



POLICY and PROCEDURE HANDBOOK 2021

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Approved by

North Carolina Art Education Board of Directors at Virtual Board Meeting, 9-29-2012

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North Carolina Art Education Board of Directors at

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Summary of changes: Delegates to NAEA, (page 13 Section II) is changed to include three (Past-president, President, and President-Elect) with budget increased to provide three stipends.

Moved and passed at the Spring Board Retreat April 1, 2017.

Throughout the North Carolina Art Education Association Policy and Procedure Handbook the following words are used:

- NCAEA: refers to North Carolina Art Education Association
- NAEA: refers to National Art Education Association
- Position titles beginning with a capital letter: refers to the position, and therefore the person holding that position at the time
- Board: refers to the NCAEA Board of Directors (delineated in the constitution and handbook, itself)
- Constitution: refers to the NCAEA Constitution
- NAEA Constitution: refers to the NAEA Constitution
- By-Laws: refers to the NCAEA By-Laws
- Association: refers to NCAEA

Some items in this document are taken directly from or adapted from the NAEA Policy Manual, adopted by NAEA July 2011. As an association unified with NAEA, NCAEA is inherently given permission to do so legally without impinging upon any copyright laws.

Policies in this handbook were: approved as individual policies over the course of the organization's lifetime and compiled into this document; adapted from the NAEA Policy Manual, approved by virtue of being unified with NAEA and compiled into this document; written as reflections of current practice, compiled into this document, and approved by vote to accept this handbook; or written as reflections of best practices for a non-profit professional organization, compiled into this document, and approved by vote to accept this handbook.

Edited and Approved by the 2017 Board of Directors in an email vote September, 2017; then voted on and approved at the General Session Meeting of the Professional Development State Conference, October, 2017, in Wilmington, NC. The changes are in regard to delegates to NAEA, sharing of voting responsibility according to experience in the NCAEA officers, and adding our Conference Chair to our delegates roster as a non voting delegate but to network with national speakers and vendors. It was brought to General Assembly vote because of budgetary needs aligning with the Constitution.

To update our state needs and to keep our organization aligned with our affiliate NAEA, this document was reviewed and changes made by the ad hoc committee chaired by Terry Simpson, Member at Large 1 in April 2018, and approved by the Spring Retreat Board Meeting.

One new policy was moved and approved by the board at the meeting prior to NCAEA PDSC November 7, 2019. in Raleigh, NC. The new policy is in regards to NCAEA credit card. Editing was done by Marylu Flowers-Schoen with help from Terry Simpson, Member at Large.

The Awards procedures and the latest NCAEA credit card updates voted on January, 25, 2020.

New credit cards procedures presented and voted to approve May 22, 2021. Additionally, to align with NAEA's Equity, Diversity, and Inclusion (ED&I) effort, our Diversity Chair position title has been modified for the benefit of our students, our members, and the community we serve.

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I. ASSOCIATION GOVERNANCE

COMPOSITION OF THE NCAEA BOARD

As stated in the Constitution, the Board of Directors, also referred to as the NCAEA Board, shall be composed of the President, President-Elect, Past-President, Secretary, Treasurer, Newsletter Editor, two Members-At-Large, Divisional Chairs, Regional Coordinators, and the chairs of committees and ad-hoc committees.

The Executive Committee shall be composed of the President, President-Elect, Past-President, Secretary, Treasurer, Newsletter Editor, Webmaster, and two Members at Large.

Two-thirds of the board membership shall constitute a quorum. Votes totaling fifty percent plus one of those present at a scheduled board meeting will constitute a majority as per Robert's Rule of Order for board meetings. The NCAEA Board shall be the executive authority of the Association. The President shall serve as Chair of the Board and of the Executive Committee.

Two-thirds of the board membership shall constitute a quorum. Passing motions will have votes totaling fifty percent.

WORKING GROUPS

Working Groups provide an intentional connection among Board Members whose roles and responsibilities are of similar purpose. Working Groups facilitate the equitable sharing of work and ideas among officers and committee chairs, and prevent individuals from working in isolation. Working Groups are complementary to Standing Committees, so their tasks/projects may work alongside and/or overlap with the work of Standing Committees. Working groups are comprised of Board Members and led by a designated Coordinator. The General Membership may also participate in Working Groups. Working Group Coordinators are to meet annually (via web, or in-person) with the members of their Working Groups to set goals, timelines and benchmarks.

Advocacy (Internal and External)

Coordinator: President

Members: Division Chairs, Advocacy (pARTnership) Chair, Student Chapter Sponsor, and the Diversity Chair.

Communications

Coordinator: Newsletter Editor

Members: Photographer, Website Manager, Technology Chair and Journal Chair.

Student Art Events

Coordinator: Member at Large

Members: Chairs of National Junior Art Honor Society, National Art Honor Society, Youth Art Month, NC General Assembly Student Art Exhibit, Very Special Arts, and the Conference Student Exhibit.

Member Services

Coordinator: President-Elect

Members: Region coordinators, Members Exhibit Coordinator at Conference, and Chairs of Awards, Scholarship, Independent Schools, and Members Exhibit.

Conference

Coordinator: Past-President

Members: Conference site committee.

Foundations

Coordinator: Secretary

Members: Treasurer, Historian/Parliamentarian and Long Range Planning.

BOARD MEMBERS

NCAEA Board Members are expected to be members in good standing of NCAEA and NAEA at all times during their term. Board members are expected to uphold general responsibilities stated within this document, the Constitution and By-Laws, and the Plan of Action. They are also expected to uphold the specific position responsibilities listed within this document, in the Constitution and By-Laws, and in their Position Responsibilities Descriptions. Board members should be familiar with and possess a copy of the NCAEA Constitution and By-Laws, The Policy and Procedure Handbook, the Plan of Action, and Position Description and Responsibilities. Board members should also keep a copy of their signed *Consent to Serve* and *Conflict of Interest* Statement.

BOARD RESPONSIBILITIES

The NCAEA Board of Directors is responsible for overseeing the mission and purpose of the organization. Its duties include policy development and participation in strategic planning. Members must be willing to commit to attending four requisite meetings of the Board annually and to participating fully in carrying out the responsibilities of the Board as a cohesive governing body of NCAEA. The Board also presents NCAEA's image to members and external audiences and solicits support in advancing NCAEA's mission and achieving its goals.

Role of the Board

- Acts as the fiduciary and guardian of the organizational assets
- Reviews and approves NCAEA operating budget
- Assumes stewardship responsibility for NCAEA finances and investments
- Sets policies for the overall management and operations of the Association
- Develops an Action Plan and establishes Association goals

Expectations of Members of the Board

- Attend regularly scheduled board meetings
- Participate fully in all meetings of the Board and related committee work
- Become informed about NCAEA Constitution/Bylaws, policies, and programs
- Identify leaders and future leaders who possess attributes and qualifications to participate in governance at varying levels

- Work together as a cohesive leadership team treating one another with respect and consideration
- Act as an informed advocate of NCAEA
- Promote the value of membership

Overview of Board Responsibilities: Fiscal

- Review revenues and expenses on a regular basis to ensure the mission of the organization is being upheld
- Strengthen NCAEA's financial base by participating in and contributing to the development efforts
- Participate in strategic planning and the setting of long-term goals

Overview of Board Responsibilities: Legal

- Act on behalf of the organization and its interests, putting aside personal concerns, affiliations, or constituencies
- Set policies to ensure that NCAEA is organized according to its purpose and administered in a manner that is in compliance with applicable law

Overview of Board Ambassadorship

- Promote NCAEA's mission, generating good will for the organization, and encouraging support for the efforts of the staff and volunteers.
- Make introductions to new communities, corporate sponsors, foundations, and helpful individuals.

Specific Position Responsibilities:

A description of each board position's responsibilities is in the appendix of this document.

When signing a *Consent to Serve*, the Board member is acknowledging they are familiar with the responsibilities and agrees to uphold them.

Once a member is elected the following will be provided to the board member-elect before they take office on January first.

- Position Responsibilities Description
- Working Group Delineation and Charge
- Copy of the signed *Consent to Serve*
- Copy of the signed *Conflict of Interest*
- North Carolina Art Education Association Constitution and By-Laws
- North Carolina Art Education Association Plan of Action
- North Carolina Art Education Association Policy and Procedure Handbook
- *Professional Code of Ethics for Art Educators*
- *Professional Code for Arts Education Associations of States and Provinces*
- And if a member of the Executive Board, a National Art Education Association Policy

Secretary will keep signed *Consent to Serve* and *Conflict of Interest* forms on file while the member is serving on the board in any position. The Secretary will keep a current copy of the documents listed above for editing and distribution as requested by a board member or required by the Policy Handbook.

Once a person is no longer serving on the board, the paperwork will be archived.

Neglect of Duties

Policy for Removal of a Board Member

Any member may be removed from the Board of Directors for cause (*) and by a majority vote of the Board of Directors. The opening will be filled by the elect-member for the position vacated. If an elect-member has not been determined, the president will appoint an interim until an opportunity for election by the members during a regularly scheduled election of other positions.

(*) Cause shall be defined as the neglect of duties outlined in the NCAEA Job Description and Policy Manual, failure to respond to communications and such other situations as the Board deems reasonable.

Dismissal Procedures

1. The President will issue a written communication concerning failure to perform job responsibilities.
2. If the situation does not improve, the President will send a registered letter announcing removal from office.
3. The President will announce the appointment of an interim, or other board member to the vacant office.

Conflict of Interest

NCAEA directors, officers, committee members, staff, and other volunteers, while acting on behalf of NCAEA, 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 NCAEA, 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 NCAEA. A conflict of interest also occurs whenever an individual has a relationship with other parties to the transaction or matter in a manner adverse to NCAEA.

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 NCAEA, or judgment.

If an individual has a conflict of interest or potential conflict of interest in connection with any NCAEA transaction or matter, he or she should immediately notify the President, or other appropriate NCAEA representative.

BOARD MEETINGS

Board Meetings

NCAEA will conduct 4 scheduled board meetings a year with at least one each quarter of the calendar year. The annual calendar for board meetings is set in December for the Calendar year, beginning January 1. Meeting format may change according to the President; however, all meetings must not exceed the budget for board meetings.

First Quarter of Calendar Year Meeting (January, February, or March): Year following Executive Board election:

- Constitution review for board. Propose any needed changes to the constitution.
- Policy and Procedure review for board. Propose any additions or changes.
- Plan of Action update and review.
- Direction and Charge to Board by President

Alternate year: Professional Development for the Board

Second Quarter of Calendar Year Meeting (April, May, June) Virtual or Retreat meeting

- Review committee chairs' goals, agendas, and needs.
- Set board goals for the year.
- Adopt budget for next fiscal year.

Third Quarter Meeting (July, August, September or one month before conference): Virtual

- Prepare for Professional Development Conference.
- Review and place Annual Reports from Working Groups into Organizational Minutes.
- Review Board Elections.
- Review Award Recipients.
- Select theme for following year's conference.

Fourth Quarter: Professional Development Conference: Beginning of Conference:

- Receive duties and responsibilities list for conference.
- Review pertinent information about conference.
- Stuff bags for conference.

Immediately following conference:

- Introduction and induction of new board members to the rest of board.
- Sign Consent to Serve and Conflict of Interest Forms.
- Conduct an immediate evaluation of the conference.
- Set meeting time for out-going and in-coming board members.

Board Agenda

- The Board agenda and support materials shall be sent out at least two weeks prior to Board meetings.
- President, President-Elect, and Past-President set annual board meeting calendar.
- President in cooperation with the President-Elect and Past-President set board meeting agendas.
- Board Members provide resources for convening board meetings within the annual budget. Board Members prepare reports and other materials for board meetings relative to their committee roles and/or other responsibilities.
- Board Members review agenda for information, discussion, and action as warranted.
- Minutes shall be kept of all Board meetings.
- A summary of actions taken by the Board shall be communicated and made available to the membership through the website.

Board Procedures

Board meetings will follow Robert's Rules of Order.

Motions

The following is the procedure for motions by the board:

1. A motion must be made.
2. The motion must be seconded*.
3. The Chair states the motion: "A motion has been made and seconded".
4. Once the motion is on the table, the Chair calls for discussion and/or opens the motion for debate.
5. After discussion is concluded, the Chair puts the motion to a vote and announces the result of the vote.

**The following motions do not have to be seconded: committee recommendations, nominations, point of information, requests, and withdrawal of a motion.*

(Adapted from 21st Century Robert's Rules of Order)

Meeting Responsibilities of the President:

As the presiding officer, the greatest burden for assuring the orderly and expeditious transaction of an organization's business rests with the President. To be an effective leader, the Chair must:

- Have a sense of fair play.
- Exhibit and maintain professional demeanor.
- Encourage open and honest dialogue and debate.
- Protect each speaker's right to focused attention and protection from interruption.
- Adhere to the issue at hand and/or question on the floor and no other.
- Gain approval from the Board before acting on issues, committing to structural changes, and implementing actions for and by the Board.
- Must be cognizant of rules, regulations and accepted operating procedures for non-profit organizations and ensure NCAEA meets said in order to maintain non-profit status.

