

# **The Pennsylvania Art Education Association**

## *Constitution and By - Laws*

**Adopted: October 24, 1987**

**Amendments**

**April 22, 1989**

**October 21, 1989**

**October 22, 1993**

**November 20, 2004**

**October 22, 2005**

# MISSION STATEMENT

The Pennsylvania Art Education Association actively supports and promotes visual arts education through professional development, leadership and service.

August 3, 2003

PAEA is a non-profit education organization affiliated with the National Art Education Association

## **CONSTITUTION PENNSYLVANIA ART EDUCATION ASSOCIATION**

### ARTICLE I: NAME

The organization shall be known as the Pennsylvania Art Education Association, PAEA.

### ARTICLE II: PURPOSES

The purposes of this organization shall be:

SECTION 1: To unite the influence and interests of Pennsylvania art educators and other interested citizens to promote legislative, civic, educational, and professional development measures relating to art education, a core subject in education.

SECTION 2: To act as an agency for the dissemination of art news and valuable educational resources to art educators and school executives in the Commonwealth.

SECTION 3: To promote professional development in art education and education in general.

SECTION 4: To engage only in activities consistent with its status as defined in Section 501 (c) (3) of the Internal Revenue Code of 1954 or any successor provision thereto as a nonprofit education organization.

SECTION 5: To cooperate with and help facilitate the work of regional and national agencies and organizations for the improvement and advancement of art education.

SECTION 6: To promote leadership, research, publication and public forums related to issues in art education.

### ARTICLE III: MEMBERSHIP

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

### ARTICLE IV: AFFILIATION

SECTION 1: The Pennsylvania Art Education Association shall be affiliated with the National Art Education Association.

### ARTICLE V: ORGANIZATION AND GOVERNANCE

SECTION 1: ORGANIZATION. PAEA shall be organized to include active members, Officers, the Board of Directors and the Leadership Council; regional representatives, student chapter organizations and other board approved affiliated groups.

SECTION 2: OFFICERS. The Officers of PAEA shall be: President; President-Elect; Past President; Secretary; and Treasurer.

SECTION 3: LEADERSHIP COUNCIL. The Officers of this organization shall constitute the Leadership Council.

SECTION 4: BOARD OF DIRECTORS. The Board of Directors, hereinafter referred to as PAEA Board, consists of the Officers; one Regional Representative elected from each of the PAEA regions; a student representative; chairs of standing

committees; division directors; and other persons or positions which shall be named in the By-Laws. One-third of the members of the PAEA Board shall constitute a quorum. The PAEA Board shall be the executive authority of the Association. The President shall serve as Chair of the PAEA Board and of the Leadership Council.

SECTION 5: TERMS OF OFFICE. The terms of office of the President, President-Elect, Past President, Secretary shall be for two years. The term of the Treasurer shall be four fiscal years. The President automatically becomes the Past President at the completion of his/her term. The President-Elect automatically becomes the President at the completion of his/her term. No officer shall simultaneously hold more than one office. Regional Representatives shall be elected for a term of four years, half of them every two years. The student representative shall be elected for two years.

SECTION 6: REGIONS. A region shall be composed of a group of counties as approved by the PAEA Board. Representatives of regional organizations must be members of the Pennsylvania Art Education Association.

SECTION 7: DIVISION DIRECTORS. Division Directors shall be made up of job-like groups of the membership. These shall be the Division of Elementary Education, the Division of Middle Level Education, the Division of Secondary Education, the Division of Higher Education, the Division of Supervision and Administration, the Division of Museum Education. Division Directors are appointed subject to board approval for renewable four-year terms.

SECTION 8: AFFILIATE AND ISSUES GROUPS. Organizations that have a structure separate from the PAEA will be called "Affiliates." Groups within the PAEA which provide interaction among those PAEA members of like concerns and encourage the PAEA Board and the membership-at-large to consider their issues will be called "Issues Groups." Affiliate and issues groups are appointed subject to board approval for renewable two-year terms.

