

# MISSOURI ART EDUCATION ASSOCIATION BYLAWS

Revised and approved, January 20, 1984. Amended October 12, 1996. Revised and approved March 26, 2009. (Edited for clerical errors October 2011.)

## ARTICLE 1. DUTIES OF ELECTED OFFICERS

### Section 1. President(Elected)

The President shall:

- Serve as chairperson of the Executive Committee
- Preside at all conference general sessions, business meetings of the Association, Council meetings, and meetings of the Executive Committee
- Prepare an agenda for Council meetings
- Oversee all conference planning
- Serve as delegate to the National Art Education Association States Assembly and represent the Association at all NAEA and Western Region conventions, conferences, and meetings for four consecutive years
- Advise and assist all Council members as needed
- Appoint the chairpersons for all standing or special committees
- Oversee expenditures and financial obligations of the Association, approve all expenditures not included in the budget, and have access to the Association funds as needed
- Perform such other duties as they pertain to the office of the President of an educational association
- Assume the duties of Immediate Past-President after fulfilling the term of office

### Section 2. Present-elect (Elected)

The President-Elect shall:

- Attend all Council meetings
- Assist the President in the work of the Association
- Assume the duties of the President in his/her absence
- Serve as delegate to the National Art Education States Assembly in his/her second year of office and represent the Association at all NAEA and Western Region conventions, conferences, and meetings for four consecutive years
- Participate on MAEA Conference Committee and assume conference planning duties as assigned
- Be responsible for arranging all presentations and producing the conference booklet for the Spring Conference
- Oversee awards and assist Awards Chair as needed
- Assume the office of President following his/her term in office

### Section 3. Secretary (Elected)

The Secretary shall:

- Record and file accurate minutes of all regular business meetings of the Council and meetings of the Executive Committee
- Maintain an archive of all minutes
- Mail and/or e-mail minutes of all regular business meetings of the Council and Executive Committee to elected and appointed Council members
- Provide a template for MAEA stationery to all Council members
- Perform other customary duties for the position of Secretary and duties assigned by the President
- Update Association Policies as directed by Council

### Section 4. Treasurer (Elected)

The Treasurer shall:

- Attend all Council meetings
- Establish and oversee banking and money market accounts in the name of the Missouri Art Education Association
- Arrange for President and President-Elect to be co-signers on the banking accounts
- Keep records of all transactions, make payments, and give reimbursements for budgeted funds
- Prepare an annual budget to be approved by voting members of the Council

- Obtain approval from the President before making payment for non-budgeted items. Non-budgeted expenses over \$250 shall require the approval of the Executive Committee
- Report to the Council at each regular business meeting with an itemized record of all expenses and income and provide a summary report by category since the prior Council meeting.
- Make available, as needed, all current financial records at all meetings of the Association, Council, and Executive Committee
- Provide an annual financial report to all members of the Association. The report is to be a summary by category of income and expenses
- Submit books of accounts together with vouchers and records to a qualified professional approved by the Council at the close of the fiscal year for a partial audit. A full audit shall be conducted every leap year. The auditor's report shall be submitted to the Council.

#### Section 5. Past-president, Immediate (Elected)

The Past-president shall:

- Attend all Council meetings
- In his/her first year as immediate Past-president serve as a delegate to the National Art Education Association States Assembly and represent the Association at all NAEA and Western Region conventions, conferences, and meetings
- Serve as chairperson of the Nominating Committee for the election of Council members
- Assist with duties as requested by the President
- Review and update the Member Handbook as needed

#### Section 6. District Representative (Elected)

The District Representative shall:

- Attend all Council meetings to ensure a voting quorum. If unable to attend, it shall be the District Representative's duty to appoint a proxy from the same district to serve for that meeting. The President shall be notified of this change. In extenuating circumstances, it is allowable to submit a written proxy to the President
- Plan and chair District meetings at conferences as designated by Council
- Actively recruit for new members within the District
- Prepare a report of District activities for presentation at each regular business meeting of the Council.
- Maintain documentation of District and Council minutes and activities that can be made available to District members
- Submit the activities of the District members and District reports for each issue of Show Me Art by the designated deadline
- Promote and/or nominate individuals for MAEA awards
- Promote Youth Art Month Activities
- Keep District members informed of Association activities and advocacy issues and serve as a liaison between the District and the Council
- Train and mentor new District Representative

#### Section 7. Division Chairperson – Elementary, Middle, Secondary, K-12, Higher Education, Supervision and Administration, and Museum Education (Elected)

The Division Chairperson shall:

- Attend all Council meetings to ensure a voting quorum. If unable to attend, it shall be the Division Chairperson's duty to appoint a proxy from the division to serve for that meeting. The President shall be notified of this change. In extenuating circumstances, it is allowable to submit a written proxy to the President
- Promote and maintain communication of MAEA activities and advocacy issues between members of the Division
- Plan and chair a Division meeting at conferences as designated by Council
- Prepare a report of Division activities for presentation at each regular business meeting of the Council
- Maintain documentation of Division and Council minutes and activities that can be made available to Division members
- Submit the activities of the Division members and Division reports for each issue of Show Me Art by the designated deadline
- Promote and/or nominate individuals for MAEA awards
- Promote Youth Art Month Activities
- Keep Division members informed of Association activities and advocacy issues and serve as a liaison between the Division and the Council
- Train and mentor new Division Chairperson

