

POLICIES OF THE MAINE ART EDUCATION ASSOCIATION (MAEA)

It is the policy of the Maine Art Education Association Board to:

ASSOCIATION FINANCES - PROCEDURES AND DESIGNEES

- A.1. Receive from the budget committee the proposed Program Budget and take action on the Program Budget at the Spring Annual Meeting. *Accepted 1/9/14, Reviewed 10/9/14, 10/8/15, 9/8/16, 10/12/17, 11/12/20, 11.14.21, 10.13.22*
- A.2. Conduct an annual review of the Association books by a committee appointed by the President. *Accepted 4/10/14, Reviewed 12/13/14, 11/12/20, 11.14.21, 10.13.22*
- A.3. Review Association books by an outside auditor upon election of a new Treasurer or upon resignation of the existing Treasurer. *Accepted 4/10/14, 11/12/20, 11.14.21, 10.13.22*
- A.4. Designate the following procedure and timeline for reconciliation of the bank statement:
 - a. Within one week of receipt of the bank statement from the financial institution, the President will check it for obvious inconsistencies and then send an email stating such or approval to the treasurer. The President will then pass it on to the treasurer at the next board meeting.
 - b. Within one week of receipt of the statement from the president, the treasurer will reconcile the statement. *Accepted 12/13/13 Reviewed 3/12/15, 11/12/20, 11.14.21, 10.13.22*
- A.5. The Treasurer will issue checks only after requesting through email to the President, the check #, payee and amount, and receiving documented permission. *Accepted 10/10/13, Reviewed 12/13/14, 11/12/20, 11.14.21, 10.13.22*
- A.6. Designate that the treasurer prepare a treasurer's report for each meeting of the Board. Such report will reflect the calendar month(s), e.g., 1st through 31st, of each month since the last Board meeting and will include a glorified check register. *Accepted 12/13/13, Reviewed 2/12/15, 11/12/20, 11.14.21, 10.13.22*

MEETINGS AND POLICIES

- B.1. Hold meetings monthly during the school year (usually the second Thursday of the month). *Accepted 1/9/14 Reviewed 12/13/14, 11/12/20, 12/09/21, 12.08.22*
- B.2. Authorize only the President or his/her designee to speak to the media on behalf of the Association. *Accepted 11/16/13 Reviewed 12/13/14, 11/12/20, 12/09/21, 12.08.22*

- B.3. Allow policy proposals by any Board member at Board meetings. *Accepted 9/5/13, Reviewed 10/9/14, 10/8/15, 9/8/16 10/12/17, 11/12/20, 12/09/21, 12.08.22*
- B.4. Review existing policies yearly, and approve any new policies. *Accepted 9/5/13, Reviewed 10/9/14, 10/8/15, 9/8/16 10/12/17, 11/12/20, 12/09/21, 12.08.22*
- B.5. Conduct an annual membership meeting (usually at the annual Spring Conference) for purposes, when needed, of setting an elections slate, elections, communicating awards and recognitions and for approval of the Program Budget. *Accepted 1/9/14 Reviewed 12/13/14, 11/12/20, 12/09/21, 12.08.22*
- B.6. MAEA Board may make changes to the language and/or wording of the bylaws in ways that do not affect the intent of the bylaw. *2/13/25*

MEMBERSHIP BENEFITS and DUES

- C.1. Allow only MAEA members in good standing to nominate and vote on officers. *Accepted 2/27/14 Reviewed 11/20/14, 11/17/16, 01/14/21, 02.10.22 01.21.23*
- C.2. Recognize a qualified MAEA member of at least three years as our Art Educator of the year. Officers, Officers-Elect and MAEA Board Members may not nominate each other but may submit letters of recommendation and nominate qualified members. Individuals serving on the awards selection committee cannot be considered as candidates for the award. If the honored educator is not a current member of NAEA, then the member is responsible for joining prior to the national notification date. This includes membership registration and payment. Fund our honoree each year to the National Art Education Association Convention using the same reimbursement rate for the Delegate.
- The MAEA Art Educator of the Year will be nominated for the Maine Education Association's (MEA) - and potentially the National Education Association's (NEA) - Award for Teaching Excellence if they meet the criteria for selection (i.e. are members of the MEA and NEA) *Accepted 10/10/13, 11/20/14, Modified 10/13/16 10/12/17 01/14/21 02.10.22 01.21.23*
- C.3. Form a Membership Audit Committee in January to prepare the midyear check of the published membership list against the MAEA email global member list and dues received. *Accepted 12/13/13, Reviewed 12/13/14 01/14/21 01.21.23*
- C.4. MAEA has a policy on privacy and sharing of members' information. Please see attached. *Accepted 1/9/14, Modified 11/20/14, 10/8/15, 9/8/16 10/12/17 01/14/21 02.10.22, 01.21.23*
- C.5. Assess dues by the following:

- General membership will pay 100% of annual dues to MAEA
- Full-time Student educators will pay \$5 annual dues to MAEA
- Full-time retired educators will pay 50% of annual dues to MAEA or 4x annual rate for lifetime MAEA dues rounded to the nearest dollar. *Accepted 9/5/13, Modified 4/10/14 Modified 12/13/14 01/14/21 02.10.22, 01.21.23*

YAM and SCHOLARSHIPS

D.1. Each member in good standing is allowed to submit one work to YAM-Portland for each K-12 school that the member is teaching art education in. Please consider the following:.

