

# Missouri Art Education Association

# Policies

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# MAEA Policies

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*MAEA Policies are set by the MAEA council as they are needed. Policies may be revised, modified, added, or deleted during any official Council meeting as deemed necessary.*

## **SLOGAN**

“Meaningful Art Experiences for All” is the official slogan of the Missouri Art Education Association.

## **MINUTES**

The minutes of all Council meetings are published in the appropriate issues of *Show Me Art*.

## **FINANCIAL POLICIES**

- MAEA Council will decide the fee structure for members attending the statewide meetings.
- The Treasurer, President, and President Elect must sign signature cards for all MAEA fund accounts.
- A petty cash fund as a separate account may be established for the President, not to exceed \$1200.00 at any one time. The President shall use the account to pay expenses occurred in the performance of association business. The President shall be required to report in monthly, sending itemized statements of all transactions and submit all vouchers and receipts to the Treasurer.
- The President, President Elect, Registration Chairperson, and the Conference Chairperson do not pay registration fees to MAEA Conferences.
- The MAEA treasurer must be bonded, and must have an audit performed after December 31 of the last year of each term of office.

## **Expenses/Reimbursements**

- All expenditures must be pre-approved by established policy, the President or Treasurer, or a majority vote of the MAEA Council.
- No expenditure will be reimbursed without a completed MAEA Expense Voucher and receipts for all items for which reimbursement is requested.

## **Travel Reimbursement**

Council members traveling to council meetings not in conjunction with the fall or spring conferences are to be paid round trip travel expenses using the IRS volunteer tax rate of the current year (2012 .14 per mile) with proper documentation per vehicle.” (summer 2012)

## Liability Insurance

- MAEA shall carry liability insurance covering all council members.
- MAEA shall pay 50% of the lodging expenses for each night a council member attends a council meeting.

## Membership Dues

Membership Type Dues	TOTAL DUES
Active	85
Associate (Non-art educator)	80
Retired	45
First Year Professional	70
Student	40
Institutional	215

(summer 2011)

## PHOTOGRAPHIC RELEASE FORM

The adopted release form for photographs and artwork must be used at all times for liability reasons.

## COUNCIL MEETINGS

- The Council Meeting held in conjunction with the MAEA Spring conference will be held on the Thursday prior to the conference.
- An open session for non council members is to be held during the MAEA Council meetings for the purpose of discussing member's concerns. Speakers in the open MAEA Council session must register and present their position statement with the President at least 10 days prior to a scheduled MAEA Council meeting.

## ELECTED COUNCIL POSITIONS AND DUTIES

**See Bylaws for Elected Council positions and duties**

### NAEA Delegates

- The President, President Elect, and Past President are the pool from which the two MAEA designated representatives to the NAEA Delegates Assembly are chosen.
- The MAEA representatives to the NAEA Delegates Assembly will follow this schedule: One year as President Elect, (second year of term), two years as President, and one year as Immediate Past President (first year of term).

- The President may appoint an alternative representative to the NAEA Delegates Assembly if one is required.
- The expenses of the NAEA Delegates Assembly representatives are paid by MAEA, the amount of reimbursement not to exceed \$1200.00 per representative.
- The expenses of the President and President Elect (NAEA Delegates) are paid by MAEA to attend the Western Region summer meeting for Western Region state presidents and president elects, the amount of reimbursement not to exceed \$1000 each.

## **APPOINTED COUNCIL POSITIONS AND DUTIES**

### **Membership Chairperson**

The Membership Chairperson shall:

- Attend all Council meetings
- Work with District Representatives and other Council members to recruit and maintain membership
- Contact all new, renewed, and expired members to inform them of their status
- Report to Council at each regular business meeting of the Council the current status of overall membership Maintain an update monthly membership roles both for the State and National organization
- Work to assure accuracy of membership records
- Maintain a record of all past members of the Association
- Supply membership lists in whole or in part to Council members

### **Youth Art Month Chairperson(s)**

The Youth Art Month (YAM) Chairperson(s) shall:

- Attend all Council meetings
- Plan and schedule the YAM art exhibit in the month of March at the state Capitol Building or other site deemed appropriate by Council
- Disperse information and forms to each Association member interested in participating in Youth Art Month
- Oversee and assist with YAM art exhibit installation and removal
- Arrange for and make presentation of YAM awards
- Serve on MAEA Advocacy Committee
- Document YAM activities and create an advocacy tool
- Proof and upkeep transitioning tools as necessary for YAM Chairperson(s)

