**FOREWARD**

*The mission of the Kentucky Art Education Association (KyAEA) is to advance art education through professional development, service, advancement of knowledge, and leadership. To that end, the association promotes quality instruction in visual arts education that is delivered by Highly qualified personnel; holds public discussions; sponsors workshops and institutes, publishes articles, reports, and surveys; provides a network for communication; supports student exhibitions; and works with other related agencies in support of visual arts education.*

The mission statement of the Kentucky Art Education Association (KyAEA) is the starting point for planning, implementing, promoting and working together to strengthen visual arts education in Kentucky to be the absolute best it can be. This LEADERSHIP HANDBOOK is just a part of that mission as jobs are clarified, policies and business management information is shared, and schedules for communication, professional development and meetings are provided. In this 2015 edition we hope to clarify the foundation and direction for the leadership of the Kentucky Art Education Association. The intent of this handbook is for it to be “user-friendly”, with additions and more revisions to come in the future as the KyAEA continues to grow. We hope this LEADERSHIP HANDBOOK will promote and improve the quality of leadership in our association, and as a result allow the KyAEA to more effectively carry out its mission.

Kim Soule

President, KyAEA

2013-15

Miles Johnson

President-Elect

* This leadership manual was amended September 22, 2015 by the consensus of its Executive Board.

**The Kentucky Art Education Association (KyAEA)**

**KyAEA History**The **Kentucky Art Education Association (**[***KyAEA***](http://kyaea.org/index.php?id=27)**)** was established in March 1945. The first constitution of the association was finally accepted and received in 1957. The organization has continued to grow and change, striving to meet the needs of Kentucky’s Art Educators. The KyAEA is a nonprofit, all volunteer, non-salary art educational organization with its own constitution and elected board of directors. Its members are comprised of active and retired P-12 teachers, art advocates, and higher education art students and educators statewide.

#### Each fall, KyAEA members gather to participate in a major two-day convention for sharing and professional development; smaller regional professional development meetings are presented throughout the school year. Also, the KyAEA sponsors special shows for students within the state to compete and exhibit artwork, provides an ongoing mini-grant opportunity for its members, and strongly supports it student chapter members.

The KyAEA is an affiliate of the National Art Education Association [(NAEA)](http://www.naea-reston.org/) Dues are consolidated so that members have dual membership. All dues are paid through NAEA. The NAEA headquarters is in Reston, Virginia, and its membership includes over 22,000 of the nation’s art teachers, art supervisors and museum educators.

**Kentucky Art Education Association Mission Statement**

*The mission of the Kentucky Art Education Association (KyAEA) is to advance art education through professional development, service, advancement of knowledge, and leadership. To that end, the association promotes quality instruction in visual arts education that is delivered by Highly qualified personnel; holds public discussions; sponsors workshops and institutes, publishes articles, reports, and surveys; provides a network for communication; supports student exhibitions; and works with other related agencies in support of visual arts education.*

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| *****KyAEA Objectives:*****KyAEA will assist in identifying and clarifying the content for visual arts instruction.KyAEA will assist in developing and clarifying visual arts education curricula.**KyAEA** will assist in identifying standards for visual arts education, supporting opportunities for students to learn through visual arts.**KyAEA** will assist in promoting Kentucky’s Arts and Humanities Program Review and clarifying the role art education plays in the Program Review.**KyAEA** will assist in establishing criteria and means for assessment.**KyAEA** will assist in providing leadership in professional development.**KyAEA** will assist parents and communities to learn about students’ creative development in the visual arts and how to foster it. |
|  |