Meeting Responsibilities of Board Members:

- Be familiar with particular roles and responsibilities of the position as defined by the Constitution & Bylaws, Position Description and Responsibilities, Plan of Action, and Policy and Procedure Handbook.
- Be knowledgeable of Constitution/Bylaws and Association policies and procedures.
- Prepare for meetings by reviewing all materials.
- Bring any issues that may impact the Association to the attention of the President.

Board Meeting Attendance Policy Statement

Any Board member who misses a meeting of the Board of Directors without a legitimate excuse will be offered the opportunity to resign unless the Executive Committee determines that especially extenuating circumstances are evidenced. Further, that the details of the meeting and the responsibility of the individual can be adequately communicated so as not to interfere with the program of the Association. In addition, that if a Board member misses two regularly scheduled Board meetings without a legitimate excuse, that resignation will be compulsory.

Legitimate excuses are illness or emergency situations of either a personal or professional nature or required professional responsibilities that cannot be delegated or moved to a non-conflicting time. It is the responsibility of board members to notify the president of the reasons why they miss a meeting in writing. Notification should be made, if at all possible, in advance of the meeting.

Board Member communicates with the President regarding absences. President and Secretary implement attendance policies. Secretary records board attendance.

II. GENERAL ASSOCIATION OPERATIONS

COMMITMENT TO NATIONAL ART EDUCATION ASSOCIATION

As part of NCAEA commitment and unification with NAEA, NCAEA sends representatives to NAEA national and regional meetings. NCAEA sends three delegates to the NAEA National Conference and to the Southeastern Leadership Conference. Delegates are Past-President (non-voting), President and President-Elect. If one is not able to make the trip for emergency personal or professional reasons, the Treasurer, Secretary, or Member at Large (in this order) are asked to attend as substitute representatives. Substitute representatives are expected to fulfill all delegate responsibilities.

NCAEA responsibilities to delegates:

- NCAEA pays for registration, airfare and lodging for three delegates to attend the aforementioned conferences. The total maximum reimbursement is in the annual budget
- NCAEA pays for registration, airfare and lodging for the Southeastern Leadership Conference. The total maximum reimbursement is in the annual budget
- NCAEA pays for food stipend equivalent to NC state government rate. If meal is included in an event that delegate is required to attend as part of their responsibility to NCAEA, NCAEA will pay the cost of the meal (not including alcohol) in full. The total maximum reimbursement is in the annual budget

Delegates responsibilities to NCAEA:

- Attend Delegates Assembly and participate in all aspects as representatives of NCAEA.
- President-Elect is an observer (non-voting) the first year of the term of office and then fully voting delegate the second year of office.
- The Past-President is a voting delegate the first year term of office and then an observer the second year of office.
- The Past-President, acting as the state conference planner is attending to network with vendors and possible guest speakers for our own state conference.
- Attend events that honor North Carolinians.
- Attend the Southeastern Awards and Business meeting.
- Delegates are encouraged to share their hotel room with others to diminish the cost to the Association as much as possible.
- Provide a report to the NCAEA Board.
- Provide a summary of activities to the General Membership of NCAEA, as appropriate, by electronic messaging or By Design newsletter.

Other commitments

NCAEA pays a \$600 travel reimbursement for the NCAEA Educator of the Year to attend the NAEA National Conference. NCAEA pays a travel reimbursement for any member that receives a National Award at the NAEA National Conference for which NCAEA nominated the member from a \$2400 total pool of funds to be shared when there is more than one awardee, but not more than \$600 each. Receipts for expenditures must be turned in to the Treasurer within 30 days after conference to receive reimbursements. If payment from awardee's school system is given, the NCAEA reimbursement must be for uncovered expenses.

MEMBERSHIP

NCAEA's unification with NAEA guarantees membership of NCAEA to members of NAEA that live or work in North Carolina and others who live and work outside of NC can "opt in" to be an NC member. Membership Reports are sent by NAEA to the President, Treasurer and President-Elect of NCAEA. The President-Elect may distribute membership list to other board members.

As stated in the NAEA Constitution, individuals interested in, or engaged in activities concerned with, or related to art, art education or education are eligible for membership. Those interested in membership should join NAEA and list NCAEA as their state. The only time NCAEA directly accepts applications for membership is during the annual professional development conference. Payment and application for membership is turned over in whole to NAEA within 30 days following the conclusion of the NCAEA conference.

MEMBERSHIP POLICY

NCAEA is unified with the NAEA; therefore these following statements in the NAEA Policy Handbook are upheld by NCAEA:

- NAEA offers the State/Province Associations the opportunity to enter into a joint Dues Collection Agreement through which state association dues are combined with NAEA dues.
- The agreement provides an annual rebate per member, joining or renewing at the joint dues/member rate, to State Associations Partners who participate in the NAEA dues collection agreement.

State Association Partners have the opportunity to adjust their state association dues annually. All new State Association Partners and any applicable adjustments in dues rates must be reported in writing to NAEA by January 2; and will become effective July 1. Generally, Dues Collection Agreements are for a three year term and automatically renew for a subsequent three-year term unless NAEA is notified in writing of a State Association Partners' expressed interest in terminating the agreement. All terminations must be received by January 2 and will be effective on July 1 of the last year of the three year term.

Per the NAEA Policy Handbook, The State Association (NCAEA) Agrees to:

- Maintain a membership policy in which all members of the state association are members of NAEA.
- Set the state association portion for all membership categories.
- Notify NAEA in writing the amount of state dues.
- Notify NAEA in writing which state officer(s) are designated as responsible for fiscal and membership transactions.
- Keep on file with the National Office a current Constitution and current roster of names, addresses, and phone numbers of state association officers.

As stated in the NAEA Bylaws, the dues for all classes of membership in the Association shall be determined in accordance with NAEA published policy. The dues structure is posted on the NAEA website.

As stated in the NAEA Bylaws, unless otherwise specified, all classes of membership are for a period of one year. The following classes of membership are established:

- **ACTIVE** For those individuals engaged in the teaching of 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 hold office.
- **FIRST YEAR PROFESSIONAL** For new graduates entering their first year of teaching art. Membership is good for one year only. First year professional membership provides all privileges of Active membership except the right to hold national Association office.
- **ASSOCIATE:** For individuals not actively engaged in the teaching of art. Associate membership provides all the privileges of membership except the right to vote and hold office.
- **EMERITUS:** For individuals who have retired and have been a member of the Association for a minimum of five (5) years. Emeritus Active membership provides all the privileges of Active membership. Those individuals in the Emeritus Active Category at the time of the ratification of this revision will be grandfathered. Upon ratification of these bylaws, this criterion becomes effective.
- **STUDENTS:** For undergraduate students and full-time graduate students. Student membership provides the privileges of Active membership except the right to hold national office.
- **INSTITUTIONAL:** For institutions directly or indirectly involved in art education. Institutional membership provides all the privileges of membership except the right to vote or hold office.

PROFESSIONAL CODES

NAEA, and in turn, NCAEA has adopted *The Professional Code for Arts Educators*. The *Professional Code for Art Educators* will be posted on the website and distributed to Board members upon their swearing in for office (See Appendix).

NAEA, and in turn, NCAEA has adopted *The Professional Code for Arts Education Associations of States and Provinces* (See Appendix). *The Professional Code for Art Education Associations of States and Provinces* will be distributed to Board members upon their swearing in for office.

NCAEA DOCUMENTS

The following documents are considered to be Foundational Documents for our Association. The Constitution is our law and dictates our governance and organizational operations. Changes to the Constitution and By-Laws must be voted and approved by the General Membership. The Policy and Procedure Handbook reflects policies put into place by the NCAEA Board. These are voted and approved by the Board. The Plan of Action contains the goals and objectives of the organization as determined by the Board to uphold and implement the Constitution. It also contains those responsible, procedure, and timeline for action. These are voted and approved by the Board.

The *Consent to Serve* and *Conflict of Interest* Statement are documents that help to provide stability and integrity of the Board.

Constitution and By-Laws

All NCAEA Board members will receive a copy of the NCAEA Constitution and By Laws when they take office. All members should be familiar with and uphold the contents of the Constitution and By Laws. The Constitution shall be the guiding document for the operations of NCAEA. Actions and policies of NCAEA cannot negate or contradict the Constitution. Items in the Constitution that members feel need to be changed, must be properly processed prior to being changed or acted upon. The process is as follows:

1. Proposed change brought to the attention of the Board.
2. If determined a change should be made, the President charges the Constitution Committee to make the proposed change in writing.
3. The Board votes upon the written changes. The first vote is to determine that the intent of the change is properly represented in the writing. Alterations to the writing must be made and the writing approved before the second vote is taken.
4. The second vote is to take the written change to the General Membership for a vote at the next Business Meeting of the General Membership.
5. If the change is to be taken forward, the following is to be placed on the website and announced to the members for review for one month prior to the vote: the current section of the Constitution, the new proposal and the reasons behind the need for the change.
6. A vote is taken at the Business Meeting of the General Membership at the annual Professional Development State Conference.
7. If approved, the change is made to the Constitution as appropriate (added as a By-Law or imbedded within). The new Constitution and By-Laws are posted within the NCAEA website and sent to NAEA as required by our affiliation.

Plan of Action

The NCAEA Board of Directors shall regularly engage in strategic planning to review NCAEA's mission, to ensure a relevant vision and to identify Association goals. All NCAEA Board members will receive a copy of the Plan of Action when they take office. All Board members should be familiar with the contents of the Plan of Action and work to accomplish its Goals and Objectives.

The Plan of Action shall be reviewed by the Board at the beginning of the President's term to ensure the contents are current and reflect the current Board's agenda. Any changes to the Plan of Action are made and voted for adoption by the Board. The Plan of Action is upheld for the duration of the term of the President.

Policy and Procedure Handbook

All NCAEA Board members will receive a copy of the Policy and Procedure Handbook when they take office. All members should be familiar with the contents of the Handbook and strive to uphold the policies therein. The Handbook shall be regularly reviewed to ensure the contents are current. As the Board adopts future policies, the President and Secretary, with guidance from the Executive Board, will place the policy embedded within the appropriate section of the Handbook with adoption date noted. If the Policy is adopted during a board member's two year term, the Secretary will send updated copies of the policy to members of the Board.

Working Group Delineation and Charge

Working Group Delineation will list each title of the group, the Coordinator (an Executive Board member), and each Board Member (elected or appointed). The Working Group Charge lists the responsibilities of each Working Group, how they should be fulfilled and how to report to the rest of the Board.

Position Responsibilities

There will be a Position Responsibilities Description kept for each Board Member, elected or appointed. The Description will be kept current by the Secretary. The Description includes the responsibilities stated for the position in the Constitution, the Working Group Charge, and Policy and Procedure Handbook and the general accepted responsibilities for the position.

Consent to Serve

All NCAEA Board members will sign a *Consent to Serve* for each position filled on the Board. The *Consent to Serve* states that a Board Member understands the responsibilities of the Board and the dismissal procedures. The member is agreeing to serve for two years. (See Appendix)

Conflict of Interest Disclosure Statement

All NCAEA Board members, committee members, staff, and volunteers review the *Conflict of Interest* Policy and sign the *Conflict of Interest* Disclosure Statement (see Appendix).

COMMUNICATIONS

Constant Contact

NCAEA will maintain membership with Constant Contact. Constant Contact is an

electronic messaging service. Members are encouraged to sign up to receive messages via Constant Contact. Once a member has signed up for general messages and any regional or divisional news, the membership chair can go into Constant Contact and sign members up to receive the Members Only messages.

Messages may be sent through Constant Contact by the President, Past President, President Elect, Webmaster, and Newsletter Editor. Messages sent by the Past President, President Elect, and Newsletter Editor should pertain to their responsibilities within their position (conference, membership, and By Design respectively). All other board members should send requests to the President by email with the subject line Constant Contact message and the intended audience in the body of the email. If the President approves of the message, it will be sent within 7 days to the requested group. Board requests should be related to their position. Messages will not be sent advertising retail products. Messages will not be sent that support specific political candidates.

E-mail

NCAEA will maintain an email address for general members as provided by NAEA or found on Constant Contact. A President, Past-President, or President-Elect may send mass emails to all members as needed or warranted by their position responsibilities. Region Coordinators and Division Chairs may send emails to their respective group of members. NCAEA Board members will be assigned an “@ncaea.org” e-mail address that coordinates with their position on the NCAEA Board to use for official correspondence. Committee members may send emails to those members interested in the work of their committee. Under no circumstances will the list of email addresses be given or sold to a third party or other non-Board member.

Social Media

Facebook, Twitter, and up-to-date Social Media use will be under **NCAEA: North Carolina Art Education Association**.



LOGO AND BRANDING

Logo

The adopted North Carolina Art Education Association Logo/brand will be on all documents issued by NCAEA.

Alterations to the design of the logo/brand will not be allowed without the majority vote of the Board.

The color logo (gold/wood tone tools, black letters, and red accent) will be used when at all possible on all hard copy and electronic documents. When not possible to use the color logo, a black and white logo will be used. If printing restrictions require the logo to be one color, the President may select black, white, gold or silver.

