



NATIONAL
ART EDUCATION
ASSOCIATION

POLICY HANDBOOK

Revised November 2024

The NAEA Board shall adopt and publish policies, which 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.

[NAEA Bylaws, Article V – Manual of Policies and Procedures]

PART I: ORGANIZATION AND GOVERNANCE

- A. The NAEA Board
- B. Committees
- C. Delegates Assembly
- D. States/Provinces/Regions/Divisions
- E. Affiliates, Allied Groups, and Interest Groups
- F. Membership
- G. National Office and Staff
- H. Nominations and Elections
- I. NAEA Platform and Position Statements

PART II: OPERATIONS

- A. General Policy Statements
- B. Finance
- C. Communications

PART III: PROGRAMS AND SERVICES

- A. Professional Meetings
- B. Publications
- C. Recognition Programs
- D. Awards

PART IV: APPENDIX

- A. Youth Art Month
- B. List of Interest Groups With Purpose Statements
- C. Comprehensive Listing of Awards
- D. Publications Appendices
- E. Distinguished Fellows Handbook
- F. Charles M. Robertson Memorial Scholarship
- G. NAEA Cosponsored Summer Institutes and Academies
- H. Conflict of Interest Disclosure Statement Example
- I. *Translations*
- J. *NAEA Advisory*
- K. Community Rules & Etiquette and Privacy Guidelines (April 2023)

PART I: ORGANIZATION AND GOVERNANCE

- A. The NAEA Board
- B. Committees
- C. Delegates Assembly
- D. States/Provinces/Regions/Divisions
- E. Affiliates, Allied Groups, and Interest Groups
- F. Membership
- G. National Office and Staff
- H. Nominations and Elections
- I. NAEA Platform and Position Statements

PART I, SECTION A. THE NAEA BOARD

1. Composition of the NAEA Board
2. Executive/Finance Committee
3. Roles and Responsibilities of the NAEA Board
4. Roles and Responsibilities of Officers
5. Roles and Responsibilities of Vice Presidents
6. Roles and Responsibilities of Division Directors
7. Board Meetings, Agenda, and Minutes
8. Board Member Rotation Date
9. Board Meeting Attendance
10. Neglect of Duties by a Board Member
 - a. Inaction by Board Member
 - b. Removal of Board Member
 - c. Dismissal Procedures
11. Errors and Omissions

PART I, SECTION A. THE NAEA BOARD

1. Composition of the NAEA Board

Policy Statement:

As stated in the Constitution, the Board of Directors, hereinafter referred to as the 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/Finance Committee.

[CONSTITUTION, ARTICLE IV – ORGANIZATION AND GOVERNANCE, Section 4: BOARD OF DIRECTORS]

The Board of Directors establishes NAEA policy. There are 14 elected members plus the NAEA Executive Director.

[Constitution]

Responsible Party	Action
President and Executive Director	Ensure that NAEA Board composition is in place
Board	Implement nominations and elections policies that uphold the Board structure
Board	Consistently fulfills quorum requirements

PART I, SECTION A. THE NAEA BOARD

2. Executive/Finance Committee Policy Statement:

Policy Statement:

As outlined in the Constitution, the Executive/Finance Committee is made up of the President, President-Elect, Past President, Executive Director (ex officio without vote), and one Vice President and one Division Director to be elected by the Board of Directors. Criteria to be nominated shall include:

- An interest and willingness to serve;
- Prior Board experience and knowledge;
- Experience with budgeting and financial oversight; and
- Experience and knowledge in areas relevant to upcoming Association work as outlined in the Strategic Vision and through approved Board initiatives.

Procedures for election to the Executive/Finance Committee:

- Prior to the spring Board meeting (or when a vacancy occurs), the President will ascertain the interest of the incoming Vice Presidents and Division Directors to serve on the Executive Finance Committee;
- Interested candidates will be asked to submit an updated curriculum vita along with a statement of interest, which addresses the criteria to be nominated (above), to the Executive Director for inclusion in the Board meeting packet;
- The Executive Committee will review candidate materials and nominate two candidates from among the Division Directors and Vice Presidents that best meet the designated criteria;
- The two candidates will be presented to the Board of Directors for their consideration; and
- Board Members will vote to elect a representative to the Executive/Finance Committee from among the two candidates presented.

As stated in the Constitution, the Executive Committee of the NAEA Board 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 (see more in the section on the Finance Committee). [BYLAWS, 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 2: EXECUTIVE COMMITTEE OF NAEA BOARD]

The President shall serve as Chair of the Executive Committee. The Past President shall serve as Chair of the Finance Committee and oversee the financial items of the agenda.

Responsible Party	Action
President and Executive Director	Maintain the structure of the Executive Committee
Past President	Serves as Chair of the Finance Committee
Executive/Finance Committee	Executive Committee members convene on a regular basis
Executive/Finance Committee	Members meet responsibilities as described above
Vice Presidents and Division Directors	Serve on Executive/Finance Committee and meet responsibilities as described above if elected

PART I, SECTION A. THE NAEA BOARD

3. Roles and Responsibilities of the NAEA Board Policy Statement:

Role of the Governing Board: Fundamental Decision Making

The NAEA Board of Directors is responsible for overseeing the mission and purpose of the organization. Duties include developing organizational policy and planning. Members must be willing to commit to participating in three requisite meetings of the Board annually and to fully carrying out the responsibilities of the Board as a cohesive governing body of NAEA. The Board also presents NAEA's image to members and external audiences and solicits support toward advancing NAEA's mission and achieving its goals.

Role of the Board

- Acts as the fiduciary and guardian of the organizational assets
- Reviews and approves NAEA operating budget
- Assumes stewardship responsibility for NAEA finances and investments
- Sets policies for the overall management and operations of the Association
- Develops a Strategic Vision and establishes organizational goals and priorities

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 NAEA Constitution and Bylaws, policies, and programs
- Identify future leaders from diverse backgrounds 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 NAEA
- 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 NAEA's financial base by participating in and contributing to the development efforts
- Participate in strategic planning and the setting of long-term goals

Legal

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

Ambassadorship

- Promote NAEA'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

Staff

- Hire the chief executive, the Executive Director, and conduct an annual performance review.
- Support the Executive Director in their role as the chief executive, charged with carrying out policies and executing plans and activities to achieve organizational goals and advance NAEA's mission.

Excerpted from *The Nonprofit Policy Sampler, Second Edition* by Barbara Lawrence and Outi Flynn, a publication of BoardSource, formerly the National Center for Nonprofit Boards.

Specific 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 President 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
- Protect each speaker's accessibility needs and right to respect, and ensure equitable treatment
- Adhere to the issue at hand and/or question on the floor and no other
- Adhere to most current Robert's Rules of Order

Specific Meeting Responsibilities of Board Members:

- Be familiar with particular roles and responsibilities of the position as defined by the Constitution and Bylaws
- Be knowledgeable of Constitution and Bylaws and organizational policy
- Prepare for meetings by reviewing all materials
- Bring any issues that may impact the organization to the attention of the President and/or Executive Director as the issue arises

Responsible Party	Action
Board Members	Meet responsibilities as described
President	Meet responsibilities as described

PART I, SECTION A. THE NAEA BOARD

4. Roles and Responsibilities of Officers

Policy Statement:

President

- The President shall serve as Chair of the Board.
- The President shall serve as Chair of the Executive Committee.
- The President is the official spokesperson for NAEA.
- The President works closely with the Executive Director.

President-Elect

- The President-Elect coordinates the Awards Program.
- The President-Elect chairs the Professional Materials Committee.

Past President

- The Past President chairs the Finance Committee.
- The Past President chairs the Executive Director's annual performance review.
- The Past President shall serve on the NAEF Board.

[Constitution, Bylaws, Board Orientation Materials]

Responsible Party	Action
Officers	Meet responsibilities as described above

PART I, SECTION A. THE NAEA BOARD

5. Roles and Responsibilities of the Vice Presidents

Policy Statement:

Region Vice Presidents

Represent art educators from each of the four geographic regions. The four Region Vice Presidents act as the coordinating board for the Delegates Assembly.

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.

[BYLAWS, ARTICLE 1 – DUTIES OF THE NAEA BOARD OF DIRECTORS, Section 4: REGION VICE PRESIDENTS]

The four Region Vice Presidents are:

- Eastern Region Vice President
[includes: Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Brunswick, New Hampshire, Newfoundland and Labrador, New Jersey, New York, Nova Scotia, Ontario, Overseas Art Education Association, Pennsylvania, Prince Edward Island, Quebec, Rhode Island, Vermont, and West Virginia]
- Pacific Region Vice President
[includes: Alaska, Alberta, American Samoa, Arizona, British Columbia, California, Colorado, Guam, Hawaii, Idaho, Montana, Nevada, Oregon, Utah, Washington, Wyoming, and Yukon Territory]
- Southeastern Region Vice President
[includes: Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, Puerto Rico, South Carolina, Tennessee, Virginia, and the Virgin Islands]
- Western Region Vice President
[includes: Arkansas, Illinois, Indiana, Iowa, Kansas, Manitoba, Michigan, Minnesota, Missouri, Nebraska, New Mexico, North Dakota, Northwest Territory, Nunavut Territory, Ohio, Oklahoma, Saskatchewan, South Dakota, Texas, and Wisconsin]

The Region Vice Presidents:

- Preside over the Region
- Ensure outreach to all Division members in the Region
- Plan and preside over the Delegates Assembly
- Organize and chair NAEA Regional Leadership Conferences (odd-numbered years)
- Inform the planning and organization of the National Leadership Conference (even-numbered years)

[Constitution, Bylaws, Board Orientation Materials]

Responsible Party	Action
Vice Presidents	Meet responsibilities as described above

PART I, SECTION A. THE NAEA BOARD

6. Roles and Responsibilities of the Division Directors

Policy Statement:

Division Directors

Represent art educators from each of the seven job-alike groups. The seven Division Directors are:

- Elementary Division Director
- Middle Level Division Director
- Secondary Division Director
- Higher Education Division Director
- Preservice Division Director
- Supervision and Administration Division Director
- Museum Division Director

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, conventions, preconventions, and other professional activities that advance NAEA's mission and achieve its goals and priorities; to select Regional Division Directors after an open call; and to work with (the elect and) Regional Division Directors in developing a professional program for their Divisions.

[BYLAWS, ARTICLE 1 – DUTIES OF THE NAEA BOARD OF DIRECTORS, Section 5: DIVISION DIRECTORS]

Division Directors:

- Serve job-alike members
- Work with elects on activities and provide leadership mentoring
- Coordinate nominations and awards
- Review and assist in selection of Convention proposals
- Recruit and appoint Regional Division Directors

Regional Division Directors work with their national counterparts to address the issues and needs of their constituents and recommend programs.

[Constitution, Bylaws, Board Orientation Materials]

Responsible Party	Action
Division Directors	Meet responsibilities as described above

PART I, SECTION A. THE NAEA BOARD

7. Board Meetings, Agenda, and Minutes

Policy Statement:

Board Meetings and Agenda

The NAEA Board meets three times annually at regularly scheduled intervals (fall, winter/spring in conjunction with the National Convention, and summer) to conduct the business of the Association. The annual calendar for Board meetings is set in March for the next fiscal year, which begins July 1. The Board agenda and support materials shall be sent out at least 1 week prior to Board meetings. In compliance with District of Columbia nonprofit laws that govern NAEA, Board meetings are closed to the public with the exception of invited guests, at the discretion of the Board. Minutes of regular meetings of the Board are accessible to any member upon request.

The summer Board meeting is intended for the purpose of annual planning and organizational effectiveness. Those individuals elected as “Board-elects” are invited to the meeting pending the availability of funds.