8/22/2015

**KyAEA Past Presidents**

**YEAR                     PRESIDENT**

1957-58                  Betty Brothers

1958-59                  Dean Gatewood

1959-60                  John Dillehay

1960-61                  Justis Bier

1961-62                  Clara M. Engle

1962-63                  Cortez Francis

1963-64                  Theresa Newhoff

1964-65                  Martha Christensen

1965-66                  Mary Walker Barnard

1966-67                  Daniel Shindlebower

1967-68                  Verne K. Shelton

1968-69                  Doug Adams

1969-70                  Dick Jackson

1970-71                  Anna Huddleston

1971-72                  Jan Floyd

1972-73                  Richard Deane

1973-74                  Homer Allen

1974-75                  Joe Overby

1975-76                  Gary Brady

1976-77                  Marty Henton

1977-78                  Crickette Todd

1978-79                  Mike Culver

1979-80                  Patti Bridgewater

1980-81                  Jim Stickler

1981-82                  Joey Powell

1982-83                  Susan Doerr

1983-84                  Jim Clinkenbeard

1984-85                  Wanda Felice

1985-86                  Nancy Farrell

1986-87                  Juanita Gilliam

1987-88                  Martha Daughtery

1988-89                  Richard Deane

1989-90                  Sharon Wuorenmaa

1990-92                  Michael Ramsey

1992-93                  Valerie Sikkenga

1993-94                 Michael Ramsey

1994-96                  Joanne Guilfoil

1996-97                  Carol Parkey

1997-98                  Joanne Guilfoil

1998-99                  Glenda Jones/ Joanne Guilfoil

1999-2001              George Szekely

2001-2003              Julie Alsip Bucknam

2003-2005              Emma Perkins

2005-2007              Lisa Jameson

2007-2009 Michelle Lustenberg

2009-2011 Judith Haynes

2011-2013 Kimberly Newton

2013-2015 Kim Soule

***KyAEA Board of Directors***

**EXECUTIVE COMMITTEE**

**President: Kim Soule**

**President-Elect**: Miles Johnson

**Regional Director: Missi Carini**

[**Past-Presidents**](http://kyaea.org/index.php?id=30): Judi Haynes

                           Lisa Jameson

**Secretary:** Marilyn Peters

**Treasurer:** Kelli Combs

**Membership**: Unofficial Non Voting (Christy Matthews)

**Public Relations: Rachael Burris**

 **DIVISIONAL COMMITTEE CHAIRS**

**Higher Education/Museum: Deborah Borrowdale Cox**

**Secondary:** Jennifer Billings

**Middle:** Tara Luster

**Elementary: Stacy Goggins**

**Retired : Susan Lackey**

**Supervision/Administration***: Melisa Gano*

**Student**:

**Private Schools Liaison***: Cathy Balbach*

**REGIONAL COORDINATORS**

**Bluegrass Region:**

**Burley/Coal Region:**

**Caveland Region:** Jennifer Sims

**Derby Region: Sarah Balbach**

**Northern Region:**

**Pennyrile/Purchase Region:  Roy Smith**

**STANDING COMMITTEE CHAIRS**

* **All-State High School Art Competition Coordinator:** Rachael Burris
* **Awards**: Jennifer Baldwin
* **Youth Art Month**: Jennifer Billings
* **Historian:**Unofficial (Christy Matthews)
* **Art Advocacy**: (Ad Hoc Program Review Standards – Melisa Gano
* **Communications**: Rachael Burriss
* **Student Chapters Chair*:*** Ilona Szekely
* **Conference Committee: Miles Johnson**
* **Special Education – Miranda Meeks**

**MEMBERS AT LARGE:** Miranda Meek, Jason Kelty

**POSITION STATEMENT**

KENTUCKY ART EDUCATION ASSOCIATION

Kentucky now enjoys a national reputation with regard to its position supporting the arts in education. It made important progress in the 1990’s in educational reform that has greatly enhanced the quality of the lives of young people by providing a state-mandated extended base of knowledge and a variety of assessment. The Kentucky Art Education Association reaffirms its position supporting the essential role of the visual arts in Kentucky’s public education. In 2015 the state of Kentucky adopted the NAEA National Standards. KyAEA is supportive of the National Standards being implemented by Kentucky Arts Teachers.

Throughout the ages, art has been part of the human experience essential to the quality of life. It incorporates cognitive processes and symbols important for cultural preservation, understanding, and human expression. Higher-order thinking and creative problem-solving skills are inherent in the visual arts. Facts, concepts, skills and values represented by the visual arts in curriculum and assessments are unparalleled in other disciplines.

Art is a body of knowledge. History demonstrates its importance as a human endeavor that enlightens us and improves the quality of our lives. KyAEA does not want to see art become a neglected resource in Kentucky public schools.

The people of Kentucky recognize the value of art as basic to our cultural preservation and expression; therefore, it is incumbent that the educational community support art as a basic part of education.

**BUSINESS MANAGEMENT**

The Association officers most concerned with business management are the members of the Executive Committee: President, Past-President, President-Elect, Regional Director, Treasurer, Secretary, Membership Officer and Public Relations Officer.

**REIMBURSEMENT OF FUNDS**

Reimbursement of expenditures for travel other expenses incurred in the discharge of official duty:

A completed voucher with appropriate receipts attached for reimbursement of expenses will be submitted within 30 days of being incurred to the Treasurer for the KyAEA. Upon approval/authorization of the President, the Treasurer will record the date of the receipt in the appropriate space and issue a check within 14 days. The issued check will be sent to the appropriate party.

Travel:

The policy of reimbursement of the KyAEA is based upon actual expenses as documented by receipts, including gas expenses. KyAEA does pay mileage. When approved by the Executive Committee, food and lodging expenses will be reimbursed. Refunds should be submitted as a voucher to the Treasurer for approval. KyAEA reserves the right to deny any reimbursement not documented by receipts, or not submitted within 30 days of being incurred.

It is the policy of the KyAEA to provide funding, not to exceed $500. per year, which would enable the President and the KyAEA Delegate to represent the KyAEA for Association business. Exceptions to this policy are subject to approval by the Executive Committee.

**CONFLICT OF INTEREST POLICY**

The members of the Board of Directors of the Kentucky Art Education Association shall avoid conflicts of interest and any conduct which may suggest the appearance of impropriety in the disbursement of state funds.

If a potential conflict arises, the board members or management employee must disclose the potential conflict to the Board of Directors. Further, the board members or management employee shall not vote on nor participate in the solicitation, negotiation, formation, award, arbitration, modification, or settlement of any contract or grant involving any State funds or of any dispute arising under such contract or grant when the board member or management employee stands to benefit, either directly or indirectly, form such contract or grant.

A board member is not deemed to benefit directly or indirectly from a contract or grant involving State funds if (s) he receives only the salary or stipend due to her/him in the normal course of employment with or service to the KyAEA.

**PUBLICITY**

Every organization is dependent for success upon public awareness for what it is doing. The KyAEA has the unique power to publicize the good work of its members and the supporters of art education in Kentucky. Therefore, it is important to use not only Association news communications to alert members of the activities of art educators across the state, but also to use other news media and social media for publicizing the good works of art education. This fosters greater understanding of values, goals and aims of art education to the public and other educators.

Press releases, newspaper articles, photographs, radio and television news, the KyAEA website, e-newsletters, social media and other publications are valuable tools for disseminating the news and information about arts education. Any news items, press releases, or other information to be shared with the membership and the public should be sent to the Public Relations Officer and /or the President. You are encouraged to submit articles and information to local and state publications as we all work together to inform the public of the value of arts education.

**USE OF THE KYAEA LOGO/ BRANDING**

Association letterhead/logo may be used by all members of the Board of Directors for matters that directly relate to the ongoing business of the Association. However, care and restraint are urged that no letter or other communication (i.e. email, web posting) is issued which might be taken for policy without the knowledge of the President. A copy of any mailing should routinely be sent to the President and President-Elect.

**CONSTITUTION AND BYLAWS**

**THE KENTUCKY ART EDUCATON ASSOCIATION**

**Preamble to the Constitution:**

The Kentucky Art Education Association, through the instrumentality of its Constitution, sets forth the means by which the aspirations of those responsible for the programs in Kentucky may be supported and extended.

It is our purpose to promote and maintain the highest possible degree of quality instruction in art education

programs in Kentucky schools and to affect positively art education in the culture.

We dedicate ourselves to the promotion of aesthetic growth and quality performance at all levels of teaching through the seeing and feeling of visual relationships, the making of art, and the study and critical evaluation of art works and /or other forms of visual communication. With these as our goals, we support arts and humanities programs that provide depth and breadth of experience in all the arts essential to meet the needs, interests and abilities of varied individuals who we teach.