## ARTICLE II. DUTIES OF THE COUNCIL, EXECUTIVE COMMITTEES, OTHER COMMITTEES, AND TASK FORCES

Section 1. Council: The affairs of the Association shall be managed by the Council. It shall guide the policies of the Association and exercise such supervision as may be necessary to promote the best interest of the Association. (For formation of Council see Article VI Section 2)

Section 2. Executive Committee: The Executive Committee shall have the authority to represent and to act for the Council. (For formation of Executive Committee see Article VI Section 3)

Section 3. Committees and Task Forces: Standing Committees, Special Committees, and Task Forces may be appointed as needed. Appointed committees and Task Forces shall serve no longer than the term of the administration in which they were appointed. The incoming administration will reappoint members, appoint new members or a combination. (For formation of Committees and Task Forces see Article IX Sections 1-3)

## ARTICLE III. MEMBERSHIP AND DUES

Section 1. Amount of Dues: the dues for the various classes of membership in the Association shall be determined by the Council

Section 2. Official Publication: All active members are automatically subscribers to the official publication of the Association. For the subscription by others than active members, the Council shall set the rate of cost.

Section 3. Classes of Membership: Unless otherwise specified, all classes of membership are for a period of one year. The following classes of membership are established:

- a. Active – for those individuals engaged in teaching art, or the direction of programs of art education, or in pursuits closely related to the field. Active membership provides all the privileges of membership including the right to vote and the right to hold office.
- b. Associate – for all persons interested in art education. Associate membership provides all the privileges of membership except the right to vote and hold office.
- c. Student – for full-time students. Student membership provides all the privileges of membership except the right to hold an elected office.
- d. Institutional – for institutions directly or indirectly involved in art education. Institutional membership provides all the privileges of membership except the right to vote and the right to hold office. Institutional memberships entitle ONE representative to register free at the Spring Conference of the Association.
- e. Retired – for those individuals who have retired from full-time teaching, but who wish to remain active in the Association. Membership provides all the privileges of membership including the right to vote and hold office.

## ARTICLE IV. FISCAL YEAR

The fiscal year shall extend from January 1 through December 31.

## ARTICLE V. RULES OF ORDER

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

## ARTICLE VI. ADOPTION OF THE CONSTITUTION AND BYLAWS

After presentation of the proposals for revision of the Constitution and Bylaws to the membership and upon the majority approval of the votes cast from the current MAEA active membership, the Constitution and Bylaws shall become operative immediately.

## ARTICLE VII. AMENDMENTS

Amendments to the Constitution may be made at a business meeting by the Association by a two-thirds vote of the voting members present providing that at least 30 days prior to the business meeting notice of such proposed amendment in writing shall have been sent to the membership. If deemed necessary by the Council, voting on an amendment may be conducted by mail provided the membership is informed of the proposed amendment 30 days prior to the voting. Also, the Constitution may be amended by a two-thirds vote at any business meeting without notice, but only if the number present and voting exceeds one-half of the active membership.

## ARTICLE VII. MAEA DISTRICTS

### Northwest – District #1

All art educators within the counties of Atchison, Nodaway, Worth, Gentry, Harrison, Mercer, Livingston, Carroll, Ray, Caldwell, Daviess, DeKalb, Clinton, Grundy, Buchanan, Andrew, Holt, Clay and Platte Counties (except North Kansas City, Liberty, Park Hill, and Excelsior Springs)

### Northeast – District #2

All art educators within the counties of Putnam, Schuyler, Scotland, Clark, Sullivan, Adair, Knox, Lewis, Linn, Chariton, Macon, Shelby, and Randolph

### Kansas City – Metro #3

All art educators within Kansas City, North Kansas City, Park Hill, Liberty, Excelsior Springs, Independence, Raytown, Blue Springs, Hickman Mills, Lee's Summit, Center, Grandview, Belton, and Fort Osage

### West Central – District #4

All art educators within the counties of Cass (except Belton), Jackson (except Kansas City, North Kansas City, Park Hill, Liberty, Excelsior Springs, Independence, Raytown, Blue Springs, Hickman Mills, Lee's Summit, Center, Grandview and Fort Osage) Bates, Lafayette, Johnson, Henry, St. Clair, Pettis, Benton, Morgan, Cooper, Moniteau, Saline, and Hickory

### North Central – District #5

All art educators within the counties of Ralls, Pike, Lincoln, Warren, Montgomery, Callaway, Boone, Howard, Monroe, Audrain, and Marion

### Central – District #6

All art educators within the counties of Camden, Miller, Cole, Pulaski, Phelps, Crawford, Gasconade, Osage, Maries, and Dent

### East Central – District #7

All art educators within the counties of Jefferson, St. Genevieve, St. Francois, Washington, and Franklin

### St. Louis Metro – District #8

All art educators within the city of St. Louis and the counties of St. Louis and St. Charles

### Southwest – District #9

All art educators within the counties of Vernon, Jasper, Barton, Newton, McDonald, Barry, Lawrence, Dade, and Cedar

### South Central – District #10

All art educators within the counties of Polk, Greene, Christian, Stone, Taney, Ozark, Douglas, Webster, Wright, Laclede, Dallas, Texas, Howell, and Oregon

### Southeast – District #11

All art educators within the counties of Perry, Cape Girardeau, Scott, Mississippi, New Madrid, Pemiscot, Dunklin, Butler, Madison, Bollinger, Stoddard, Shannon, Iron, Reynolds, Carter, Wayne, and Ripley