Documents requiring the logo include but are not limited to:

- Website
- Letterhead
- Stationary
- Constitution and By-Laws
- Policy Handbook
- Action Plan
- Position Responsibilities Description
- Working Groups Delineation and Charge
- Certificates for Professional Development
- Awards
- Non-Conference Merchandise
- Advocacy Documents
- Conference Documents

Use of the logo/brand will not be granted to anyone to use other than the Executive Board without the express written consent of the Executive Board. The President must receive the request for use of the brand/logo in writing. The request must include time period of distribution, specific uses of, and reasons for use. The Executive Board will not grant permission to non-members unless they are partners of NCAEA for a specific event. The President may grant permission to NAEA at their request without the permission of the Executive Board.

Mission Statement

NCAEA Mission Statement will be included on the website. NCAEA Mission statement will be included on NCAEA letterhead.

Unification Statement

'Unified with NAEA' will be included on the website.

'Unified with NAEA' will be included on the NCAEA letterhead.

FINANCE

Budget

The fiscal year extends from July 1 to June 30.

The President and Treasurer prepare, manage, and monitor the budget beginning on July 1 and ending on June 30. We have an organization CPA to make sure we are aligned with our Plan of Action.

The budget for the upcoming year is presented by the President and Treasurer to the appointed Budget Committee for review, discussion, and approval prior to June 1st. Once approved by the Executive Board the budget is reviewed by the NCAEA Board and filed as part of the 'foundational documents' by the secretary.

Budget should include line items for any regularly occurring expenditures of NCAEA.

Any expenditure of monies not outlined in the budget must be approved by the Board before the expenditure occurs. Expenditures must be within the estimated income provided by the Conference and the Membership Rebates. The Conference is NCAEA's main source of income. All efforts should be made to balance the conference expenditures with the conference income with the expectation that the conference will provide monies for additional Association activities. Each year, members and businesses donate items for the Auction, held at the NCAEA State Professional Development Conference. Money earned from the Auction should be kept separate in accounting. Said monies are to be used solely to provide for Scholarships for members. (See Scholarships)

Budget report for the previous fiscal year is prepared by the Treasurer with assistance from the President-Elect, President, and Past-President for presentation to the Board at the September Board meeting.

A conference budget report is prepared by the Treasurer with assistance from the Past President for presentation to the Board at the first full Board meeting after the conference. (This is not expected at the board meeting conducted at the end of the conference, but rather the next one following.) The conference budget becomes part of the budget report and can be used to establish the budget for the following fiscal year.

Accounting

The treasurer will maintain accurate records regarding expenditures by NCAEA. Bank statements should be sent to the Treasurer through a Post Office Box rented to NCAEA. The statements should be rectified each month by the Treasurer.

There must be a Check Request/Reimbursement Form completed for each and every expenditure made by NCAEA. The Form contains:

- the Requester's Name and Mailing Address for mailing of the check
- Requester's signature that represents the Requester spent the monies as stated in the form
- NCAEA Budget Code that demonstrates the Line Item that these monies should be taken from
- Tax Code that delineates which tax category this item should be charged to
- Check number of check written to fill the request for accounting purposes
- Date reimbursement is made.

When a change of President and/or Treasurer occurs, documentation will need to be filed at the bank. The President must submit a statement on NCAEA letterhead that names the people to be removed from the signatures and the people to be added. Accompanying this should be social security numbers, addresses, and phone numbers. The letter is submitted at the bank branch closest to the President. The bank couriers the application to the bank branch closest to the new persons. The new persons go to the bank branch, sign the documents, and provide a copy of their driver's license. This information is then couriered back to the original branch. The original branch files the application. The change in the signatures takes place immediately.

Each month the Treasurer will send documents to a bookkeeper who will maintain records in QuickBooks software program. Records will be maintained in a fashion and format needed for expedient tax preparation. Bookkeeper will assist the organization and Treasurer in following expenditures by line items. Bookkeeper will provide reports to the Treasurer and President on a quarterly basis.

Within thirty days of the close of the fiscal year, the bookkeeper and Treasurer will prepare the documents needed and provide them to a certified tax accountant, preferably one experienced with non-profit organizations financing, for tax and audit purposes. The tax accountant will prepare the tax documents for NCAEA.

The bookkeeper will be selected by the NCAEA Treasurer and President. The bookkeeper will not change with each President, but will remain a continuous relationship until the Board sees a need to dismiss the bookkeeper for financial or ability to perform concerns.

The tax accountant will be selected by the NCAEA Treasurer and President. The tax accountant may change with each Treasurer if needed for geographical convenience. When at all possible the tax accountant will be retained for the two years the treasurer is in office.

The Board will vote to approve the hiring of a bookkeeper and/or tax accountant by placing them as a line item in the budget. The tax accountant and the bookkeeper will be independent of NCAEA organization and its members.

Income

When receiving monies, checks should be written to North Carolina Art Education Association or NCAEA. Under no circumstances should a check from non-members or companies be written to an individual board member or member acting as a representative for NCAEA. Mailed checks must be received at a post office box or address listed as owned or rented by NCAEA. Under no circumstances should checks be received at a personal address.

Checks can be deposited by the Treasurer, President, and Past-President. The receipt of the deposit should be sent to the Treasurer within 30 days of the deposit. All checks should be deposited within 30 days of receipt.

Bills and Invoices

All checks issued by North Carolina Art Education Association will carry two signatures from the three authorized Executive Board Members. The authorized Executive Board members are the Treasurer, President, and Past-President (acting as Conference Chair). Each check will carry the Treasurer's signature. The other signature can be the President or Past President. In the situation that the Treasurer is not capable of fulfilling the duties of the office, the President and Past President may sign checks until an interim is named and able to fulfill the duties.

Bills, invoices and reimbursement forms are to be sent to the Treasurer. The Treasurer will complete the Check Request/Reimbursement form, coding the payment on the form if needed. The President with the Treasurer will review the request prior to signing the form or approving payment of a bill. The Treasurer will then write the check. The President must sign the reimbursement form and sign the check. The Treasurer then files this accordingly. The Treasurer mails the check. Postage and mailing supplies are purchased by NCAEA. All forms are to be sent within 30 days of the event and before June 15 so finances can be completed by June 30, the end of the fiscal year.

Preloaded credit (gift) cards (not the NCAEA Credit Card, see below on page 24) can be provided to the President-Elect, President and Past-President for general board-approved purchases that need to be charged, cannot be pre-paid with a check or cannot be invoiced or billed. Neither the President-Elect, President nor Past-President should have access to more than two thousand dollars on the credit card (s) at any one given time. Cards will be purchased by the Treasurer and information recorded and filed. The holder of the cards will retain receipts for all purchases. These will be sent to the Treasurer within 30 days of the use of the card. Accompanying the receipts will be a description of the items purchased and their purpose. The Treasurer will record the information within the correct budget line and file the information and receipts appropriately. Until receipts are received by the Treasurer, additional cards will not be

issued.

Check Requests and Reimbursements

When the recipient is known and the exact amount is not known, a check request can be made by the President or Past President. The check request form is completed by the President or Past President and submitted to the Treasurer. The Treasurer writes the check to the recipient and signs their name. The check is then given to the requester (the President or Past President). The requester pays the recipient by completing the amount and signing the check. The receipt is sent to the treasurer within 10 days for completion of the check request and filing. Checks are never to be given without knowing the recipient. This method is to be used as a last resort when other methods are not an option.

For transactions such as a guest workshop leader for a regional Professional Development Workshop

A check request may be made by a board member to be issued to a workshop or speaker that has provided a service to NCAEA members that has been authorized by the President. The requester should ask the President or Treasurer for a Check Request and Payment Authorization Form to be emailed to them if they do not have one on file. The check request form is completed by the requester, signed by the check recipient, any documentation attached if available and submitted to the Treasurer. The Treasurer and the President must sign the completed form. A check, signed by the Treasurer and President, is issued to the requester. Before committing to payment, the requester must receive verbal or written affirmation from the Treasurer that the money is available within the budget line. The requester should allow 30 days to process the request. Any receipt, if given, is sent to the Treasurer within 10 days for completion of the check request form and filing.

When a reimbursement will be needed, the requester must seek approval for the spending of the money BEFORE the debt is incurred. This approval must be given in writing by the Treasurer or President, except for cases related to the conference. Approval for incurring debt in relation to the conference may be given in writing by the Past-President to other members after confirmation is given by the Treasurer to the Past-President that the funds are available. To receive a reimbursement, the requester must complete a Check Request/Reimbursement form. This form, along with receipts, must be sent to the Treasurer within 30 days of the date the debt incurred. The form should be signed by the Treasurer and President. A check, signed by the Treasurer and President, will be signed and sent to the requester within 30 days of the receipt of the form.

NCAEA s/s

Bank affiliated credit cards will be provided to the President-Elect, President, and Past-President for general board-approved purchases that need to be charged and cannot

be pre-paid with a check or cannot be invoiced or billed in the given period needed for securing the purchase. Neither the President-Elect, President nor Past-President should purchase items for more than two thousand dollars on the credit card (s) at any one given time unless approved by the Treasurer, who will verify with the budget and availability of funds. Cards will be maintained by the Treasurer through online access and hardcopies of statements will be mailed to the NCAEA PO Box and stored as backup data. The President will also have access to the online banking system to monitor all purchases and management by the Treasurer.

The holder of the cards will retain receipts for all purchases. These will be sent to the Treasurer within 30 days of the use of the card. Accompanying the receipts will be a description of the items purchased and their purpose. The Treasurer will record the information within the correct budget line and file the information and receipts appropriately. In the event that receipts are not received by the Treasurer, additional purchases will be suspended, and the credit card will be put on hold until the matter has been resolved.

Contracts

All contracts must be signed by the President on behalf of NCAEA. Once a contract is signed by a president, the contract does not need to be 'resigned' at the time of service, even if the President is no longer in the role of President at the time of service. The contract is made with NCAEA, not with an individual person. If a second name is required on the contract it can be the Past President, President Elect, Treasurer, or Secretary in that order of availability. Contracts are not to be signed by any other board member, member or hired persons acting on behalf of the NCAEA. Any contract signed by someone as primary signature, other than the President at the time of signature, is considered null and void and will not be honored by NCAEA.

When NCAEA enters into a contract for services, a copy of the contract must be retained by the President and Secretary. If the contract is for conference related services, the Past President should approve of the contract prior to the President signing the contract. Copies of contracts for conference related services should be retained by the President, Past President, and Secretary.

For payment of contracts for one time conference related SERVICES (such as a guest speaker or non- member workshop facilitator), a check request should be submitted by the Past President, accompanied by a copy of the contract. The Treasurer and President sign the form. The Treasurer should issue the check to the Past President written to the recipient with the amount completed and the Treasurer's signature. After the services have been rendered, the contracted person should present an invoice to the Past President. The Past President will sign the check and present it to the contracted person AFTER services have been rendered satisfactorily in adherence to the contract. The Past President will submit the invoice to the Treasurer within 10 days of the conference.

For payment of conference related contracts for rental and/or services over an extended period of time, the contracted company or person must issue a complete invoice to the Past President or Treasurer.

The Past-President should approve the invoice before a check is written by the Treasurer. The Treasurer must receive the invoice, a copy of the contract, and a completed check request.

The Treasurer and President will sign the check and the check will be issued to the contracted person or company within 30 days of the receipt of the invoice.

Travel

NCAEA maintains a commitment to NAEA to send three delegates (but with two votes to be shared by the Past-President and President-Elect as stated in the job descriptions) to NAEA annual national conference and to the Summer Leadership Institute. NCAEA is under agreement with NAEA to support the travel of the delegates to the extent possible, recognizing the delegates, by their position on the board, incur these expenses. NCAEA pays for lodging and transportation for the three delegates. When at all possible the businesses providing the lodging and transportation should be paid in advance. When absolutely necessary due to financial processes of the businesses, a travel stipend may be issued to the delegates in the form of the NCAEA credit card. They must complete a check request before the travel if this form is possible, and in all cases an expense report within 30 days of the travel. Receipts must accompany the expense report. NCAEA will pay for ½ of the room unless the delegate has made reasonable effort to find a roommate to share the costs, at which time the board may vote to pay for the whole room.

Expense reports forms accompanied by receipts, should be submitted by Delegates within 30 days of the conference and/or institute for transportation and lodging needed to complete delegate duties.

Meals while at the conference and/or institute will be reimbursed. The per diem for meals is equal to the amount allowed by the Federal Government. The Delegates may use the credit card for these costs while fulfilling their responsibilities as a delegate. An expense report should be submitted with the receipts to the treasurer within 30 days of return from the conference and/or institute.

Mileage is reimbursed at 32 cents per mile for board members traveling to and from their home for scheduled board meetings. If a board member is traveling from a location other than home, mileage will be reimbursed for the lesser of the amounts. Board members must submit (1) a Reimbursement form and (2) a MapQuest print-out stating the starting location, ending location, and miles traveled to receive reimbursement. These two forms should be brought to the meeting and given to the Treasurer. Travel to the state conference is not reimbursed.