**Article I. Name**

The organization shall be known as the Kentucky Art Education Association.

**Article II. Purpose**

The purposes of the Association are to represent the art teachers of Kentucky; to improve the conditions of teaching art, to hold public discussions; to sponsor institutes, conferences and programs; to promote the professionalism of its members; to publish articles, reports, and surveys and to work with related agencies. Since it is the purpose of the Association to be a non-profit educational organization, it shall only engage in activities consistent with its status as defined in Section 501(C) (3) of the Internal Revenue Code.

**Article III. Membership**

Individuals professionally interested in or engaged in activities concerned with, or related to art, art education and/or education are eligible for membership

**Article IV. Organization and Governance**

Section 1: Organization The KyAEA shall be organized to include a Board of Directors, the Executive Committee, Divisional Committee, Regional Coordinators, Standing Committee Chairs, and Chairs of Special (Ad Hoc) Committees

Section 2: Board of Directors. The Board shall be composed of the Executive Committee, the Chairperson of each Division, the Coordinator of each Regional Unit, the Chairperson of each Standing and Special (Ad Hoc) committee, and two Members-at -Large. The State Art Consultant shall be ex-officio members of the Board.

Section 3: Officers The officers of the KyAEA shall be a President, President-Elect, Regional Coordinator, Past-President, Secretary, Treasurer, Membership Officer and Public Relations Officer.

Section 4: Executive Committee. The Executive Committee shall be composed of the officers cited in Section 3. Two-thirds of the members of the Executive Committee shall constitute a quorum. The Committee shall be the executive authority of the Association.

Section 5: Divisions: Divisions shall be made up of job-alike groups of the membership. Each division shall elect a Chairperson. Additional divisional officials may be appointed as deemed necessary. These divisions shall be Student, Elementary, Middle, Secondary, Retired, Private School Liaison, Higher Education, and Supervision/Administration with the latter two allowed to be combined under one chairperson. When appropriate, a division for Museum Education shall be included.

Section 6: Regional Units. A regional unit shall be composed of a group of counties as approved by the Board of Directors. Coordinator is appointed by President of KyAEA and must be a current member of KyAEA. Additional regional officers may be elected by the membership in the regions as deemed necessary and Committee Chairs may be appointed by Regional Coordinators who will make up the Regional Executive Board along with the Regional Coordinator. The six regions are the Derby, Northern, Burley/Coal, Pennyrile/Purchase, Caveland and Bluegrass regions. The counties which make up these regions are listed on Attachment 1.

Section 7: Terms of Office. The term of office for all elected officers and chairs shall be for two years. The Treasurer’s position appointed by the Executive Committee and is not an elected position. With the exception of Past-President, all officers and chairs may be nominated and voted into successive terms at the discretion of the KAEA membership. The President-Elect shall succeed to the office of the President for two years by a vote of confidence from the Executive Committee and then to the office of Past President at the end of their term.

**Article V. Elections.**

Section 1: Elections/Vacancies. Elections for the President-Elect, Vice President, Secretary, Membership Officer, Public Relations Officer, and Divisional Chairpersons shall be held every two years. The election schedule is as follows:

 Odd-numbered years- President-Elect, Public Relations Officer, Divisional Chairpersons.

 Even-numbered years: Vice President, Membership Officer, Secretary.

 New Regional Coordinators will be **appointed** by the president in even-numbered years.

Candidates for office in the KyAEA must be members in good standing in the Association. Candidates President-Elect must have served on the Board of Directors, past or present. A majority of the votes cast is required for election. In the event of a vacancy in any office, except the office of the President, a new officer will be appointed by the President subject to approval of the Board. If a vacancy occurs in the office of the President, the Past President shall resume these duties. If the Past-President cannot resume these duties, a chronological recall of past Presidents beginning with the most recent shall occur until one is found who can resume these duties. **The person elected President-Elect shall serve as Delegates Assembly representative at the NAEA during the second year as President-Elect and the first term as President serving two consecutive years. The person elected President-Elect shall be the alternate delegate to NAEA in the year the President is scheduled to serve, and the President shall be the alternate delegate in the year the President-Elect is scheduled to serve.**

The President and President-elect shall both serve as delegates Assembly representatives at the NAEA each year. In the event that one of them cannot attend then the President or President-Elect shall choose a member of the executive board to represent KyAEA. In the event that membership drops below 300 in the month of July KyAEA will only be allowed one Delegate and that would first go to the President then to the President-Elect if the President is unable to attend.

Section 2: Nominating Committee. The Nominating Committee is appointed in the January prior to the annual fall conference of the election year by the President upon recommendations of the Board of Directors. The committee is composed of three, but not more than five, persons who represent a broad spectrum of interests within KyAEA. The chairperson of this committee is appointed by the President. No member of the Nominating Committee shall be placed on the slate of candidates for the current election.

Section 3: Voting. A ballot with the names of the candidates for each office shall be distributed for election to the membership by email/google/constant contact. The elected officers are: President-Elect, Secretary, Public Relations Officer and Membership Officer. These offices are voted upon by the entire KyAEA membership. Divisional Chairs are voted on by members of each division. Write-in slots for office are to be provided on the ballot. The newly elected officers will be notified by the President and will take office at the closing of the general session of the fall meeting of the election year.

**Article VI. Meetings**

Section 1: The Association shall hold a general meeting in the fall of each year and four Board of Directors meetings during the year. The time, place and program shall be determined by the Board of Directors. The President may call special meetings as needed.

Section 2: A quorum for the transaction of business at all Association meetings shall be defined as the membership present. The exception to this is in Article IV, Section 3.

**Article VII. Committees**

Section 1: The KyAEA shall have the following Standing Committees: Advocacy, Youth Art Month, All-State Art Show, Conference, Awards, Historian, Communications, Special Needs and Student Chapter. The President shall appoint a chairperson for each committee, to be approved by the board. Committee Chairpersons shall serve for a tem of two years and may be reappointed.

Section 2. Special committees may be appointed on an Ad Hoc basis, shall serve no longer than the term for which they were appointed, and may be reappointed.

