

Constitution and By-Laws drafted by Rebecca A. Stone-Danahy
Respectfully submitted to the NAEA
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CONSTITUTION OF THE INDEPENDENT SCHOOL ART EDUCATION SPECIAL INTEREST GROUP WITHIN THE NAEA

Article I. Name, Affiliation, and Mission Statement

Name: The name of this organization shall be the Independent School Art Education (ISAE) Special Interest Group within the National Art Education Association.

Affiliation: Upon approval from the Assembly, The Independent School Art Education Special Interest Group will be an affiliate Special Interest Group of the National Art Education Association. This Special Interest Group shall maintain a close relationship with state art education associations and other education organizations.

Mission Statement: We are a group of art educators employed by non-profit and for-profit educational institutions working to promote and maintain the highest possible quality of instruction in visual arts program in the Independent school setting. We believe the arts should be a core component aligned with rigorous academic standards and we work to ensure that all students *not* in public education are exposed to the arts. We follow national standards as set forth by the NAEA. We accommodate all students in a variety of academic settings with a variety of learning styles. We believe in our students and do our best to make the arts an integral part of each student's day-to-day school life. We strive to instill artistic sensibility in our students and promote enrichment through the arts.

Article II. Goals and Purposes

Goals: The goals of the ISEA are to first and foremost promote art education through professional development, service, advancement of knowledge, and leadership in the independent school setting. This can only be accomplished through communication and relationships built between independent school educators and the NAEA. Secondly, many independent school educators are not members of their state art education association or even members of NAEA. The ISAE will serve as a driving force to recruit membership to that state and national level of the NAEA for the continued advancement of our profession. Third, in the independent school there are many disparities between schools and standards in what is taught. By aligning with the NAEA, holding ISAE state conferences and national meetings, the ISAE will survey problems as related to working in the independent school and work to find solutions. Primarily, the ISAE will work to promote NAEA standards for art education that all instructors engaged in teaching visual arts may develop consistent goals for independent school art education programs. Fourth, through the survey of the weaknesses of independent school art education, the ISAE also will survey strengths. In particular, the ISAE will examine advocacy for the arts through the independent school sector. Members of ISAE will be encouraged to develop a relationship with local, regional, and state policy makers for the continued advancement of arts education in alignment with the NAEA and state divisions. Finally, the ISAE will work with the National Association of Independent Schools at the state and national level to act as a liaison between the NAIS and the NAEA for the continued advancement of art education in the independent school.

Purposes: The purposes of the Independent School Art Education Special Interest Group shall be to:

1. Promote sound methods and philosophies of art education.
2. Develop a relationship among independent school educators within each state and as a nation.
3. Create professional development opportunities to promote the knowledge of and the production of the arts specific for independent school art educators.
4. Encourage participation in state and national art education conferences.

5. Encourage strong working relationships within each school between teachers and administrators.
6. Promote lesson sharing, curriculum discussions and group study of the problems that confront those involved in arts education among independent school educators.
7. Educate on job negotiating and job security.
8. Create a positive relationship between independent school art educators through networking and regional conferences designed specifically for independent schools.
9. Develop the leadership potential for each independent school art instructor to better advocate for the arts in his or her community.
10. Educate on self-promotion and marketing the arts to the school community.
11. Maintain regional and national contacts with other groups of arts educators and others whose objectives coincide with those in NAEA.
12. Secure cooperation of legislative, state, county officials, administrators and foundations in establishing conditions that shall render the efforts of arts educators more effective.
13. Circulate information and to keep members informed of the significant developments in the field of arts education.
14. Adhere to a racially non-discriminatory policy that does not discriminate against individuals on the basis of race, color, national or ethnic origin.

Article III. Membership and Dues

Individuals professionally engaged in or actively interested in arts education, art or related fields may become members of the Independent School Art Education Special Interest Group. Classification of memberships shall be active or associate.

Membership: There will be two main categories: Membership shall be 24 months from the month joined. Membership categories include:

Active members (NAEA membership required) --those persons actively engaged in teaching, directing or supervising arts programs in public, independent or museum schools. Regular members have all rights and privileges of membership including invitation to attend all meetings, voting in all elections and meetings, hold office, and receive all general publications and correspondence. Active members shall further be categorized as individual, student, and retired members.