Responsible Party	Action
President and Executive Director	Establish annual Board meeting calendar
President and Executive Director	Plan 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
Staff	Support planning and logistical needs for Board meetings
Staff	Prepare and distribute materials for Board meetings

PART I, SECTION A. THE NAEA BOARD

8. Board Member Rotation Date

Policy Statement:

The official change of NAEA Board Members takes place at the conclusion of the annual NAEA Convention.

[Adopted 1981]

Responsible Party	Action
Board	Follows time frame for leadership transitions after the Convention
Staff	Posts leadership transitions on the website in a timely manner

PART I, SECTION A. THE NAEA BOARD

9. 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 extenuating circumstances are evidenced and 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. If a Board Member misses two regularly scheduled Board meetings without a legitimate excuse, their resignation will be compulsory.

*Legitimate excuses are illness or emergency situations of either a personal or professional nature. It is the responsibility of Board Members to notify either the President or the Executive Director of the reasons why they miss a meeting. Notification should be made, if at all possible, in advance of the meeting.

[Adopted 2011]

- This policy will be provided along with the Consent to Serve Form and Conflict of Interest Form to prospective Board Members and elects.
- Board Members will provide advance notice of any accessibility needs impacting their ability to participate fully in meetings.

Responsible Party	Action
Board Member	Communicate with President and Executive Director regarding absences
President and Executive Director	Implement attendance policies
Staff	Maintain records regarding Board meeting attendance

PART I, SECTION A. THE NAEA BOARD

10. Neglect of Duties by a Board Member

- a. Inaction by Board Member
- b. Removal of a Board Member
- c. Dismissal Procedures Policy Statements:

a. Inaction by Board Member

In the absence or inability of a Board Member to act or bring closure to business on an action with a time deadline within a reasonable time frame, then the President will act on behalf of the Board Member.

[Adopted 1984]

b. Removal of a Board Member

Any member may be removed from the Board of Directors for cause* and by a majority of vote of the Board of Directors. The opening will be filled by the elect member for the position vacated.

*Cause shall be defined as the neglect of the duties outlined in the NAEA Policy Handbook, failure to respond to communications, and such other situations as the Board deems reasonable.

[Adopted 2011]

c. 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 the elect to the vacant office.
- [Adopted 2011]

Responsible Party	Action
President	Implements policies as described above

PART I, SECTION A. THE NAEA BOARD

11. Errors and Omissions

Policy Statement:

NAEA will purchase an errors and omissions insurance policy (liability) for the Board of Directors.

[Adopted 1982]

Responsible Party	Action
Executive Director and Chief Operating Officer	Ensure that this expense is included in the budget and that all policies are purchased and maintained
Board	Approves this expenditure in the annual budget

PART I, SECTION B. COMMITTEES

1. General Statement About Standing Committees
2. Finance Committee
3. Professional Materials Committee
4. Platform Working Group
5. Nominating Committee
6. Special Committees
7. Appointment Procedures
8. NAEA Commissions
 - a. Research Commission
 - b. Equity, Diversity, & Inclusion (ED&I) Commission

PART I, SECTION B. COMMITTEES

1. General Statement About Standing Committees

Policy Statement:

Standing Committees

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 Handbook. Special committees shall be appointed as needed.

Section 1: FINANCE COMMITTEE A Finance Committee shall be established by the NAEA Board. [CONSTITUTION, ARTICLE VII – STANDING COMMITTEES, Section 1: FINANCE COMMITTEE]

Section 2: PROFESSIONAL MATERIALS COMMITTEE A Professional Materials Committee shall be established by the NAEA Board. [CONSTITUTION, ARTICLE VII – STANDING COMMITTEES, Section 2: PROFESSIONAL MATERIALS COMMITTEE]

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.
[CONSTITUTION, ARTICLE VII – STANDING COMMITTEES, Section 3: SPECIAL COMMITTEES]

Responsible Party	Action
President and Executive Director	Maintain NAEA Committee structure

PART I, SECTION B. COMMITTEES

2. Finance Committee

Policy Statement:

Finance Committee

As stated in the Constitution and Bylaws, the Finance Committee shall be established by the NAEA Board.

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 elected by the NAEA Board. The NAEA Past President shall serve as Chair.

The Finance Committee shall review the financial operations of the Association and the proposed fiscal year budget presented by the Executive Director, and shall make recommendations to the Board for their review and approval. The Finance Committee shall have the responsibility for ensuring that the Executive Director position is filled, negotiate the contract, and conduct an annual performance review of and support the Executive Director.
[Adopted 2009]

Audit Committee

The Finance Committee serves as the Audit Committee.

The Executive/Finance Committee shall vote to select the audit firm. [Adopted 2008]

The Audit Committee shall review the audit of the Association and annually report its findings and recommendations to the NAEA Board.
[Adopted 2009]

Responsible Party	Action
Board	Elects one Vice President and one Division Director to serve on the Finance Committee
Past President	Serves as Chair of the Finance Committee
Finance Committee	Reviews the budget presented by the Executive Director prior to submission to the Board
Finance Committee re: Executive Director	Makes sure the Executive Director position is filled and contract is negotiated, and conducts performance review of Executive Director
Finance Committee as Audit Committee	Review financial report on an annual basis with Executive Director and Chief Operating Officer
Finance Committee as Audit Committee	Serves as Audit Committee, reviews the annual audit of the Association, and presents a report regarding the audit review

PART I, SECTION B. COMMITTEES

3. Professional Materials Committee

Policy Statement:

The Professional Materials Committee (PMC) shall be established by the NAEA Board.

The PMC will serve as a professional review committee for all professional materials to be made available to the NAEA membership.

In an advisory capacity, the PMC is charged with reviewing the complete NAEA publications program holistically and providing feedback addressing how individual publications together fulfill NAEA's overarching vision, mission, and goals. The PMC will identify gaps and opportunities across the publications, providing feedback through the PMC report to the Board and directly to staff who work with publications leads.

The PMC meets at the NAEA National Convention and at least three additional times during the year.

The Chair of the PMC will be the President-Elect of NAEA. The term of the Chair is 2 years.
[Adopted 2009, 2019, 2023]

Responsible Party	Action
President-Elect	Chairs Professional Material Committee

PART I, SECTION B. COMMITTEES

4. Platform Working Group

Policy Statement:

The Platform Working Group consists of the four Vice Presidents and Vice Presidents–Elect. One of the Vice Presidents will be selected from among the group to serve as the Chair. The Platform Working Group is charged with managing the process for developing, vetting, and recommending Position Statements, including collecting input from the broader membership and facilitating discussion with the Delegates Assembly, resulting in a consensus recommendation regarding action to the NAEA Board, as well as the scheduled review of existing Position Statements. Division Directors are invited and encouraged to participate in the Platform Working Group when topics are pertinent to their Division.

Additional information about the responsibilities of the Platform Working Group and the process for developing, adopting, and reviewing Position Statements is contained within the NAEA Platform and Position Statements section of the Policy Handbook.

[Adopted 2010/2019]

Responsible Party	Action
Vice Presidents	Facilitate and serve as members of the Platform Working Group

PART I, SECTION B. COMMITTEES

5. Nominating Committee

Policy Statement:

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.

[CONSTITUTION, ARTICLE V – ELECTIONS, Section 2: NOMINATING COMMITTEE]

Responsible Party	Action
Board	Appoints Nominating Committee for offices of President-Elect and Division Directors-Elect (even-numbered years) and Region Vice Presidents–Elect (odd-numbered years), composed as per NAEA Constitution
Board	Designates Nominating Committee Chairs as per Constitution in both even- and odd-numbered years
Nominating Committee	Prepares the slate: <ul style="list-style-type: none">• In even-numbered years, with two candidates for the office of President-Elect and two candidates for each Division Director-Elect• In odd-numbered years, with two candidates for each Vice President–Elect

PART I, SECTION B. COMMITTEES

6. Special Committees

Policy Statement:

Special committees (e.g., ad hoc committees, working groups, task forces, commissions) shall be appointed as needed, and can evolve from the work of another special committee.

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, (have a clearly stated charge), and shall serve no longer than the term for which they were appointed.

[CONSTITUTION, ARTICLE VII – STANDING COMMITTEES, Section 3: SPECIAL COMMITTEES]

Responsible Party	Action
President	May appoint special committees as needed
Region Vice Presidents	May appoint special committees as needed
Division Directors	May appoint special committees as needed

PART I, SECTION B. COMMITTEES

7. Appointment Procedures

Policy Statement:

The President makes all appointments to national committees and task forces:
It shall be the duty of the President to appoint the chair and members of NAEA special committees with consultation and approval of the NAEA Board.
[Bylaws]

The President will issue a call to the NAEA Board for recommendations of individuals to serve on NAEA committees, and may issue an open call to membership prior to finalizing appointments.

In selecting individuals to serve on committees, the following points will be considered:

- Criteria based on the needs of the committee
- Expertise that each individual brings to the work of the committee, including knowledge and experience
- Representation from among the Divisions and Regions of NAEA
- Representation from diverse identities and demographics

[Adopted 2011]

Responsible Party	Action
President	Issues a call for individuals to serve on committees in advance of making appointments
Board	Makes recommendations to the President regarding individuals to serve on committees
Staff	Provides administrative support for the process of appointing individuals to serve on committees
President	Makes all appointments to committees

PART I, SECTION B. COMMITTEES

8. NAEA Commissions

As stated in the Constitution and Bylaws, special committees shall be appointed as needed.

The NAEA Board may take action to establish a Commission. A task force shall first be appointed to create a plan for the establishment and structure of a Commission.

Mission/Statement of Purpose and Vision statements will be created for each Commission.

Commission Membership

A Commission shall be made up of a minimum of 13 members to include:

- Chair of the Commission
- Associate Chair of the Commission
- Past Chair of the Commission
- Seven Commissioners who represent the seven NAEA Divisions (Elementary, Middle, Secondary, Higher Education, Supervision and Administration, Preservice, and Museum Education)
- Three At-Large Commissioners with extensive experience in the work of the Commission

Commissions may include additional members to meet the needs of the Commission.

This structure balances the need for diversity of experience with ownership and representation of the membership of the Association. This composition is consistent with the general composition of the NAEA Board of Directors and Regional leadership teams. It provides the added benefit of permitting additional members in the personages of At-Large Commissioners who may have specialized knowledge and experiences at any of the divisional levels or who have knowledge or experiences in multiple divisions.

It is vitally important that all Commissions be directly linked to the various constituent groups within NAEA. Commissions report to the NAEA Board of Directors, and maintain relationships with the Delegates Assembly, Interest Groups, and the NAEA Divisions. In order to facilitate communications between a Commission and these groups, the Commission holds an annual business meeting at the NAEA Convention to familiarize members of these groups and the general membership of NAEA with its current work. A summer planning meeting is held (contingent upon funding) to work with the Strategic Vision, plan for the coming year, and discuss any topics relevant to the Commission based on input from membership and the Commissioners and to conduct an annual performance review to share results with the NAEA Board. It is expected that virtual meetings will be conducted, and use of electronic communications will routinely be used to administer the work and business of Commissions. Representatives of Commissions attend and participate in meetings of the groups identified above.

Commissioners may not simultaneously serve on an NAEA Commission and the NAEA Board of Directors.

Length of Terms of Office

Each Commissioner serves a 2-year term of office. Commissioners are permitted the option of serving two consecutive terms before rotating off a Commission. Former Commissioners should rotate off a Commission for at least one 2-year term period before returning to a Commission. As with other official positions within the Association, Commission terms will begin at the end of the annual Convention.

The terms of office for the Chair, Associate Chair, and Past Chair of a Commission shall consist of three 2-year periods: one 2-year term as Associate Chair, one 2-year term as Chair, and one 2-year term as Past Chair. It is recommended that the Associate Chair succeed the Chair unless it is determined that they are unable, unwilling, or unfit to serve by the NAEA Board.