**Article VIII. Income and Benefits**

Section 1: 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. Neither shall the net earnings benefit any corporation, any private individual or any organization whose stated activities include the carrying on of propaganda or otherwise attempting to influence legislation. These restrictions on the net earning of the KyAEA are to be applied, provided that this shall not prevent payment of reasonable compensation for services actually rendered to or for the Association in its stated purposes as found in Article II.

Section 2. Upon dissolution of the Association, all records shall be deposited with the Kentucky State Historical Society at Frankfort, Kentucky, and all of the assets shall be turned over to such nonprofit, tax-exempt, charitable, scientific or educational organizations exempt from federal income taxation under Section 501(C) (3) of the Internal Revenue Code or any successor provision thereto as the final Executive Board of the Association shall select.

  **BYLAWS**

**Article I. Duties of Officers**

Section 1: President. It shall be the duty of the President to preside at all meetings of the Board of Directors, Executive Committee and general sessions; to appoint a new officer with Board approval, in the event of a vacancy in any office between elections; to appoint the chairperson and members of Region, Standing and Special (Ad Hoc) committees after board approval; to serve as ex-officio member of all committees; to establish, through the Executive Committee and/or Board of Directors, the professional goals and programs of the Association; to inform the membership of the activities of the Executive Committee/Board of Directors and the concerns of the Association; to approve all the bills of expense incurred for the Association business and provide authorization for payment of said bills to the Treasurer; and to perform such other duties as usually pertain to the office of the President. The President shall succeed to the office of the Past President. The President shall serve as Delegates Assembly representative to NAEA.

Section 2: President-Elect. It shall be the duty of the President-Elect to serve as the Fall Conference Chairperson. The President-Elect shall serve as Delegates Assembly representative at the NAEA The President-Elect shall succeed to the office of the President upon a vote of confidence by the Executive Council during the Fall Conference.

Section 3: Regional Director: It shall be the duty of the Regional Director to preside over the Regional Chairs.

The Regional Director will help to co-ordinate the workshops, meetings and professional developments within each region.

Section .4: Past President: It shall be the duty of the past President to serve in an advisory capacity; to pursue ways and means of money making activities for the Association; to serve as chair of the nominating committee in an election year; and to assume the duties of the President in the event of a vacancy in that office.

Section 5: Membership. It shall be the duty of the Membership officer to be in charge of membership; enroll new members; keep a roster of national, state and regional members with home and school address; and serve in an advisory capacity to the Regional Coordinators. The Membership officer will also provide a list of regional members to the Regional Coordinators and communicate through email and social media to KyAEA members.

Section 6: Secretary. It shall be the duty of the Secretary to keep complete and accurate minutes of all meetings and shall enter them in the books kept for this purpose. The secretary shall act as custodian of all papers and properties belonging to the Association and shall provide copies of minutes and reports as requested by members of the Board of Directors.

Section 7: Treasurer. It shall be the duty of the Treasurer to receive all monies due the Association and, after Presidential approval, pay all bills of expense incurred by the Association. At the expiration of the term of Treasurer, a certified audit of the books shall be conducted, after all monies and properties of the Association shall be released to the new Treasurer.

Section 8. Public Relations. It shall be the duty of the Public Relations officer to chair the Communications Committee, to collect information from all Regional coordinators, Divisional chairs, Board of Directors and/or general membership and publicize association activities to the membership, to aid in local publicity of the KyAEA annual conference or for seminars and workshops, to assist in the preparation and distribution of the KyAEA newsletter, and to maintain a current NAEA membership email list in cooperation with the Membership officer. Also to promote KyAEA through social media.

**Article II. Duties of the Board of Directors, Executive Committee, NAEA Delegate, Divisions, Regions, and Standing Committees**

Section 1: Board of Directors. The Board of Directors shall serve as the executive authority of

 the Association. It shall suggest policies for the consideration of the Executive Committee, carry out

policies, and provide such supervision as may be necessary to promote the best interests of the Association.

The Board of Directors shall develop Association goals and program.

Section 2: Executive Committee. The Executive Committee shall manage the affairs of the Association

and act on all Presidential recommendations and appointments.

Section 3: NAEA Delegate. The Kentucky Delegates to the NAEA States Assembly shall represent the

 KyAEA at the national Conference; shall submit a written report to the Board of Directors of new

 information and States Assembly action within three months following the national conference; and

 maintain a file of all state-national correspondence.

Section 4: Divisions. The Divisions, through their Chair, shall communicate with their members through

 the Association’s newsletter, website and social media; shall attend all Board of Directors meetings or appoint an alternate and submit written reports concerning Division activities; hold meetings at the fall conference; assist the President-Elect and/or conference chairperson in planning the fall conference; assist the Youth Art Month Chairperson in promoting the celebration and encouraging teachers to participate; Middle and Secondary

 Division Chairs shall assist the All-State Coordinator in promoting the exhibition and encouraging teachers

to participate.

Section 5: Regions. The Coordinator of each Regional Unit shall develop a program of Regional activities

and programs; shall communicate with their members through the Association’s newsletter; shall attend all

Board of Directors meetings or appoint an alternate and submit written reports concerning Regional

 activities; hold meetings at the fall conference; assist the President-Elect and/or conference Chairperson

 in planning the fall conference; assist the Youth Art Month Chairperson in promoting the celebration and

 encouraging teachers to participate; and assist the All-State Regional Coordinator in promoting the

 exhibition and encouraging teachers to participate.

Section 6: Standing Committees.