Associate Members -- for institutions directly or indirectly involved in public or independent arts education in North Carolina. These members may send one participant to all independent school conferences, may attend all open meetings, receive general publications, and have all privileges except to hold elective office or to vote. Associate members shall be further categorized as Associates and Institutional Organizations.

Dues: Dues shall be established by the executive committee. Members shall be in good standing in any year in which their appropriate dues are paid. Memberships for 12 months shall begin upon receipt of the appropriate dues.

Article IV. Conferences

Conferences of the Independent School Art Education Special Interest Group shall have a registration fee per state. The Executive Committee and the State Consultants shall establish the amount of this fee.

Article V. Government and Rules of Order

Government The Independent School Art Education Special Interest Group shall be organized in the categories of Executive Committee, Executive Board, National Council, and State Consultants. All persons on the Executive Committee, Executive Board, National Council, and State Consultants shall be members in

good standing. All business transacted shall be presented for approval at the annual business meeting of the association.

- A. Executive Committee Officers - Shall consist of a President, President-Elect, Executive Secretary, Recording Secretary, Treasurer, and Regional Coordinators elected by the active members. The immediate outgoing President shall become the Executive Secretary.
- B. Executive Board - Shall consist of the elected executive committee officers and appointed individuals in the positions of Newsletter Editor, Coordinator of the Independent School Traveling Art Exhibition, and Archivist/Historian.
- C. National Council shall consist of the executive committee officers, executive board members, and all other appointed individuals to include chairs of standing committees (Constitution and Awards) and chairs of Ad Hoc special committees.
- D. 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.

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. The general order for all meetings will be: Minutes, Report of Treasurer, Report of Committees, Unfinished Business, and New Business.

Article VI. Elections and Terms of Office

Elections A slate for President-Elect, Recording Secretary, and Treasurer shall be nominated by active members and sent to the Executive Committee. The Executive committee will create a ballot with a slate of candidates with provision for write-in nominations to be mailed to all eligible members no later than one month before the annual NAEA/ISAE Business Meeting. Votes will be mailed back to the Executive Secretary. Officers and nominating committee members shall be members in good standing prior to election, and shall be carefully selected to include persons from all sections of the Nation if possible. No one shall be nominated without the consent of the nominee.

The Term of Office shall be for two years from spring to spring, with newly-elected officers taking office at the end of the annual Open Business Meeting held during the NAEA Convention at which time their election is reported and confirmed. Officers 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. The office of President shall be limited to persons serving or having served on the Executive Board. The President will serve two-years as President Elect, two years as President, and two years as Past-President. In the event of temporary incapacity of any officer or vacancy of any office other than President, the Executive Committee may appoint someone until normal elections can be held.

Article VII. Meetings

Meetings There shall be one business meeting of the Independent School Art Education Special Interest Group held each year during the annual conference. Consideration of constitutional changes and presentation of all Executive Committee and Board decisions shall be a part of this annual meeting. The President may call, upon advice of the Executive Committee, other meetings during the years.

Article VIII. Assembly of Members' Meeting

Assembly shall consist of the fully active membership present and in good standing. It shall convene annually for the purpose of advising the officers on matters pertinent to the governance and activities of the organization.

Article IX. Constitution and Amendments

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

Amendments Upon approval of two-thirds of the assembled members at the annual business meeting, changes may be made in both the Constitution and By-Laws of this organization. Subsequent suggestions for changes or amendments to the Constitution or By-Laws shall be proposed by writing and received by the Executive Committee and reviewed 30 days in advance of the annual business meeting. Any changes shall be approved by the Board of Directors, Executive Committee and passed by the membership.

Article X. Dissolution

Dissolution In the event of dissolution, the residual assets of the organization will be turned over to the NAEA.

Article XI. Income and Benefits

No part of the net earnings of the Special Interest Group shall incur to the benefit of any member, sponsor, donor, creator, trustee, officer, employee, or without limitation, any other independent individual, or to the benefit of any corporation, organizations, any part of the net earnings of which incur to the benefit of any independent 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 from the Special Interest Group in effecting its purposes.

Article XII. Quorum

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

Article XIII. Records

All records and correspondence of officers and committees shall be turned over to the Executive Secretary for editing at the end of the term of office. The Executive Secretary shall deposit these records in the Special Interest Group archives at Forsyth Country Day School, Lewisville, NC.

Article XIV. Fiscal and Administrative Year

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

BY-LAWS OF THE INDEPENDENT SCHOOL ART EDUCATION ASSOCIATION

I. Membership

Section I. Membership will be in accordance with Article III. Membership is complete for each year when the appropriate dues have been paid.

