

**National Art Education Association Constitution and Bylaws**  
Adopted 1995, Revised 2017, 2023

**PREAMBLE TO THE CONSTITUTION**

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

Through the visual arts, NAEA is committed to ensuring opportunities for understanding our histories, cultures, lives, and the experiences of others. In societies with diverse perspectives, the visual arts provide pathways for creative growth, expression, and connections across communities that can form, inform, and transform knowledge, skills, and attitudes necessary to achieve equitable outcomes for all.

It is our purpose to promote and protect the highest possible quality of instruction in visual arts programs under whatever auspices they are fostered and to strengthen the position of the visual arts as a discipline in the field of education.

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.

**THE CONSTITUTION**

**ARTICLE I. NAME.** The organization shall be known as the National Art Education Association.

**ARTICLE II. PURPOSES.** The purpose of the Association is to promote art education through professional service, advancement of knowledge, and leadership. To that end, the Association will: promote quality instruction in visual arts education conducted by qualified art educators; to that end the Association will encourage research in art education; hold public discussions; sponsor institutes, conferences, and programs; publish articles, books, newsletters, magazines, reports, and surveys; and work with other related agencies in support of art education. Since the mission of the Association is to be a nonprofit education organization, it shall only engage in activities consistent with its status as defined in Section 501 (c) (3) of the Internal Revenue Code of 1954 or any successor provision thereto.

**ARTICLE III. MEMBERSHIP.** Individuals 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. The NAEA shall be organized to include national officers, a Board of Directors, an Executive Committee, Regional Officers, a Delegates Assembly, Divisions, and Affiliated Groups.

Section 2: NATIONAL OFFICERS. The officers of the National Art Education Association shall be a President, President-Elect, and Past President.

Section 3: TERMS OF OFFICE. The term of office of all NAEA Board members will be for 2 years. No Board member shall simultaneously hold more than one office nor succeed theirself.

Section 4: BOARD OF DIRECTORS. The Board of Directors, hereinafter referred to as NAEA Board, shall be composed of the President, President-Elect, Past President, Region Vice Presidents, Division Directors, and the Executive Director (ex officio without vote). Two-thirds of the members of the NAEA Board shall constitute a quorum. The NAEA Board shall be the executive authority of the Association. The President shall serve as Chair of the Board and of the Executive Committee.

Section 5: EXECUTIVE COMMITTEE. The Executive Committee shall be composed of the President, President-Elect, Past President, one Vice President and one Division Director elected from the NAEA Board, and the Executive Director (ex officio without vote).

Section 6: REGIONS. A Region shall be composed of a group of states/provinces as recommended by the Delegates Assembly and approved by the NAEA Board. Each region shall have a Vice President, Vice President-Elect, and Regional Division Directors.

Section 7: DIVISIONS. Divisions shall be made up of job-alike groups of the membership. These shall be the Division of Elementary Education, the Division of Middle Level Education, the Division of Secondary Education, the Division of Higher

Education, the Division of Preservice Education, the Division of Supervision and Administration, and the Division of Museum Education. Each Division shall have a National Director, National Director-Elect, Regional Directors, and Regional Directors-Elect.

**Section 8: DELEGATES ASSEMBLY.** The Delegates Assembly, which meets annually at the National Convention, shall be composed of the presidents or other elected or appointed representatives of each state/provincial/affiliated art education association with voting rights. Operational procedures shall be determined by the Assembly. Non-affiliated representatives, without vote, shall be accommodated in the Delegates Assembly. The Delegates Assembly shall be a recommending body for legislative and policy matters for NAEA.

**Section 9: AFFILIATE AND INTEREST GROUPS.** Organizations that have a structure separate from NAEA will be called Affiliates. Groups within NAEA that provide interaction among those NAEA members of like interests and encourage the Delegates Assembly and the membership-at-large to consider their interest issues will be called Interest Groups.

## **ARTICLE V. ELECTIONS.**

**Section 1: ELECTION OF OFFICERS.** Elections for the President-Elect and NAEA Division Directors-Elect shall be held in odd-numbered years, and for Region Vice Presidents-Elect in even-numbered years. Candidates for office in NAEA must be members in good standing who have held active membership in the Association during the past two previous biennium. A majority of the votes cast is required for election.

In the event of vacancy in any office of the Association, officers-elect shall assume the duties of the vacated office and the President may appoint, with the approval of the NAEA Board, an interim officer to fill the officer-elect vacancy until a new election can take place. In the event of a vacancy in the office of Past President, the President shall appoint an interim Finance Chair from the ranks of previous NAEA Presidents, with approval of the NAEA Board.