## ARTICLE VI: ELECTIONS

SECTION 1: ELIGIBILITY. To be eligible as a candidate for office, an individual must be a member in good standing who has held active membership for at least one year prior to the election.

SECTION 2: ELECTION OF OFFICERS. Elections for President-Elect, Secretary

and Treasurer shall be held in even-numbered years. A majority of the votes cast is required for election. If no candidate for a particular office receives a majority of all votes cast, a run-off election shall be held between the two leading candidates.

**SECTION 3: ELECTION OF REGIONAL REPRESENTATIVES.** Regional Representatives from regions with odd numbers shall be elected in leap year elections. Regional Representatives from regions with even numbers shall be elected in non-leap year elections. A plurality of votes cast is required for election.

**SECTION 4: NOMINATING COMMITTEE.** At least three months prior to an election, the President shall appoint a nominating committee, consisting of at least three members. The committee shall prepare a slate of at least one candidate for each of the offices and each of the regional PAEA Board members to be elected. The nominating committee shall present its slate at the official business meeting designated for elections by PAEA Board. Following the committee's presentation, nominations may be made from the floor.

**SECTION 5: VOTING.** Elections will be held by ballot during the annual business meeting. All members shall vote for the Officer candidates. Members of each region shall vote for the Regional Representative of their own region. Active, Retired Active, Student, Honorary, and Life members of PAEA shall be eligible to vote for the President-Elect. Institutional memberships have one vote. Members of each Region shall be eligible to vote for the Regional Representative for their own Region.

At the discretion of the PAEA Board, elections may be held by mail ballot. In this event, the nominating committee must be selected no less than five (5) months prior to the election. Ballots will be mailed and must be returned within forty (40) days to be counted. Write-in candidates will be accepted as long as the candidate has accepted and is eligible to hold office. Envelopes containing the ballots shall be plainly marked "BALLOT" and opened in the presence of the PAEA Board at its next meeting and the outcome of the voting determined. The membership shall be notified of the results.

**SECTION 6: EFFECTIVE DATE.** Elections/appointments become effective immediately except that of the treasurer, which shall become effective at the start of the fiscal year.

**SECTION 7: VACANCIES.** Should a vacancy occur in the office of the President, the President-Elect shall succeed to that office and serve for the remainder of the term. Should a vacancy occur in the office of President-Elect, the Past-President

shall assume those duties until an interim election. A vacancy occurring in any other elected or appointed position shall be filled by appointment by the President with the consent of the PAEA Board. A vacancy in the office of Past-President shall not be filled.

## ARTICLE VII: MEETINGS

SECTION 1: An annual conference shall be held. Members shall be notified at least 60 days before the date of the conference. An annual PAEA business meeting will be conducted at each annual conference. A quorum at a membership business meeting is 25 members.

SECTION 2: The PAEA Board shall meet at regular intervals as determined by the PAEA Board but in no case less than 4 times per year.

SECTION 3. The Leadership Council shall meet only at the direction of the President or upon the request of two of its members.

## ARTICLE VIII: COMMITTEES

SECTION 1: STANDING COMMITTEES. PAEA Board shall establish Standing Committees which shall be named in the By-Laws. Standing Committees shall be chaired by persons appointed by the President and approved by the PAEA Board. Membership on these committees shall be composed of members of the PAEA Board and additional members as appointed by the President.

SECTION 2: SPECIAL COMMITTEES. Special Committees may be appointed by the President to undertake special assignments. Special committees shall be appointed on an ad hoc basis and shall serve no longer than the term for which they were appointed. Committees appointed by the President shall be approved by the PAEA Board at its next regularly scheduled meeting.

## ARTICLE IX: INCOME, BENEFITS AND LIABILITY

SECTION 1: INCOME AND BENEFITS. No part of the net earnings of the Pennsylvania Art Education Association shall inure to the benefit of any member, sponsor, donor, creator, trustee, officer, employee, or without limitation, any other

private individual, or to the benefit of any corporation, organizations, any part of the net earnings of which inure to the benefit of any private individual or any substantial part of the activities of which is carrying on propaganda or otherwise attempting to influence legislation provided, this shall not prevent payment of reasonable compensation for service actually rendered to or for this organization in affecting its purpose.