Duties and Qualifications of Commissioners

The duties and qualifications of the Chair, Associate Chair, Past Chair, and all Commissioners shall be enumerated for Commissions.

Annual Performance Reviews of Commissions

Commissions should provide a progress report to the NAEA Board for each of its meetings. The reports should be used to create an annual action plan for the Commission and as references for other activities in which the Commission engages. Any written reports furnished by the Commissioners should be archived for reference by Commissioners, funders, the Board of Directors, and others and used on applications for grants and other forms of support pursued by the Commission to conduct its work.

A Commission conducts an annual performance review during its summer planning meeting. The review should examine the status and progress made for work being done on (1) programs and services offered or under development by the Commission; (2) communications and advocacy efforts; (3) specific projects and/or studies being conducted by Working Groups or others under the supervision of Commissioners, including reports of findings; and (4) applications for grants and other funding made by and for the Commission over the past year. A summary of these reports should be provided by the Chair of the Commission in their report to the Board of Directors at its summer meeting.

As part of the annual performance review, a Commission should study and evaluate its impact and effectiveness in building the capacity of the Association by taking stock of who is involved in initiatives as the Commission carries on its work and any other metrics that contribute to demonstrating the effectiveness and impact of the Commission on the field and for demonstrating its progress in meeting strategic goals and objectives of the Commission and the NAEA. Performance review templates can be found in the Policy Manual Appendix.

NAEA Commissions, as part of NAEA, should ensure that their activities are aligned with NAEA's Mission and Strategic Vision as part of its annual review process.

Commissioner Review/Commissioner Removal

From time to time, action may be necessary to impress upon a Commissioner that their performance or productivity has not reached the level of expectations of the Commission or due to their inability to complete their terms for various reasons, a replacement may be necessary. The Chair of the Commission should make efforts to provide mentorship and support for the person in question and work to resolve issues that may have prevented the individual from meeting responsibilities as a member of the Commission, if possible. If it is in the best interests

of the Commission, the member should be relieved of the duties of their office and be removed from the Commission. If such action is warranted, then the following procedures should be activated:

- Following a negative outcome of a review of the performance of a member of a Commission or upon notification by the Chair of the Commission of the inability of a member to complete their term of office, the Chair shall recommend replacement of the member. Candidates for replacement should be recommended by sitting Commissioners and submitted to the Board of Directors for review and action to complete the appointment.
- In the event that the Chair of a Commission is deemed unable to serve or their performance does not meet the standards of the Commission, the Past Chair of the Commission is charged with completing the term of office of the Chair.
- Removal of any members of the Commission and installation of replacements on a Commission is subject to approval by the NAEA Board of Directors.

Nomination and Election of Commissioners

New Commissioners are identified through a call for nominations to the membership. The Past Chair of a Commission should coordinate the call for nominations with NAEA staff and act as Chair of the Commission Nominating Committee. The Nominating Committee consists of the Associate Chair, Chair, Past Chair, one At-Large Commissioner, one Division Commissioner, and four NAEA members, one per Region, selected by the Chair and Past Chair through an open call.

Candidates for the position of Associate Chair of a Commission are permitted from across the NAEA membership in addition to current members of the Commission. The Commission, in coordination with NAEA staff, will issue an open call for nominations for the Associate Chair using all the NAEA communications channels. The Commission will conduct the election and the elected candidate recommended to the NAEA Board.

The Nominating Committee should prepare a preliminary slate for review by the full current Commission. The slate should be prepared to meet the guiding principles of diversity of experience and representation of membership divisions and the Committee will utilize selection rubrics that will be posted on the NAEA website. A final slate will be voted upon by the Commissioners and then submitted to the NAEA Board for approval. The Commissioners chosen to represent each Division will not be specifically “nominated” or solicited from the individual Divisions, but will be slotted as “Division” Commissioners through the nomination process. Suggestions for candidates representing Divisions may be submitted to the Nominating Committee by Division Directors and Division Directors-Elect or any other member of the Board of Directors.

The slates for Chair, Associate Chair, and Commissioners will be submitted by the Commission and approved by the NAEA Board of Directors.

The nominations process includes collecting the standard NAEA vitae as well as responses on a questionnaire specific to service on a particular Commission. The nomination questionnaire will include key questions about experience, interests, and educational background.

The annual slate of Commissioner nominations should reflect the membership divisions and regional distributions represented in the NAEA membership.

PART I, SECTION B. COMMITTEES

8a. Research Commission

Statement of Purpose *(Adopted October 18, 2012; updated January 2013, revised July 2023)*

The NAEA Research Commission actively promotes engagement in a range of research topics empowering practice, advocacy, dialogue and policy making, fostering networks, and collaborations within art educational communities of practice.

Vision Statement *(Adopted October 18, 2012, revised July 2023)*

The NAEA Research Commission supports diverse research across NAEA illuminating how art education fosters collaboration, communication, scholarship, transformative discoveries, innovation, creativity, and understanding.

The NAEA Research Commission

- Broadens awareness of the value of research;
- Advocates for the needs of a variety of NAEA research communities;
- Shares research information and findings through conference, webinars, and presentations;
- Facilitates Working Groups, research partnerships, and interdisciplinarity;
- Supports professional learning to foster research initiatives;
- Contributes to leadership development in research;
- Strategically supports promising research to shape education policy; and
- Promotes a vibrant, ethical, diverse, and inclusive research culture within NAEA and the education field.

Research Commission Membership

The Research Commission is made up of 14 members. Members of the Research Commission should include the following:

- Chair of the Research Commission
- Associate Chair of the Research Commission
- Past Chair of the Research Commission
- Seven Commissioners who represent the seven NAEA Divisions (Elementary, Middle, Secondary, Higher Education, Supervision and Administration, Preservice, and Museum Education)
- Three At-Large Commissioners with extensive research experience
- One representative of the National Art Education Foundation as the NAEF Research Grant program is designed to support the Research Agenda developed by the Research Commission. This individual can also be one of the At-Large Commissioners.

Qualifications of the Chair, Associate Chair, and Past Chair of the Research Commission

The Chair, Associate Chair, and Past Chair of the Research Commission should have:

- Established record of research, grants, and research publications;
- Broad knowledge about research;

- Demonstrated successful organizational, administrative, and leadership capacities;
- Demonstrated successful leadership within NAEA or a comparable organization or institution at the state and national levels;
- Demonstrated “visionary” capacity through evidence of a proactive stance in the field and a record of initiating impactful projects;
- Ability to serve for 6 years (2 as Associate Chair of the Research Commission, 2 as Chair of the Research Commission, and 2 as Past Chair of the Research Commission); and
- NAEA membership and be in good standing.

The Chair shall have the additional qualification of successful service as the Associate Chair of the Research Commission.

Qualifications for Commissioners on the Research Commission

- If representing a Division, either be a member of the NAEA Division they will represent or have significant research experience at that level;
- If representing a Division, be a passionate advocate for the research needs for members within the Division;
- Have research experience as demonstrated through publications, service on research bodies, and participation in research initiatives;
- Have demonstrated successful organization, administrative, and leadership capacities;
- Have demonstrated successful leadership within NAEA or a comparable organization or institution at the state and national levels;
- Act as a public representative of the research community in art education;
- Have ability to serve for 2 years as a Commissioner; and
- Hold NAEA membership and be in good standing.

Duties

The Chair of the Research Commission

The Chair of the Research Commission shall facilitate and lead the work of the Research Commission consistent with NAEA’s Strategic Vision and report progress to the NAEA Board of Directors.

Duties of the Chair of the Research Commission

- Lead and coordinate the activities of the Research Commission by convening meetings, and setting the timeline and execution of the Research Commission plan in support of the NAEA Strategic Vision;
- Schedule and convene meetings of the Research Commission;
- Report annually to the membership at the Convention;
- Serve as liaison to the NAEA President, NAEA Board of Directors, NAEA Divisions, Interest Groups, and to the broader arts education and education research community;
- Serve as Chair of the Research Commission’s Nominating Committee in the event that the Associate Chair of the Research Commission is unable to serve as the Chair of that committee;

- Represent NAEA at research meetings or research functions in arts education, or in other educational research bodies;
- Act as a public representative of the research community in visual arts education;
- Provide advice and expertise to the Board of Directors in the research area;
- Report regularly to the Board of Directors about the business and activities of the Research Commission;
- Ensure progress reports are submitted to the Board for each Commission meeting;
- Coordinate the work of the Commissioners and assure an even workload among the Commissioners;
- Write a column and other communiqués for distribution through NAEA communications channels;
- Facilitate and provide oversight on nomination and appointment of new Chairs, Associate Chairs, and Commissioners;
- Inform and advise the NAEA Foundation about research needs, grants, or new programs needed in the research area;
- Review the literature of the field within the arts education field and more broadly of any research from outside the field that impacts teaching and learning;
- Serve on the Research Commission Nominating Committee; and
- Conduct annual performance reviews of the Research Commission and its work to assess its effectiveness in meeting the goals established for the past year, to measure its progress toward accomplishing its strategic objectives, and to set priorities and assist with planning for the coming year. (See section for Annual Performance Reviews.)

The Associate Chair of the Research Commission

The Associate Chair of the Research Commission supports the Chair of the Research Commission and the Past Chair of the Research Commission and helps facilitate the work of the Commissioners.

Duties of the Associate Chair of the Research Commission

- Assist the Chair of the Research Commission and the Past Chair of the Research Commission in conducting the work of the Research Commission;
- Serve on the Research Commission Nominating Committee;
- Review the literature of the field within the arts education field and more broadly of any research from outside the field that impacts teaching and learning;
- Act as a public representative of the research community in art education; and
- Succeed to the office of Chair of the Research Commission upon successful completion of the term of office of the Associate Chair of the Research Commission.

The Past Chair of the Research Commission

The Past Chair of the Research Commission ensures continuity and institutional memory of the work of the Research Commission. The Past Chair of the Research Commission will assist the Chair of the Research Commission and Commissioners in conducting the work of the Research Commission.

Duties for the Past Chair of the Research Commission

- Serve as a consultant and advisor to the Chair of the Research Commission and to the Associate Chair of the Research Commission;
- Serve as Chair of the Research Commission, if the Chair is unable to fulfill their term;
- Chair the Research Commission Nominating Committee;
- Plan and oversee the Research Commission nomination process for the Chair, Associate Chair, and Commissioners;
- Initiate the call for nominations for the Research Commission through all NAEA communications channels;
- Oversee the preparation of the slate for the new Associate Chair of the Research Commission and Commissioners;
- Review the literature of the field within the arts education field and more broadly of any research from outside the field that impacts teaching and learning.
- Assist the Chair of the Research Commission and Associate Chair of the Research Commission in conducting the work of the Research Commission; and
- Act as a public representative of the research community in art education.

Duties of Commissioners on the Research Commission

- Review the literature of the field within the arts education field and more broadly of any research from outside the field that impacts teaching and learning;
- Be passionate about research and exercising leadership in the field;
- Be able and willing to serve at least 2 years;
- Be able and willing to serve as a liaison to assigned NAEA Divisions, Interest Groups, Research Commission Working Groups, and other groups identified as important constituencies for the Research Commission's work.
- Report to the Chair about the work of the Working Groups;
- Assist in prioritizing research themes, issues, or questions as submitted to the Research Commission;
- Assist in exploring funding sources to support the work of the Working Groups and the Research Commission;
- Facilitate and lead projects, initiatives, and additional committee work as an outcome of strategic planning following the summer meeting;
- Assist in identifying exemplary research and in reporting it to the field;
- Act as a public representative of the research community in art education; and
- Assist in identifying candidates and in selecting a slate of candidates for Chair of the Research Commission, Associate Chair of the Research Commission, and Commissioners to be submitted to the NAEA Board of Directors for its approval.