- If you are a member in good standing and do not teach art education in a school then you are allowed to submit one K-12 work of a registered home-schooled student.
- If you teach both in school and home-school students then the maximum number of artworks you submit can not exceed the number of schools that you teach in (meaning that a home-schooled student work may be substituted for the entry of a school that you teach in). *Accepted 2/27/14, Reviewed 12/13/15, 6/30/16 02.11.21 03.10.22*

D.2. That MAEA designated YAM special exhibition sanctioned sites (eg. Portland, Coastal (TBD), Bangor, Presque Isle, Harlow Educators Initiative, Common Street Arts Educators) be reimbursed a \$5 flat rate for each MAEA member that participates in the celebration by exhibiting at least one student work.

a. Reimbursement will be based on a submitted list by a YAM site coordinator within 30 days of the event.

b. The reimbursement can then be used at the discretion of MAEA members in that area. (eg. program costs, food, professional development, transportation, etc.) *Accepted 10/10/13 Modified 12/13/14 02.11.21 03.10.22 Modified 6/23/24*

D.3. Award a scholarship of \$250 each year to a qualified MAEA member in good standing of at least three consecutive immediate prior years. \$250 will be awarded directly to the educator upon receipt of proof of the successful completion of the experience including a presentation at either the spring or fall conference and a reflection submission with photos for the newsletter. The scholarship shall be forfeited if above criteria are not met within the first year after the experience. *Accepted 11/16/13 Reviewed 11/20/14, 10/13/16 02.11.21 03.10.22*

D.4. Review the guidelines for selecting a candidate or candidates for the MAEA Educator Scholarship fund. *Accepted 2/27/14, Modified 11/20/14, 11/17/16 02.11.21 03.10.22*

- D.5. Accept applications, from MAEA members in good standing of at least three consecutive immediate prior years, for the Quimby Haystack Scholarship for Educators and select an awardee. *Accepted 2/27/14 Reviewed 11/20/14, 11/17/16 02.11.21 03.10.22, Modified 6/23/24*
- D.6. Review the guidelines for selecting a candidate or candidates for the Quimby Haystack Scholarship for Educators . *Accepted 2/27/14 Modified 11/20/14 02.11.21 03.10.22*
- D.7. Award scholarships each year to qualifying graduating Maine senior majoring in an Art or Design field. Student must be nominated by a MAEA member in good standing (does not have to be teacher). Half the amount will be awarded directly to the student upon receipt of proof of the successful completion of the first semester of post-secondary school and the other half will be awarded directly to the student upon receipt of proof of the successful completion of the second semester of post-secondary school. The scholarship, or remaining portion, shall be forfeited if the above criteria are not met within the first year after graduating from the Maine High School. The amount of the scholarship will be determined by the amount raised by the scholarship auction at the Fall Conference. \$250 of each auction year total is set aside for the MAEA Member Scholarship and the remaining sum will be divided in half to create two student scholarship awards. If less than \$1000 remains after the MAEA member deduction, then only one student award will be presented. *Accepted 11/16/13, Reviewed 10/9/14, 10/13/16 02.11.21 03.10.22*
- D.8. Review the guidelines for selecting a student for the MAEA Scholarship fund. *Accepted 2/27/14, Modified 11/20/14, 10/13/16 02.11.21 03.10.22*
- D.9. An honorarium will be offered to the creator of the annual MAEA awards in the amount of \$50 per award. *Accepted 3/7/19 02.11.21 03.10.22*

DONATIONS, CONTRIBUTIONS, and TEC

- E.1. Consider donating to groups using the following guidelines:

- The maximum of any single donation will not exceed \$250.
- The maximum amount of MAEA donations will not exceed \$1000 during any given fiscal year. *Accepted 10/10/13, Reviewed 12/13/14 Accepted 03.11.21, 04.14.22*

- E.2. Accept from non-members, wishing to make a contribution to MAEA, donations that are approved by a majority vote of the board. *Accepted 12/13/13 Reviewed 11/20/14, 11/17/16 Accepted 03.11.21, 04.14.22*