Section II. Procedures for Voting

Article 1. General Procedure - a simple majority of votes cast by members present will be sufficient to adopt new by-laws and governances.

II. Responsibilities of Officers and Appointees

Section I. The Duties in Common to All Officers and Appointees Shall be to:

- a) Present a brief, concise written annual report summarizing his/her activities to the President and Secretary.
- b) Share his/her report during the annual open ISAE Business Meeting.
- c) Prepare a written budget and give it to the President and Treasurer by May 1st for the upcoming fiscal year if funds are needed to fulfill duties of his/ her position.

- d) Encourage ISAE members to hold separate state and/or regional ISAE Conferences.

Section II. The Duties of the President Shall be to:

- a) Preside at the meetings of the Executive Committee, Executive Board, and National Council.
- b) Present a written annual report to the ISAE at the annual business meeting.
- c) Initiate and develop policies that will be presented to the Board of Directors and Executive Committee for approval.
- d) See that policies of the Special Interest Group are implemented in accordance to the work and aims of the organization, Executive Council, Executive Board, and National Council.
- e) Serve as ISAE Delegate to the NAEA Delegates Assembly and to attend all Delegate Assembly meetings as needed.
- f) Appoint special committees as needed and oversee the standing committees.
- g) Provide liaison with affiliated organizations.
- h) Countersign all check requests for expenditures.
- i) Take direct action in an emergency and keep the Executive Committee Officers informed of all such actions.

Section III. The Duties of the President-Elect Shall be to:

- a) Serve on the Executive Committee, Executive Board, and National Council.
- b) Work closely with the President in all matters of the Society to ensure a smooth transition into the office of the President.
- c) Coordinate the annual ISAE/NAEA Luncheon and business meeting.
- d) Perform other duties prescribed by the President, Executive Council, and Executive Board.
- e) Preside when a motion referring to the President is made.
- f) Serve as chair in overseeing all state or regional ISAE conferences.
- g) Assist in liaison with the regional and national activities.
- h) Serve as the membership director while working with ISAE officers to develop ways of increasing and maintaining strong membership numbers throughout the Nation.
- i) Promote and encourage new types of membership in order to accommodate changing conditions.
- j) Assume the Presidential duties in the event of absences or vacancy in the office of President.

Section IV. Duties of the Past-President Shall be to:

- a) Serve as the Executive Secretary on the Executive Committee, Executive Board, and National Council.
- b) Assist the new President in learning all duties of the office.
- c) Chair the nominating committee and oversee the nominating and voting procedures for elected Officers.
- d) Chair the Awards Nominations for the ISAE and work with the Awards Committee.
- e) Serve on the Budget Committee.
- f) Edit all records and correspondence of officers and committees as submitted by the recording secretary at the end of the term of office and deposit these records in the Special Interest Group archives at Forsyth Country Day School, Lewisville, NC.
- g) Assume the duties of the President-elect in event of vacancy of that office.

Section V. The Duties of the Recording Secretary Shall be to:

- a) Serve as the Recording Secretary on the Executive Committee, Executive Board, and National Council.
- b) Keep the minutes of Board and Member meetings.

- c) Act as recording officer and custodian of the records, except when those duties are especially assigned to others by the President and to provide minutes of all meetings to the President and President-elect.
- d) Keep a register of roll of members and notify officers and committee members of appointments.
- e) Keep a copy of the Constitution, By-Laws, and Rules of order and to record properly all amendments to these documents.
- f) Send notices of all called meetings, stating the purpose of the call.
- g) Have a list of all standing committees at all meetings.
- h) Maintain records of committee chairs and committee membership.
- i) Collect all records and correspondence from the standing and Ad Hoc committees.
- j) Preside at all meetings in the absence of the President, president-elect, Past President until a president pro-tem can be elected.

Section VI. The Duties of the Treasurer Shall be to:

- a) Serve as the Executive Secretary on the Executive Committee, Executive Board, and National Council.
- b) Disburse all funds as authorized by the President.
- c) Keep an accurate account of all monies collected and of expenditures and review all financial transactions and reports from committee chairmen, officers, and authorized persons.
- d) Keep a close liaison with the National Art Education Association pertaining to membership rebates.
- e) Pay all bills authorized by the President.
- f) Counter sign all check requests with the President.
- g) Serve as Chair of the Budget Committee and create a workable budget for the Association.
- h) Prepare a financial report to be distributed to the membership at the annual business meeting.
- i) Supervise and arrange for a yearly audit and report to Internal Revenue Service.
- j) Assume responsibility for proper ISAE membership fees.
- k) Work closely with all other committees in matters of finance.
- l) Assume responsibility for conducting all financial affairs of the Association.