Expenses incurred by the President and Past-President while planning the conference will

be reimbursed by NCAEA in keeping with the policies and procedures listed. If a board member or other persons perform duties at the request and in lieu of or in assistance to the Past-President for planning or implementing the conference, the Past-President may request those members/persons be reimbursed for expenses incurred. Reimbursement may not be provided for volunteer actions requested and required by the board member's position responsibilities. Examples of allowable reimbursements include, but are not limited to, mileage for hauling conference materials, transporting guest speakers, and mileage and lodging for meeting and planning with location officials regarding the conference.

Members receiving awards at the NAEA National Conference receive a stipend to help offset travel expenses to attend the conference. The member should discuss the need with the Treasurer. When at all possible, the monies should be paid directly to the hotel or transportation company. If this is not possible, and the member is financially able, the member can submit a reimbursement form with accompanying receipts within 10 days of the conference. If neither of these processes is available, a member may complete a check request form. The check can be given to the member. The member must send the receipts and expense report to the Treasurer within 30 days of the end of the conference. Members not attending the conference are not provided a travel stipend.

Conference Management Firm

An Event Planning Company can be hired with approval and vote of the NCAEA Board to assist with the Conference Planning and Implementation. If one is hired, the contract for this firm must be negotiated with the President-Elect, President, and Past-President. These three executive board members should recognize that different Past-Presidents and Board Members will have a variety of skill sets and abilities. Therefore, the contract will be negotiated to allow the Board to accomplish as much as possible while utilizing the firm for those items they cannot accomplish.

A contract will be maintained at all times with the firm. The contract must clearly outline the responsibilities of the firm and the responsibilities of NCAEA. Performance standards and method of payment must be included. Once a contract is drafted, the President-Elect, President, and Past-President must seek approval from the Board. The Board should look at budget, resources on the board, and need for the firm. The Board can approve or disapprove the contract in part or in whole.

If no firm is hired, the board will take on more responsibilities to assist the planning of the Professional Development State Conference sectioning parts to accomplish with additional meetings scheduled.

ELECTION PROCESS

The President appoints chair and two or three board members to the nomination committee. Members who are nominated by the membership and agree to submit their names for the continued process should not serve as a nominating committee member.

Nominations are solicited at board meetings, state conferences, regional and divisional meetings and by email, website announcements, and other electronic messaging systems.

Nominations are sent to the Nomination Committee Chair.

Nomination Committee Chair checks all possible candidates for active membership status. Persons holding Division office are to be certified and/or licensed within the job-alike category and employed within the job-alike category to be eligible for nomination and election to office. Persons holding Region Coordinators office are to work within the region nominated to be eligible for nomination and election to office.

Nomination Committee Chair contacts all nominees concerning their interest in pursuing the process and having their name considered by the nomination committee for the upcoming election. Nomination Committee Chair will provide current Position Responsibilities Description and the Policy Handbook to members nominated for the position in time for review before member is asked to approve their name being added to the slate of nominees. Nominee will communicate by the set deadline their approval or disapproval of having their name added to the slate if the nomination committee so decides.

The nomination committee makes final selection for the ballot of nominations. Those selected for the slate are asked to submit a digital photograph and written statement concerning their experiences and why they wish to serve in that position. This information will be posted on the organization's website for 60 days prior to the annual membership meeting.

Those nominations who were not selected to be on the ballot of nominations are sent a thank you email for their interest and encouraged to communicate in writing to the President their interest in serving in an appointed position and/or committee.

Election Campaign Policies

The Board of Directors strongly opposes political action on behalf of candidates who involves campaigning or requires campaign funding. The Board urges members, including the commercial exhibitors, to refrain from support of, or participation in, such campaign practices. It is the policy of NCAEA that no candidates for office shall solicit or accept funds for the purpose of campaigning.

The Nomination Committee Chair will inform all nominations of this policy. Whether intended or not, soliciting and accepting campaign funds may be perceived as obligating the recipient to the concerns of the donor.

It is expected that the following activities will not take place on the part of candidates, associations, affiliates, companies, or groups:

1. Appearance at region or division meetings other than those of the candidates' own region or division, except when specifically invited to serve as a speaker.
2. Contacting NCAEA members by telephone or mail with regard to the election, except for responding to inquiries.
3. Organizing, either directly or indirectly, a "get out the vote" campaign, unless the

materials present all candidates for an office equally and are sent to all NCAEA members eligible to vote for that particular office.

Ballots will be posted on an online voting site. An announcement and link will be sent to the membership through the electronic listing of emails for the By Design e-Newsletter. An announcement and link will be posted on the organization's website and sent by electronic message system. Members will be given 30 days to vote.

Active, Emeritus, Student, and Life members of NCAEA shall be eligible to vote for the Executive Board positions. Members of each Region shall be eligible to vote for the Regional Coordinator. Members in each Division shall be eligible to vote for the Division Chair. The election shall be conducted by electronic mail or other authorized means of electronic transmission. Votes received in which a member has voted for a division that they do not serve in and/or a region they do not work or live in will be disqualified.

Ballot Count Confidentiality Policy

The actual count of the ballots is not released to anyone. The Nominating Chair and President will be the only ones with access to the tally of votes. If the Board so requests, the actual count is given to them with a proviso that it be kept confidential. If candidates request that actual count, they must do so in writing to the President showing just cause as to why they want the count and what they plan to do with the results. It is the discretion of the Board to release the count or not.

The philosophy behind the confidentiality of the count is that this is a professional association and any embarrassment to those candidates not winning the election must be avoided at all costs, especially if they are asked to run again, or serve in another capacity for the Association and membership.

All candidates are contacted prior to the conference by the nomination committee.

The Parliamentarian conducts the swearing in of new board members at the first board meeting in January. Terms are from January 1 through December 31 of the second year of service.

Current board members will use the transition time between the Annual Meeting and Jan. 1 to communicate plans, procedures and information pertinent to the position to the position-elect officers.

III. PROGRAMS AND SERVICES

NCAEA and NAEA AWARDS

The NCAEA will have a comprehensive awards program with standardized forms, certificates, and format of presentation. The objectives of the NCAEA Awards Program are:

- To recognize excellence in the many outstanding individuals and members of NCAEA

- To focus professional attention on quality art education and exemplary art educators
- To increase public awareness of the importance of quality art education,
- To set standards for quality art education and how they can be achieved, and
- To provide tangible recognition of achievement, earn respect of colleagues, and enhance professional opportunities for NCAEA members.

The awards given by NCAEA each year are: Descriptions are listed on Awards (see appendix)

- Friends of the Arts: Community member
- Friends of the Arts: Administration or school based personnel
- Rookie of the Year
- Elementary Art Educator of the Year
- Middle School Art Educator of the Year
- Secondary Art Educator of the Year
- Higher Education Art Educator of the Year
- Supervision/ Administration Art Educator of the Year
- Emeritus Art Educator of the Year
- Museum Art Educator of the Year
- Art Educator of the Year
- National Art Honor Society Sponsor
- National Junior Art Honor Society Sponsor
- COMC- Ester Page Hill Award
- Student Chapter Sponsor

Other Special NAEA/NCAEA awards are also available as stated in the annual NAEA Awards Packet. President appoints Awards Chair for a two year term. Awards Chair posts Nomination forms on the organizational website. Nominations are solicited at board meetings, state conferences, regional and divisional meetings and by email, website announcements, and other electronic messaging systems. Award nominations are submitted through a Google form. Nominators submit names and basic information.

Division Chairs are expected to work with the President to identify, select, and nominate educators in their division for an award if a member is not nominated by the general membership. Division Chairs, Region Coordinators, and Interest Group Chairs are asked to submit at least one nominee from their respective areas.

Nominations are collected by the Award Chair. Award Chair notifies nominees who are then required to submit letters of recommendation, photos, resume, and NAEA membership number.

Award Chair collects and compiles the nominations. Award Chair distributes them electronically to the Board one month before the September board meeting. Award nominations are posted in an online voting system for the Board. Board votes are collected by the Awards Chair one week prior to the September Board meeting. If a tie occurs it will be broken at the September Board meeting. After awardees are selected in each category, the

Awards Chair compiles a list of awardees and sends electronically to the Board for selection of the overall Art Educator of the Year Award. Award recipients are announced to the board at the September board meeting. Award Chair will notify all nominations with letters of congratulations or regret. Award recipients are honored during the Annual General Membership Business Meeting at the Professional Development State Conference. The ~~President or~~ Awards Chair will read a short description of the recipients' accomplishments and a description of the received award.

Each awardee is given a plaque with the NCAEA logo, signed by the President and the Awards Chair and flowers. Non-awarded nominees will be given a certificate. The NCAEA Educator of the Year will be asked to speak a few words. The Award Recipients' names, pictures, and short paragraph of their accomplishments will be posted on the website.

Three months before the NAEA Award nominations are due; the Awards Chair will contact the NCAEA Award Recipients, notifying them of NCAEA's intent to nominate them for a national award. Awards Chair will send the recipients the electronic links and/or the electronic forms and award criteria. Award recipients will be asked to reply, accepting or declining the nomination. If nominees accept, they will submit updated nomination forms two months prior to the NAEA due date.

Awards chair will collect NAEA nomination packets and submit to the President for review. President will write a nomination letter to NAEA. President will send nomination letters to the Awards Chair one month prior to NAEA due date.

Award chair will submit nomination packets to NAEA prior to the due date.

NCAEA members receiving NAEA awards will be announced as allowed on the Association's website and by electronic messaging. NCAEA Educator of the Year and any member receiving an NAEA award receive a travel reimbursement by NCAEA at the rate determined and voted upon by the board.

PROFESSIONAL DEVELOPMENT

ANNUAL STATE PROFESSIONAL DEVELOPMENT CONFERENCE

Each year NCAEA conducts a professional development conference for its members. The mission of the **North Carolina Art Education Association's Professional Development State Conference** is to broaden the art world of teachers through: advancing state issues, promoting professional development through presentations and workshops, providing a forum for career networking, recognizing excellence in the field, connecting educators directly with artists and their works, exhibiting current art resources and materials, conducting the business of the association, and displaying NCAEA member benefits.

Dates

Dates shall fall between Oct 1 and the weekend before Thanksgiving. When at all possible, the weekend that contains Halloween will be avoided.

Location

The location of the conference alternates between the Coastal, Piedmont, Mountain and Piedmont regions of North Carolina. Wilmington and New Bern are considered Coastal Region. Charlotte, Raleigh, Winston-Salem and Greensboro are considered Piedmont region. Asheville is considered Mountain Region. Due to the size of the conference, the hotel/convention center must be large enough to accommodate a vendor hall and a general session with room for presentations and workshops.

Complimentary invitations

The President, in cooperation with the Past-President, may extend complimentary invitations and registrations to key educational leaders for the annual conference.

Presentation Limitation

Individuals may not be accepted for more than two presentations as the principal presenter or co- presenter at the annual conference, with the exception of business meetings, divisional or regional functions, or at the invitation of the convention coordinator.

Conference Space

NCAEA must conform with federal, state, and local tax authorities, hotel regulations, fire codes, local labor union rules, and drayage costs, therefore, the Association will limit the use of areas such as hallways, foyers, registration areas, and the like, to NCAEA convention functions i.e., registration, hospitality, information, approved exhibits, NCAEA and host state publication sales, and tours. NCAEA will not provide tables, desks, booths, etc. for unauthorized displays, exhibits, or sale of products. NCAEA, however, will provide a table for display of pamphlets, brochures, and flyers.

Board Participation at Conference

All board members are expected to attend the annual Professional Development State Conference and to assist as much as possible. They are to serve as leaders. Board members are expected to encourage and recommend their constituents to give presentations or workshops at the conference. Each regional coordinator and divisional chair is expected to conduct a regional or divisional meeting at the conference. All Board members are expected to attend the General Sessions. All Board members are expected to assist with the programming needs of the Past-President. However, a balance must occur between the demands of the position and the board members personal need for professional development at the conference. One should not overtake the other. Only the President, Past-President, and President-Elect should give more in time than other board members.

Format of Conference

At each Professional Development State Conference NCAEA must conduct a General

Business Meeting for the membership in attendance that includes minutes of board activities for the past year (which may be a visual projection); Awards Ceremony to honor award recipients; Regional Meeting; Divisional Meeting; and a Keynote Session. In addition, when possible, items are donated for an auction. Proceeds of the auction go to the Scholarship Fund which is held separate from the rest of NCAEA funds.

OTHER PROFESSIONAL DEVELOPMENT

Divisional Chairs are expected to provide resources for professional development through lesson plans, online resources, sponsoring group ‘field trips’, webinars, etc. These are not for Continuing Education Credit.

Regional Coordinators are expected to host Regional Professional Development in the Spring/Summer of each year. These could be webinars, artistic and educational field trips, or workshops. Coordinators are expected to survey region members to determine their needs or ideas for professional development. Coordinators are welcome to pair with other regions to promote higher attendance. Budget for spring professional development is determined at the beginning of the fiscal year. These are for ten contact hours or the equivalent of one Continuing Education Unit (CEU).