E.3. Regional, Partners and Interest (Formally known as Focus) groups are a valuable way to meet a variety of our member needs statewide. Leaders of a recognized MAEA group must be members in good standing before a specified use of the TEC and/or TIN will be considered. *Accepted 6/30/16, Amended 9/8/16, 04/13/17* Accepted 03.11.21, 04.14.22

E.4. The Tax Exempt Certificate (TEC) and Tax Identification Number (TIN) will only be shared after requesting through email to the President, the request, identifying the individual/party/group, the purpose, including dates, and receiving documented permission. *Sharing the number may be granted only to those requests that directly relate to the mission of MAEA.* The President shall cc the Treasurer all permissions granted. *Accepted 6/30/16 Amended 9/8/16, 04/13/17* Accepted 03.11.21, 04.14.22

BOARD REQUIREMENTS, RESPONSIBILITIES AND STIPENDS

F.1. Pay/Honor the Committee members, Board members and Executive Board, as follows, based on the year's MAEA general membership dues:

- Reimburse board members 1/10 of General membership dues for each board meeting attended. Must be a member in good standing (dues paid, etc) to be a Board member. Attendance may be in person or electronic (as approved by board). *
- Treasurer - based on 20x dues rate*
- Secretary - based on 10x dues rate *
- Newsletter – based on 4 quarterly issues of professional quality with photographs(September, November/December, February, April/May). The stipend will be prorated based on number of newsletters issued at 5x dues rate each. *Accepted 11/2021*
- Website/Communications — based on 8 (2x dues rate each) months of regular monthly updated posts/announcements/newsletter/ registration links (Sept, Nov-April, June) and 2 (2.5x dues rate each) professional quality with pictures [October (Fall Conf Review) & May (include Spring Conf Review and Fall Announcement). The updates to the website will be emailed to all members. The stipend will be prorated based on number of weeks a monththat the website was updated.*
- Executive Board - Provide an honorarium of membership with NAEA for the following officers each year – President, President Elect, Treasurer, Secretary, Membership Services, and Past President. *Accepted 12/7/12 Accepted 10/10/13 Modified 11/20/14 Modified 12/13/14, Modified 11/17/16; Modified 11/2021, Accepted 06.2021, 09.09.21; 06.09.22; Modified 1/13/24*

F.2. To be considered an Active Board member with voting rights and privileges of the Maine Art Education Association the following conditions must be met:

- Member in good standing (rationale: shared responsibilities with statewide colleagues)

- Actively serve on one Standing committee (Committees and Standing Committees are appointed by the President)
- Maintaining Board status requires active participation in at least three of the immediate past five board meetings (virtual or in person).
 - For this purpose, board attendance still counts even if lacking a quorum.
 - Canceled meetings for reasons other than a lack of quorum do not count.
 - There is no calendar boundary - immediate past five is perpetual.
- Initial or renewed Board Status is activated after attending (non-voting) and meeting the three board meeting standard using the above.
- Active Board status (voting) starts with the fourth, granted that the previous conditions have been met. (rationale: continuity of participation/attendance helps you to be better informed of the issues and provides opportunities for you to share your gifts and talents. Life happens. There are times in our life that events will prevent us from participating.) This policy provides a process to re-connect.
- Eligible members pursuing Active Board status are categorized as Board Candidates.
- The Secretary shall be responsible for recording and reporting Active Board eligibility

The quorum will be designated as one whole number more than 50% of eligible voters.

Accepted 9/11/14, 6/30/16, 04/13/17, 06.2021, 09.09.21; 06.09.22; Modified 1/13/24

F.3. Prorate the stipend of any officer or any other stipend position of the MAEA who leaves the position prior to the end of the term they are serving. *Accepted 10/10/13 Reviewed 12/13/14, Accepted 06.2021, 09.09.21; 06.09.22; 1/13/24*

F.4. Honor MAEA Board members who officially retire from the profession with a gift equal to or less than 3x the annual membership rate. *Accepted 11/16/13, 10/9/14, 10/13/16 10/12/17, 06.2021 , 09.09.21; 06.09.22; Modified 1/13/24*

F.5. F.5. Fund the MAEA delegate each year to the National Art Education Delegates Assembly. Cost to be reimbursed includes NAEA membership, transportation, early bird conference registration and lodging. Daily travel by personal vehicle based on State of Maine rates. Amount to be reimbursed will be no more than \$2500 unless there are extenuating circumstances.