Responsible Party	Action
President and Executive Director	Maintain NAEA committee structure

PART I, SECTION B. COMMITTEES

8b. Equity, Diversity, and Inclusion (ED&I) Commission

The purpose of the NAEA ED&I Commission is: *(Original mission adopted March 2019; revised July 2023)*

- To empower art educators to enact change that ultimately fosters greater diversity, equity, inclusivity, and accessibility throughout their state organizations and professional communities of practice;
- To do the necessary and important work of examining systemic inequities and incite organizational change within art education; and
- To reimagine an equitable, diverse, inclusive, and accessible art education for all learners.

The NAEA ED&I Commission acknowledges that their purpose is a living document and must be revisited in the future.

Vision Statement *(Adopted March 2019; revised July 2023)*

The NAEA ED&I Commission aims to center perspectives and amplify the voices of historically minoritized and/or underserved art educators and learners.

ED&I Commission Membership, Qualifications, and Duties

ED&I Commission Membership

The ED&I Commission is made up of 13 members. Members of the ED&I Commission should include the following:

- Chair of the ED&I Commission
- Associate Chair of the ED&I Commission
- Past Chair of the ED&I Commission
- Seven Commissioners who represent the seven NAEA Divisions (Elementary, Middle, Secondary, Higher Education, Supervision and Administration, Preservice, and Museum Education)
- Three At-Large Commissioners with extensive experience in the work of developing greater equity, diversity, inclusion, and accessibility.

***INAUGURAL TERMS OF SERVICE:** *In order to establish the ED&I Commission, terms during the first years will allow Commissioners to convene late fall prior to the Convention; to create a staggered rotation and adequate continuity for sustaining the work, the term of five Commissioners will end March 2021 and the term of the other five will end March 2022. The Chair, Associate Chair, and Past Chair will also serve special inaugural terms.*

Nominees for the ED&I Commission will be given an opportunity to indicate a willingness to serve one or either term as follows:

Nov 1, 2019–March 2021 immediately following the Convention 16 months (appointment of five)
Nov 1, 2019–March 2022 immediately following the Convention 28 months (appointment of five)

Chair of the ED&I Commission: will serve November 2019–March 2021

Associate Chair of the ED&I Commission: will serve March 2020–March 2021 and then becomes Chair 2021–2023

Past Chair of the ED&I Commission: will serve March 2021–2023

Qualifications

Qualifications of the Chair, Associate Chair, and Past Chair of the ED&I Commission

- Established record of successful work in the areas of equity, diversity, inclusion, and/or accessibility;
- Broad knowledge about issues and concerns related to equitable practices surrounding diversity, inclusion, and accessibility;
- Demonstrated successful organizational, administrative, and leadership capacities;
- Demonstrated successful leadership within NAEA or a comparable organization or institution at the state and national levels;
- Demonstrated “visionary” capacity through evidence of a proactive stance in the field and a record of initiating impactful projects;
- Ability to serve for 6 years (2 as Associate Chair of the ED&I Commission, two 2 Chair of the ED&I Commission, and 2 as Past Chair of the ED&I Commission); and
- NAEA membership and be in good standing.

The Chair shall have the additional qualification of successful service as the Associate Chair of the ED&I Commission.

Qualifications for Commissioners on the ED&I Commission

- If representing a Division, be a member of the NAEA Division they will represent and have significant ED&I related experience at that level;
- If representing a Division, be a passionate advocate for the ED&I needs for members within the Division;
- Have experience with either ED&I work, research, grants, or producing related research publications;
- Have demonstrated successful organization, administrative, and leadership capacities;
- Have demonstrated successful leadership within NAEA or a comparable organization or institution at the state and national levels;
- Act as a representative of the diverse ED&I community in the visual arts education field;
- Ability to serve for 2 years as a Commissioner; and
- NAEA membership and be in good standing.

Duties

The Chair of the ED&I Commission

The Chair of the ED&I Commission shall organize, manage, and lead the work of the ED&I Commission consistent with NAEA’s Strategic Vision and report progress to the NAEA Board of Directors.

Duties of the Chair of the ED&I Commission

- Lead and coordinate the activities of the Commission by convening meetings, and setting the timeline and execution of the Commission plan in support of the NAEA Strategic Vision;
- Schedule and convene meetings of the ED&I Commission;
- Report annually to the membership at the Convention;
- Serve as liaison to the NAEA President, NAEA Board of Directors, NAEA Divisions, Interest Groups, and to the broader visual arts education community;
- Serve as Chair of the ED&I Commission's Nominating Committee in the event that the Associate Chair of the ED&I Commission is unable to serve as the Chair of that committee;
- Represent NAEA as requested in meetings or functions related to ED&I in visual arts education;
- Act as a public representative of the ED&I Commission;
- Provide advice and expertise to the Board of Directors;
- Report regularly to the Board of Directors about the business and activities of the ED&I Commission;
- Ensure progress reports are submitted to the Board for each Commission meeting;
- Coordinate the work of the Commissioners and assure an even workload among the Commissioners;
- Write a column and other communiqués for distribution through NAEA communications channels;
- Facilitate and provide oversight on nomination and appointment of new Chairs, Associate Chairs, and Commissioners;
- Inform and advise the NAEA Board about matters, needs, grants, or new programs in support of ED&I efforts;
- Review the literature of the field within the visual arts education field and more broadly from outside the field that impacts teaching and learning;
- Serve on the ED&I Commission Nominating Committee; and
- Conduct annual performance reviews of the ED&I Commission and its work in order to assess its effectiveness in meeting the goals established for the past year, to measure its progress toward accomplishing its strategic objectives, and to set priorities and assist with planning for the coming year. (See section for Annual Performance Reviews.)

The Associate Chair of the ED&I Commission

The Associate Chair of the ED&I Commission supports the Chair of the ED&I Commission and the Past Chair of the ED&I Commission and helps facilitate the work of the Commissioners.

Duties of the Associate Chair of the ED&I Commission

- Assist the Chair of the ED&I Commission and the Past Chair of the ED&I Commission in conducting the work of the ED&I Commission;
- Serve on the ED&I Commission Nominating Committee;
- Review the literature of the field within the arts education field and more broadly of any research from outside the field that impacts teaching and learning;
- Succeed to the office of Chair of the ED&I Commission upon successful completion of the term of office of the Associate Chair of the ED&I Commission.

The Past Chair of the ED&I Commission

The Past Chair of the ED&I Commission helps ensure continuity and institutional memory of the work of the ED&I Commission. The Past Chair of the ED&I Commission will assist the Chair of the ED&I Commission and Commissioners in conducting the work of the ED&I Commission.

Duties for the Past Chair of the ED&I Commission

- Serve as a consultant and advisor to the Chair of the ED&I Commission and to the Associate Chair of the ED&I Commission;
- Serve as Chair of the ED&I Commission, if the Chair is unable to fulfill their term;
- Chair the ED&I Commission Nominating Committee;
- Plan and oversee the ED&I Commission nomination process for the Chair, Associate Chair, and Commissioners;
- Initiate the call for nominations for the ED&I Commission through all NAEA communications channels;
- Oversee the preparation of the slate for the new Associate Chair of the ED&I Commission and Commissioners;
- Review the literature of the field within the visual arts education field and, more broadly, of any research from outside the field that impacts teaching and learning;
- Assist the Chair of the ED&I Commission and Associate Chair of the ED&I Commission in conducting the work of the ED&I Commission; and
- Act as a public representative of the research community in art education.

Duties of Commissioners on the ED&I Commission

- Be passionate about ED&I work and exercising leadership in the field;
- Be able and willing to initiate impactful projects related to operationalizing the final Recommendations of the ED&I Task Force;
- Be able and willing to serve at least 2 years;
- Be able and willing to serve as a liaison to assigned NAEA Divisions, Interest Groups, ED&I Commission Working Groups, and other groups identified as important constituencies for the ED&I Commission's work.
- Report to the Chair about the work of the Working Groups;
- Assist in prioritizing ED&I-related themes, issues, or questions as submitted to the ED&I Commission;
- Assist in exploring funding sources to support the work of the Working Groups and the ED&I Commission;
- Assist in identifying exemplary ED&I work or and in reporting on it and initiating recommended actions to serve our field;
- Act as a public representative of the ED&I community in the field of visual arts education; and
- Assist in identifying candidates and in selecting a slate of candidates for Chair of the ED&I Commission, Associate Chair of the ED&I Commission, and Commissioners to be submitted to the NAEA Board of Directors for its approval.

Responsible Party	Action
President and Executive Director	Maintain NAEA committee structure

PART 1, SECTION C. DELEGATES ASSEMBLY

1. Purpose
2. Reports
3. Delegates Assembly Meetings and Attendees
4. Delegates Consent to Serve Forms

PART 1, SECTION C. DELEGATES ASSEMBLY

1. Purpose

Policy Statement:

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. [CONSTITUTION, ARTICLE IV – ORGANIZATION AND GOVERNANCE, Section 8: 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.

[Bylaws, ARTICLE III – DUTIES OF NAEA BOARD, EXECUTIVE COMMITTEE OF NAEA BOARD, AND OFFICERS OF REGIONS, DELEGATES ASSEMBLY, DIVISIONS, AFFILIATED GROUPS, STANDING COMMITTEES, AND SPECIAL COMMITTEES, Section 4: DELEGATES ASSEMBLY]

The Delegates Assembly provides an opportunity for members to influence the formal position of NAEA on issues and trends impacting the field and profession. The Assembly studies issues and recommends legislative and policy matters to the Board.

Delegates Assembly Process Summary

- Issues are solicited from members.
- Working Groups are formed to study issues and make recommendations.
- Recommendations are presented to the Delegates Assembly body.
- Assembly-passed position statements/resolutions are presented to the NAEA Board.
- Board studies Delegates Assembly–recommended actions.
- Board-approved position statements/resolutions represent NAEA's formal position on issues of importance and inform the public-at-large.

Responsible Party	Action
Board	Supports and encourages the role of the Delegates Assembly within NAEA Organizational Structure
Board	Acts on Delegates Assembly recommendations
Vice Presidents	Provide leadership for the Delegates Assembly
State/Provincial Associations	Identify and support representatives to serve as registered voting Delegates
Delegates	Actively participate in meetings and development of recommendations to the board through the Vice Presidents

PART 1, SECTION C. DELEGATES ASSEMBLY

2. Reports

Policy Statement:

Reports are submitted annually by each state affiliate association to capture a snapshot of progress toward advancing the mission and goals of the state/provincial association. The reports should be completed 1 month prior to the summer leadership conference and received by the Vice Presidents and NAEA prior to the Regional and/or National Leadership Conference.

A digital form is provided to the state president for submitting the report, which includes the following items:

- Conference/professional development activities
- State/provincial association work on NAEA Strategic Vision initiatives

Responsible Party	Action
State/Provincial Affiliates	Submit report annually to the corresponding Region Vice President and directly to NAEA

PART 1, SECTION C. DELEGATES ASSEMBLY

3. Delegates Assembly Meetings and Attendees

Policy Statement:

The Delegates Assembly will be held in association with the NAEA National Convention.
[Adopted 1999]

While voting privileges are extended to Delegates only, Interest Group Chairs, Board-elects, and members may attend Delegates Assembly meetings.

Responsible Party	Action
Vice Presidents	Plan and convene Delegates Assembly. Encourage Interest Group Chairs, and Board-elects to attend Delegates Assembly meetings
Executive Director and Staff	Provide support for convening Delegates Assembly meeting including information, materials, logistics, etc.
Interest Group Chairs	Attend Delegates Assembly, including providing feedback on draft Position Statements
Board-Elects	Attend Delegates Assembly, including providing feedback on draft Position Statements

PART 1, SECTION C. DELEGATES ASSEMBLY

4. Delegates Consent to Serve Forms

Policy Statement:

Delegates must be officially registered and notify the NAEA national office of any changes in the Consent to Serve Form prior to the annual Delegates Assembly orientation, which is held the month before the National Convention.

