



Constitution and Bylaws

Revised 2017

PREAMBLE TO THE CONSTITUTION

The California Art Education Association through the Constitution sets forth the means by which the aspirations of those responsible for programs of art education can be supported and extended.

As an organization, we affirm our faith in the power of the visual arts to enrich the lives and endeavors of all. In a highly technological society such as ours, the visual arts serve as a humanizing force, giving dignity and a sense of worth to the individual. They provide the means by which aesthetic quality and order are derived from the exercise of an individual's creativity and critical understanding.

It is our purpose to promote and maintain the highest possible quality of instruction in visual arts programs under whatever auspices they are fostered.

We dedicate ourselves to aesthetic and humanistic growth and quality performance in art. With these as our goals, we support visual arts and humanities programs that provide depth and breadth of experience in art in order to meet the needs, interests, and abilities of the varied individuals we teach in our visual culture.

CALIFORNIA ART EDUCATION ASSOCIATION CONSTITUTION

Article I – NAME

The organization shall be known as the California Art Education Association.

Article II – PURPOSE

The purpose of CAEA shall be to promote the advancement and improvement of visual art education in the State of California.

CAEA will promote art education through professional development, service, research, advancement of knowledge, and leadership. To that end, CAEA will promote quality instruction in visual arts education conducted by certified teachers of art, encourage ongoing research in art education, hold public discussions, sponsor conferences and programs, as well as work with other related agencies in support of art education. Since CAEA is to be a non-profit education organization, it shall only engage in activities consistent with its status as defined in section (c) (3) of the Internal Revenue Code.

Article III – MEMBERSHIP

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

Article IV – ORGANIZATION AND GOVERNANCE

Section 1: Organization

CAEA shall be organized to include an executive board of state officers, an executive committee, a state council, and the general membership.

Section 2: Executive Board Officers

The state officers shall be President, Past President, President-Elect, Treasurer, and Secretary. The CAEA Executive Board shall be the authority of CAEA.

Section 3: Terms of Office

The term of office of all CAEA Board Members will be for two years upon taking office. Two years as president-elect, two years as president, and two years as past president for a six-year commitment.

Section 4: Executive Committee

The Executive Committee shall be composed of the State Officers, one Division Director, elected Area Presidents and appointed Regional Chair.

Section 5: The State Council

The State Council shall be composed of the Executive Committee, Division Directors, elected Area Presidents from the Regions, Regional Chair, and Standing Committee Chairs.

Section 6: Standing Committee Chairs

The Standing Committee shall be appointed as voting members by the State Executive Committee to serve a two-year term concurrent with the State President's term.

Section 7: Standing Division Directors

The Standing Division Directors shall be elected for a two-year term concurrent with the President's term.

Section 8: Regions

A region shall be a major geographic section of the state. If a region chooses to formalize governance including a budget, then the regional area leadership will be elected by members in that region and the leadership will serve a term of two years. The Regional Area President is required to sit on the state council. If there is no formal area governance within a region, the state will retain financial oversight for that region.

Section 9: Quorum

Two-thirds of the CAEA Board members shall constitute a quorum.

ARTICLE V – ELECTIONS

Section 1: Elections of Officers

Elections for the President-Elect, Secretary, Treasurer and shall be held in odd years. Elections for Division Directors shall be held in even years. Candidates for office must be active members in good standing. A majority of votes cast is required for election. Voting is conducted by ballots through electronic mail or other authorized means of transmission.

In the event of a vacancy of any CAEA office, officer-elects shall assume the duties, and the President may appoint, with the approval of the Executive Board, an interim officer to fill the officer-elect vacancy until a new election can take place.

Section 2: Nominating Committee

In the even number years, prior to an election, the CAEA Past President appoints a Board-approved nominating committee composed of the Regional Chair, one member from the Division Directors, and one member at large who serves as Chair. The committee prepares a slate of two candidates for each elected position. The Nominating Committee must be selected in ample time to prepare a slate of officers to be presented to and passed by the State Council. Voting procedures shall be prepared within one month after presentation to the State Council.

Article VI - INCOME AND BENEFITS

No part of the net earnings of the Association shall inure to the benefit of any member, sponsor, donor, creator, trustee, officer, employee, or without limitation, any other private individual, or to the benefit of any corporation, any private individual or any substantial part of the activities of which is carrying on propaganda or otherwise attempting to influence legislation; provided, this shall not prevent payment of reasonable compensation for services actually rendered to or for the Association in its purpose.