CONTINUING EDUCATION UNITS (CEU)

NCAEA cannot award CEUs. Participants seeking CEU’s must request approval from their Local Education Agency for the contact hours provided by NCAEA to qualify as a CEU. NCAEA will align professional development with the state issued guidelines and regulations for CEUs.

The Past-President, in charge of the Working Group of Member Services will keep an updated Professional Development Certificate Template. The template will include spaces for the necessary information required by the North Carolina Department of Public Instruction for qualified Professional Development. Current requirements include descriptive title of workshop, days of meeting, contact hours or equivalent CEUs, name of participant, and signature of facilitator. NCAEA requires the NCAEA logo and the signature of the President. The regional coordinator serves as the facilitator. Some LEAs require an agenda and description of how the workshop provides professional development.

Certificates for Continuing Education Credit must be signed by the President at the time of the Professional Development.

Process for Regional Professional Development:

1. When requested, the Past-President will send the template to the Regional Coordinators for their scheduled Professional Development.
2. Regional Coordinators should provide a completed template to the President, along with an expected attendance number.
3. The President will print and sign the certificates and mail to the Regional Coordinator for distribution at the end of the regional Professional Development.

4. The Regional Coordinator will sign the certificate and write in the name of the attendee.
5. Regional Coordinators must submit sign in sheets that reflect attendees, dates, and times of workshops to the Secretary within one month of the completion of the workshop.
6. If the workshop is conducted electronically, an attendance report generated electronically must be submitted to the Secretary.
7. The Secretary must keep attendance records for five years after the workshop.

The Past-President will make available electronic certificates of participation after the Professional Development State Conference. All certificates must be signed by the President. These certificates are only available at the end of the conference. Participants must turn in documentation of the sessions attended. Regardless of the number of hours seeking for renewal, all attendees must attend the Regional meeting, Divisional meeting, and the General Session. Certificates will not be mailed, given in replacement, or distributed at anytime other than the conference. Documentation will be given to the Secretary who will keep the attendance records for five years after the conference. Attendance records are kept in case of audit by the North Carolina DPI. They are not kept to issue duplicate certificates to members.

IV. PUBLICATIONS:

WEBSITE

NCAEA will maintain a website under the URL of www.ncaea.org . The website will be maintained by a webmaster. The Webmaster may be a hired position if a volunteer member cannot be found. A line in the budget will be provided to cover a stipend if the Webmaster is hired. Any additions or alterations to the website considered by the board should be vetted by the Webmaster before implementation. The Webmaster should give a professional opinion to the board regarding the feasibility of the action. The Webmaster should also clearly state if the action would require more work; the cost, if any; and his/her willingness to perform the action.

The President, Past-President, and President-Elect may send information to the Webmaster for posting on the website. The Past-President should only send information regarding the conference. The President-Elect should only send information regarding membership. All other requests for posting information to the website should be sent to the President. If approved, the information will be sent by the President to the Webmaster. Any requests sent directly to the Webmaster by anyone other than these three persons will be forwarded to the President by the Webmaster.

The website should contain the following at all times:

- NCAEA mission statement
- Regions of NCAEA
- List of board members and contact information
- NCAEA Constitution and By-Laws
- NCAEA Long Range Action Plan (Plan of Action)
- Instructions on how to join NAEA and NCAEA
- Link to NAEA

Link to join our Constant Contact (our e-communication). Additionally the website should contain information regarding activities by NCAEA which include, but are not limited to:

- Conference information
- Awards Given and Criteria, Award Nomination Forms, List of Prior Award Recipients
- Election process, forms, and results
- Student art events and awards given, including those in the General Assembly Juried Exhibit, NCAEA Scholastic Award for each of the Scholastic Regions in NC, and Youth Art Flag Artist
- Advocacy
- Scholarship
- Community Outreach
- Links to Facebook, other social media and registration for our E-Newsletter

BY DESIGN E-NEWSLETTER

The NCAEA newsletter is an in-house publication. The purpose of the NCAEA newsletter is to provide the membership with current news, i.e., information, facts, announcements about people, events, and programs regarding the division, region, or association. Because By Design is a statewide e-newsletter and is distributed to members, authors must assume journalistic responsibility for accuracy of content and facts, objective reporting, and professional journalistic style. Liability remains the responsibility of the author.

By Design the NCAEA Newsletter, will be sent electronically to members three or four times within a year. Each newsletter will contain:

- a letter from the President that relates to art education issues within the field, the state, NCAEA, or NAEA
- article or information from each divisional chair and regional coordinator as requested by the editor
- information from each Committee Chair as appropriate
- highlights regarding awards, elections or conference as appropriate

The Newsletter Editor will determine the structure and timing of the Newsletter with guidance and approval from the President. The newsletter schedule should be posted on the website.

The Board will determine prices and policy for advertising within the By Design Newsletter. Prices, forms, and process should be posted on the Website.

APPENDIX

THE PROFESSIONAL CODE FOR ART EDUCATORS

PROFESSIONAL CODE FOR ART EDUCATION ASSOCIATIONS OF STATES AND PROVINCES

CONFLICT OF INTEREST

CONSENT TO SERVE

WORKING GROUPS DELINEATION

CHARGE TO WORKING GROUPS

BOARD POSITION DESCRIPTIONS

THE PROFESSIONAL CODE FOR ART EDUCATORS

The Professional Code for Art Educators established standards for the members of the National Art Education Association. The Code will serve as a guide in promoting the goals of the NAEA and NCAEA. These goals aim to ensure that comprehensive art programs are or will become a basic component in the total school enterprise. The Code, together with the goals, will foster the highest degree of quality instruction in the visual arts for all.

The very nature of art and art education require special standards that are in addition to the high professional standards that guide all educators.

Art deals with the most sensitive of human striving. Art is personal. Art is universal. It is a means of communicating and expressing our perceptions in graphic form. It must be available to all students, in all its aspects. The special sensitivities it engenders must be respected and nurtured. In this context, honesty and integrity take on a greater meaning.

Therefore, those responsible for this area of education require special preparation. Once certified as art teachers, they must continue to grow in knowledge and commitment, both as artists and as educators. The dynamic essence of art requires that they not only continue their formal studies, but that they actively participate in professional activities.

While pursuing excellence in art education, members of the NAEA and NCAEA confirm their continuing commitment to the highest ethical and moral values. With this in mind, members from all regions of the nation and all levels of education combined their efforts to create the following Professional Code:

A PROFESSIONAL ART EDUCATOR:

- Demonstrates honesty and integrity in all professional endeavors.
- Promotes art as a basic discipline in the education of all students.
- Advocates art instruction by certified art educators.
- Fosters art instruction that includes the study of aesthetics, art criticism, art history, and art production.
- Respects individual artistic expressions and encourages feelings of self-worth and self- confidence.
- Safeguards against exploitation of art programs and students.
- Makes every effort to provide a safe, hazard-free learning environment.
- Demonstrates effort and commitment to the profession.
- Continues personal and professional development.
- Seeks ways to advance the profession of art education through membership and participation in local, state and professional associations.
- Contributes actively to the support, planning and programs of the professional organizations.
- Distinguishes between personal and organizational views when representing the art education profession.

PROFESSIONAL CODE FOR ART EDUCATION ASSOCIATIONS OF STATES AND PROVINCES

The Professional Code for Art Education Associations of States and Provinces is a declaration of the common philosophical and professional beliefs and practices which unite the National Art Education Association with art education associations of states and provinces and which also serve to link the various state/provincial art education associations to one another nationally and internationally. This Professional Code represents a formal endorsement and enhancement of the professional partnership existing among the national and the state/provincial art education associations.

Professional partnerships encourage a relationship of interdependence. Art education associations of states and provinces and the NAEA contribute to and draw on the strengths and resources of the other. A national association, by virtue of organization, geography, resources and accessibility can offer a broader range of expertise and opportunities than any individual state or province. State/provincial associations both contribute to this body of knowledge and use it to tailor to their own programming on the state/provincial and local levels. The national associations and the greater whole of art education are strengthened by strong state and provincial associations.

Professional partnerships are vital to the development of individual art educators and the state/provincial and national associations through awareness of and links to the people, expertise, knowledge and standards in art education that exist in many places throughout the states and provinces. Shared knowledge and resources are important to the delivery of quality art education.

Professional partnerships strengthen bonds already existing among the state, provincial, and the national associations. We have philosophical and professional beliefs and practices which are the reasons we exist. Our mutual aims and goals relate directly to our desire for the highest degree of quality art education. These professional partnerships mean that we, as state/provincial associations, will undertake specific activities which will support our partnership with the National Art Education Association and other art education associations of states and provinces, encourage strong programs for our membership and contribute to the delivery of quality art education.

Minimum expectations of any state/provincial art education association in professional partnership with other art education associations include:

1. Promoting art as a basic discipline in the education of all students.
2. Working to improve the quality of art education.
3. Advocating art instruction by certified art teachers.
4. Fostering art instruction that includes the study of aesthetics, art criticism, art history, and art production.
5. Contributing to a national and international forum for the advancement of knowledge in art education.
6. Sharing information and resources, when feasible, with the National Art Education Association and other state/provincial associations.

7. Maintaining regular communications with the National Art Education Association board and the appropriate regional vice president.
8. Developing and carrying out a management plan appropriate to the state's or province's own needs.
9. Including the organizational structure sufficient for officers to assure proper and adequate representation for all of their members and to carry out the business of the associations.
10. Filing copies of their constitution, publications and officer and staff list with the National Art Education Association office. Any revision to the constitution or list of officers will be filed within 30 days after the revision takes place.
11. Communicating with the state/provincial membership on a regular basis and through three or more publications a year.
12. Conducting an annual business meeting.
13. Providing their membership with opportunities for professional development through workshops or conferences.
14. Representing their state/provincial organization through delegate(s) at the National Art Education Association convention and supporting financially their delegate(s) to the fullest extent of their ability.



North Carolina Art Education Association

Conflict of Interest

Disclosure Statement

I have read the NCAEA Conflict of Interest Statement and I support its intent.

I hereby certify that to the best of my knowledge, I do not have any financial or other interest that raises an actual or potential conflict of interest with my activities on behalf of NCAEA. If any actual or potential conflict of interest exists, the conflict, as well as the financial or other interest upon which it is based, is described in the written statement I have attached to this form.

If an actual or potential conflict of interest subsequently develops, I will promptly submit an amended Disclosure Statement to the President who will forward it to the appropriate NCAEA representative.

I understand that it is the association's prerogative to decide how serious and immediate any conflict is, and to determine what steps are necessary to cure the conflict. (These cures include disclosure, recusal and, in extreme cases, resignation.) I agree to abide by the decision of the governing board in any such matter that may arise.

As directed and where appropriate, I will make disclosure of the conflict of interest to NCAEA readers, NCAEA course participants, or to fellow members of NCAEA deliberative bodies.

Printed Name

Office

Term of Office

Signature

Date



North Carolina Art Education Association

Consent to Serve

Please print the information below:

Position Title: _____

Term of Office: _____

Printed Name: _____

Address: _____
Street City State Zip Code

Telephone: _____
Primary Secondary

Email: _____
Primary Secondary

I have read and understand my responsibilities as an Officer on the Board of the North Carolina Art Education Association. I agree to serve as outlined for the duration of my two year term beginning on January 1, _____ and ending on December 31, _____. If I cannot serve for any reason, I will notify the NCAEA President and will, if asked by the President or voted so by the Board, resign

from my position.

Signature of Officer

Date



WORKING GROUPS DELINEATION

ADVOCACY - Coordinator - President

Diversity

Advocacy/PARTnership

Division Chairs and Student Chapter sponsor

COMMUNICATIONS - Coordinator - Newsletter editor

Photographer

Website Manager

Technology

Journal Editor (When assigned)

CONFERENCE - Coordinator- Past-President

Local Conference Committee

Conference Consulting Firm

FOUNDATION - Coordinator- Secretary

Treasurer

Long Range Planning

Parliamentarian/Historian

MEMBER SERVICES - Coordinator - President-Elect

Member at Large #2

Awards

Scholarship

Region Coordinators

Member's Exhibit Chair @Conference

Independent Schools

NCPDI representative

STUDENT ART EVENTS -Coordinator - Member at Large #1

National Art Honor Society

National Junior Art Honor Society

Youth Art Month

NC General Assembly

Very Special Arts

Regional Student Exhibit @Conference

CHARGE TO WORKING GROUPS

- All Working Groups are expected to meet as needed, but at least once a year, outside of the whole Board meeting. This could be scheduled for a designated time during a Board Retreat.
- Meeting should be called by the Working Group Coordinator and announced to the Working Group and Executive Board at least two weeks in advance.
- Meetings can be face-to-face or virtual.
- Working Groups are encouraged to seek members to assist and support them in their responsibilities as a way of promoting involvement in the organization and board. These are not board members, but should be formally recognized by the Working Group Members.