1. Advocacy. This committee shall promote, examine, guide, evaluate and make recommendations pertaining to various aspects of the art teaching profession including teacher education, certification, teacher load, and professional ethics with the purpose of encouraging and maintaining high standards throughout the profession. The Chair of this committee shall represent KyAEA on Boards of Kentucky Arts groups (Kentucky Alliance for Arts Education, Kentucky Citizens for the Arts, etc.) serving two consecutive years.
2. Youth Art Month. This committee shall promote art in the state culminating in local, district, regional and statewide celebrations during March of each year. The chair shall be assisted by the Regional coordinators and Divisional Chairs in promoting and reporting YAM activities.
3. Historian. The Historian shall maintain and present in appropriate form the historical records of the Association.
4. All-State High School Art Competition. This committee shall organize, promote and publicize the All-State Art Show.
5. Awards: This committee shall organize and implement nominations for state and national awards.

f. Communications: This committee, chaired by the Public Relations officer, shall have full charge of all KyAEA communications including, but not limited to, website maintenance; and shall communicate to the community at large, articles that strengthen the position of art as a discipline in the schools and affect positively the role of art in culture. Members include all Divisional Chairs, Regional Coordinators and Standing Committee Chairs.

g. Conference Committee: This committee shall assist the President-Elect with the planning of the Annual Fall Conference, in consultation with the Past-President and President.

Section 7: Absences. The President shall appoint a new officer or chairman if the incumbent misses **two** Board of Directors meetings in a year without having notified the President, and providing a report.

**Article III. Reports**

All officers, chairs and coordinators shall turn over to their successors all pertinent records and correspondence along with a summary of each year’s activities.

**Article IV. Membership**

It is the policy of the Kentucky Art Education Association to welcome ALL arts educators to attend Regional Staff Development workshops, seminars, the All-State High School Competition, the Annual Fall Conference and other activities. However, within that invitation there will be a price difference between the member and the non-member’s registration fee. This difference will defray the cost to the Association for advertising and other accrued costs of the event, and thus offering a benefit to the art educator who maintains an active membership in the Association.

It is the policy of the KyAEA that all presenters and workshop leaders for the Annual KyAEA Conference maintain active membership in the Association. Exceptions to the policy include individuals in the following categories:

1. Those who are members of the National Art Education association but who maintain active membership in another state/affiliate.
2. Those who are invited to be on a panel, present or direct a workshop, give a keynote/dinner speech, or accept another position associated with the KyAEA Conference program. These must be pre-approved by the President and/or the President-Elect/Conference Chair. This category would include principals, assistant principals, superintendents, business and community leaders, school board members, artist, and others who may fall into this category as is determined by the Conference Chair.

**Article V. Fiscal and Administrative Year**

The Fiscal and Administrative year shall extend from one fall conference to the next. No more than two months shall be allowed for the Treasurer to have the books audited.

**Article VI. Rule of Order**

Robert’s Rules of Order (latest revision) shall be the authority on all questions of procedure not otherwise covered in the Constitution and Bylaws. The President shall appoint one member of the Council to serve as Parliamentarian.

**Article VII. Amendments**

These bylaws may be amended by a two-thirds vote of the members present and voting at a general session of either the fall or spring meeting of the Association after a reading of the proposed amendment.

**This Constitution and these Bylaws supercede all previous Constitutions and Bylaws of the Association by vote of the KyAEA membership.**

**JOB DESCRIPTIONS**

The officers of the Association are Past-President, President, Regional Director, President-Elect, Secretary, Treasurer, Membership Officer, Public Relations Officer and Division Chairs. Committee chairs and Regional Coordinator chairs who are appointed by the President serve during the President’s term of office. Other committee chairs are determined by the Constitution. The Committees will be listed later in this Handbook.

Eligibility for office is limited to members in good standing. The major duties shall be determined by the Constitution. Other duties developed by precedent and practice are listed in the officer’s handbook for a fuller understanding of the so called "housekeeping” details of routine business. A space is provided for listing special projects, goals or tasks undertaken by the current position holder.

**THE EXECUTIVE COMMITTEE AND THE BOARD OF DIRECTORS**

The Executive Committee is composed of the elected officers. The Board of Directors is composed of the elected officers, two members-at-large, chairs of divisions, chairs of the standing committees, chairs of the as hoc committees, and the Regional Coordinators.

It is desirable that this body have broad powers though which the business of the association can be accomplished by those officers and members who have first-hand knowledge of the factors involved.

**Activities of the Board of Directors**

1. It is required by the Constitution that all business of the board of Directors, except planning for the annual KyAEA Conference and regional staff development opportunities, be presented for approval at scheduled business meetings of the association, or via email as needed.
2. The Board of Directors votes on the following items of business:
	1. To carry out association policy
	2. To review matters referred by the divisions, regions or committees and makes recommendations for action.
	3. To formulate questions of policy.
	4. To fill temporarily all vacancies in the elective offices during the current term.
	5. To pass on routine business.
	6. To review the budget and the current fiscal standing.
	7. To approve the disbursements of funds and to approve the operating budget.
	8. To approve the association’s support and/or affiliation with other arts organizations
	9. To approve the endorsement of any publication by the KyAEA or its members using the association’s name or logo.

 **PAST PRESIDENT**

The duties and responsibilities of the KyAEA Past president shall be:

1. To assume the duties of the President in the event of vacancy of that office.
2. To serve on the Board of Directors and Executive Committee.
3. To serve as parliamentarian of the Association at meetings of the Executive Committee, the Board of Directors, and business meetings.
4. To serve as chair of the Nominating Committee during the years of an upcoming election.
5. To serve in an advisory capacity.
6. To pursue ways and means of money-making activities for the Association.
7. To advise the All-State Chairperson and Regional All-State coordinators of the rules and procedures of the KyAEA High School All State Competition.
8. To give guidance to the President-Elect in the planning of the annual Fall Conference.

**PRESIDENT**

The duties and responsibilities of the KyAEA President shall be:

1. To preside at all (business) general sessions at the state annual conference during the term of office.
2. To preside at all the meetings of the Executive Committee and the board of Directors.
3. To give guidance in planning programs for the annual conferences and regional professional development activities.
4. To serve as KyAEA Delegate to the NAEA Delegates Assembly and to attend all Delegates Assembly meetings called by NAEA or appoint a substitute from the Board of Directors.
5. To appoint special committees as needed, Regional Coordinators, and oversee the standing committees.
6. To initiate and develop policies which will be presented to the Board of Directors and Executive Committees for approval.
7. To be responsible for coordinating the works and aims of the organization.
8. To provide liaison with affiliated organizations.
9. To countersign, if necessary, all checks for expenditures.
10. To sign the contracts between the KyAEA and a management firm as deemed necessary and decided upon by the Board of Directors.
11. To write a column in the newsletter called ‘From the President”.
12. To interpret and enforce the provisions of the Constitution and By-laws.
13. To meet with and counsel new officers.
14. To cover/complete tasks of a Board Member, should that Board Member become seriously ill or no longer available.