Upon dissolution, all the assets of CAEA shall be turned over to such non-profit, tax-exempt, charitable, scientific or educational organization exempt from federal income taxation under Section 501 (c) (3) of the Internal Revenue Code. CAEA shall not divert any part of its income to any member, sponsor, donor, creator, trustee or officer; by lending any part of its income; by paying any compensation in excess of reasonable allowance for compensation for personal services actually rendered; by making any purchase or security of other property for more than adequate consideration for money or money's worth; or by engaging in any other transaction which either directly or indirectly results in diversion of its income. CAEA shall not use any income for purposes other than the objects hereinbefore set forth and shall invest income as per established policy. The Association shall not act in any way or engage in any activity which might affect its right to full tax deduction of the members' contributions.

Article VII – MEETINGS

Section 1: Executive Committee

Executive Committee meetings shall be held two times a year and at the call of the President to conduct the business of CAEA in the interim between Council meetings. Special meetings of the CAEA Board may be called by the President or requested by a majority of the state officers.

Section 2: State Council

State Council meetings shall be held a minimum of two times a year and will be held at a time that is convenient for the majority of the members.

Section 3: Membership

One or more General Membership meetings may be held during a conference, but the conference shall include an open business meeting. Those members present shall constitute a quorum provided a quorum of the State Council is present. The General Membership meeting and State Council meeting may be combined.

Article VIII – AMENDMENTS

Proposed amendments to the Constitution shall be submitted in writing to the CAEA Executive Council for review and introduced from the floor by the sponsor at the next state council meeting, providing the proposed amendment has been previously approved by the CAEA Executive Council at a regular meeting. The proposed amendment shall be circulated to the current membership at least 30 days prior to the next business meeting. The amendment will be adopted by a quorum.

Section 1: Quorum

Five percent of those members eligible to vote, shall constitute a quorum. A quorum is necessary for action to be considered when any matter is submitted to the membership for a vote. A majority of the quorum is required for passage of an amendment.

CALIFORNIA ART EDUCATION ASSOCIATION BYLAWS

ARTICLE 1 – DUTIES OF STATE OFFICE

Term of Office: 2 years

Section 1: President

It shall be the duty of the President to preside at all business meetings of the CAEA Board and at the general CAEA membership meetings. The President shall accept nominations to enable the smooth functioning of the election of officers. It shall be the duty of the President to attend the National Art Education Association annual Delegates Assembly and the National Art Education Association Pacific Region meetings as the California representative or to appoint another officer in the event the President is unable to attend. Furthermore, the President shall make timely reports to the National Art Education Association Pacific Region Vice-President for the National Art Education Newsletter or its alternative. The President shall serve as an ex officio member of all committees or appoint another CAEA Board member to attend in their absence, and to perform other such duties that pertain to the office of the President.

Section 2: President-Elect

It shall be the duty of the President-elect to assist the President and shall assume the duties of the President in the event of absence, resignation, or removal from office. The President-elect shall also assume other duties as determined by the President.

Section 3: Past President

It shall be the duty of the Past President to attend the meetings of the CAEA Board to give encouragement in the development of an effective state organization. The Past President shall assume the duties of the President-elect in the event of vacancy of the office. The Past President shall also assume other duties as determined by the President.

Section 4: Secretary

It shall be the duty of the Secretary to keep a record of the minutes of each CAEA Board meeting and general CAEA business meeting. The Secretary shall have custody of all records of CAEA. The Secretary shall attend to all correspondence, communications, and posting of notices. A record of all correspondence shall be kept for the duration of the term.

Section 5: Treasurer

It shall be the duty of the Treasurer to oversee the collection of dues and other income and to oversee the financial records and funds as per the California Art Education Association's Handbook and Guidelines for Treasurer. The Treasurer, as a member of the Finance Committee, shall oversee the disbursement of the funds of CAEA and the financial records thereof. Upon completion of the term of office or upon resignation, the Treasurer shall have aforesaid records audited per CAEA guidelines and presented to the membership if the membership desires.