### **Show Me Art Editor(s)**

The *Show Me Art* Editor(s) shall:

- Attend all Council meetings
- Be responsible for all matters of editorial policy, content, design, advertising, and publication of the Association's newsletter
- Publish at least two issues of the newsletter per administrative year
- Arrange for printing and distribution of the newsletter to the membership and to other groups or individuals as designated by the President and/or Advocacy Chairperson

- Distribute copies of the newsletter to other state association editors, the MAEA historian and NAEA

### **Conference Coordinator(s)**

The Conference Coordinator(s) shall:

- Attend Council meetings at the request of the President
- Work with President to determine responsibilities to be assumed for the planning and execution of the conference
- With assistance from the President, form a planning committee to perform necessary conference duties
- With assistance from the President, recruit volunteers to perform necessary conference duties
- Spring Conference Coordinator(s) will consult with President-elect regarding arrangements for presentations and production of conference booklet
- Fall Conference Coordinator(s) will be appointed one year in advance and serve as understudies during the conference that will proceed the one for which they will be responsible

### **Special Project Chairperson(s)**

The Special Project Chairperson(s) shall:

- Attend Council meeting at the request of the President and/or conference Coordinator(s)
- Carry out all assignments for special projects as designated by the President and/or Conference Coordinator
- Report on progress of activities to council at regular meetings

### **Technology Specialist(s)**

The Technology Specialist(s) shall:

- Attend all Council meetings
- Oversee maintenance of the MAEA website
- Oversee the implementation of the MAEA list serve
- Work with Council members to implement the best use of technology to advance the Association's mission

### **Vendor Liaison(s)**

The Vendor Liaison(s) shall:

- Attend Council meetings at the request of the President and/or Conference Coordinator
- Maintain a list of vendor contacts
- Arrange for vendors to participate in the Spring Conference
- Request cash and/or merchandise donations from vendors to be used to defray conference costs and benefit Association members

### **Retired Art Educators Chairperson**

The Retired Art Educators Chairperson shall:

- Attend all council meetings
- Report to the Council on all needs or concerns of the Retired Art Educators. (A retired Art Educator is defined as an MAEA member who has retired from full-time teaching)

- Report to the Retired Art Educators Affiliate members of MAEA such items or Council actions that are pertinent to the Retired Art Educators Affiliate members
- Plan and chair a meeting at conferences as designated by Council

## **Historian**

The Historian shall:

- Attend Council meetings as necessary or at the request of the President
- Maintain historical records of the Association
- Document and archive information from Spring and Fall Conferences
- Document and archive records of Association activities at the request of the President

## **National Board Certification Specialist**

The National Board Certification Specialist shall:

- Attend Council meetings as necessary or at the request of the President
- Provide guidance and support for Association members to achieve Board Certification
- Offer either formal presentations or informal information sessions at the Spring and Fall Conferences
- Assure that the newly Board Certified members are recognized at the Spring Conference

## **Advocacy Chairperson(s)**

The Advocacy Chairperson(s) shall:

- Attend all Council meetings
- Chair the Advocacy Committee
- Keep membership informed of state and national legislation that impacts visual art education
- At the request of the Council, collaborate with organizations or belong to committees that advance the Association's mission

## **Awards Chairperson(s)**

The Awards Chairperson(s) shall:

- Attend Council meetings as necessary or at the request of the President
- Chair the Awards committee
- Collect all award nominations and oversee the Awards committee's selection process
- Assure that award recipients are recognized at the Spring Conference
- Submit award nominations to the National Organization as appropriate

## **Student/First-year**

The Student/First-year Representative shall:

- Attend all Council meetings
- Actively recruit new members among art education students and first year teachers
- Act as a mentor to Student/First-year members
- Promote and maintain communication of MAEA activities and advocacy issues to art education students and first-year teachers
- Plan and chair a meeting at conferences as designated by Council

- Prepare a report of Student/First-year activities for presentation at each regular business meeting of the Council
- Keep Student/First-year members informed of Association activities and advocacy issues and serve as a liaison between these members and the Council
- Train and mentor new Student/First-year Representative

### **Conference Registration Chairperson**

The Conference Registration Chairperson shall:

- Attend all Council meetings
- Keep accurate records of all conference registrations
- Collect and submit all registration fees
- Maintain registration table at all conferences
- Report activities at each regular council meeting

### **Communications Chairperson**

- As the voice of the organization, communications shall create resources and tools for MAEA members to use in communicating core messages, art education advocacy, public service, and public image.
- These tools will include, but are not limited to, publications, posters, videos, and digital presentations.
- Resources and tools will be published and available to MAEA members in a digital format that will allow flexibility and edit ability, and ease in sharing and distribution.

