office shall be for two years.

***Section II. Board of Directors:***

1. The Board of Directors shall consist of the Past President, President, President Elect, Secretary, Treasurer, Newsletter Editor, Division Chairs, two Members at Large appointed by the President to serve during the term of the President's office,

Region Coordinators, chairs of standing committees and chairs of ad hoc special committees.

2. All persons on the Board of Directors shall be members in good standing.
3. The State Supervisor of Art Education shall be an ex-officio member of the Board of Directors.
4. The commercial distributors may have one representative as an ex-officio member.
5. The President of the State Chapter of the Student Division shall be an ex-officio member of the Board.
6. Ex-officio members may not vote on Board decisions.
7. All business transacted by the Board of Directors, except plans for the annual Professional Development State Conference, shall be presented for approval at the annual business meeting of the association.

***Section III. Executive Board:***

1. The Executive Board shall consist of President, President Elect, Past President, Secretary, Treasurer, Newsletter Editor and the Members-at-Large.
2. The Executive Board shall review all matters pertaining to the functioning of the association and formulate policies which shall be subject to discussion and approval by the Board of Directors.

***Section IV. Terms of Office:***

Officers shall be elected for two years and may be re-elected for a second term. No officer may serve for the third consecutive term, but will be eligible for the same office after an interval of two years.

***Section V. Administrative Period:***

Newly-elected state officers shall take office immediately after the annual North Carolina Art Education Association meeting at which time their election is reported and confirmed.

***Section VI. Divisions:***

Divisions shall be composed of job alike groups in the membership. These shall be the Division of Elementary Education, Division of Middle School Education, Division of Secondary Education, Division of Higher Education, Division of Supervision/Administration, Division of Museum Education, Division of Student Art Educators and Division of Retired Educators. Each division shall elect its officers for a two year term, form committees, study groups or programs deemed necessary. Each division shall prepare a program for its members at the Professional Development State Conference of the association. Each division will have ONE (1) voting voice on the Board of Directors.

***Section VII. Region Coordinators:***

The president shall appoint 8 region coordinators who will assume office at the staff development weekend. The geographic regions shall conform to the 8 educational regions established by the State Department of Public Instruction. Regional coordinators shall be responsible for assessing the needs of art educators in their region; for planning, coordinating, implementing, and reporting on regional staff development activities; and

conducting regional meetings at the Professional Development State Conference. Each region will have one (1) voting voice on the Board of Directors

***Section VIII. Standing Committees:***

The NCAEA shall have the following committees which function during the office of the President: Constitution, Membership, Budget, Archives, Scholarship, YAM, and Awards

***Section IX. Special Committees:***

The president may appoint special committees to undertake specific assignments as needed. Such committees shall be appointed on an Ad Hoc basis and shall serve no longer than the term for which they were appointed.

***Section X. Committee Concentrations:***

The committees are grouped in concentrations of similar purpose so that the officers and committee chairs do not work in isolation and they themselves can create sub-committees for the better sharing of tasks and ideas. Members can also volunteer, easing into a future leadership role in the association.

- ***Advocacy*** (Internal and External) chaired by the President with the chairs of Diversity, Partnerships, Region Coordinators and Community Service.
- ***Communications*** chaired by Newsletter Editor, with Photographer, the Website Manager, and chairs of Technology and Journal.
- ***Student Art Events*** chaired by a Member at Large with the chairs of National Junior Art Honor Society, National Art Honor Society, Youth Art Month, NC General Assembly Student Art Exhibit, Very Special Arts, and the Conference Student Exhibit.
- ***Member Services*** chaired by the President Elect with the chairs of Divisions, Award, Scholarship, and Members Exhibit.
- ***Conference*** chaired by the Past President with Executive Secretary and Members serving on this as ad hoc committee for one year.
- ***Foundations*** chaired by the Secretary with the Treasurer, Historian/Parliamentarian and Long Range Planning.