**Section 2: NOMINATING COMMITTEE.** After an open call to membership, at least 6 months prior to an election, the NAEA Board shall appoint a nominating committee composed of one member from each of the Regions, one member from each Division, two members of the Delegates Assembly, and one member-at-large who shall serve as Chair. In even-numbered years, the committee shall prepare a slate of two candidates for the office of President-Elect and two candidates for each Division Director-Elect. In odd-numbered years, the committee shall prepare a slate of two candidates for each Region Vice President-Elect. The NAEA Board will ratify the committees and designate the Chairs.

**Section 3: VOTING.** Active Professional, First Year Professional, Emeritus, Preservice, Honorary, and Life members of NAEA shall be eligible to vote for the President-Elect. Members of each Region shall be eligible to vote for the Region Vice President-Elect for their own Region. Members in each Division shall be eligible to vote for the NAEA Division Director-Elect in their Division. The election shall be conducted by electronic mail or other authorized means of electronic transmission. Ballots must be distributed by January 15 of the election year and must be received by the Elections Clerk within 40 days after that date.

**ARTICLE VI. MEETINGS.** The NAEA Board, the Delegates Assembly, the Divisions, and the Regions shall meet at the annual National Convention of the National Art Education Association. The NAEA Board shall meet at regular intervals throughout the year. Special meetings of the Board of Directors and the Executive Committee may be called by the President.

**ARTICLE VII. STANDING COMMITTEES.** The following standing committees are established: Finance Committee and Professional Materials Committee. The appointment of membership to these committees will be as prescribed in the Bylaws and the Policy Manual. Special committees shall be appointed as needed.

**Section 1: FINANCE COMMITTEE.** A Finance Committee shall be established by the NAEA Board.

**Section 2: PROFESSIONAL MATERIALS COMMITTEE.** A Professional Materials Committee shall be established by the NAEA Board.

**Section 3: SPECIAL COMMITTEES.** Special committees may be appointed by the President, Chair of the Delegates Assembly, Region Vice Presidents, and Division Directors to undertake special assignments. Special committees shall be appointed on an ad hoc basis and shall serve no longer than the term for which they were appointed.

**ARTICLE VIII. 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 service actually rendered to or for the Association in its purposes.

Upon dissolution, all of the assets of the Association shall be turned over to such nonprofit, tax-exempt, charitable, scientific, or educational organization exempt from federal income taxation under Section 501 (c) (3) of the Internal Revenue Code of 1954 or any successor provision thereto as the final Board of Directors of the Association shall select.

The Association shall not divert any part of its income or corpus to any member, sponsor, donor, creator, trustee, officer, or employee; by lending any part of its income or corpus without the receipt of adequate security and a reasonable rate of interest;

by paying any compensation in excess of reasonable allowance for salaries, or other 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 that either directly or indirectly results in such diversion of its income or corpus. The Association shall not use any income for purposes other than the objects herein before set forth and shall invest income as per established policy. The Association shall not act in any way or engage in any activity that might affect its right to full tax deduction of the members contributions to the Association. The Association shall be so operated as to be entitled to, and receive all tax exemptions, federal and local, which from time to time be granted to charitable, scientific, or educational associations of foundations.

**ARTICLE IX. AMENDMENTS.** Any NAEA member may propose an amendment to the NAEA Board. Upon the NAEA Board's determination of the merit of the proposed amendment, it shall be sent to the Delegates Assembly for review at its next regularly scheduled meeting. The Delegates Assembly review recommendation will be returned to the NAEA Board within 1 year after date of receipt. After review and approval by the Board, the proposed amendment shall be published in the next issue of the *NAEA News* for consideration by the membership. The amendments shall be voted on by the membership and the ballot conducted by electronic mail or other authorized means of electronic transmission within 30 days of publication in the *NAEA News*. Two-thirds of the votes cast is required for passage of an amendment.

## **BYLAWS**

Adopted 1995, Revised 2017, 2023

### **ARTICLE I. DUTIES OF THE NAEA BOARD OF DIRECTORS.**

Section 1: **PRESIDENT.** It shall be the duty of the President to preside at all meetings of the NAEA Board, to appoint the chair and members of NAEA special committees with consultation and approval of the NAEA Board, to serve as ex officio member of all committees, to establish through the NAEA Board the professional goals and programs for the Association, to inform the membership of the activities of the NAEA Board and the concerns of the Association, and to perform such other duties as usually pertain to the office of the President.

Section 2: **PRESIDENT-ELECT.** It shall be the duty of the President-Elect to assume the duties of the President in the event of absence or vacancy in that office, to be an ex officio member of the Delegates Assembly and Chair of the Professional Materials Committee, and to assume the duties of Secretary and other duties as determined by the President.