## **MAEA AWARDS POLICIES**

### **Missouri Art Educator of the Year Awards**

- MAEA Art Educator of the Year award recipients are selected by the awards committee.
- A ten-year moratorium is required between division awards. An award winner in one division may not be nominated for the award in that same division within ten years of winning the award.
- Members receiving awards may bring one invited guest to the awards banquet at no cost. All other banquet guests must purchase a meal ticket by contacting the current MAEA president prior to the event.
- MAEA Appreciation Awards are for non-members only.

### **Member Show**

- Members Art Exhibit: 1st, 2nd, and 3rd place ribbons in divisions.
- Entries will be limited to two per member.
- MAEA will pay the expenses up to \$1000.00 each, for up to three winners of the MAEA Members Exhibit to attend a summer art experience, e.g. Arrowmont. Expenses can include transportation, lodging, meals, registration fees, admissions fees, tuition, and other costs directly related to attendance.



- No expenditure will be reimbursed without a completed MAEA Expense Voucher and receipts for all items for which reimbursement is requested.
- MAEA members are allowed two years to use the scholarship money.
- Winners of the MAEA Member Art Exhibit scholarships must present a workshop at the next Fall or Spring conference following the summer in which the scholarship from MAEA was used.

## Student Show

- Each member of MAEA may submit 8 4"x6" entries to the MAEA Student show.
- The entries should be divided on boards by category
- The awards will be divided K-2, 3-4, 5-6, 7-8, 9-10, 11-12.

## CONFERENCES

### Attendance Policies:

- MAEA requires that NAEA membership is necessary for attendance at all MAEA statewide meetings and events.
- Attendance at all MAEA conferences is open only to members of NAEA and invited guests.
- Spouses who wish to attend conferences, meetings, and events need to register as an associate member and pay all related dues and fees.
- Persons under the age of 18 are not allowed at MAEA conferences, meetings, or events. MAEA liability insurance will not cover anyone under 18 years of age or non-members.
- Pets are not allowed.
- MAEA will provide lunch on Saturday at the Spring conference for a superintendent or other top level administrator attending as a guest of a member. The member bringing the administrator should contact the MAEA president prior to the event.
- The current MAEA president shall approve the invited guest list to all conferences.

## Sales

No on site sales of any kind are allowed at the Fall Conference as per Missouri State Park policies.

## Vendors

MAEA furnishes one lunch and continental breakfast for vendors at the Spring Conference.

## Registration

- Retired art educators receive a discount to attend the conferences not to exceed one half of the registration fee.
- Student MAEA members may attend the Fall conference without charge
- An additional \$35.00 for on-site **and late** registrations is added to conference registration fees to encourage pre-registration.
- Conference registration fee is reduced by \$25 per workshop if you are presenting. \$25 must come off of registration, not membership dues. (summer 2012)

## Presenters

- No fees will be charged for the handouts, hard copy or CD, provided to members attending the conferences.
- Presenters at Fall and Spring conferences may be reimbursed for presentation expenses (consumable supplies-not equipment) not to exceed \$50 per workshop. (summer 2012)
- Requests for reimbursement must be made within 30 days after the conference in which the expenses were incurred. (summer 2012)
- No expenditure will be reimbursed without a completed MAEA Expense Voucher and receipts for all items for which reimbursement is requested

## Conference Information/Notifications

Fall and Spring Conference information will be made available to all members

## ARTBYTES

- MAEA ArtBytes is a listserv designed to keep Missouri art teachers in touch with what is going on in the state organization as well as information from across the state. ArtBytes is designed to be a service for visual art educators, providing a sounding board for classroom issues, and networking for professional development.
- The listserv will also be used for MAEA updates, communications, and advocacy issues.
- Members may advertise workshops, free or for a fee, and art education related materials. Professional development, job openings, and member announcements are also allowed.
- Members may advertise art or education related trips and tours. Attempts will be made to group these offers under a single heading when they become frequent to reduce the numbers of e-mails.
- Artbytes shall remain non-sectarian and non-partisan, with no personal politics or religious affiliations implied.
- Charity solicitations will be posted at the discretion of the coordinators and MAEA executive committee.
- No spam, jokes, chain letters, or inspirational mass mailings will be posted.
- Selling or advertising of items for personal gain and profit is not allowed. No retail sales or equipment sales.