**Article VII.D. Elections**

***Section I.***

At least nine months before the annual meeting of the election year the president shall appoint a nominating committee of at least three persons. This committee shall draw up a slate of candidates for president-elect, secretary, treasurer, and newsletter editor to take office after the annual meeting of the election year. All candidates will be in good standing with the organization and will remain so for the duration of their candidacy. Officers and nomination committee members shall be members of good standing prior to election, and shall be carefully selected to include persons from all sections of the State if possible. The nominating committee members are not eligible to run for an elected office while serving on the committee. The committee chair will be announced to the membership and the chair will accept nominations from the membership for a determined amount of time not to be shorter than 60 days. Sixty days prior to the annual meeting of

the election year, ballots with provisions for write-in nominations, will be distributed to each member so that they may vote by electronic mail or other authorized means of electronic transmission. The ballots must be received by the Nomination Committee Chair within 30 days of the distribution date.

***Section II.***

Division Chairs of Elementary Education, Middle School Education, Secondary Education, Supervision/Administration, Higher Education, Museum Educators, Student Art Educators and Retired Educators shall be elected by members of the specific divisions. The elected chairs shall be members in good standing and serve a term concurrent with the elected officers of NCAEA. Elections of Division Chairs will follow the same process as stated in Section I.

***Section III.***

Region Coordinators of the eight educational regions established by the North Carolina Department of Public Instruction shall be nominated by the members of the specific region. Region members may self nominate. The nominated candidates must be members in good standing. Nominations will be submitted to the President Elect, who will prepare a paper ballot for each region. The Region Coordinator will distribute the ballot at the region meeting during the NCAEA Professional Development State Conference. Region members present at the meeting will return the completed ballots to Region Coordinator. The Region Coordinator will present the candidate to the President for appointment at the business meeting. If the current Region Coordinator has been nominated for a second term, the President Elect will select a board member to preside over the distribution and receiving of ballots and presentation to the President. Region Coordinators will serve two years term non-concurrent with elected officers.

**Article VIII.E. Dissolution of the North Carolina Association of Art Education**

In the event of dissolution, the residual assets of the organization will be turned over to one or more Organizations which themselves are exempt as organizations described in section 501 (CX3) and 170 (CX2) of the internal Revenue Code of 1954 or corresponding sections of any prior or future Internal Revenue Code, or to the Federal, State or Local government for exclusive public purpose.

**Article IX.F. Meetings**

There shall be one business meeting of the North Carolina Art Education Association held each year during the annual conference. Consideration of constitutional changes and presentation of all Board of Directors' decisions shall be part of this annual meeting. The President may call, upon advice of the Executive Committee, other meetings during the year.

**Article X.G. Order of Business**

***Section I.***

- A. Minutes
- B. Report of Treasurer
- C. Report of Committees

- D. Unfinished Business
- E. New Business

**Article XI.C. Income and Benefits**

No part of the net earnings of the Association shall inure to the benefit of any member, sponsor, donor, creator, trustee, officer, employee, or without limitation, any other private individual, or to the benefit of any corporation, organizations, any part of the net earnings of which inure to the benefit of any private individual or 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 and from the Association in effecting its purpose.

**Article XII.C. Amendments**

Amendments to the constitution or by-laws may be made by a two-thirds vote of the members present at the annual business meeting. The Executive Committee shall be notified of the proposed amendment at least four weeks prior to this meeting and any proposed amendment shall be first referred to a Constitution Committee for study.

**Article XIII.C. Quorum**

The quorum shall consist of the members present at the business meeting.

**Article XIV.C. Records**

All records and correspondence of officers and committees shall be turned over to the Secretary for editing at the end of the term of office. The Secretary shall deposit these records in the association archives in the Library at Western Carolina University, Cullowhee.

**Article XV.C. Scholarship Fund**

The Scholarship Fund shall be used to give aid to NCAEA members in good standing for further study in the field of Art education, studio, museum or other fields of education as approved by the Scholarship Committee.

## **BY-LAWS**

### **Article I.BL. Duties for the Elected Officers**

#### ***Section I. President:***

The duties of the President shall be:

- A. To preside at the meetings of the Executive Committee, Board of Directors and all business sessions at the annual Professional Development State Conference.
- B. To maintain communication with the National Art Education Committee.
- C. To give guidance in planning all programs for the annual Professional Development State Conference.
- D. To appoint special committees as needed and oversee the standing committees through the Committee Concentrations.
- E. To chair the Advocacy Committee Concentration
- F. To serve as NCAEA Delegate to the NAEA Delegates Assembly and to attend all Delegate Assembly meetings called by NAEA.
- G. To appoint two members at-large to the Board of Directors.
- H. To initiate and develop policies that will be presented to the Board of Directors and Executive Committee for approval.
- I. To be responsible for coordinating the work and aims of the organization.
- J. To provide liaison with affiliated organizations.
- K. To countersign all check for expenditure
- L. To support the Awards Chair in the nomination process for the NAEA Awards program.
- M. To appoint Region Coordinators and oversee their activities.
- N. To work closely with personnel hired by the association to assist in management of the association.