Responsible Party	Action
Individual Delegates Assembly Members	Notify NAEA of changes in contact information
State/Provincial Associations	Use Consent to Serve Form to notify NAEA of new Delegates Assembly members

PART 1, SECTION D. STATES/PROVINCES/REGIONS/DIVISIONS

1. State/Provincial Associations—NAEA Affiliates
2. Regions
3. Dues Collection
4. Divisions

PART 1, SECTION D. STATES/PROVINCES/REGIONS/DIVISIONS

1. State/Provincial Associations—NAEA Affiliates

NAEA may recognize any state/provincial association that has common goals and shared interests with NAEA as reflected in the state/provincial association Constitution/Bylaws. Each state/provincial art education association recognized by NAEA is represented in the Delegates Assembly by its president or designated elected representatives. State/provincial art education associations are autonomous organizations, whose mission and purposes are consistent with those set forth by NAEA. National dues are the same in all state/provincial associations. State/provincial associations set their own dues, and rates may vary.

NAEA may enter into an affiliation agreement with any state/provincial association. The agreement may incorporate, among its terms and conditions, an optional unified membership dues agreement with NAEA where both state/provincial and national dues are required by members of those states/provinces. NAEA collects both state/provincial and national dues, processes membership records, and reimburses membership dues to states/provinces and provide membership reports to states/provinces. All such agreements shall be subject to the approval of the NAEA Board of Directors.
[Adopted 2009]

Responsible Party	Action
State/Provincial Associations	Serve as the recognized NAEA Affiliate in their state/province
Board and Staff	Recognize state/provincial associations as NAEA affiliates

PART 1, SECTION D. STATES/PROVINCES/REGIONS/DIVISIONS

2. Regions

Policy Statement:

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.

[CONSTITUTION, ARTICLE IV – ORGANIZATION AND GOVERNANCE, Section 6: REGIONS]

The state/provinces that comprise the NAEA Regions are:

Eastern Region — Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Brunswick, Newfoundland and Labrador, New Hampshire, New Jersey, New York, Nova Scotia, Ontario, Overseas Art Education Association, Pennsylvania, Prince Edward Island, Quebec, Rhode Island, Vermont, and West Virginia.

Pacific Region — Alaska, Alberta, American Samoa, Arizona, British Columbia, California, Colorado, Guam, Hawaii, Idaho, Montana, Nevada, Oregon, Utah, Washington, Wyoming, and Yukon Territory.

Southeastern Region — Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, Puerto Rico, South Carolina, Tennessee, Virginia, and the Virgin Islands.

Western Region — Arkansas, Illinois, Indiana, Iowa, Kansas, Manitoba, Michigan, Minnesota, Missouri, Nebraska, New Mexico, North Dakota, Northwest Territory, Nunavut Territory, Ohio, Oklahoma, Saskatchewan, South Dakota, Texas, and Wisconsin.

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.

[Bylaws, ARTICLE III – DUTIES OF NAEA BOARD, EXECUTIVE COMMITTEE OF NAEA BOARD, AND OFFICERS OF REGIONS, DELEGATES ASSEMBLY, DIVISIONS, AFFILIATED GROUPS, STANDING COMMITTEES, AND SPECIAL COMMITTEES, Section 3: REGIONS]

Responsible Party	Action
Board and Staff	Maintain NAEA Region structure
State Associations	Participate in the assigned NAEA Region

PART 1, SECTION D. STATES/PROVINCES/REGIONS/DIVISIONS

3. Dues Collection

Policy Statement:

NAEA offers the state/provincial associations the opportunity to enter into a joint Dues Collection Agreement, through which state/provincial 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/provincial associations.

State/provincial associations have the opportunity to adjust their dues annually. All new state/provincial associations 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 3-year term and automatically renew for a subsequent 3-year term unless NAEA is notified in writing of a state/provincial association's expressed interest in terminating the agreement. All terminations must be received by its contract end date and will be effective at the end of the contract's term. [Adopted 2011]

Through the Dues Collection Agreement, NAEA agrees to:

- Maintain a membership policy in which all NAEA members are members of the affiliated state association
- Conduct a yearly membership recruitment campaign
- Execute a renewal member program on behalf of the state/provincial association
- Provide monthly comprehensive membership reports
- Provide demographics/diversity statistics when made available
- Provide a complete membership management system to include:
 - State association member files
 - Collection and monthly forwarding of state/provincial dues for all membership categories to the state association
 - Member ID cards

The State Association 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

Responsible Party	Action
Staff	Maintain dues collection agreement and renewal processes
State/Provincial Associations	After deciding to participate in the Dues Collection Agreement, sign the agreement and Dues Verification Form, and implement accordingly

PART 1, SECTION D. STATES/PROVINCES/REGIONS/DIVISIONS

4. Divisions

Policy Statement:

As stated in the Constitution, 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.

[CONSTITUTION, ARTICLE IV – ORGANIZATION AND GOVERNANCE, Section 7: DIVISIONS]

As stated in the Bylaws, the recognized Divisions, through their Development Committees, shall study professional concerns 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 appointed as indicated in the Policy Handbook [See Part I, Section H. Nominations and Elections 8. Regional Division Directors Appointment Process]. 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. [BYLAWS, 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 5: Divisions]

The NAEA Divisions that reflect the NAEA membership are:

Elementary Division

Middle Level Division (Grades 6–8)* Secondary Division

Higher Education Division Preservice Division

Supervision and Administration Division Museum Education Division

*Grades 6–8 adopted as the official definition for the Middle Level Division [1995]

Responsible Party	Action
Board and Staff	Maintain NAEA Division structure
Members	Participate in the NAEA Division that reflects their professional role

PART I, SECTION E. AFFILIATES, ALLIED GROUPS, AND INTEREST GROUPS

1. Definition of Affiliates, Allied Groups, and Interest Groups
2. Criteria for Becoming an NAEA Interest Group
3. Meetings and Annual Reports of Recognized Interest Groups
4. Financial Management of Interest Group Dues and Funds
5. Interest Group Awards
6. List of Interest Groups

PART I, SECTION E. AFFILIATES, ALLIED GROUPS, AND INTEREST GROUPS

1. Definition of Affiliates, Allied Groups, and Interest Groups

Policy Statement:

The Board recognizes Affiliates, Allied Groups, and Interest Groups as follows:

- “Affiliates” will be used in relationship with state/provincial associations.
 - “Allied Groups” will be used in relationship with other organizations – Organizations that NAEA has “alliances” with.
 - “Interest Groups” will be used in relationship with groups of NAEA members who are formally organized around a particular issue of interest.
- [Adopted 2009]

NAEA Affiliates (defined)

Affiliates are independent state/provincial associations that operate autonomously but seek to establish a formal relationship with NAEA. NAEA may recognize any state/provincial association that has common goals and shared interests with NAEA as reflected in the state/provincial association Constitution and Bylaws. The affiliation agreement may incorporate, among its terms and conditions, an optional unified membership dues agreement. All such agreements shall be subject to the approval of the NAEA Board of Directors.

[Adopted 2009]

NAEA Allied Groups (defined)

Other associations or organizations may also be identified as an Allied Group. Allied Groups are independently incorporated groups that have a formal relationship with NAEA. They function independently from NAEA; that is, they are incorporated with their own nonprofit status and have their own constitution and/or bylaws. Allied Groups have common goals and shared interests with NAEA. They may be considered an Allied Group by having a membership in NAEA or through collaborative partnerships with NAEA. This is a professional relationship, with each association or organization having no control over the other association or organization. Allied Group status can be reconsidered at any time.

NAEA may enter into an agreement with an Allied Group, an organization of members not qualified for state/provincial association status. An Allied Group supports NAEA’s mission and purposes as set forth in the NAEA Constitution/Bylaws. Any such agreement shall be subject to the approval of the NAEA Board of Directors.

[Adopted 2009]

NAEA Interest Groups (defined)

NAEA Interest Groups are internal groups of NAEA members that have a common interest in a specific issue that has been identified by members. Recognized Interest Groups encourage the Delegates Assembly and the NAEA membership-at-large to consider their areas of interest within the scope of NAEA’s mission and goals. Interest Groups study problems relating to their respective area of interest and conduct a program of professional activities. Through the Chair, Interest Groups inform the Delegates Assembly and Board through an annual report of activities.

As Interest Groups have evolved, the name of the group is determined at the discretion of the members of each Interest Group. Newly proposed Interest Groups are to be brought forward to NAEA and the Delegates Assembly for consideration and recommendation to the NAEA Board for review and action. Any changes to an existing Interest Group can be proposed in writing to the NAEA Board. This includes changing the name of the Interest Group; its collection of dues; the amount of dues it wishes to solicit; significant changes to the Interest Group Constitution, Purpose, and/or Rationale; or any other significant changes.

Interest Groups have a depth of knowledge and interest that inform the Board and their planning of Association activities. Interest Groups have a seat at the Delegates Assembly without voting privileges.

The Policy Handbook contains a list of the name of each Interest Group, the date of its creation, and its mission statement.
[Adopted 2011 and 2023]

Responsible Party	Action
Board and Staff	Maintain NAEA structure and build mutually supportive relationships with Affiliates, Allied Groups, and Interest Groups
Executive Director and Board	Manage and build relationships with Affiliates, Allied Groups, and Interest Groups

PART I, SECTION E. AFFILIATES, ALLIED GROUPS, AND INTEREST GROUPS

2. Criteria for Becoming an NAEA Interest Group

Policy Statement:

- There must be a minimum of 50 members who have expressed interest in the Interest Group, and all members must hold membership in NAEA.
- All activities must be open to all NAEA members.
- The purpose must be consistent with the NAEA Constitution and Mission Statement and not duplicate the purposes and functions of any organizational unit of NAEA, including other Interest Groups.
- The goals of all proposed Interest Groups must be in harmony with NAEA goals.

PROCEDURES FOR PROPOSING AN INTEREST GROUP:

1. Any member may propose an Interest Group by submitting a proposal to the National office to include the following:
 - a. Proposed Constitution, purpose, and rationale
 - b. Goals for advancing the purpose
 - c. A statement of proposed activities and list of benefits to members
 - d. If dues are proposed, the amount must be stated and for what purpose
 - e. Current list of members, including NAEA membership numbers
2. Upon receipt of all required materials, the National Office will notify the Vice Presidents (the Coordinating Board of the Delegates Assembly) to place the proposed Interest Group on the annual Delegates Assembly agenda for review and recommendation to the NAEA Board.
3. Proposals must be submitted between May 1 and November 1 to be considered by the next Delegates Assembly.
4. Upon vote by the Delegates Assembly, the Vice Presidents (the Coordinating Board of the Delegates Assembly) will submit the recommendation of the Delegates Assembly to the Board for their consideration and/or final approval.

Responsible Party	Action
Members	Work with other NAEA members if they are interested in proposing a new Interest Group, following the procedures outlined to submit a proposal for consideration by the Delegates Assembly and the Board
Delegates Assembly	Review submissions for proposed Interest Groups and make a recommendation to the Board
Board	Review recommendations of the Delegates Assembly regarding proposed Interest Groups and take action

PART I, SECTION E. AFFILIATES, ALLIED GROUPS, AND INTEREST GROUPS

3. Meetings and Annual Reports of Recognized Interest Groups

Policy Statement:

NAEA Interest Groups may hold meetings during the National Convention, if desired, to conduct its business and inform members of its work.

Additionally, all NAEA Interest Groups have an opportunity to share their work over the past year through “Conversations With Interest Groups,” convened at the National Convention.