## DOCUMENT RETENTION

### Document Destruction Prohibited

No officer, director, employee or agent of the Association shall knowingly destroy a document with the intent to obstruct or influence the investigation or proper administration of any matter within the jurisdiction of any government department or agency or in relation to or contemplation of any such matter or case. (summer 2010)

## WHISTLEBLOWER POLICY

### Retaliation Against Whistleblowers Prohibited

No officer, director, employee or agent of the Association shall take any harmful action with the intent to retaliate against any person, including interference with employment or livelihood, for providing to a law enforcement officer any truthful information relating to the commission or possible commission of any offense. (summer 2010)

## CONFLICT OF INTEREST

(summer 2010)

MAEA directors, officers, committee members, staff, and other volunteers, while acting on behalf of MAEA, should avoid conflicts of interest. Even the appearance of a conflict of interest should be avoided. All actions should be based solely on the best interests of MAEA, in accordance with applicable state and federal laws and regulations. Actions should not be influenced by personal considerations.

A conflict of interest occurs whenever an individual has a direct or indirect interest, financial or otherwise, in the outcome of any transaction or matter involving MAEA. A conflict of interest also occurs whenever an individual has a relationship with other parties to the transaction or matter in an undisclosed or adverse manner to MAEA.

Depending upon the immediacy and seriousness of the conflict, a number of resolutions are possible. If the conflict is minimal, it may be cured through nothing more than disclosure of the interest and a pledge to remain objective and neutral to it. Other conflicts are more serious and may require the board or committee member to remove themselves from any involvement in the association's discussions or decision making on the matter. (This is called *recusal*.) In rare cases, conflicts are so immediate and serious that resignation from the board, committee, or other association assignment is the only prudent means of avoiding the conflict.

It is the prerogative of the board, not the individual, to determine how severe a conflict is and the appropriate steps that must be taken to remedy it.

Interests do not often, per se, create actual conflicts. Individuals often have fully legitimate responsibilities to more than one board or organization. It is generally only when some specific issue arises in which both organizations have a direct interest that an actual conflict exists. It is important to stress that the existence of a conflict of interest and the actions taken to resolve that conflict are **not** punitive or a negative reflection on the affected board or committee member's ethics, commitment to MAEA, or judgment.

If an individual has a conflict of interest or potential conflict of interest in connection with any MAEA transaction or matter, he or she should immediately notify the President, Executive Director, or other appropriate MAEA representative. A sample disclosure statement is available on website.

## REMOVING AN ELECTED COUNCIL MEMBER

Occasionally, an elected council member needs to be removed from the council. A conflict of interest, unethical behavior, or failure to fulfill duties as outlined in the bylaws may be grounds to remove an individual from the council.

Strongly felt disagreements, passionate arguments, and genuine debates are often elements of the most effective councils. Arguing for an unpopular viewpoint is not grounds for council dismissal. However, if an elected council member *consistently* disrupts meetings or prevents the organization from functioning well, removal may be appropriate.

### Personal Intervention

Intervention by the council president or other executive council members is the first step in managing problem council members. If an elected council member has become an impediment to the council's work, an executive council member will contact the council member in question to seek a resolution.

If the conflict is not resolved in a timely manner as determined by the executive council, then the president or executive council may request a resignation. Documentation should include written notification to the executive council with a plan of action.

### Impeachment

If personal intervention is not successful, the elected council member can be removed by a two-thirds vote of the elected council members. If a council member is impeached, the council member will be notified via registered mail. All MAEA materials must be returned by the impeached member in a timely manner as determined by the executive council.

(summer 2011)

## GRIEVANCE APPEAL PROCESS

This provides MAEA members a process to follow in case of a grievance or complaint that did not receive a satisfactory resolution.

### Action One: Letter Stating Nature of Grievance

The person with the grievance should address a formal letter to the current MAEA president. This letter must state:

Contact Information: Name, address, Phone numbers, and e-mail address if applicable

Date of occurrence

Description of what occurred

Name of MAEA member to which the original complaint was first reported

Ideal outcome for resolution

### **Action Two: MAEA President and Executive Board**

Formal appeal will be addressed by the MAEA Executive Board as facilitated by the president. Decisions of the Executive Board will be final.

### **Action Three: Timeline**

Within two weeks of receiving a formal letter, the MAEA president will send a reply.