ADVOCACY

- Determine, maintain, and monitor Advocacy Plan to accomplish NCAEA mission and goals.
- Publish NCAEA's advocacy actions on website and, as appropriate, electronic communications.
- Publish advocacy opportunities and strategies on the website, and as appropriate, electronic communications.
- Seek opportunities for Community Outreach for the whole organization to advocate for Art Education.
- Seek submissions from General Membership for Advocacy efforts; maintain list; and publicize as appropriate.
- Develop, maintain, and monitor partnerships with arts education oriented organizations and businesses.
- Seek and develop support for arts education and NCAEA through North Carolina businesses.
- Seek approval from President and, as needed, from the Board for changes.
- Complete activity report after each meeting and submit to President and Secretary.
- Complete synopsis of annual activity and report to Board once a year at the September meeting.

COMMUNICATIONS

- Monitor and maintain whole organizational communications to General Membership (including e-newsletter, website and electronic communication platforms (Twitter, Facebook, current social media))
- Liaise with President-Elect or membership designee to use the current member email list for communication.
- Establish format for By Design (e-newsletter), including scheduled publication dates.
- Publish e-newsletter and post on website for a pre-determined length of time.
- Maintain website with updated foundational documents including Board list, Plan of

Action, and Constitution; link to NAEA; Working Group reports; and photographs from events.

- Utilize approved electronic communication platforms as appropriate for advocacy, promotion, and announcements
- Seek approval from President and, as needed, from Board for changes.
- Complete activity report after each meeting and submit to the President and Secretary
- Complete synopsis of annual activity and report to Board once a year at the September meeting.
- Publish member services and benefits on website and, as appropriate, electronic communications.
- Seek participation and support of Regional Spring Professional Development, Divisional Resources, and annual Professional Development State Conference by those with a vested interest in arts education.
- Seek input from General Membership for desired services and, as appropriate, implement accordingly, subject to Board approval.

CONFERENCE

- Annually plan and implement a state professional development conference.
- Work with Consulting Firm if one is hired to plan conference.
- Establish a temporary Member's exhibit at Conference.
- Establish and install a temporary student art exhibit of local NCAEA Members student work.
- Call for board approval on major conference changes, locations, budget.
- Seek local members to participate as a local committee to help plan conference events.
- Conference synopsis and financial report to be given at the first board meeting of the new year.
- Complete activity report after each meeting and submit to President and Secretary.

FOUNDATION

- Monitor Board List, Long Range Action Plan, Operating Procedures and Policy Handbook, Constitution and By-Laws, Meeting Minutes, Budget and Financial Reports.
- Maintain Plan of Action, Constitution and By-Laws, and Board List (including photos of board members) on website.
- Yearly review with board to review updates and changes as needed.
- Call for immediate changes to documents as needed throughout the year.
- Call to president for scheduled board time to discuss, write, and approve in-depth changes.
- Report to the General Membership as needed by posting on the website and/or presentation at the Professional Development State Conference.
- Call for vote from General Membership as needed for Constitutional changes at the Professional Development State Conference and/or Annual Meeting.

- Complete activity report after each committee meeting and submit to President and Secretary.
- Complete synopsis of annual activity and report to Board once a year at the September meeting.

MEMBER SERVICES

- Determine and publish Member Recognition opportunities on the website and electronic communications.
- Recognize award recipients (separate from NCAEA awards) on website and, if appropriate, on electronic communications.
- Seek submissions from General Membership for Member Recognition; maintain list; and publicize as appropriate.
- Provide communication with groups/ regions/ levels within the organization regularly through emails, By Design , and website.
- Help to create incentives, services and programs for general membership to encourage all to maintain a current membership in the organization.
- Recruit new members.
- Seek approval from President and, as needed, from the Board for changes to procedures.
- Complete activity report after each meeting and submit to President and Secretary.
- Complete synopsis of annual activity and report to Board once a year at the September meeting.
- Monitor and maintain all member services for cohesiveness, advocacy, and alignment to organizational goals.

STUDENT ART EVENTS

- Determine and post on website the standard operating procedures for student art exhibits including submission guidelines, recurring dates, labeling of art, announcements, and all paperwork/forms associated with the above.
- Develop permission form for standard use with all student submissions, granting rights to publicize art and artist on website and other NCAEA documents.
- Publish student award recipients' art on website.
- Seek submissions from General NCAEA Membership for student recognition; maintain list; and publicize as appropriate.
- Seek approval from President and, as needed, from Board for changes.
- Complete activity report after each meeting and submit to President and Secretary.
- Complete synopsis of annual activity and report to Board once a year at the September meeting.

PRESIDENT OF THE NORTH CAROLINA ART EDUCATION ASSOCIATION

- Shall hold active membership in the association. The term of office shall be for two years.
As part of the Executive Board, shall review all matters pertaining to the functioning of the association and formulate policies which shall be subject to discussion and approval by the Board of Directors.
- To preside at the meetings of the Executive Committee, Board of Directors and all business sessions at the annual Professional Development State Conference.
To maintain communication with the National Art Education Association.
To give guidance in planning all programs for the annual State Professional Development Conference.
To appoint special committees as needed and oversee the Standing Committees and the Working Groups.
To serve as NCAEA Delegate to the NAEA Delegates Assembly and to attend all Delegate Assembly meetings called by NAEA.
- To attend NCDPI Arts Coordinators annual meetings (Fall and Spring).
To appoint two members at-large to the Board of Directors.
To initiate and develop policies that will be presented to the Board of Directors and Executive Committee for approval.
To be responsible for coordinating the work and aims of the organization.
To provide liaison with affiliated organizations.
To countersign checks for expenditure.
To be responsible for one of the three bank NCAEA credit cards to use for travel, accommodations, and meals expenses according to procedures, process of reporting, and within limits set by NCAEA Board.
To support the Awards Chair in the nomination process for the NAEA Awards program.
To appoint Region Coordinators and oversee their activities.
To work closely with personnel hired by the association to assist in the management of the association.
To maintain an email account for the position.
To fulfill additional responsibilities as determined and voted on by the Board of NCAEA.
As **coordinator of the Advocacy Working Group**, lead the chairs of E, D, and I, Advocacy/Partnerships, Division Chairs in the following charges:
 - Determine, maintain, and monitor Advocacy Plan to accomplish NCAEA mission and goals.
 - Publish NCAEA's advocacy actions on website and, as appropriate, electronic communications.
 - Publish advocacy opportunities and strategies on the website, and as appropriate, electronic communications.
 - Seek opportunities for Community Outreach for the whole organization to advocate for Art Education.
 - Seek submissions from General Membership for Advocacy efforts; maintain list; and publicize as appropriate.

- Develop, maintain, and monitor partnerships with arts education oriented organizations and businesses.
- Seek and develop support for arts education and NCAEA through North Carolina businesses.
- Seek approval from President and, as needed, from the Board for changes.
- Complete activity report after each meeting and submit to the Secretary.
- Complete synopsis of annual activity and report to Board once a year at the September meeting.



PRESIDENT - ELECT OF NORTH CAROLINA ART EDUCATION ASSOCIATION

- Shall hold active membership in the association. The term of office shall be for two years.
- As part of the Executive Board, shall review all matters pertaining to the functioning of the association and formulate policies which shall be subject to discussion and approval by the Board of Directors.
- To act as presiding officer in the absence of the president.
- To assume the office of President in the event of a vacancy.
- To preside when a motion referring to the president is made.
- To assist in liaison with the regional and national activities.
- To serve on the Board of Directors and Executive Committee.
- To serve as NCAEA Delegate to NAEA Delegates Assembly and to attend all Delegates Assembly meetings called by NAEA.
- To be responsible for one of the three bank NCAEA credit cards to use for travel, accommodations, and meals expenses according to procedures, process of reporting, and within limits set by NCAEA Board.
- To participate in the planning of the Professional Development State Conference as “job in training” for future responsibilities.
- To chair standing Membership Committee.
 - To promote and maintain a strong membership throughout the state.
 - To promote and encourage new types of membership in order to accommodate changing conditions.
- To be responsible for one of the three bank NCAEA credit cards to use for travel, accommodations, and meals expenses according to procedures, process of reporting, and within limits set by NCAEA Board.
- To maintain an email account for the position.
- To fulfill additional responsibilities as determined and voted on by the Board of NCAEA.
- Seek participation and support of Regional Spring Professional Development, Divisional Resources, and annual Professional Development State Conference by those with a vested interest in arts education.
- Seek input from general membership for desired services and, as appropriate, implement accordingly, subject to Board approval.
- As **coordinator of the Member Services Working Group**, lead the chairs of Member at Large #2, Awards, Scholarships, Region Coordinators, Independent Schools, NCDPI representative, and Conference Member Exhibit in the following charges:
 - Determine and publish Member Recognition opportunities on the website and electronic communications.
 - Recognize award recipients (separate from NCAEA awards) on website and, if

- appropriate, on electronic communications.
- Seek submissions from General Membership for Member Recognition; maintain list; and publicize as appropriate.
 - Provide communication with groups/ regions/ levels within the organization regularly through emails, By Design, and website.
 - Help to create incentives, services and programs for general membership to encourage all to maintain a current membership in the organization.
 - Recruit new members.
 - Seek approval from President and, as needed, from the Board for changes to procedures.
 - Complete activity report after each meeting and submit to the President and Secretary.
 - Complete synopsis of annual activity and report to Board once a year at the September meeting.
 - Monitor and maintain all member services for cohesiveness, advocacy, and alignment to organizational goals.



PAST-PRESIDENT OF NORTH CAROLINA ART EDUCATION ASSOCIATION

- Shall hold active membership in the association. The term of office shall be for two years.
- As part of the Executive Board, shall review all matters pertaining to the functioning of the association and formulate policies which shall be subject to discussion and approval by the Board of Directors
- To assume the duties of the President-elect in the event of vacancy of that office.
- To serve on the Board of Directors and Executive Committee.
- To serve as chair and be responsible for the program of the Professional Development State Conference.
- Therefore, shall attend NAEA's conference as a voting member during the first year of office and as a non-voting member the second year, but always to network with vendors and possible guest speakers to book for our state conference.
- To be responsible for one of the three bank NCAEA credit cards to use for travel, accommodations, and meals expenses according to procedures, process of reporting, and within limits set by NCAEA Board.
- To work closely with personnel hired by the association to assist in the management of the association.
- To maintain an email account for the position.
- Conference synopsis and financial report to be given at the first board meeting of the new year.
- To fulfill additional responsibilities as determined and voted on by the Board of NCAEA.
 - Seek approval from President and, as needed, from the Board for changes.
 - Complete activity report after each meeting and submit to the President and Secretary
 - Complete synopsis of annual activity and report to Board once a year at the September meeting.
- To **Chair the Conference Committee** which should include leaders from the region in which the conference will be held, specifically a Local Conference Chair and Student Art Curator.
- As **coordinator of the Conference Working Group**, lead the chairs of Local Conference Committee and Conference Consulting Firm. Coordinate activities with Members' Exhibit Conference Chair and Local/Regional Student exhibit at conference chair.
 - Annually plan and implement the NCAEA's Professional Development State Conference
 - Work with Consulting Firm if there is one, to plan conference.
 - Establish a temporary Member's exhibit at Conference.
 - Establish and install a temporary student art exhibit of local NCAEA Members student work.
 - Call for board approval on major conference changes, locations, budget.
 - Seek local members to participate as a local committee to help plan conference events.

- Complete activity report after each meeting and submit to President and Secretary.
- The Past President/ Conference Chair will retain the NCAEA Business Credit Card due to the requirements of the position requiring a more frequent usage of the card. In an effort to establish accountability, necessity of use, and accurate financial records:
- The treasurer has online access and alerts for the Business Credit Card and the President receives the paper copy of the monthly statements.
- All purchases using the credit card will be initiated through the Past President/ Conference Chair requiring communication between the Presidents for purchases.
- The Past President/ Conference Chair will make all travel reservations required for the President-Elect, President, and Past President.
- All receipts should be sent with the Credit Card Purchase Form to the treasurer within 30 days.



SECRETARY OF NORTH CAROLINA ART EDUCATION ASSOCIATION

- Shall hold active membership in the association. The term of office shall be for two years.
- As part of the Executive Board, shall review all matters pertaining to the functioning of the association and formulate policies which shall be subject to discussion and approval by the Board of Directors.
- To act as recording officer and custodian of the records, except when those duties are especially assigned by the President and to provide minutes of all meetings to the President and President Elect.
- To serve on the Board of Directors and the Executive Committee.
- To **chair the Foundations Working Group**.
- To keep a register of roll of members and notify officers and committee members of appointments.
- To keep a copy of the Constitution, By-laws, and Rules of Order and to record properly all amendments to these documents.
- To send notices of all called meetings, stating the purpose of the call.
- To have a list of all standing committees at all meetings.
- To preside at all meetings in the absence of the President, President-Elect, and Past-President until a President Pro-tem can be elected.
- To maintain records of committee chairs and committee membership.
- To collect all records and correspondence from the Standing, Working Committees and AdHoc Committees.
- To maintain attendance records of board members and report to the President any neglect of duties.
- To serve as **Chair of Archives Committee**.
- To deposit all association, committee, and Treasure reports in the archives located in the Special Collections at Hunter Library at WCU - Cullowhee.
- To receive and review all records and correspondence from officers and committees and edit when necessary.
- To maintain an email account for the position.
- To fulfill additional responsibilities as determined and voted on by the Board of NCAEA.
- As coordinator of the Foundations Working Group, lead chairs of Long Range Planning, Treasurer and Parliamentarian/Historian.
- Monitor Board List, Long Range Action Plan, Operating Procedures and Policy Handbook, Constitution and By-Laws, Meeting Minutes, Budget and Financial Reports.
- Maintain Plan of Action, Constitution and By-Laws, and Board List (including photos of board members) on website.
- Yearly review with board to review updates and changes as needed.
- Call for immediate changes to documents as needed throughout the year.