**PRESIDENT-ELECT**

The duties and responsibilities of the KyAEA President-elect shall be:

1. To act as presiding officer in the absence of the President.
2. To assume the office of President in the event of vacancy.
3. To preside when a motion referring to the President is made.
4. To be responsible for the program of the KyAEA Conference and serve as chair of the KyAEA Conference Committee.
5. To assist in liaison with the regional and national activities.
6. To serve on the Board of Directors and the Executive Committee.
7. To maintain and update the KyAEA conference planning handbook for a smooth transition from one program chair to the next for future conference activities.
8. To work closely with the management firm in the planning and operation of the KyAEA conference, if such a firm is hired as decided upon by the Board of Directors.
9. In the second year of office, to serve as the KyAEA Delegate to the NAEA Delegates Assembly and to attend all Delegates Assembly meetings called by the NAEA.

**As KyAEA Conference Chair:**

Oversee the following:

1. Send out proposal forms for sessions to membership. (with Sessions Coordinator)
2. Secure keynote speakers, workshop leaders, food concessions, exhibitors, special events, tours, performances, etc.
3. Send out tentative brochure in spring, determine costs.
4. Develop real schedule of events, Sessions Coordinators sends letter of confirmation to presenters.
5. Design brochure, send out, develop job list for Board members.
6. Request audio/visual equipment, etc. from presenters. (with Sessions Coordinator)
7. Sign contracts with hotel and/or other exhibitors, presenters, etc.
8. Registration, print brochure, help with door prizes, packets, name tags, tickets, etc.
9. Send out registration materials.
10. Troubleshoot at conference.
11. Solicit ideas for following year as part of conference evaluation form.

**Vice President**

The duties and responsibilities of the Vice President shall be:

1. To preside over the Regions in any and all meetings.
2. To meet with and lend assistance to the Regional Directors.
3. To help co-ordinate workshops, Mini-conferences, and Professional Developments with the Regions.
4. To meet with the Regions at the Fall Conference to discuss any issues/concerns.
5. To provide reports of the regions to the Executive Committee and President.

**SECRETARY**

The duties and responsibilities of the Secretary shall be:

1. To act as recording officer and custodian of the records, except when these duties are especially assigned to others by the President.
2. To provide Minutes of the meetings to the Board of Directors as soon as possible after meetings.
3. To keep register or roll of members and record attendance at required meetings of the Executive Board and Board of Directors.
4. To keep a copy of the Constitution, By-laws, and Rules of Order and to record properly all amendments to these documents.
5. To send notices of all called meetings as requested by the President, unless the President decides to send such notices.
6. To have a list of all standing Committees at all meetings.
7. To preside at the meetings in the absence of the President, President-Elect, Past President, until a President Pro Tem can be elected.
8. To provide committee chairs with names and addresses of persons appointed to work with them.
9. To collect all records, reports, and correspondence from officers, regional coordinators, and committee chairs.
10. To deposit all association, committee, and treasurer reports in the archives (see historians).
11. To serve on the Board of Directors and Executive Committee.

**TREASURER**

The duties and responsibilities of the KyAEA Treasurer shall be:

1. To update the corporations’ “Registered Address” and “Registered Agent”. It is required by law to keep this information up-to-date with the Secretary of State.
2. To file an annual report with the state as required by Kentucky law. This form is sent around April to the principal office to be completed and returned with a fee by July 1. Kentucky laws requires that every corporation declare the mailing address of it ‘principal office”.
3. To make sure that all financial resolutions and decisions are recorded iin the Minutes, including such things as: opening or moving a checking account, deciding moni8es to be spent on scholarship awards; and writing for grants.
4. To keep an accurate account of all monies, whether receipts or expenditures.
5. To file with the organization’s Secretary a financial statement at each of the Board of Director’s meetings.
6. To obtain a signature card from the bank to be signed by the individual(s) who may sign the checks. The Treasurer is the principal signee of checks; the President may sign in cases of emergency or necessity.
7. To keep accurate record of the organization’s Federal ID Number which is filed with the bank.
8. To shop around to compare bank service charges (and waiver possibilities), interest rates and application requirements.
9. To maintain a check request form before any check is signed, whether it is a direct payment or reimbursement.
10. To get the verbal approval or the signature of the President for each check request. Get the Executive Committee to approve which way is acceptable and have this recorded in the Minutes.
11. To total and balance the finance book each month.
12. To reconcile bank accounts each month with finance book, after recording the interest earned.
13. To maintain a positive tone with recipients of checks for direct payment or reimbursement to give a favorable impression of the organization.
14. To file any forms required by the IRS.
15. To properly handle finances for annual KyAEA conferences: (help with) registration, refunds, paying all bills and closing financial report at next Board of Directors meeting.
16. To work with Membership Officer to maintain an up-to-date membership list.

Note: the Treasurer is appointed by the Board of Directors for a mutually agreed upon term of office.

 **MEMBERSHIP OFFICER**

1. To promote and maintain a strong membership throughout the state, and to carry out procedures for maintaining good standing membership on the part of all persons on the membership rolls.
2. To promote and encourage new types of membership in order to accommodate changing conditions.
3. To work with Regional Coordinators to create and keep current a membership list organized by region *and* a contact list of ALL Kentucky Art teachers for invitation by president to join KyAEA.
4. To work with Divisional Chairs to create and keep current a membership list organized by division.
5. To maintain as accurate a membership list as possible for communications with the membership.
6. To coordinate the creating of a Membership Directory available to KyAEA members (if decided upon by the Board of Directors).

**PUBLIC RELATIONS OFFICER**

The duties and responsibilities of the Public Relations Coordinator shall be:

1. To coordinate information, articles, and advertisements for the publication of the newsletter of the KyAEA several times a year, or so appoint another Board Member.

To coordinate the mailing and distribution of such newsletters to the membership, superintendents, other art education association state presidents and editors, advertisers, and others decided upon by the Board of Directors, or so appoint another Board Member.