Accepted 10/10/13, Reviewed 10/9/14, 10/8/15, 9/8/16, 10/12/17, Reviewed and accepted 06.2021 , 09.09.21; 06.09.22; Modified 1/13/24 Modified 2/13/25

F.6. F.6. Fund two MAEA delegates (Succession will be as follows: President, President-Elect, President-Elect-Elect (if designated), Secretary, Treasurer, Membership,

Past-President)each year to the National Art Education Team East Retreat or alternating National Art Education Leadership Conference. Cost to be reimbursed includes transportation, early bird conference registration and lodging. Daily travel by personal vehicle based on State of Maine rates. Amount to be reimbursed will be no more than \$2500 unless there are extenuating circumstances.

*Accepted 1/9/14, Modified 9/11/14 , Accepted 06.2021, 09.09.21; 06.09.22; Modified 1/13/24
Modified 2/13/25*

F.7. Provide a Stipend to the Registrar of MAEA opportunities other than the Fall Conference. Stipend will be based on \$3x the number of conference participants (includes presenters and hosts), or the cost of event registration, whichever is higher. *Accepted 9/07/17, 06.2021, 09.09.21; 06.09.22; Modified 1/13/24*

F.8. The current Membership Chair is the (Co-)Registrar for the Fall Conference and will receive complimentary registration/stipend reimbursement. *Accepted 9/11/14, 6/30/16, Amended 9/8/16, 11/17/16, 04/13/17, Accepted 06.2021, 09.09.21; 06.09.22, 03.06.2023; Modified 1/13/24*

F.9. F.9. Fund the MAEA Executive Board Member to the MAEA Fall Conference Succession as follows: Cost to be reimbursed includes transportation, conference registration. Daily travel by personal vehicle based on State of Maine rates.

*Accepted 9/07/17, Accepted 06.2021, 09.09.21; 06.09.22, 03.06.2023; Modified 1/13/24
Modified 2/13/25*

Attachment I (Policy 4) : Policy on Privacy of Members' Information and Sharing Membership Mailing List

At various times and for a variety of purposes, the Maine Art Education Association (MAEA) requests of its members, and its members provide to MAEA, personal information about themselves. Examples of such information that may be collected by MAEA concerning its members include contact information, such as mailing address, email address and telephone (landline and/or mobile); family/emergency contact information; volunteering of personal and/or medical information; and professional information including place of employment.

MAEA is committed to protecting the privacy of its members' personal information entrusted to MAEA. To that end, when MAEA receives requests from individuals or outside organizations to share its member information. It is our practice to decline such requests, except in certain limited circumstances, and only where, after thorough deliberation, MAEA determines, and secures commitment from the requestor, that the information shared and its use will be appropriately limited, that the information will be used solely for purposes that are beneficial to MAEA and/or the community as a whole, that the use of the information will not be detrimental to MAEA's members, that the requestor gives assurance to the satisfaction of MAEA that the information will in no event be used for improper or commercial purposes, and that the information will be destroyed once the authorized limited use is concluded.

Continuing our commitment to safeguarding the privacy of members' personal information, the following uniform policy has been adopted:

1. It is the policy of MAEA to protect the privacy of the personal information entrusted to MAEA by its members.
2. Unless compelled by law or authoritative legal process, MAEA will not provide, to any individual or outside organization, any MAEA member's personal financial information, including but not limited to any MAEA member's credit or debit card numbers maintained on file with MAEA.
3. Except in limited circumstances, MAEA will decline requests by individuals or outside organizations for personal information of MAEA members, including but not limited to contact information.
4. All requests by outside organizations or individuals for MAEA members' contact information will be evaluated based on the following factors:
 - a. The type of information requested must be well defined;
 - b. The proposed use by the requestor of the shared information must be appropriately limited;

- c. The purpose or purposes for which the information is proposed to be used must be seen as beneficial to MAEA and/or the community as a whole;
- d. The requestor must give assurance, in substance and form satisfactory to MAEA that the information will not be used for improper or commercial purposes, or for any purpose beyond the use authorized by MAEA;
- e. The requestor must give assurance, in substance and form satisfactory to MAEA that all copies of the information will be returned to MAEA or destroyed once the authorized limited use is concluded.
- f. MAEA will not disclose to an individual or outside organization any MAEA member's telephone (landline and/or mobile) numbers or email addresses without first notifying the member of the request for such information, and affording the member the opportunity to decline such request or opt out.
- g. All requests by individuals or organizations for personal information of MAEA members must be made to MAEA's President.
- h. No request by individuals or organizations for personal information of MAEA members will be accepted, and no personal information of MAEA members will be provided, without the unanimous consent of MAEA's President and Members Services Coordinator.
- i. In order that the Board may be informed of the manner in which this Policy is implemented, and so that the Board may make changes or amendments to this Policy as it deems appropriate, the President will, as soon as reasonably practical, inform the Board whenever MAEA members' personal information is disclosed pursuant to a request of an individual or outside organization.

01/14/21, 09.08.22