- to initiate Care Buttons
- Call to President for scheduled board time to discuss, write, and approve in-depth changes.
- Report to the general membership as needed by posting on the website and/or presentation at the Professional Development State Conference.
- Call for vote from the general membership as needed for Constitutional changes at the Professional Development State Conference and/or Annual Meeting.
- Complete activity report after each committee meeting and submit to President.
- Complete synopsis of annual activity and report to Board once a year at the September meeting.



TREASURER OF NORTH CAROLINA ART EDUCATION ASSOCIATION

- Shall hold active membership in the association. The term of office shall be for two years.
 - As part of the Executive Board, shall review all matters pertaining to the functioning of the association and formulate policies which shall be subject to discussion and approval by the Board of Directors.
 - To keep an accurate account of all monies collected and of expenditures.
 - To establish a strict procedure following non-profit guidelines for financial transactions.
 - To keep a close liaison with the National Art Education Association pertaining to membership rebates.
 - To pay all bills authorized by the President.
 - To counter sign all checks with the President or Past-President.
 - To prepare a financial report to be distributed to the membership at Professional Development State Conference.
 - To arrange for a yearly audit and report to the Internal Revenue Service.
 - To work with IRS to maintain non-profit status and designation.
 - To keep records of Tax ID number.
 - To work closely with Bookkeeper to maintain financial records on computer program.
 - To serve on the Board of Directors and Executive Committee.
 - To serve as **Chair of the Budget Committee**.
 - To aid in forming a workable budget for the association.
 - To review all financial transactions and reports.
 - To supervise the auditing of financial records.
 - To receive and consider all requests for monies from committee chairs, officers and authorized persons.
- To serve on the **Foundations Working Group**.
- To maintain an email account for the position.
- To fulfill additional responsibilities as determined and voted on by the Board of NCAEA.



NEWSLETTER EDITOR OF NORTH CAROLINA ART EDUCATION ASSOCIATION

Shall hold active membership in the association. The term of office shall be for two years.

As part of the Executive Board, shall review all matters pertaining to the functioning of the association and formulate policies which shall be subject to discussion and approval by the Board of Directors

To coordinate information, articles, and advertisements for the newsletter of the North Carolina Art Education Association and to publish at least three newsletters a year.

To coordinate the electronic publishing of the newsletters.

To serve on the Board of Directors and the Executive Committee.

To maintain an email account for the position.

To fulfill additional responsibilities as determined and voted on by the Board of NCAEA.

- As **chair of the Communications Working Group**, lead photographer, website manager, technology chair, and journal editor in the following charges:
 - Monitor and maintain whole organizational communications to General Membership (including e-newsletter, website and electronic communication platforms (Twitter, Facebook, current social media))
 - Liaise with President-Elect or membership designee to use the current member email list for communication.
 - Establish format for By Design (e-newsletter), including scheduled publication dates.
 - Publish e-newsletter and post on website for a pre-determined length of time.
 - Maintain website with updated foundational documents including Board list, Plan of Action, and Constitution; link to NAEA; Working Group reports; and photographs from events.
 - Utilize approved electronic communication platforms as appropriate for advocacy, promotion, and announcements.
 - Seek approval from President and, as needed, from Board for changes.
 - Complete activity report after each meeting and submit to the President and Secretary.
 - Complete synopsis of annual activity and report to Board once a year at the September meeting.
 - Publish member services and benefits on website and, as appropriate, electronic communications.
 - Seek participation and support of Regional Spring Professional Development, Divisional Resources, and annual Professional Development State Conference by those with a vested interest in arts education.
 - Seek input from General Membership for desired services and, as appropriate, implement accordingly, subject to Board approval.



DIVISION CHAIRS OF NORTH CAROLINA ART EDUCATION ASSOCIATION

ELEMENTARY SCHOOL, MIDDLE SCHOOL, SECONDARY SCHOOL, HIGHER EDUCATION, SUPERVISION, MUSEUM, EMERITUS, STUDENT

- Shall hold active membership in the association. The term of office shall be for two years.
 - To preside at Division meetings and make arrangements for the programs and other activities of the Division.
 - To provide a means for election of officers of the Division in the appropriate year.
 - To study problems relating to the membership of the Division and make recommendations.
 - To serve on the Board of Directors.
 - To maintain an email account for the position.
 - To fulfill additional responsibilities as determined and voted on by the Board of NCAEA.
- To serve on the **Advocacy Working Group** to meet the following charges:
 - Determine, maintain, and monitor Advocacy Plan to accomplish NCAEA mission and goals.
 - Publish NCAEA's advocacy actions on website and, as appropriate, electronic communications.
 - Publish advocacy opportunities and strategies on the website, and as appropriate, electronic communications.
 - Seek opportunities for Community Outreach for the whole organization to advocate for Art Education.
 - Seek submissions from General Membership for Advocacy efforts; maintain list; and publicize as appropriate.
 - Develop, maintain, and monitor partnerships with arts education oriented organizations and businesses.
 - Seek and develop support for arts education and NCAEA through North Carolina businesses.
 - Seek approval from President and, as needed, from the Board for changes.
 - Complete activity report after each meeting and submit to President and Secretary.
 - Complete synopsis of annual activity and report to Board once a year at the September meeting.



**REGION COORDINATORS OF NORTH CAROLINA
ART EDUCATION ASSOCIATION
REGION 1, REGION 2, REGION 3, REGION 4,
REGION 5, REGION 6, REGION 7, REGION 8**

- Shall hold active membership in the association. The term of office shall be for two years.
- To assess the needs of art educators in their region.
- To plan, coordinate, implement, and report on regional staff development activities.
- To conduct regional meetings at the Professional Development State Conference.
- To call for nominations for each election cycle.
- To maintain an email account for the position.
- To fulfill additional responsibilities as determined and voted on by the Board of NCAEA.

To serve on the **Member Services Working Group** to meet the following charges

- Determine and publish Member Recognition opportunities on the website and electronic communications.
- Recognize award recipients (separate from NCAEA awards) on website and, if appropriate, on electronic communications.
- Seek submissions from General Membership for Member Recognition; maintain list; and publicize as appropriate.
- Provide communication with groups/ regions/ levels within the organization regularly through emails, By Design , and website.
- Help to create incentives, services and programs for general membership to encourage all to maintain a current membership in the organization.
- Recruit new members.
- Seek approval from President and, as needed, from the Board for changes to procedures.
- Complete activity report after each meeting and submit to President and Secretary.
- Complete synopsis of annual activity and report to Board once a year at the September meeting.
- Monitor and maintain all member services for cohesiveness, advocacy, and alignment to organizational goals.



MEMBER-AT-LARGE #1 and MEMBER-AT-LARGE #2 OF NORTH CAROLINA ART EDUCATION ASSOCIATION

- Shall hold active membership in the association. The term of office shall be for two years.
- As part of the Executive Board, shall review all matters pertaining to the functioning of the association and formulate policies which shall be subject to discussion and approval by the Board of Directors.
- To maintain an email account for the position.
- To fulfill additional responsibilities as determined and voted on by NCAEA Board.

MEMBER AT LARGE #1- As the **Chair of the Student Art Events Working Group**, lead the Youth Art Month, National Art Honor Society, National Junior Art Honor Society, NC General Assembly Student Exhibit, Very Special Arts and Conference Student Exhibit chairs in the following charges:

STUDENT ART EVENTS

- Determine and post on website the standard operating procedures for student art exhibits including submission guidelines, recurring dates, labeling of art, announcements, and all paperwork/forms associated with the above.
- Develop permission form for standard use with all student submissions, granting rights to publicize art and artist on website and other NCAEA documents.
- Publish student award recipients art on website.
- Seek submissions from General NCAEA Membership for student recognition; maintain list; and publicize as appropriate.
- Seek approval from President and, as needed, from Board for changes.
- Complete activity report after each meeting and submit to President and Secretary.
- Complete synopsis of annual activity and report to Board once a year at the September meeting.

MEMBER AT LARGE #2 - Will serve on the **Members Services Working Group** to contribute to the needs of the membership concerning professional learning.



AWARDS CHAIR OF THE NORTH CAROLINA ART EDUCATION ASSOCIATION

- Shall hold active membership in the association. The term of office shall be for two years.
To coordinate the nomination and selection process for awards recipients in categories which are in alignment with the NAEA Awards Program.
- To ascertain whether the nominees and nominators are current members of the NCAEA (exception being those category recognitions for awards given “outside the profession”).
To put award nominees before the board for a vote.
To coordinate the communication and presentation of the awards.
To work with the President in preparing North Carolina’s award recipients’ nominations to be sent to the National Art Education Association for further recognition.
To coordinate publicity and dissemination of information on award recognitions presented by the association.
To follow the specific requirements in procedural handbook.
To maintain an email account for the position.
To fulfill additional responsibilities as determined and voted on by the Board of NCAEA.
To serve on the **Members Services Working Group**.
 - Determine and publish Member Recognition opportunities on the website and electronic communications.
 - Recognize award recipients (separate from NCAEA awards) on website and, if appropriate, on electronic communications.
 - Seek submissions from General Membership for Member Recognition; maintain list; and publicize as appropriate.
 - Provide communication with groups/ regions/ levels within the organization regularly through emails, By Design, and website.
 - Help to create incentives, services and programs for general membership to encourage all to maintain a current membership in the organization.
 - Recruit new members.
 - Seek approval from President and, as needed, from the Board for changes to procedures.
 - Complete activity report after each meeting and submit to President and Secretary.
 - Complete synopsis of annual activity and report to Board once a year at the September meeting.
 - Monitor and maintain all member services for cohesiveness, advocacy, and alignment to organizational goals.



TECHNOLOGY CHAIR OF THE NORTH CAROLINA ART EDUCATION

- Shall hold active membership in the association. The term of office shall be for two years. (The appointed term runs concurrent with the presidential election).
- To maintain an email account for the position.
- To provide technology information to the general membership through all communication outlets.
- To encourage the use of modern technology for streamlining the Board's communication with the general membership.
- To fulfill additional responsibilities as determined and voted on by the Board of NCAEA.

To serve on the **Communications Working Group** (with Webmaster and Newsletter Editor).

- Monitor and maintain whole organizational communications to General Membership (including e-newsletter, website and electronic communication platforms (Twitter, Facebook, current social media)).
- Liaise with President-Elect or membership designee to use the current member email list for communication.
- Establish format for By Design (e-newsletter), including scheduled publication dates.
- Publish e-newsletter and post on website for a pre-determined length of time.
- Maintain website with updated foundational documents including Board list, Plan of Action, and Constitution; link to NAEA; Working Group reports; and photographs from events.
- Utilize approved electronic communication platforms as appropriate for advocacy, promotion, and announcements.
- Seek approval from President and, as needed, from Board for changes.
- Complete activity report after each meeting and submit to the President and Secretary.
- Complete synopsis of annual activity and report to Board once a year at the September meeting.
- Publish member services and benefits on website and, as appropriate, electronic communications.
- Seek participation and support of Regional Spring Professional Development, Divisional Resources, and annual Professional Development State Conference by those with a vested interest in arts education.
- Seek input from general membership for desired services and, as appropriate, implement accordingly, subject to Board approval.

ADVOCACY/PARTNERSHIP CHAIR OF NORTH CAROLINA ART EDUCATION ASSOCIATION

- Shall hold active membership in the association. The term of office shall be for two years.
- To maintain an email account for the position.
- To fulfill additional responsibilities as determined and voted on by the Board NCAEA
- To serve on the **Advocacy Working Group** to:
 - Determine, maintain, and monitor Advocacy Plan to accomplish NCAEA mission and goals.
 - Publish NCAEA's advocacy actions on website and, as appropriate, electronic communications.
 - Publish advocacy opportunities and strategies on the website, and as appropriate, electronic communications.
 - Seek opportunities for Community Outreach for the whole organization to advocate for Art Education.
 - Seek submissions from general membership for Advocacy efforts; maintain list; and publicize as appropriate.
 - Develop, maintain, and monitor partnerships with arts education oriented organizations and businesses.
 - Seek and develop support for arts education and NCAEA through North Carolina businesses.
 - Seek approval from President and, as needed, from the Board for changes.
 - Complete activity report after each meeting and submit to the President and Secretary.
 - Complete synopsis of annual activity and report to Board once a year at the September meeting.