#### ***Section II. President Elect:***

The duties of the President-elect shall be:

- A. To act as presiding officer in the absence of the president.
- B. To assume the office of President in the event of a vacancy.
- C. To preside when a motion referring to the president is made.
- D. To assist in liaison with the regional and national activities.
- E. To serve on the Board of Directors and Executive Committee.
- F. To serve as NCAEA Delegate to NAEA Delegates Assembly and to attend all Delegate Assembly meetings called by NAEA.
- G. To chair the Member Services Committee Concentration
- H. To chair Membership Committee.
- I. To participate in planning of PDSC as “job in training” for future responsibilities.

#### ***Section III. Past President:***

The duties of the Past President shall be:

- A. To assume the duties of the President-elect in event of vacancy of that office.
- B. To serve on the Board of Directors and Executive Committee.

- C. To serve as chair and be responsible for the program of the Professional Development State Conference.
- D. To work closely with personnel hired by the association to assist in management of the association.
- E. To chair the Conference Committee Concentration.

***Section IV. Secretary:***

The duties of the Secretary shall be:

- A. To act as recording officer and custodian of the records, except when those duties are especially assigned by the President and to provide minutes of all meetings to the President and President Elect.
- B. To serve on the Board of Directors and the Executive Committee.
- C. To serve as Chair of Archives Committee.
- D. To chair the Foundations Committee Concentration
- E. To keep a register of roll of members and notify officers and committee members of appointments.
- F. To keep a copy of the Constitution, By-laws, and Rules of Order and to record properly all amendments to these documents.
- G. To send notices of all called meetings, stating the purpose of the call.
- H. To have a list of all standing committees at all meetings.
- I. To preside at all meetings in the absence of the President, President Elect, and Past President until a President Pro-tem can be elected.
- J. To maintain records of committee chairs and committee membership.
- K. To collect all records and correspondence from the standing and Ad Hoc committees.
- L. To deposit all association, committee, and Treasure reports in the archives located in the library at WCU – Cullowhee.

***Section V. Treasurer:***

The duties of the Treasurer shall be:

- A. To keep an accurate account of all monies collected and of expenditures.
- B. To keep a close liaison with the National Art Education Association pertaining to membership rebates.
- C. To pay all bills authorized by the President.
- D. To counter sign all checks with the President.
- E. To serve as Chair of the Budget Committee.
- F. To prepare a financial report to be distributed to membership at Professional Development State Conference.
- G. To arrange for a yearly audit and report to Internal Revenue Service.
- H. To assume responsibility for proper staff development registration.
- I. To serve on the Board of Directors and Executive Committee.

***Section VI. Newsletter Editor:***

The duties for the Newsletter Editor shall be:

- A. To coordinate information, articles, and advertisements for the newsletter of the North Carolina Art Education Association and to publish at least three newsletters a year.
- B. To coordinate the electronic publishing of the newsletters.
- C. To serve on the Board of Directors and the Executive Committee.
- D. To serve as chair of the Communications Committee Concentration.

***Section VII. Division Chairs:***

The duties of the Division Chairs shall be:

- A. To preside at Division meetings and make arrangements for the programs and other activities of the Division.
- B. To provide a means for election of officers of the Division in the appropriate year.
- C. To study problems relating to the membership of the Division and make recommendations.
- D. To serve on the Board of Directors.
- E. To serve on the Member Services Committee Concentration

Article II.BL: Appointed Officers:

***Section I. Region Coordinators*** --- appointed by the President after region election.

- A. To assess the needs of art educators in their region.
- B. To plan, coordinate, implement, and report on regional staff development activities.
- C. To conduct regional meetings at the Professional Development State Conference
- D. To call for nominations for each election cycle.
- E. To serve on the Advocacy Committee Concentration

**Article III.BL. Standing Committees:**

The duties of the Standing Committees:

***Section I. Constitution Committee***—Chair appointed by the President

- A. To consider any recommendations for amendments and submit them to the Board of Directors, Executive Board and Membership.
- B. To update the Constitution as needed.