All NAEA Interest Groups will provide an annual report on their activities to the NAEA Board no later than June 30 of each year. The annual report will be included in the summer Board meeting materials to inform the Board of fiscal year results and inform planning. The annual report must include the following:

- A summary of the annual activities and outcomes that support the NAEA Strategic Vision
- List of all current benefits offered to members
- List of current officers
- Any changes to the Interest Group Constitution, Purpose, and/or Rationale

Recognition as an NAEA Interest Group may be jeopardized by failure to meet the following expectations with final determination made at the discretion of the NAEA Board:

- Submit the annual report
- Fulfill its purpose
- Maintain the minimum number of 50 members
- Follow NAEA financial management policies and procedures

[Adopted 2023]

Responsible Party	Action
Interest Group Chairs	Convene meetings at National Convention, following procedures to reserve meeting space and announce meetings
Interest Group Chairs	Present annual report on their activities to the Board
Interest Group Chairs and Interest Group Members	Communicate with NAEA membership
Board and Staff	Support Interest Group structure
Board and Staff	Review annual reports of activities
Board and Staff	Incorporate recommendations of Interest Groups into NAEA programs, services, and policies as appropriate
Board and Staff	Draw upon the specialized expertise that these groups offer to NAEA and the field of visual arts education

PART I, SECTION E. AFFILIATES, ALLIED GROUPS, AND INTEREST GROUPS

4. Financial Management of Interest Group Dues and Funds

Policy Statement:

If an Interest Group chooses to charge dues for membership to its members, NAEA will collect and manage these dues. These collected dues will be held in a custodial account within the NAEA Financial Statements, and therefore are subject to the rules and processes governing NAEA financial policies. Interest Group leaders should be prudent spenders of these funds.

Any donations designated towards an Interest Group must be processed by NAEA and held by NAEA as the legal entity. Any grants offered by an Interest Group must be reviewed and approved by NAEA staff prior to commitment. All contracts and agreements must be reviewed and approved by NAEA as the legal entity.

Funds can be spent on goods and services that have been agreed upon by the Interest Group with the following exceptions:

- Funds cannot be used to purchase NAEA membership.
- Funds cannot be used to purchase registration for any NAEA event.

Funds CAN be used to support the cost (e.g., transportation, supplies, lodging) of an Interest Group leader to attend an NAEA event.

Interest Group leaders can access these funds by submitting a check request through the NAEA Finance department. All requests require the approval of two officers (preferably the President and the Treasurer). An officer may not approve their own request. NAEA has the authority to approve or deny any requested expenditures.

Balance and spending reports regarding these funds will be provided up to four times per year as part of NAEA's communication about Interest Group dues and membership. Additionally, Interest Group leaders can request account balances by contacting the NAEA Finance department.

As NAEA Interest Groups are internal groups within NAEA, Interest Groups should not have bank accounts outside of NAEA nor register as a separate nonprofit from NAEA.

[Adopted 2023]

PART I, SECTION E. AFFILIATES, ALLIED GROUPS, AND INTEREST GROUPS

5. Interest Group Awards

Policy Statement:

Any Interest Group may establish one or more awards on behalf of the Interest Group. Each award must include an overview of the award, criteria, and process for selection.

Responsible Party	Action
Interest Group Chairs	Provide overview, criteria, and selection process for any award
Interest Group Chairs	Submit this information to the NAEA office

PART I, SECTION E. AFFILIATES, ALLIED GROUPS, AND INTEREST GROUPS

6. List of Interest Groups

Policy Statement:

The Policy Handbook will contain a list of the name of each Interest Group, with the date of its creation and its mission statement. Contact information is posted on the NAEA website.

Part IV, Appendix, Section B created in 2023 for List of Interest Groups with purpose statements.

List of Interest Groups:

Art and Media Technology (AMT) (Formerly EMIG, AET) (Established 1995, changed name 2022)

Asian Art and Culture Interest Group (AACIG) (Established 2017)

Art in Special Education Interest Group (ASE) (Formerly Special Needs in Art Education (SNAE)) (Established 2001, changed name 2023)

Caucus on Feminisms in Art Education (CFAE) (Formerly Women's Caucus (WC)) (Established 1976, changed name 2023)

Caucus on Social Theory and Art Education (CSTAE) (Established 1982)

Caucus on the Spiritual in Art Education (CSAE) (Established 2008)

Choice-Art Educators (CAE) (Established 2016)

Committee on Multiethnic Concerns (COMC) (Established 1971)

Community Arts Caucus (CAC) (Established 2012)

Design Interest Group (DIG) (Established 2001)

Disability Studies in Art Education (DSAE) (Established 2017)

Early Childhood Art Educators (ECAE) (Established 2000)

Ecology and Environment Interest Group (EEIG) (Established 2021)

History and Historiography in Art Education (HHAЕ) (Established 2022)

Independent School Art Education (ISAE) (Established 2008)

Lifelong Learning Interest Group (formerly Committee on Lifelong Learning (LLL)) (Established 1990, changed name 2023)

LGBTQ+ (Established 1996)

National Association of State Directors of Art Education (NASDAE) (Established 1966)

Public Policy and Arts Administration (PPAA) (Established 1985)

Retired Art Educators Affiliate (RAEA) (Established 1985)

Seminar for Research in Art Education (SRAE) (Established 1970)

United States Society for Education through Art (USSEA) (Established 1986)

Responsible Party	Action
Staff	Maintain list of NAEA Interest Groups

PART I, SECTION F. MEMBERSHIP

1. Membership Categories
2. Membership and Dues
3. Preservice Members
4. Honorary Membership to NAEA Presidents

PART I, SECTION F. MEMBERSHIP

1. Membership Categories

Policy Statement:

As stated in the Constitution, individuals interested in, or engaged in activities concerned with or related to, art, art education (visual arts, design, or media arts education), or education are eligible for membership.

Unless otherwise specified, all categories of membership are for a period of 1 year. The following categories of membership are established:

1. **ACTIVE PROFESSIONAL** For individuals professionally engaged in the field of visual arts and/or who facilitate programs of, or related to, visual arts, design, or media arts education. Active Professional membership provides all the privileges of membership, including the right to vote and hold national office.
2. **FIRST YEAR PROFESSIONAL** For educators entering their 1st year in the field of visual arts, design, or media arts 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.
3. **ASSOCIATE** For individuals interested in, supporting, or involved with pursuits closely related to the field of visual arts, design, or media arts education. Associate membership provides the privileges of Active Professional membership, except the right to vote and hold national office.
4. **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.
5. **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.
6. **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.
7. **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.
8. **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.

[Bylaws, ARTICLE IV – MEMBERSHIP AND DUES, Section 2: CATEGORIES OF MEMBERSHIP]

Responsible Party	Action
Staff	Maintains membership program and records

PART I, SECTION F. MEMBERSHIP

2. Membership and Dues

Policy Statement:

As stated in the Bylaws, the dues for all categories of membership in the Association shall be determined in accordance with Association published policy.

[BYLAWS, ARTICLE IV – MEMBERSHIP AND DUES, Section 1: AMOUNT OF DUES]

The dues structure is posted on the NAEA website.

Responsible Party	Action
Staff	Maintains membership program and records, including voluntary demographic data
Staff	Posts membership structure on the website

PART I, SECTION F. MEMBERSHIP

3. Preservice Members

Policy Statement:

As stated in the Bylaws, Preservice membership in NAEA 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 national office. [BYLAWS, ARTICLE IV – MEMBERSHIP AND DUES, Section 2: CATEGORIES OF MEMBERSHIP, item e: PRESERVICE]

Responsible Party	Action
Staff	Maintains membership program and records, including recruitment of and marketing to potential preservice members
Staff	Serves as liaison to student chapters

PART I, SECTION F. MEMBERSHIP

4. Honorary Membership to NAEA Presidents

Policy Statement:

Honorary membership is bestowed to NAEA Presidents upon completion of 6 years of service to NAEA.

[Adopted 2011]

Responsible Party	Action
Staff	Ensures membership record is updated to reflect honorary membership

PART I, SECTION G. NATIONAL OFFICE AND STAFF

1. National Office
2. Executive Director
 - a. Duties of the Executive Director
 - b. Performance Evaluation of the Executive Director
3. Succession Policy for Executive Director
4. Employment of Staff
5. Staff Salaries and Benefits

PART I, SECTION G. NATIONAL OFFICE AND STAFF

1. National Office

Policy Statement:

The National Office is located in the Washington, DC, metropolitan area. [Adopted 2009]

Responsible Party	Action
Board	Maintain resources for National Office
Executive Director	Allocate resources to maintain operations of National Office

PART I, SECTION G. NATIONAL OFFICE AND STAFF

2. Executive Director

a. Duties of the Executive Director

Policy Statement:

As stated in the Bylaws, 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.

The Executive Director, as chief executive of the Association, shall be responsible to the Board of Directors and shall:

- Serve as ex officio nonvoting member of the Board of Directors
- Plan, with the advice of the Board of Directors, programs, activities, and services for the Association
- Be responsible for the employment, supervision, evaluation, and dismissal of Association employees in accordance with personnel procedures established by the Board
- Act as or manage a registered agent authorized to conduct business on behalf of the Association
- Present an annual budget for submission and approval to the Board of Directors
- Receive all funds and be responsible for their safekeeping, accounting, and audit
- Prepare reports on Association activities, finances, and such other reports as prescribed by the Board of Directors
- Maintain the official seal of the Association
- Perform other duties as prescribed by the Board of Directors
- General responsibilities specified under contract

Responsible Party	Action
Board	Approves the hire of the Executive Director
Executive Director	(General) Administers the policies of the Association as determined by the Board of Directors (specific duties contained within the contract)
Executive Director	Serves as ex officio member of the NAEA Board

PART I, SECTION G. NATIONAL OFFICE AND STAFF

2. Executive Director

b. Performance Evaluation of the Executive Director

Policy Statement:

The Executive Director shall be employed by the Board of Directors. The Board of Directors shall contract with the Executive Director for a period of no more than 4 years. The Executive Director's contract may be renewed. The Board of Directors will evaluate the performance of the Executive Director annually. Included in the evaluation criteria will be measurements of progress toward NAEA vision and strategic plan goals, including equity, diversity, and inclusion strategies.

Guidelines for Implementation

The Past President presiding during the year under review shall conduct the performance evaluation of the Executive Director in a timely manner to allow the Board adequate time for review.

The Executive/Finance Committee shall have the responsibility for ensuring that the Executive Director position is filled, negotiating the contract, conducting an annual performance review, and supporting the Executive Director.

The Board of Directors will formally evaluate the Executive Director each year following the fall meeting of the Board and before the end of the fiscal year and shall report the results of the evaluation at or in advance of the spring meeting.

Procedures

The Past President will oversee the evaluation process using a mutually agreed-upon evaluation instrument that reflects the core competencies required of a chief executive operating within a nonprofit environment and the annual performance objectives set by the chief executive.

The Executive Director will complete a self-evaluation as part of the process.

The Officers will meet with the Executive Director to review a summary of the evaluation, current contract, and salary and compensation.

The Officers will determine salary and compensation increases and present the percentage of salary increase and/or bonus and other compensation (1) to the Finance Committee for approval and (2) to the Board of Directors for approval. *Salary and compensation is benchmarked against other associations, as per the IRS 990 guidance.

The Officers will meet with the Executive Director to present the changes to salary and compensation and implications for contract.

The Executive Director may counteroffer.

In cooperation with the Past President, the Executive Director works with the NAEA attorney to revise the contract as appropriate.