Section 3: **PAST PRESIDENT.** It shall be the duty of the Past President to serve as Chair of the Finance Committee and to assume the duties of the President-Elect in the event of vacancy in that office, and to assume other duties as determined by the President.

Section 4: **REGION VICE PRESIDENTS.** It shall be the duty of the Region Vice Presidents to serve on the Board of Directors, and to act as the coordinating board of the Delegates Assembly. The Vice Presidents shall name one of their number to preside over the meeting of the Board of Directors when the President, the President-Elect, and the Past President are unable.

Section 5: **DIVISION DIRECTORS.** It shall be the duty of the Division Directors to serve on the Board of Directors; to develop the program for the Division, including conferences and other professional activities; to select Regional Division Directors after an open call; and to work with the Regional Division Directors in developing a professional program for their Divisions.

Section 6: **EXECUTIVE DIRECTOR.** The Executive Director shall serve as an ex officio member of the Board and shall administer the policies of the Association as determined by the Board of Directors.

**ARTICLE II. COORDINATING BOARD OF THE DELEGATES ASSEMBLY.** The duties of the Coordinating Board of the Delegates Assembly shall be determined by the body in accordance with the policies of NAEA.

### **ARTICLE III. DUTIES OF NAEA BOARD, EXECUTIVE COMMITTEE OF NAEA BOARD, AND OFFICERS OF REGIONS, DELEGATES ASSEMBLY, DIVISIONS, AFFILIATED GROUPS, INTEREST GROUPS, STANDING COMMITTEES, AND SPECIAL COMMITTEES.**

Section 1: THE NAEA BOARD. The NAEA Board shall serve as the executive authority of the National Art Education Association. It shall make policies and provide such supervision as may be necessary to promote the best interests of the Association goals and programs. It shall determine and approve all expenditures and present an annual financial report to the membership. An Executive Director shall be employed by the NAEA Board with duties and compensation determined by the NAEA Board. The NAEA Board shall appoint a Program Coordinator for each National Convention.

Section 2: EXECUTIVE COMMITTEE OF NAEA BOARD. The Executive Committee shall have authority to represent and to act for the NAEA Board in the interval between meetings of that body. The Executive Committee shall also serve as the Finance Committee.

Section 3: REGIONS. The Region Vice Presidents and the state/provincial presidents in the Regions shall develop a program of activities and programs. They shall assist in planning conferences and other meetings.

Section 4: DELEGATES ASSEMBLY. The Delegates Assembly shall study and recommend, through plans, reports, or resolutions to the NAEA Board, issues pertinent to the membership of NAEA and the profession at large, shall review amendments to the Constitution and Bylaws and recommend action to the NAEA Board, shall review the fiscal responsibility of the membership with recommendations for any changes in dues structure to be made to the NAEA Board, shall serve as the liaison between the NAEA Board and the state/provincial associations, shall recommend regional boundaries or additional divisions for the Association, and shall review the Association Policy Handbook on a regular basis with a biennial report to the NAEA Board.

Section 5: DIVISIONS. The recognized Divisions, through their Development Committees, shall study issues relating to members of the group the Division represents; shall propose publications, institutes, and conferences, which will assist members and shall identify problems and recommend programs to meet the problems. Each Division shall have a National Development Committee composed of the National Division Director, the Director-Elect, and the Regional Division Directors who shall be selected as indicated in the Policy Manual. The National Division Director shall serve as Chair of the Committee. The Director-Elect of each Division shall assume the duties of the Director in the Director's absence or when a vacancy occurs.

Section 6: INTEREST GROUPS. It shall be the purpose of recognized Interest Groups to study issues relating to their area of interest, conduct a program of professional activities, and to inform the NAEA Board on an annual basis of concerns, needs, and proposals relating to their particular interest.

Section 7: STANDING COMMITTEES.

- a. Professional Materials Committee—Responsibilities will be found in the Policy Manual.
- b. NAEA Board Finance Committee—The Finance Committee shall review the financial operation of the Association and prepare the budget for Board approval. The committee shall consist of the President, President-Elect, Past President, Executive Director (ex officio without vote), and one Vice President and one Division Director selected by the NAEA Board. The NAEA Past President shall serve as Chair. The Finance Committee shall have the responsibility for ensuring that the Executive Director position is filled, negotiating their contract, and conducting a performance review of and supporting the Executive Director.

Section 8: SPECIAL COMMITTEES. The NAEA President, Chair of the Delegates Assembly, Region Vice Presidents, and Division Directors may appoint special committees to undertake special assignments.

### **ARTICLE IV. MEMBERSHIP AND DUES.**

Section 1: AMOUNT OF DUES. The dues for all categories of membership in the Association shall be determined in accordance with Association published policy.