***Section II. Membership Committee*** --- Chair, President Elect

- A. To promote and maintain a strong membership throughout the state.
- B. To promote and encourage new types of membership in order to accommodate changing conditions.

***Section III. Archives Committee*** --- Chair, Secretary

- A. To receive and review all records and correspondence from officers and committees and edit when necessary.
- B. To aid in compiling these records for deposit in the Library at WCU- Cullowhee.

***Section IV. Budget Committee*** --- Chair, Treasurer

- A. To aid in forming a workable budget for the association.
- B. To review all financial transactions and reports.

- C. To supervise the auditing of financial records.
- D. To receive and consider all requests for monies from committee chairs, officers and authorized persons.

***Section V. Scholarship Committee*** --- Chair appointed by the President.

- A. To see that application forms are made available to the membership.
- B. To receive applications from the membership.
- C. To call the committee to review said applications.
- D. To notify by mail the recipient or recipients chosen by the committee.
- E. To call the committee to review the final report of the recipient or recipients at the conclusion for his or her study.
- F. To do the specific requirements in procedural handbook.

***Section VI. Youth Art Month Committee*** --- Chair appointed by the President.

- A. To maintain communication with the membership concerning information for Youth Art month.
- B. To publicize activities about YAM and promote it as a major advocacy tool for arts education.
- C. To encourage the membership to celebrate YAM.
- D. To write a report concerning statewide YAM activities to be sent to NAEA and to share the report with the membership.
- E. To coordinate other activities across the state concerning the celebration of Youth Art Month in NC as decided upon by the NCAEA Board of Directors.

***Section VII. Awards Committee*** --- Chair appointed by the President.

- A. To coordinate the nomination and selection process for awards recipients in categories which are in alignment with the NAEA Awards Program.
- B. To ascertain whether the nominees and nominators are current members of the NCAEA (exception being those category recognitions for awards given “outside the profession”).
- C. To put award nominees before the board for a vote
- D. To coordinate the communication and presentation of the awards.
- E. To work with the President in preparing North Carolina’s award recipients’ nominations to be sent to the National Art Education Association for further recognition.
- F. To coordinate publicity and dissemination of information on award recognitions presented by the association.
- G. To follow the specific requirements in procedural handbook

**Article III.BL. Membership and Dues**

***Section I. Amount of Dues:***

The dues for all classes of membership in the association are set by NCAEA and are in alignment with dues set by the Delegates Assembly of the National Art Education Association.

***Section II. Types of Membership:***

- 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.
- 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.
- Student: For undergraduate and full-time graduate students. Affords you all of the benefits of membership except the right to hold national office.
- Retired: For retirees who have been a member of NAEA for a minimum five years. Affords you all of the benefits of membership.
- 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 or hold national office.
- Institutional/School-Based Partnerships: For institutions or departments involved with art education. Receive all of the benefits of membership except the right to vote or hold national office. Includes a subscription to Studies in Art Education, one pre-paid NAEA National Convention registration, and eligibility for NAHS sponsorship where appropriate.

#### **Article IV.BL. Constitution and By-Laws**

##### ***Section I.***

The constitution and By-Laws shall be approved by the Board of Directors, Executive Committee and passed by the membership.

##### ***Section II.***

Subsequent suggestions for changes or amendments to the Constitution or By-Laws shall be received by the Constitution Committee and reviewed. Any changes shall be approved by the Board of Directors, Executive Committee and passed by the membership.

##### ***Section III.***

Proposed changes shall be made in writing. After committee approval, copies of any proposed changes shall be sent to the Board of Directors and Executive Committee thirty days in advance of the meeting.

##### ***Section IV.***

The membership shall discuss and vote on changes or amendments at the annual business meeting. Two-thirds approval by the present shall be necessary to pass said change or amendment.

#### **Article V.BL. Fiscal and Administrative Year**

The financial year for the NCAEA shall be from July 1 to June 30.

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

Robert's Rules of Order (revised) shall be the authority on all questions of procedure not otherwise covered by the Constitution and By-Laws.