Section 6: Division Directors

The CAEA governance and membership structure includes seven Divisions that represent professional context. It shall be the duty of the elected Director for each division to work with the membership at large to bring the voices of members to the forefront in advancing the mission and vision of CAEA. Division Directors represent the following divisions:

- Elementary Division
- Middle/Junior High Division
- Secondary Division
- Pre-service Division
- Higher Education Division
- Supervision/Administration Division
- Museum Education Division

Section 7: Standing Chairs

The Standing Chairs are appointed to the State Council by the President for a two-year term.

These chairs shall include:

- Youth Art Month Chair
- Scholarship Chair
- Awards Chair
- Regional Chair

ARTICLE II – COMMITTEES

Committees shall be appointed by the CAEA Board to fulfill and promote the needs and functions of CAEA as deemed necessary by the CAEA Executive Board.

Section 1: CAEA Finance Committee

Responsibilities of the committee shall include the review of the financial operation of CAEA and to prepare the budget for the CAEA Board for board approval. The committee shall consist of President, President-elect, Past President, Treasurer, and one committee chair appointed by the president. The president appointed committee chair shall be approved by the board. The Past-President will serve as the chair. The finance committee shall have the responsibility for insuring contract negotiations and conducting performance reviews of and supporting CAEA Consultants.

Section 2: Special Committees

Special committees shall be appointed as needed on an ad hoc basis and shall serve no longer than the term for which they were appointed.

ARTICLE III – DUTIES OF COMMITTEES

Section 1: Term

- a. Chairpersons of all committees, with the exception of the Nominating Committee, shall be appointed by the President as needed.
- b. Chairpersons of all committees shall conduct the work appropriate to their respective assignments with a plan which has the approval of the President.
- c. The President shall be notified of all committee meetings, as an ex-officio member.

ARTICLE IV – MEMBERSHIP AND DUES

Section 1: Amount of Dues

The dues for all classes of membership in CAEA shall be determined in accordance with CAEA published policy.

Section 2: Classes of Membership

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

- a. ACTIVE PROFESSIONAL membership is for individuals professionally engaged in the field of visual arts and/or who facilitate programs of, or related to, art education. Active professional membership provides all the privileges of membership including the right to vote and hold state/national office.
- b. FIRST YEAR PROFESSIONAL membership is for educators entering their first year in the field of art education. Membership is granted for one year only, on a one-time basis. First year Professional membership provides all the privileges of Active Professional membership.
- c. ASSOCIATE membership is for individuals interested in, supporting, or involved with pursuits closely related to the field of art education. Associate membership provides the privileges of Active Professional membership except the right to vote and hold state/national office.
- d. EMERITUS membership is for individuals who are retired and no longer professionally employed in the field of art education and have been a member of the Association for a minimum of five (5) years. Emeritus membership provides all the privileges of Active Professional membership.
- e. PRESERVICE membership is for undergraduate students and full-time graduate students. Preservice membership provides all the privileges of Active Professional membership including the right to vote and hold state/national office.
- f. INSTITUTIONAL membership is for colleges, universities, libraries, institutions directly or indirectly involved in art education. Institutional membership provides all the privileges of Active Professional membership except the right to vote or hold state/national office.
- g. HONORARY membership may be conferred upon persons who have made an outstanding contribution to art education and whose names have been approved by the NAEA Board. This membership is conferred for the life of the member and carries full privileges of Active Professional membership.
- h. LIFE membership was a limited membership category conferred from 1972 to 1975, to recognize members who made significant financial contributions to the Association. This category carries full privileges of Active membership. (No longer open for enrollment)

Changes to the CAEA State dues for membership shall be recommended by the CAEA Board and approved by a two-thirds majority vote of the members present. Dues are payable through the National Art Education Association.

ARTICLE V – FISCAL AND ADMINISTRATIVE YEAR

The fiscal and administrative year shall extend from June 1 to May 31.

ARTICLE VI – RULES OF ORDER

Robert's revised Rules of Order (most recent revision) shall be the authority on all questions of procedures not otherwise covered in the CAEA Constitution and Bylaws. If deemed necessary, the President shall appoint a Parliamentarian.

ARTICLE VII – AMENDMENTS

The Bylaws may be amended by quorum vote of the present CAEA state council at a board meeting and copies will be sent to all current board members thirty days in advance of the meeting.