Section VII. The Duties of the Regional Coordinators Shall be to:

- a) Serve on the Executive Committee, Executive Board, and National Council.
- b) Represent the geographic regions established by the NAEA and each coordinator shall be named Pacific, Western, Eastern, or Southeastern Coordinator.
- c) Assess the needs of art educators in their region.
- d) Assist in planning, coordinating, implementing, and reporting on ISAE conferences.
- e) Conducting regional meetings at the ISAE conferences.

Section VIII. The Duties of the Newsletter Editor Shall be to:

- a) Serve on the Executive Board and National Council.
- b) Coordinate information, articles, and advertisements for the newsletter of the Independent School Art Education Special Interest Group and publish three newsletters a year to be distributed to membership (number of publications can be determined by current budget).
- c) Coordinate the mailing and distribution of the newsletters.

Section XIX. The Duties of the Archivist/Historian Shall be to:

- a) Serve on the Executive Board and National Council.
- b) Chair the Constitution Committee
- c) Provide and maintain the permanent Archives for the Society.

- d) Aid in compiling these records for deposit in the Library at Forsyth Country Day School, Lewisville, NC.

Section X. The Duties of the Coordinator of the Independent School Traveling Art Exhibition Shall be to:

- a) Serve on the Executive Board and National Council.
- b) Collect, select, and coordinate children's art work between participating independent schools. The exhibit shall last the term of one school year. The show will have an inventory list, labels, and it will be the responsibility of each hosting school to pack and ship the work to the next location.
- c) The coordinator can create a juried show for student work and recognition. Works can be selected by digital or slide format.
- d) Send the information to the ISAE Newsletter Editor for advertising and publication.

Section XI. The Duties of Standing Committees

Section I. The Duties of the Constitution Committee Shall be to:

- a) Serve on the National Council.
- b) Consider any recommendations for amendments and submit them to the Board of Directors, Executive Committee and Membership
- c) Update the Constitution as needed.
- d) Write, update, edit, and maintain an ISAE Handbook and Operations manual that will be designed as an "unofficial" manual to assist new individuals assuming an ISAE office and/or appointment to obtain information about the basic duties of the position. The handbook shall also serve as a record of organizational requirements for independent school conferences.

Section II. The Duties of the Awards Committee Shall be to:

- a) Serve on the National Council.
- b) An application form shall be developed by the Awards Committee and sent to those who wish to nominate for awards in the ISAE.
- c) Coordinate the nomination and selection process for award recipients in categories that are in alignment with the NAEA.
- d) Work with the President-Elect to ascertain whether the nominees and nominators are current members of the ISAE (exception being those category recognitions for awards given "outside the profession")
- e) See that application forms are made available to the membership.
- f) Receive applications from the membership at least two months prior to annual meeting.
- g) Call the committee to review said applications.
- h) Notify by mail the recipient or recipients chosen by the committee.
- i) Coordinate the communication and presentation of the awards with the President-Elect.
- j) Coordinate publicity and dissemination of information on award recognitions presented by the association.
- k) Work closely with the Newsletter Editor to publish an announcement in the Newsletter.
- l) Notify the recipient or recipients in writing with a congratulations style letter.

III. Current and Proposed Activities

Design, promote, and share a handbook to assist every state in hosting a fail-proof two-day independent school art education conference in every state and/or region. Currently, North Carolina has hosted one successful independent school conference with 46 art educators from across the state in attendance. A second conference is planned for April 20-21, 2007, in North Carolina and every independent school art educator in the region is invited to attend. The conference will offer opportunities for CEU renewals as well as a chance to share lesson plans, discuss curriculum and network with other independent school art

educators. It is our goal that the North Carolina conferences will serve as a model for other states to follow suit and create inclusion for independent school educators under the umbrella of the NAEA. If more independent school art educators become involved with the independent school conferences and agenda, one can assume that these instructors will also feel more encouraged to be involved at the state and national level in art education. This will in turn create better programs, enhance arts advocacy and promote the growth of arts education from the school community to the national level.