Upon dissolution, all of the assets of the Pennsylvania Art Education Association shall be turned over to the National Art Education Association provided it is then exempt from federal income taxes as a 501c3 charitable and/or educational organization, or otherwise to such non-profit, tax-exempt, charitable, scientific, or educational organization as the PAEA Board shall select.

The Pennsylvania Art Education Association shall not divert any part of its income or corpus to any member, sponsor, donor, creator, trustee, officer or employee; by lending any part of its income or corpus without the receipt of adequate security and a reasonable rate of interest;-by making any purchase or security or other property for more than adequate consideration for money or money's worth; or by engaging in any other transaction which either directly or indirectly results in such diversion of its income or corpus. This organization shall not make any accumulation of its income unreasonable in amount or duration, or use any income for purposes other than the objects herein before set forth or invest in any manner as to jeopardize the fulfillment or carrying out of its objectives. In general, this organization shall not act in any way or engage in any activity which might affect its right to full tax exemption or the rights of donors to the Pennsylvania Art Education Association to full tax deduction of their contributions to it, and this organization shall be so operated as to be entitled to and receive all tax exceptions, federal or local, which may from time to time be granted to charitable, scientific or educational associations or foundations.

**SECTION 2:** Individuals holding salaried positions with PAEA may not be a member of the PAEA Board nor have a vote.

**SECTION 3: LIABILITY.** A member of the Board of the Pennsylvania Art Education Association shall not be liable for monetary damages for action taken, or failure to take action unless:

- a. The member of the Board of the Pennsylvania Art Education Association has breached or failed to perform in accord with statutory standard; and
- b. The breach of failure constitutes self-dealing, willful misconduct or recklessness.

## ARTICLE X: BY-LAWS

The general membership may, at its annual business meetings, adopt such By-Laws as are consistent with this Constitution and the Constitution and By-Laws of the National Art Education Association.

## ARTICLE XI: AMENDMENTS

SECTION 1: Proposed amendments to this constitution shall be submitted in writing to the PAEA Board at least 45 days prior to the annual business meeting. Copies of the amendments shall be made available to members at least 24 hours prior to the business meeting. A two-thirds (2/3) vote shall be required for passage.

SECTION 2: Between the annual business meetings, amendments may be proposed either by the PAEA Board, the Executive Committee, regional affiliated groups, or by any ten (10) members. Voting shall be conducted by mail, the ballots being opened and counted at the next scheduled PAEA Board meeting. Two-thirds (2/3) of the votes cast shall be required for passage.

## **BY-LAWS PENNSYLVANIA ART EDUCATION ASSOCIATION**

## ARTICLE I: BOARD OF DIRECTORS

SECTION 1: The PAEA Board shall consist of the Officers, the Regional Representatives, one student representative and one representative of industry. Appointed members who shall also sit on PAEA Board are Arts Advisors from the Pennsylvania Department of Education, chairpersons of Standing Committees, and Division Directors, as approved by PAEA Board.

SECTION 2: All persons named above must be members of record of NAEA/PAEA. This established, they then shall have voice and vote on PAEA



Board.

SECTION 3: The PAEA Board shall serve as the executive authority of PAEA. It shall suggest policies for consideration by the general membership, carry out policies, and provide such supervision as may be necessary to promote the best interests of this organization and its regional affiliates. The PAEA Board shall interests of this organization and its regional affiliates. The PAEA Board shall develop goals and programs. It shall approve all expenditures and present a financial report to the general membership at the yearly business meeting.

SECTION 4: All PAEA Board meeting shall be open to all PAEA members in good standing. They shall have voice, but no vote.

SECTION 5: Representatives from other organizations and groups may be invited to attend meetings of the PAEA Board. They shall have no vote.

SECTION 6: National officers of NAEA may attend meetings of the PAEA Board. They shall have voice, but no vote.