1. To coordinate the publishing of any other bulletins or brochures deemed of value to the association membership and send copies to the NAEA.
2. To send press releases for publication concerning association members and business.
3. To work closely with a management firm in the publication and distribution of newsletters, brochures, press releases, and any other information as is seemed necessary by the Board of Directors, if such a management firm is hired.
4. To serve on the Board of Directors and the Executive Committee.
5. To maintain communication with the NAEA.
6. To coordinate the solicitation of any advertisements for printing in the newsletter/website.
7. To submit copies of the newsletter prior to the national conference for critique and award competition, or so appoint another Board Member.
8. To serve as chair of the Public Relations Committee.
9. To maintain a list of Kentucky newspapers and regional magazines.
10. To gather copy for the newsletters from officers, division chairs, regional coordinators, and members and/or NAEA.
11. To make all necessary arrangements for publication of the newsletter by efficient and economical means.
12. To design, update and maintain the KyAEA Website. www.kyarted.net

 **DIVISION CHAIRS**

Higher Education, Supervision/Administration, Secondary, Middle, Elementary, Retired, Student, Independent School Liaison

The duties and responsibilities if the KyAEA Division Chairs shall be:

1. To preside at the division meeting at the KyAEA fall conference.
2. To make arrangements and plan for the program of other activities of the division.
3. To assist in the nomination of future division chairs in their own division during an election year.
4. To study problems relating to the membership of the division and make recommendations during the year.
5. To serve on the Board of Directors and to attend all meetings.
6. To write at least one article each year for the newsletter concerning division news, events or activities.
7. To maintain communication with the division membership concerning NAEA, KyAEA or regional concerns: calls, mailings, and emails.
8. To act as liaison and to submit regular written reports to national and regional division chairs.
9. To work closely with Regional Coordinators in the development and implementation of other staff development activities across the state.
10. To assist the Conference Coordinator (President elect) and Sessions Coordinator in locating presenters and workshop leaders for the annual KyAEA conferences.
11. To provide on-site assistance with the mechanics of the operation of the annual conference.
12. To submit reports to the President and the other members of the Board of Directors concerning issues, trends, news and/or other activities of the division.
13. Middle and Secondary Chairs should coordinate any National Art Honor Society activities.

**HIGHER EDUCATION CHAIR**

1. To serve as an active member of the KyAEA Board of Directors and to attend all meetings.
2. To assist in state convention planning.
3. To develop state higher education needs and goals.
4. To preside over division meetings.
5. To be liaison with Southeast Region and National Higher Education chairs.
6. To contribute a column to the state newsletter.
7. To further higher education concerns and issues though speaking and writings.
8. To develop a list of candidates for future division chair.
9. To obtain a list of new Kentucky art teachers each year from the Educational Professional Standards Board (EPSB) for initiation to join KyAEA by President.
10. To communicate with Kentucky NAEA student chapter presidents and advisors and submit news to Public Relations Officer.

**RETIRED ART TEACHER CHAIR**

In material sent from the NAEA Retired Members Chair, it is suggested that the Retired Members Chair do the following:

1. Send out Mission Statement and Membership application to retired teachers, building RAEA membership.
2. Attend the Retired Art Teachers meeting at NAEA convention at least once per 2-year term.
3. Help retired members respond actively to legislative bills and actions which are likely to affect the arts nationally and statewide.
4. Help RAEA members write letters and make telephone calls to state and national representatives expressing their concerns about arts issues or thank you letters for legislators’ support.
5. Send a report about activities to the affiliate president.
6. Send regular submissions about KyAEA retired members to NAEA.
7. Explore ways to explain to school boards, principals, and parents in their communities why visual art education is essential in the development of children and youth.

**INDEPENDENT SCHOOL LIAISON**

 The purpose of this Chair is to provide a connection between the private or independent schools and the public schools and art educators at these schools. The Chair is responsible for getting pertinent information to the private schools. The Chair should also provide the organization with a list of private schools and their addresses. As the need arises other duties may be indicated.

**MUSEUM DIVISION CHAIR**

Museum Division duties and responsibilities of the KyAEA Museum Division shall be:

1. To make arrangements and plans for museum programs and/ or other activities of the Museum Division.
2. To assist in the nomination of future division chairs during an election year.
3. To study problems relating to the membership of the Museum Division.
4. To serve on the Board of Directors.
5. To write an article for each edition of the KyAEA newsletter.
6. To maintain communications with the Museum division membership concerning NAEA, KyAEA and/or regional and state concerns.
7. To act as national liaison with national and regional chairs, working closely in the development of and implementation of museum activities throughout the state.
8. To submit reports to the KyAEA President concerning issues, tends, news and other activities of the museum division.
9. To preside at the Museum Division meeting at the annual conference.
10. To actively seek and contact other museum education personnel in Kentucky, and coordinate activities.
11. To assist in the Members Exhibition at the annual fall KyAEA conference.

The **Exhibition Committee** chaired by the Museum Chair, shall be responsible for the arrangements of the KyAEA Member Art Exhibition during the annual conference.

1. To provide on-site assistance with the mechanics of the operation of the annual fall conference.
2. To coordinate an annual exhibition of members artwork for the annual conference.
3. To publicize and arrange for delivery and pick up of artwork while coordinating the displaying, labeling and exhibiting artists during the annual conference.
4. To provide a list of exhibiting artist/ members to the Secretary for the archives.
5. To arrange for the selection, judging, and presenting of awards and/or recognition for the exhibiting artists during the annual conference.
6. To help with the reception or recognition for the exhibition during the annual conference.
7. To write an article for the KyAEA newsletter and report to the Board of Directors on the exhibition.
8. To work with the Youth Art Month chair as the logistics of the annual exhibition are decided upon and to assist in coordinating exhibitions of any student artwork throughout the state.