Section 2: CATEGORIES OF MEMBERSHIP. Unless otherwise specified, all categories of membership are for a period of 1 year. The following categories of membership are established:

- a. ACTIVE PROFESSIONAL. 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 national office.
- b. FIRST YEAR PROFESSIONAL. For educators entering their 1st year in the field of art education. Membership is granted for 1 year only—on a one-time basis. First Year Professional membership provides all the privileges of Active Professional membership.

- c. **ASSOCIATE.** 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 national office.
- d. **RETIRED.** For individuals who are retired and no longer professionally employed in the field of art education. Retired membership provides all the privileges of Active Professional membership.
- e. **PRESERVICE.** 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 national office.
- f. **INSTITUTIONAL.** For one member or representative at 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 national office.
- g. **HONORARY.** Honorary memberships 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.** 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 Professional membership and is no longer open for enrollment.

**ARTICLE V. MANUAL OF POLICIES AND PROCEDURES.** The NAEA Board shall adopt and publish policies that govern the procedures of the Association. Material shall be reviewed biennially by the Delegates Assembly and the NAEA Board and changes made as deemed necessary.

**ARTICLE VI. ADOPTION OF CONSTITUTION AND BYLAWS.** After presentation of the proposals for reorganizations to the membership and upon the majority approval of the votes cast from the current NAEA membership eligible to vote, this Constitution and Bylaws become operative immediately.

**ARTICLE VII. FISCAL YEAR.** The fiscal year will extend from July 1 to June 30.

**ARTICLE VIII. RULES OF ORDER.** Robert's Rules of Order (revised) shall be the authority on all questions of procedure not otherwise covered in the Constitution and Bylaws.

**ARTICLE IX. AMENDMENTS.** The Bylaws may be amended by majority vote of the Delegates Assembly provided that a proposed amendment has been previously approved by the NAEA Board at a regular NAEA Board meeting and that copies have been sent to all members of the Delegates Assembly 30 days in advance of the meeting.

**ARTICLE X. PUBLICATIONS.** Published professional journals, periodicals, and other publications must address the needs and unique roles of the Association membership. The purposes and procedures for each of these publications are found in the Policy Manual.

**ARTICLE XI. VOTING.**

Section 1: **BALLOTS.** Votes may be cast by electronic mail ballot or other authorized means of electronic transmission.

Section 2: **QUORUM.** Five percent (5%) of the members entitled to vote shall constitute a quorum for action on any matter submitted to a vote of the membership. A majority of the Delegates Assembly shall constitute a quorum for action on any matter submitted to a vote of the Delegates Assembly. Neither the membership nor the Delegates Assembly may take action on a matter unless a quorum exists with respect to that matter.

Section 3: **BOARD VOTING OUTSIDE OF A MEETING.** Any action required or permitted to be taken at a meeting of the Board may be taken without a meeting if a unanimous written consent which sets forth the action is signed by each Director and filed with the minutes of the proceedings of the Board. The written authorization may be provided electronically.

Section 4: **MEMBER VOTING OUTSIDE OF A MEETING (ACTION BY BALLOT).** Any action that may be taken at any annual business or special meetings of the members may be taken without a meeting if the Association delivers a ballot to every member. A ballot shall set forth each proposed action; provide an opportunity to vote for,

or withhold a vote for, each candidate for election as a director, and provide an opportunity to vote for or against each proposed action. Approval by ballot shall be valid only when the number of votes cast by ballot equals or exceeds the quorum required to be present at a meeting authorizing the action, and the number of approvals equals or exceeds the number of votes that would be required to approve the matter at a meeting at which the total number of votes cast was the same as the number of votes cast by ballot. All solicitations for votes by ballot shall: indicate the number of responses needed to meet the quorum requirements; state the percentage of approvals necessary to approve each matter other than election of directors; and specify the time by which the ballot must be received by the Association in order to be counted. Ballots may be submitted by electronic means. Proxy voting is permitted.

#### **ARTICLE XII. REMOTE MEETINGS.**

Section 1: REMOTE BOARD MEETINGS. The Board may permit any or all Directors to participate in a regular or special meeting by, or conduct the meeting through the use of, any means of communication by which all Directors participating may simultaneously hear each other during the meeting. A Director participating in a meeting by this means is deemed to be present in person at the meeting.

Section 2: REMOTE MEMBER MEETINGS. Any meeting of members does not need to be held at a geographic location if the meeting is held by means of the Internet or other electronic communication technology in a fashion pursuant to which the members have the opportunity to read or hear the proceedings substantially concurrently with their occurrence, vote on matters submitted to the members, pose questions, and make comments.