The contract is signed by the President and Executive Director. [Adopted 2009; *Adopted 2011]

Responsible Party	Action
Executive Director	Fulfills responsibilities as described in general herein and specifically as per the terms of the contract
Executive/Finance Committee	Ensures the Executive Director position is filled, contract negotiation, and conducting a performance review of and supporting the Executive Director
President or Past President	The Past President presiding during the year under review shall conduct the performance evaluation of the Executive Director in a timely manner
Executive Director	Completes annual self-evaluation
President	Ensures the report of the results of the Board evaluation of the Executive Director is on the agenda for the spring Board meeting
Board	Evaluates Executive Director annually
Officers	Meet with the Executive Director to review a summary of the evaluation, current contract, salary, and compensation
Officers	Recommend salary and compensation increases to the Finance Committee and the Board for approval
Past President and Executive Director	Work with attorney to revise Executive Director's contract as appropriate

PART I, SECTION G. NATIONAL OFFICE AND STAFF

3. Succession Policy for Executive Director

Policy Statement:

In the case of an expected or unexpected departure of the Executive Director, the three Presidents—President, President-Elect, and Past President—will convene to determine interim staff leadership and to identify and select a search committee that is representative of the membership.

[Adopted 2008]

Responsible Party	Action
President, President-Elect, Past President	Determine interim staff leadership and identify and select a search committee

PART I, SECTION G. NATIONAL OFFICE AND STAFF

4. Employment of Staff

The Executive Director reports to the NAEA Board. All other staff members report to the Executive Director within the context of the organization structure; i.e., some staff members may report to a manager who reports to, or whose supervisor reports to, the Executive Director.

NAEA maintains a staff Personnel Policy Handbook that covers personnel policies and is separate from the NAEA Policy Handbook. A copy of the staff Personnel Policy Handbook is distributed to all NAEA employees.

The manual is regularly reviewed by staff leadership to ensure compliance with applicable state and federal laws as well as alignment with best practices in the nonprofit community. Changes to personnel policy are considered and approved by the Board.

The manual, in its entirety, is periodically reviewed and approved by the Board. [Adopted 2011]

Responsible Party	Action
Executive Director	Responsible for hiring, supervision, and evaluation of all staff members
Chief Operating Officer	Distributes staff Personnel Policy Handbook and any updates to all employees
Chief Operating Officer	Administers all personnel policies in collaboration with the Executive Director
Staff	Receive and review staff Personnel Policy Handbook and any updates. Staff also sign an acknowledgement of receipt and understanding of NAEA policies
President and Executive Director	Schedules periodic review of staff Personnel Policy Handbook by NAEA Board
Board	Reviews proposed changes to policies
Board	Conducts periodic review of staff Personnel Policy Handbook

PART I, SECTION G. NATIONAL OFFICE AND STAFF

5. Staff Salaries and Benefits

Policy Statement:

Staff Salaries

To ensure NAEA's success, professional staff are employed who possess knowledge and experience consistent with the nonprofit/association field. NAEA staff salaries and compensation are evaluated annually by the Executive Director and Chief Operating Officer. The annual performance evaluation for each member of the staff includes a comprehensive review of applicable comparative data for salaries and compensation paid by associations in the metropolitan area that are similar in budget and staff size to NAEA. The Board-approved NAEA operating budget includes a single budget line item for staff salaries and compensation. The Executive Director, at their discretion, is authorized to award salary adjustments in alignment with comparable data from like organizations; and in support of the Association's comprehensive performance evaluation system.

[Adopted 2011]

Employee Benefits

Benefits Review

The Executive Director periodically reviews the NAEA staff benefits package to ensure competitiveness relative to similar associations within the metropolitan area to attract and retain a diverse staff of highly qualified employees to NAEA. Periodically, the Executive Director recommends changes to the benefits package, which are reviewed and approved by the Board.

Responsible Party	Action
Executive Director and Chief Operating Officer	Present detailed accounting of staff salaries as part of the budget process
Board	Review staff salaries as part of annual budget process
Board	Review staff benefits as part of annual review of staff Personnel Policy Handbook

PART I, SECTION H. NOMINATIONS AND ELECTIONS

1. Timeline
2. Nominations
 - a. Nominating Committee
 - b. Nominations Procedures, Including Call for Nominations and Preparation of Candidate Slate
 - c. Criteria for Eligibility
3. Election Campaign Policies
4. Ballots
5. Voting
6. Ballot Counting
7. Election Results
 - a. Announcement
 - b. Election Violations
8. Nominations and Elections Materials
9. Amendments to Nominations and Elections Policies

PART I, SECTION H. NOMINATIONS AND ELECTIONS

1. Timeline

Policy Statement:

Elections

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 must be members in good standing who have held active membership in the Association for the past 4 years. A majority of the votes cast is required for election.

[CONSTITUTION, ARTICLE V – ELECTIONS, Section 1: ELECTION OF OFFICERS]

Vacancy

In the event of vacancy in any office of the Association, officers-elect shall assume the duties of the vacated office. 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 the Past President, the President shall appoint an interim Finance Chair from the ranks of previous NAEA Presidents, with approval of the NAEA Board.

[CONSTITUTION, ARTICLE V – ELECTIONS, Section 1: ELECTION OF OFFICERS]

Procedures:

Call for Nominations

Calls for Nominations are posted on the website and in the Spring and Summer issues of *NAEA News*. E-mail blasts are also sent to all members as reminders to nominate.

Nomination Deadlines

The deadlines for nominations are established according to the following schedule:

July 1:	nomination forms and materials received by NAEA
August 1:	materials sent to Nominating Committee
October 1:	final slate prepared by Nominating Committee Chair and sent to Board for ratification

Ballot and Voting

Early December: Online voting opens and ballot information is posted online

Mid-January: Online voting closes

February 1: Results are announced

Election Announcement

Candidates are notified of election results upon receipt of official and final ballot count. Election results are posted online and in the next issue of *NAEA News*.

Terms of Service: Board Member Rotation Date

New terms officially begin following the conclusion of the annual NAEA Convention. [Adopted 1981]

No Board Member shall simultaneously hold more than one office nor succeed theirself.
[CONSTITUTION, ARTICLE IV – ORGANIZATION AND GOVERNANCE, Section 3 TERMS OF OFFICE]

Nominations and Elections Timeline:

Call for Nominations posted	Spring and Summer issues of <i>NAEA News</i> and on the NAEA website
Nominations received by NAEA	July 1
Candidate vitae, rubrics, and scoring forms sent to Nominating Committee	August 1
Nominating Committee convenes	August 1–September 1
Final slate prepared	October 1
Board approves election slate	Fall Board meeting
Online voting opens	Early December
Results provided to NAEA	Mid-January
Results provided to candidates and Board	February 1
Candidates for President-Elect are notified by phone call by President and/or Executive Director with follow-up email	February 1
Candidates for other Board positions are notified via email	February 1
NAEA Board is notified of election results following notification of candidates	February 1
Results made public; posted on the website and in next issue of <i>NAEA News</i>	February 15
Terms begin and end	Annually, at the conclusion of the NAEA Convention

Responsible Party	Action
Nominating Committee Chair	Provides oversight to nominations and election ballot
Staff	Manages elections process in accordance with the timeline

PART I, SECTION H. NOMINATIONS AND ELECTIONS

2. Nominations **a. Nominating Committee**

Policy Statement:

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.

[CONSTITUTION, ARTICLE V – ELECTIONS, Section 2: NOMINATING COMMITTEE]

Eligibility of Committee Members

Individuals serving on the Nominating Committee cannot be considered as candidates for the positions.

[April 1982]

Responsible Party	Action
Board	Appoints Nominating Committee for offices of President-Elect and Division Directors-Elect (even-numbered years) and Region Vice Presidents–Elect (odd-numbered years), composed as per NAEA Constitution
Board	Designates Nominating Committee Chairs as per Constitution in both even- and odd-numbered years
Nominating Committee	Prepares the slate: <ul style="list-style-type: none">• In even-numbered years, with two candidates for the office of President-Elect and two candidates for each Division Director-Elect• In odd-numbered years, with two candidates for each Vice President–Elect

PART I, SECTION H. NOMINATIONS AND ELECTIONS

2. Nominations

b. Nominations Procedures, Including Call for Nominations and Preparation of Candidate Slate

Policy Statement:

NAEA announces opportunities for nominations and encourages members to nominate qualified members who meet the criteria for national office leadership.

Nominations Packet

The call for nominations shall consist of online links to the following:

- NAEA standard vita form
- Position job descriptions
- Consent-to-serve form
- Nomination scoring rubrics

Submitting a nomination:

NAEA invites members to nominate qualified members by completing a nomination packet for consideration as a candidate. The following materials are required and must be **submitted by July 1** to be considered for nomination:

- Nomination vita
- Consent-to-serve form
- A letter of support written by the nominator
- A photograph

Submit complete nomination packets online.

Election Ballot

The Nominating Committee will prepare a report of their work for review and ratification by the NAEA Board during its fall meeting. The report will include a slate of candidates and a Standardized Vita Form for each candidate.

Responsible Party	Action
Nominating Committee	Prepare a report to the NAEA Board, including slate of candidates and Standardized Vita Form for each
Board	Reviews and ratifies the election slate

PART I, SECTION H. NOMINATIONS AND ELECTIONS

2. Nominations

c. Criteria for Eligibility

Nominee Qualifications

- Must be an active member in good standing during the past 4 years.
- Must not be a staff member of NAEA.
- Accepts the nomination by signing the consent-to-serve form.
- Demonstrates leadership ability for the office through prior experiences that include a track record of leadership and service, at local, state/provincial, regional, and/or national level.
- Nominees for Vice President must hold NAEA membership in the region for which they are nominated.
- Nominees for Division Directors must be certified and/or licensed within the job-alike category for which they are nominated. Nominees for Preservice Director must have been an active member in good standing during the past 2 years and must either (1) be enrolled in an undergraduate or graduate program, or PhD program of study, spending 51% of time as a student; or (2) completed a program of study within 3 months of the nomination deadline.

PART I, SECTION H. NOMINATIONS AND ELECTIONS

3. Election Campaign Policies

Policy Statement

Members of the Nominating Committee for National Board of Directors positions (President-Elect, Division Directors-Elect, and Region Vice Presidents–Elect) are not eligible to be considered as candidates for office; if a committee member's name is submitted for consideration as a candidate, that person must resign from the committee.

NAEA prohibits political action on behalf of national candidates that involves campaigning and/or requires campaign funding. NAEA members and other individuals, including commercial exhibitors, are expected to refrain from support of or participation in such campaign practices. Candidates for national office are prohibited from soliciting or accepting funds for the purpose of campaigning.

The following activities by candidates or by others, on behalf of candidates, including state associations, Interest Groups, companies, or other groups violate election policies and jeopardize the candidacy:

- Appearing at state/provincial or regional conferences outside the candidate's state/province or region, except when specifically invited to serve as a speaker.
- Contacting NAEA members by telephone, mail, email, or other electronic or social media, with regard to the election, except for responding to inquiries.
- Organizing, either directly or indirectly, a "get out the vote" campaign, unless the materials present both candidates for an office equally and are sent to all NAEA members eligible to vote for that particular office.

[Adopted 1991; Amended 2011]

Responsible Party	Action
President and Executive Director	Uphold NAEA election policies
President	Informs the Delegates Assembly, all candidates for national office, and the membership of NAEA election policies
Staff	Supports the President in publicizing NAEA election policies through various communication channels

PART I, SECTION H. NOMINATIONS AND ELECTIONS

4. Ballots

Policy Statement

Ballot Information

Information concerning qualifications and photographs of each candidate for President-Elect, Vice Presidents–Elect, and Division Directors-Elect will be distributed with the ballot for each election and posted on the website, including:

- Candidate's name, state/province, job title, and photo
- Candidate education, NAEA and national activities, state/provincial activities, and exhibits/publications. Each candidate is asked to prepare their information for the ballot.

Additionally, a vision statement not to exceed 300 words is prepared by candidates for the office of President-Elect. The vision statement is also published in the *NAEA News* prior to the election and posted on the website.