SECTION 7: In order to maintain membership on the PAEA Board, members are expected to attend all board meetings and the annual conference. Two unexcused absences are cause for dismissal from the Board.

## ARTICLE II: DUTIES OF THE PAEA BOARD OF DIRECTORS

SECTION 1: PRESIDENT. It shall be the duty of the President to:

- A. Preside at all meetings of the PAEA Board, Leadership Council and general business meetings.
- B. Serve as ex-officio member of all standing and special committees
- C. Appoint the chairpersons and members of all standing and special committees with the approval of PAEA Board.
- D. Administer all of the affairs of this organization as determined by the PAEA Board and the general membership at their annual business meetings and inform

the membership of the activities of the PAEA Board and the concerns of the Association.

E. Send out minutes and meeting notices to PAEA Board members.

SECTION 2: PRESIDENT-ELECT. The Past President shall:

A. Assume the duties of President in the event of absence or vacancy in that office.

B. Assist the President in the performance of his/her duties.

C. Assume other duties as determined by the President and/or the PAEA Board.

D. Chair meetings of Regional Representatives.

SECTION 3: PAST PRESIDENT. The Past President shall:

A. Assume the duties of President-Elect in the event of a vacancy in that office.

B. Perform such other functions as directed by PAEA Board. This office shall be assumed by the President at the completion of his/her term of office. A vacancy in the office of Past President shall not be filled by elections or other wise.

SECTION 4: SECRETARY. The Secretary shall:

A. Keep an accurate record of all meetings and post approved minutes in a record book. The record book shall be submitted to the historian/archives annually.

B. Assist in correspondence as directed by the President and by PAEA Board.

C. Perform such other duties as usually pertains to the office of Secretary.

SECTION 5: TREASURER. The Treasurer shall:

A. Be custodian of all money belonging to PAEA and shall deposit same in a bank accessible to the treasurer.

B. Be responsible for the maintaining and safekeeping of all financial records of the PAEA.

C. Make a financial report at each meeting of PAEA Board and at any designated business meeting.

D. Shall have under the direction of the LC the ability to move in secure interest banking accounts excess funds to improve the financial stability of PAEA.

E. Shall design and implement an annual budget process.

SECTION 6: REGIONAL REPRESENTATIVE. The Regional Representatives shall:

A. Coordinate the activities of their region and serve as liaison between their region and the PAEA Board.

- B. Communicate information and concerns between their region and the PAEA Board.
- C. Generate regional activities, attend PAEA Board meetings, report on regional activities and chair a regional meeting at the PAEA Annual Conference.

SECTION 7: STUDENT REPRESENTATIVE. The Student Representative shall:

- A. Coordinate student activities and serve as liaison between pre-service student art educators and the PAEA Board.
- B. Communicate information and concerns between pre-service student art educators and the PAEA Board.
- C. Generate pre-service student art educators activities, attend PAEA Board meetings report on pre-service student art educators activities and chair a pre-service student art educator meeting at the PAEA Annual Conference.

SECTION 8: DIVISION DIRECTORS. The Division Director shall:

- A. Coordinate division activities and serve as liaison between division art educators and the PAEA Board.
- B. Communicate information and concerns between division art educators and the PAEA Board.
- C. Generate division activities, attend PAEA Board meetings, report on division activities and chair a division meeting at the PAEA Annual Conference.

### ARTICLE III: DUTIES OF THE EXECUTIVE COMMITTEE LEADERSHIP COUNCIL

SECTION 1: Members include President, President-Elect, past President, Secretary and Treasurer.

SECTION 2: The Leadership council is responsible for all financial matters of the association.

SECTION 3: The Leadership Council meetings are open to association members. Attending members shall have voice and no vote.

SECTION 4: If it is the responsibility of the Leadership Council to maintain the health of the organization in the absence of a President-Elect, and actively pursue a candidate to fill the position.

SECTION 5: The Leadership Council acts as an advisor to the conference committee.

-SECTION 6: The Leadership Council shall have the authority to represent and to act for the PAEA Board in the interim period between meetings of the PAEA Board.