EQUITY, DIVERSITY, AND INCLUSION (ED&I) CHAIR OF NORTH CAROLINA ART EDUCATION ASSOCIATION

- Shall hold active membership in the association. The term of office shall be for two years.
- To maintain an email account for the position.
- To fulfill additional responsibilities as determined and voted on by the Board of NCAEA and in alignment with NCAEA Equity, Diversity, and Inclusion (ED&I) to better serve the needs of our students and community.
- To serve on the **Advocacy Working Group** to:
 - Determine, maintain, and monitor Advocacy Plan to accomplish NCAEA mission and goals.
 - Publish NCAEA's advocacy actions on website and, as appropriate, electronic communications.
 - Publish advocacy opportunities and strategies on the website, and as appropriate, electronic communications.
 - Seek opportunities for Community Outreach for the whole organization to advocate for Art Education.
 - Seek submissions from general membership for Advocacy efforts; maintain list; and publicize as appropriate.
 - Develop, maintain, and monitor partnerships with arts education oriented organizations and businesses.
 - Seek and develop support for arts education and NCAEA through North Carolina businesses.
 - Seek approval from President and, as needed, from the Board for changes.
 - Complete activity report after each meeting and submit to President and Secretary.
 - Complete synopsis of annual activity and report to Board once a year at the September meeting.



SCHOLARSHIP CHAIR OF NORTH CAROLINA ART EDUCATION ASSOCIATION

- Shall hold active membership in the association. The term of office shall be for two years.
To maintain an email account for the position.
- Shall hold active membership in the association. The term of office shall be for two years.
To maintain an email account for the position.
To fulfill additional responsibilities as determined and voted on by the Board of NCAEA.
To serve as **Chair of the Scholarship** standing committee
 - To see that application forms are made available to the membership.
 - To receive applications from the membership.
 - To call the committee to review said applications.
 - To notify by mail the recipient or recipients chosen by the committee.
 - To call the committee to review the final report of the recipient or recipients at the conclusion for his or her study.
 - To do the specific requirements in the procedural handbook.
- To serve on the **Member Services Working Group**.
 - Determine and publish Member Recognition opportunities on the website and electronic communications.
 - Recognize award recipients (separate from NCAEA awards) on website and, if appropriate, on electronic communications.
 - Seek submissions from general membership for Member Recognition; maintain list; and publicize as appropriate.
 - Provide communication with groups/ regions/ levels within the organization regularly through emails, By Design, and website.
 - Help to create incentives, services and programs for general membership to encourage all to maintain a current membership in the organization.
 - Recruit new members.
 - Seek approval from President and, as needed, from the Board for changes to procedures.
 - Complete activity report after each meeting and submit to President and Secretary.
 - Complete synopsis of annual activity and report to Board once a year at the September meeting.
 - Monitor and maintain all member services for cohesiveness, advocacy, and alignment to organizational goals.



NCAEA

**YOUTH ART MONTH CHAIR OF
THE NORTH CAROLINA ART EDUCATION ASSOCIATION**

To fulfill additional responsibilities as determined and voted on by the Board of NCAEA.

To serve as Chair of the **Youth Art Month** standing committee.

- To maintain communication with the membership concerning information for Youth Art month.
- To publicize activities about YAM and promote it as a major advocacy tool for arts education.
- To encourage the membership to celebrate YAM.
- To write a report concerning statewide YAM activities to be sent to NAEA and to share the report with the membership.
- To coordinate other activities across the state concerning the celebration of Youth Art Month in NC as decided upon by the NCAEA Board of Directors.

To serve on the **Student Art Events Working Group**.

- Determine and post on website the standard operating procedures for student art exhibits including submission guidelines, recurring dates, labeling of art, announcements, and all paperwork/forms associated with the above.
- Develop permission form for standard use with all student submissions, granting rights to publicize art and artist on website and other NCAEA documents.
- Publish student award recipients art on website.
- Seek submissions from general membership for student recognition; maintain list; and publicize as appropriate.
- Seek approval from President and, as needed, from Board for changes.
- Complete activity report after each meeting and submit to President and Secretary.
- Complete synopsis of annual activity and report to Board once a year at the September meeting.



GENERAL ASSEMBLY EXHIBIT OF NORTH CAROLINA ART EDUCATION ASSOCIATION

- Shall hold active membership in the association. The term of office shall be for two years.
To maintain an email account for the position.
To serve as an ad hoc member under the guidance of the Youth Art Month Board Chair.
To serve on the **Student Art Events Working Group** when available and related to General Assembly Exhibit.
 - Determine and post on website the standard operating procedures for student art exhibits including submission guidelines, recurring dates, labeling of art, announcements, and all paperwork/forms associated with the above.
 - Develop permission form for standard use with all student submissions, granting rights to publicize art and artist on website and other NCAEA documents.
 - Publish student award recipients art on website.
 - Seek submissions from general membership for student recognition; maintain list; and publicize as appropriate.
 - Seek approval from President and, as needed, from Board for changes.
 - Complete activity report after each meeting and submit to President and Secretary.
 - Complete synopsis of annual activity and report to Board once a year at the September meeting.



HISTORIAN OF NORTH CAROLINA ART EDUCATION ASSOCIATION

- Shall hold active membership in the association. The term of office shall be for two years.
- To maintain an email account for the position.
- To fulfill additional responsibilities as determined and voted on by the Board of NCAEA.
- To serve on the **Foundation Working Group**.
 - Monitor Board List, Long Range Action Plan, Operating Procedures and Policy Handbook, Constitution and By-Laws, Meeting Minutes, Budget and Financial Reports.
 - Maintain Plan of Action, Constitution and By-Laws, and Board List (including photos of board members) on website.
 - Yearly review with board to review updates and changes as needed.
 - Call for immediate changes to documents as needed throughout the year.
 - Call to President for scheduled board time to discuss, write, and approve in-depth changes.
 - Report to the general membership as needed by posting on the website and/or presentation at the Professional Development State Conference.
 - Call for vote from the general membership as needed for Constitutional changes at the Professional Development State Conference and/or Annual Meeting.
 - Complete activity report after each committee meeting and submit to President and Secretary.
 - Complete synopsis of annual activity and report to Board once a year at the September meeting.



PARLIAMENTARIAN FOR NORTH CAROLINA ART EDUCATION ASSOCIATION

- Shall hold active membership in the association. The term of office shall be for two years. Shall preside over all inductions of board members and shall conduct the swearing in of the board.
Shall maintain Roberts Rules of Order in all NCAEA Board meetings.
To maintain an email account for the position.
To fulfill additional responsibilities as determined and voted on by the Board of NCAEA.
To serve on the **Foundations Working Group**.
 - Monitor Board List, Long Range Action Plan, Operating Procedures and Policy Handbook, Constitution and By-Laws, Meeting Minutes, Budget and Financial Reports.
 - Maintain Plan of Action, Constitution and By-Laws, and Board List (including photos of board members) on website
 - Yearly review with board to review updates and changes as needed.
 - Call for immediate changes to documents as needed throughout the year.
 - Call to president for scheduled board time to discuss, write, and approve in-depth changes.
 - Report to the general membership as needed by posting on the website and/or presentation at the Professional Development State Conference.
 - Call for vote from the general membership as needed for Constitutional changes at the Professional Development State Conference and/or Annual Meeting.
 - Complete activity report after each committee meeting and submit to President and Secretary.
 - Complete synopsis of annual activity and report to Board once a year at the September meeting.



VERY SPECIAL ARTS OF NORTH CAROLINA ART EDUCATION ASSOCIATION

- Shall hold active membership in the association. The term of office shall be for two years.
To maintain an email account for the position.
- To fulfill additional responsibilities as determined and voted on by the Board of NCAEA.
- To hold a meeting at the conference for the special interest group - Very Special Arts.
- To serve on the **Student Art Events Working Group**.
 - Determine and post on website the standard operating procedures for student art exhibits including submission guidelines, recurring dates, labeling of art, announcements, and all paperwork/forms associated with the above.
 - Develop permission form for standard use with all student submissions, granting rights to publicize art and artist on website and other NCAEA documents.
 - Publish student award recipients art on website.
 - Seek submissions from general membership for student recognition; maintain list; and publicize as appropriate.
 - Seek approval from President and, as needed, from Board for changes.
 - Complete activity report after each meeting and submit to the President and Secretary.
 - Complete synopsis of annual activity and report to Board once a year at the September meeting.



**LONG RANGE PLANNING CHAIR
OF NORTH CAROLINA ART EDUCATION ASSOCIATION**

- Shall hold active membership in the association. The term of office shall be for two years.
- To maintain an email account for the position.
- Chair the adhoc Constitution Committee.
Chair the adhoc Plan of Action Committee.
- To fulfill additional responsibilities as determined and voted on by the Board of NCAEA.
- To serve on the **Foundations Working Group**.
 - Monitor Board List, Long Range Action Plan, Operating Procedures and Policy Handbook, Constitution and By-Laws, Meeting Minutes, Budget and Financial Reports.
 - Maintain Plan of Action, Constitution and By-Laws, and Board List (including photos of board members) on website.
 - Yearly review with board to review updates and changes as needed.
 - Call for immediate changes to documents as needed throughout the year.
 - Call to president for scheduled board time to discuss, write, and approve in-depth changes.
 - Report to the general membership as needed by posting on the website and/or presentation at the Professional Development State Conference.
 - Call for vote from the general membership as needed for Constitutional changes at the Professional Development State Conference and/or Annual Meeting.
 - Complete activity report after each committee meeting and submit to President and Secretary.
 - Complete synopsis of annual activity and report to Board once a year at the September meeting.



INDEPENDENT SCHOOLS CHAIR OF THE NORTH CAROLINA ART EDUCATION ASSOCIATION

- Shall hold active membership in the association. The term of office shall be for two years.
To maintain an email account for the position.
To fulfill additional responsibilities as determined and voted on by the Board of NCAEA.
- To assess the needs of INDEPENDENT SCHOOLS art educators.
- To plan, coordinate, implement, and report on independent school activities.
- To conduct an independent school meetings at the Professional Development State Conference.

To serve on the **Member Recognition Working Group.**

- Determine and publish Member Recognition opportunities on the website and electronic communications.
- Recognize award recipients (separate from NCAEA awards) on website and, if appropriate, on electronic communications.
- Seek submissions from General Membership for Member Recognition; maintain list; and publicize as appropriate.
- Provide communication with groups/regions/levels within the organization regularly through emails, By Design, and website.
- Help to create incentives, services and programs for general membership to encourage all to maintain a current membership in the organization.
- Recruit new members.
- Seek approval from President and, as needed, from the Board for changes to procedures.
- Complete activity report after each meeting and submit to President and Secretary.
- Complete synopsis of annual activity and report to Board once a year at the September meeting.
- Monitor and maintain all member services for cohesiveness, advocacy, and alignment to organizational goals.



NATIONAL ART HONOR SOCIETY AND NATIONAL JUNIOR ART HONOR SOCIETY CHAIRS OF NORTH CAROLINA ART EDUCATION ASSOCIATION

- Shall hold active membership in the association. The term of office shall be for two years.
- To maintain an email account for the position.
- To fulfill additional responsibilities as determined and voted on by the Board of NCAEA.
- To hold a meeting at the conference for the National Art Honor Society Sponsors
- To communicate to all Art Honor Society Sponsors by email, social networking, website, e-communications, etc.
- To plan statewide student events and traveling exhibition for NAHS and NAJHS clubs.
- To serve on the **Student Art Events Working Group** to:
 - Determine and post on website the standard operating procedures for student art exhibits including submission guidelines, recurring dates, labeling of art, announcements, and all paperwork/forms associated with the above.
 - Develop permission form for standard use with all student submissions, granting rights to publicize art and artist on website and other NCAEA documents.
 - Publish student award recipients art on website.
 - Seek submissions from General NCAEA Membership for student recognition; maintain list; and publicize as appropriate.
 - Seek approval from President and, as needed, from Board for changes.
 - Complete activity report after each meeting and submit to President and Secretary.
 - Complete synopsis of annual activity and report to Board once a year at the September meeting.



STUDENT CHAPTER (UNDERGRADUATE) SPONSOR

- Shall hold active membership in the association. The term of office shall be for two years.
- To maintain an email account for the position.
- To fulfill additional responsibilities as determined and voted on by the Board of NCAEA.
- To aid the Student Chapter President conduct a meeting at the conference for the college's Student Chapter groups.
- To communicate to all Student Chapter Sponsors by email, social networking, website, e-communications, etc.
- To plan statewide student chapter events.
- To serve on the **Advocacy Working Group**.
 - Determine, maintain, and monitor Advocacy Plan to accomplish NCAEA mission and goals.
 - Publish NCAEA's advocacy actions on website and, as appropriate, electronic communications.
 - Publish advocacy opportunities and strategies on the website, and as appropriate, electronic communications.
 - Seek opportunities for Community Outreach for the whole organization to advocate for Art Education.
 - Seek submissions from General Membership for Advocacy efforts; maintain list; and publicize as appropriate.
 - Develop, maintain, and monitor partnerships with arts education oriented organizations and businesses.
 - Seek and develop support for arts education and NCAEA through North Carolina businesses.
 - Seek approval from President and, as needed, from the Board for changes.
 - Complete activity report after each meeting and submit to President and Secretary.
 - Complete synopsis of annual activity and report to Board once a year at the September meeting.