**REGIONAL COORDINATORS**

The duties and responsibilities of the KyAEA Regional Coordinators shall be:

1. To assess the needs of art educators in their region.
2. To plan, coordinate and implement staff development opportunities within their region, at lest once a year.
3. To assist the KyAEA conference Chair (President Elect) and Sessions Coordinator in the planning by recruiting presenters for the fall conference.
4. To conduct regional meetings during the fall conference. This meeting should include business, issues, concerns, resources, and opportunities within that region, as well as communications from other regions as deemed necessary.
5. To communicate with art educators within their region concerning the status of arts education; calls, emails, mailings, etc.
6. To report any staff development activities and/or other news of interest related to arts education to the Public Relations Officer for posting on the KyAEA website or publication in the KyAEA newsletter.
7. To assist in the mechanics and logistics in operating the KyAEA conference (i.e. registration, t-shirt sales, host, etc.)
8. To report to the Board of Directors any activities held within their region.
9. To send copies of any mailings, information, or publicity concerning any event in their region to the President and the Public Relations Officer.
10. Secure a regional coordinator to assist the state YAM chair in disseminating information to area teachers, solicit artwork, flag designs and participation reports.
11. Secure a regional All state Coordinator to assist state chair. Their responsibilities will be designated by the state chair but will include securing judges, disseminating information, setting up regional judging and getting selected pieces to the All State exhibition.

Note: Regional Coordinators represent the six educational regions of Kentucky (see map in handbook). Presently the President of KyAEA appoints Regional Coordinators. Regional Coordinators must be current members of KyAEA.

**RESPONSIBILITIES OF COMMITTEES**

Much of the work of any association is accomplished by committee work. Most committees are organized according to the talks to be accomplished. The duties of the chairs are:

1. To coordinate or delegate portions of the task to be done by members of the committee.
2. To inform the Board of Directors of the committee activities. Committee chairs will be invited to the Board of Directors meetings by the President to share information and reports concerning committee activities.
3. These reports, as well as any communications distributed by mail, email or other means, are to be sent to the Secretary for inclusion in the records.
4. To present to the Board of Directors proposed actions or problems for discussion and/or approval.

ADVOCACY COMMITTEE

This committee shall promote, examine, guide, evaluate and make recommendations pertaining to various aspects of the art teaching profession including teacher education, certification, teacher load, and professional ethics with the purpose of encouraging and maintaining high standards throughout the profession. The Chair of this committee shall represent KyAEA on Boards of Kentucky Arts groups (Kentucky Alliance for Arts Education, Kentucky Citizens for the Arts, etc.) serving two consecutive years.

YOUTH ART MONTH This committee shall promote art in the state culminating in local, district, regional and statewide celebrations during March of each year. The chair shall be assisted by the Regional coordinators and Divisional Chairs in promoting and reporting YAM activities.

HISTORIAN The Historian shall maintain and present in appropriate form the historical records of the Association.

ALL-STATE HIGH SCHOOL ART COMPETITION This committee shall organize, promote and publicize the All-State Art Show.

AWARDS This committee shall organize and implement nominations for state and national awards.

COMMUNICATONS This committee, chaired by the Public Relations officer, shall have full charge of all KyAEA communications including, but not limited to website maintenance; and shall communicate to the community at large, articles that strengthen the position of art as a discipline in the schools and affect positively the role of art in culture. Members include all Divisional Chairs, Regional Coordinators and Standing Committee Chairs.

\* NOMINATING COMMITTEE The Nominating Committee is appointed in the January prior to the annual fall conference of the election year by the President upon recommendations of the Board of Directors. The committee is composed of three, but not more than five, persons who represent a broad spectrum of interests within KyAEA. The chairperson of this committee is appointed by the President. No member of the Nominating Committee shall be placed on the slate of candidates for the current election.

\* Ad Hoc: For election years only

CONFERENCE This committee shall assist the President-Elect with the planning of the Annual Fall Conference, in consultation with the Past-President and President.

**KyAEA Conference Chair *oversees*** the following:

1. Send out proposal forms for sessions to membership. (with Sessions Coordinator)
2. Secure keynote speakers, workshop leaders, food concessions, exhibitors, special events, tours, performances, etc.
3. Send out tentative brochure in spring, determine costs.
4. Develop real schedule of events, Sessions Coordinators sends letter of confirmation to presenters.
5. Design brochure, send out, develop job list for Board members.
6. Request audio/visual equipment, etc. from presenters. (with Sessions Coordinator)
7. Sign contracts with hotel and/or other exhibitors, presenters, etc.
8. Registration, print brochure, help with door prizes, packets, name tags, tickets, etc.
9. Send out registration materials.
10. Troubleshoot at conference.
11. Solicit ideas for following year as part of conference evaluation form.

***KyAEA Convention Workshops & Sessions Coordinator Duties***

1. Collect & Encourage Presenter Proposals

 a. Contact On-Site Potential Presenters (i.e. museums, dance, theatre companies, etc.)

1. Schedule Friday & Saturday sessions
	1. Divisional Meetings (Friday AM)
	2. Regional Meetings (Friday Lunch time)
2. Inform Presenters of Time/Date of Presentation
3. Collect Pre-Registration for Limited Participant & Fees Workshops (Ticketed Events)
4. Sign-In @ Registration to fill-up Ticketed workshops
5. Distribute Tickets & Collect Workshop Monies
6. Work with Treasurer to Assure Workshop Presenters are paid according to their participants (tickets collected)
7. Write thank-you letters to Presenters.

The ***Exhibition Committee*** chaired by the Museum Chair, shall be responsible for the arrangements of the KyAEA Member Art Exhibition during the annual conference.

1. To provide on-site assistance with the mechanics of the operation of the annual fall conference.
2. To coordinate an annual exhibition of members artwork for the annual conference.
3. To publicize and arrange for delivery and pick up of artwork while coordinating the displaying, labeling and exhibiting artists during the annual conference.
4. To provide a list of exhibiting artist/ members to the Secretary for the archives.
5. To arrange for the selection, judging, and presenting of awards and/or recognition for the exhibiting artists during the annual conference.
6. To help with the reception or recognition for the exhibition during the annual conference.
7. To write an article for the KyAEA newsletter and report to the Board of Directors on the exhibition.
8. To work with the Youth Art Month chair as the logistics of the annual exhibition are decided upon and to assist in coordinating exhibitions of any student artwork throughout the state.