SECTION 7: All actions of The Leadership Council inform the PAEA Board at the next scheduled board meeting of all actions taken within the interim period between meetings of PAEA Board.

## ARTICLE IV: INSTALLATION OF OFFICERS

New Officers and PAEA Board members shall be installed immediately following the completion of the election process.

## ARTICLE V: STANDING COMMITTEES

SECTION 1: PAEA shall have the following Standing Committees

### A. Advocacy and Public Relations

1. This committee shall be responsible for:

- a. advocacy
- b. legislation
- c. public relations
- d. Youth Art Month
- e. Exhibitions

### A. Awards and Recognition

1. This committee shall be responsible for awards and recognition related to the goals and objectives of this association. They shall:

- a. establish programs and criteria
- b. process and certify awards and recognition
- c. ensure proper presentations at the annual conference

### A. Conference

1. This committee shall be responsible for planning and executing an annual conference.

D. Publication

1. This committee shall be responsible for producing:

a.	PAEA Newsletter
b. c.	Other publications web site Journal

ARTICLE VII: DIVISIONS

SECTION 1: PAEA Board shall establish the following divisions:

- A. Elementary Education
- B. Secondary Education
- C. Middle Education
- D. Higher Education
- E. Museum Education
- F. Supervision and Administration
- G. Retired Educator (Change 1, April 22, 1989)

ARTICLE VIII: REGIONS

SECTION 1: PAEA shall consist of 12 Geographic Regions

SECTION 2: The PAEA regions currently include the following counties:

- REGION 1: Allegheny, Fayette, Greene, Washington, Westmoreland
  - REGION 2: Cameron, Crawford, Elk, Erie, McKean, Potter, Warren
  - REGION 3: Armstrong, Clarion, Forest, Indiana, Jefferson, Venango
  - REGION 4: Centre, Clearfield, Clinton, Fulton, Huntingdon,  
Juniata, Mifflin
  - REGION 5: Beaver, Butler, Lawrence, Mercer
  - REGION 6: Bedford, Blair, Cambria, Somerset
  - REGION 7: Adams, Cumberland,  
Dauphin, Franklin, Lancaster, Lebanon, Perry, York
  - REGION 8: Bradford, Columbia, Lycoming, Montour, Northumberland,  
Snyder, Sullivan, Tioga, Union
  - REGION 9: Lackawanna, Luzerne, Susquehanna, Wayne, Wyoming
  - REGION 10: Berks, carbon, Lehigh, Monroe, Northampton, Pike,  
Schuylkill
  - REGION 11: Bucks, Montgomery
  - REGION 12: Chester, Delaware, Philadelphia
- SECTION 3: Realignment is at the discretion of the PAEA Board.

## ARTICLE IX: FISCAL YEAR

The fiscal and administrative year shall extend from January 1 to December 31.

## ARTICLE X: REIMBURSEMENT FOR EXPENSES

SECTION 1: When an Officer or any member is on authorized business of PAEA, budget and bond approved expenses shall be paid by the Association.

SECTION 2: Reimbursement rates shall be set by PAEA Board for travel, meals, and lodging.

SECTION 3: All bills for expenses shall be submitted to the Treasurer, must include itemized and “official” receipts with accompanying PAEA voucher.

## ARTICLE XI: POLICIES AND PROCEDURES

PAEA Board shall adopt a permanent record as an operational guide, PAEA Job Description Handbook, which outlines policies and procedures and job descriptions of the Association. Materials should be reviewed periodically by the PAEA Board and changes made as deemed necessary.

## ARTICLE XII: DUES

Dues for membership in this organization shall be consistent with the policies as set forth by the National Art Education Association and with its Constitution and By-laws.

## ARTICLE XIII: 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 By-Laws. The President may appoint one member of PAEA Board to serve as Parliamentarian.

## ARTICLE XIV: AMENDMENTS

The By-laws may be amended by majority vote of the PAEA Board provided that all members of the PAEA Board have been notified in writing at least thirty (30) days in advance of intent to amend the By-laws.