[Approved 2008; Amended 2011]

Responsible Party	Action
Staff	Manage ballot preparation and distribution
Candidates for President-Elect	Develop a vision statement to be published

PART I, SECTION H. NOMINATIONS AND ELECTIONS

5. Voting

Policy Statement

Active Professional, First Year Professional, Emeritus, Preservice, Honorary, and Life members of NAEA shall be eligible to vote for the President-Elect. Members in each Region shall be eligible to vote for the NAEA Vice President–Elect in their 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 ballot 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.

[Amendment to Constitution Adopted 2017]

Responsible Party	Action
Staff	Manage voting process in keeping with stated policy

PART I, SECTION H. NOMINATIONS AND ELECTIONS

6. Ballot Counting

Policy Statement

NAEA contracts with a third party to manage the online ballot voting process. The contracted company sends emails to those NAEA members eligible to vote with a confidential login and password to vote online. All online votes are tabulated by the company, and NAEA receives the final tally of votes.

Ballot Count Confidentiality Policy

The ballot count is confidential. Only under special circumstances, if the Board so requests, is the actual count provided to the Board. Any request for the actual count by a candidate must be made in writing to the President explaining why and any intended use of the results; a request does not ensure the receipt of information.

[Adopted 1991]

Responsible Party	Action
Staff	Contracts with firm to manage ballots and certify election results
Board and Staff	Upholds ballot count confidentiality policy

PART I, SECTION H. NOMINATIONS AND ELECTIONS

- 7. Election Results
 - a. Announcement

Policy Statement:

The results of each election shall be announced in the Spring issue of *NAEA News*, and the President-Elect shall be announced and introduced from the podium during a General Session at the Convention.

Responsible Party	Action
Staff	Provide staff support for announcement in <i>NAEA News</i>
Staff	Ensure that introduction of President-Elect is included in the schedule of the General Session at the National Convention

PART I, SECTION H. NOMINATIONS AND ELECTIONS

7. Election Results **b. Election Violations**

Policy Statement:

Complaints regarding the nominations and elections process must be formally reported for Executive Committee review as follows:

- The complainant will submit a written report to the President and Executive Director outlining the complaint.
- The Executive Committee will review the complaint.
- The Executive Committee will report the outcome of its deliberation to the complainant and take appropriate action as warranted regarding reprimand or disqualification.

Responsible Party	Action
President and Executive Director	Receive formal complaints by requesting a written report from any individual bringing forward a concern about an election violation
Executive Committee	Review and take appropriate action as necessary

PART I, SECTION H. NOMINATIONS AND ELECTIONS

8. Nominations and Elections Materials

Policy Statement:

NAEA members have access to related materials that support the nomination and election of members through the website (Nomination, Vita, and Consent to Serve forms). Any member without access may contact NAEA for information.

Responsible Party	Action
Staff	Post all NAEA nominations and election materials on the website

PART I, SECTION H. NOMINATIONS AND ELECTIONS

9. Amendments to Nominations and Elections Policies

Policy Statement:

Amendments to the Nominations and Elections Policies within the Constitution follow the Amendment process within the Constitution. Amendments to the NAEA Nominations and Elections policies not contained within the Constitution or Bylaws are made by the Board.

Responsible Party	Action
President and Executive Director	Follow process for amending Constitution as required
Board	Take action on amending the policies regarding nominations and elections as appropriate

PART I, SECTION I. NAEA PLATFORM AND POSITION STATEMENTS

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1. NAEA Platform and Position Statements Overview
 2. NAEA Process for the Development, Consideration, Adoption, and Review of Position Statements
 3. Availability and Use of NAEA Platform and Position Statements

PART I, SECTION I. NAEA PLATFORM AND POSITION STATEMENTS

1. NAEA Platform and Position Statements Overview

The NAEA Platform comprises the following categories: Art Educators, Students, Relationships, Curriculum, Instruction, and Assessment. The Platform in each category is supported by Position Statements. The six Platform Statements are designed to serve as an organizing tool for building the NAEA Platform, comprising the Platform Statements and supported by the in-depth Position Statements in each of the categories. NAEA Position Statements should be reflective of a national issue or topic of interest to the profession and/or field of visual arts, design, and media arts education and should advance the mission of the Association.

NAEA Platform

Platform Statement: Art Educators	Platform Statement: Students	Platform Statement: Relationships	Platform Statement: Curriculum	Platform Statement: Instruction	Platform Statement: Assessment
Position Statements	Position Statements	Position Statements	Position Statements	Position Statements	Position Statements

Procedures have been established to facilitate the identification, research, development, and consideration of formal Position Statements, ensuring member voices are represented throughout the process. Issues are researched and developed into final Position Statements which are recommended by the Delegates Assembly, and considered for action by the Board.

While the Board provides leadership, oversight, and management of this work, the Platform Working Group, falling under the direction of the NAEA Vice Presidents with input from Delegates Assembly representatives and state/provincial association leaders, as well as Divisions, Commissions, committees, and Interest Groups, is responsible for identifying current and emerging issues that impact the field of visual arts, design, and media arts education or the profession of art educator.

Responsible Party	Actions
Board	Supports and monitors the work of the Platform Working Group Has the final authority to adopt Position Statements and review recommendations for revisions for Adopted Position Statements
Region Vice Presidents	Coordinate the annual work of the Delegates Assembly, a recommending governance body, in support of the NAEA Platform and Position Statements Serve as members of the Platform Working Group Use national and regional leadership meetings as forums for identifying possible Position Statements and to give feedback on any Adopted Position Statements up for review

	Call to membership for suggestions for possible position statements
Chair, Platform Working Group (The Vice President who serves on the NAEA Executive/Finance Committee is the Chair of the PWG.)	<p>Co-plans and cofacilitates the meetings of the Platform Working Group, supported by the NAEA staff liaison</p> <p>Calls for the identification of members with pertinent knowledge and expertise, including those serving on committees, Commissions, and in Interest Groups</p> <p>Serves as liaison for groups or members who bring forward a Position Statement for consideration</p> <p>Provides a review of Adopted Position Statements in the annual review cycle to ensure currency of issue and related language</p>
Platform Working Group	<p>Manages the process for developing, reviewing, and adopting Position Statements, including preparing reports on the status of this work for Board meetings</p> <p>Annually identifies the issues/topics to be addressed, resulting in potential new NAEA Position Statements</p> <p>Identifies NAEA members and recommends individuals throughout the NAEA community with related knowledge and expertise, including those serving on committees, Commissions, and in Interest Groups, to serve on various writing teams</p> <p>Prepares drafts of new Position Statements</p> <p>Participates in meetings of the Platform Working Group</p> <p>Serves as liaisons to groups identified to draft Position Statements</p> <p>Ensures that Position Statements are reviewed every 3 years initially and then every 5 years</p>
Division Directors	<p>May serve as members of the Platform Working Group</p> <p>Identify representatives from their Divisions who might provide expertise in the development of Position Statements</p>
Invited Experts	<p>Provide input on areas of expertise</p> <p>Adhere to the PWG timeline defined by the Vice Presidents</p>
Staff Liaison/Staff	<p>Support this process through the use of the website and other communications</p> <p>Facilitate vetting process by sending e-blasts and posting</p>

	<p>Position Statements on the NAEA website</p> <p>Execute vetting surveys related to Adopted Position Statements under review (fall) and new Position Statements for feedback (winter)</p> <p>Update website area for Platform and Position Statements to reflect Board action</p> <p>Provide updates on current state and federal arts and education policy and issues</p>
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PART I, SECTION I. NAEA PLATFORM AND POSITION STATEMENTS

2. NAEA Process for the Development, Consideration, and Review of Position Statements

Consideration of NAEA Position Statements

The Platform Working Group, composed of the four Vice Presidents and invited experts, is charged with managing NAEA's Platform and Position Statements, which are reviewed and discussed by the Delegates Assembly. The Vice President serving on the NAEA Executive Committee is the Chair of the Platform Working Group. The Platform Working Group meets regularly throughout the year; an orientation meeting is held in the month before the annual Convention.

In the interest of participation and transparency, a call will be made to invite all NAEA members to participate in the identification of salient issues and trends within the profession and the field and in recommendations for and the development of Position Statements. All Position Statements that will be discussed by the Delegates Assembly are communicated electronically for review by the membership, and comments are forwarded to the Chair of the Platform Working Group prior to the Delegates Assembly. Vice Presidents will invite Interest Groups to express their views on Position Statements and forward those comments to the NAEA Board.

All Position Statements approved by the Platform Working Group are sent to the Delegates Assembly for review and action. The Delegates Assembly votes on a recommendation to the NAEA Board for action on each Position Statement presented. The NAEA Board reviews all recommended Position Statements, which, if adopted, become NAEA policy.

The following process is employed when developing and considering Position Statements for the Association.

Step 1: The Chair of the Platform Working Group calls for all members to identify critical issues and trends within the profession and the field.

The Vice President serving on the NAEA Executive Committee is the Chair of the Platform Working Group.

Recommendations for position statement issues or topics are solicited from various sources, such as:

- NAEA Board (including Region Vice Presidents and Division Directors)
- Delegates Assembly
- NAEA Interest Groups
- National (even-numbered years) and Regional (odd-numbered years) Summer Leadership Conferences
- State/provincial associations
- NAEA virtual town halls
- NAEA membership surveys
- Social media
- Contact form posted on the NAEA website
- Individual NAEA members (who may want to contact their NAEA Division or Region representatives, or their Delegates Assembly representatives for assistance, or an Interest Group)

Recommendations will be submitted in either of the following forms:

- Suggestion for an issue or topic to be addressed in a Position Statement developed or facilitated by the Platform Working Group
- Position Statement draft

Step 2: The Platform Working Group Chair receives recommendations on and identifies Adopted Position Statements scheduled for review.

The Chair places recommendations on the agenda for the next Platform Working Group meeting.

While recommendations for new Position Statements can come forward at any time, these recommendations are made prior to the annual Delegates Assembly meeting, Delegates and Interest Group representatives have an opportunity to provide input prior to the Delegates Assembly convening.

Step 3: The Platform Working Group discusses each recommendation and each Adopted Position Statement under review and determines a course of action.

A. If the recommendation is presented as a suggestion for an issue or topic to be addressed in a Position Statement, these steps are followed:

1. The Platform Working Group, based on formal or informal data, such as national trends and legislation, perceived urgency, priority issues based on knowledge of the field and political circumstances, or advocacy needs, determines one of the following actions regarding proposed Position Statement topics:
 - Moves forward with the development of a draft Position Statement on this issue or topic
 - Delays or declines development of a draft Position Statement due to prioritizing other Position Statement issues in the queue, and/or deciding that it is not in the best interest of NAEA to develop a Position Statement regarding this issue or topic at this time.

In the case of delayed or rejected issues, the Platform Working Group will, in a timely manner, notify the individual or group, if known, proposing the issue or topic, explaining the decision. Topics not selected may be kept in a list of issues to be given future consideration.

The Platform Working Group may also ask to survey the NAEA Board about whether a Position Statement on this issue or topic should be prepared.

2. The Platform Working Group identifies experts to help develop the draft Position Statement. This could be the Platform Working Group itself, members of an Interest Group, staff members, or another individual or group of individuals with knowledge of the issue or topic.
3. The Platform Working Group establishes a deadline for the draft to be finalized. Once the draft has been received, the process for reviewing a draft of a Position Statement is implemented.

B. If the recommendation is presented as the draft of a Position Statement, the Platform Working Group reviews the draft and takes one of the following actions:

- Approves the draft as is
- Makes modifications to the draft and approves it with those modifications
- Distributes the draft of the Position Statement and calls for comments, which are used to revise the statement
- Determines that the draft of the Position Statement needs more work and for revisions from provides comments for revisions back to the group that drafted the Position Statement with a deadline for returning a new draft to the Platform Working Group

C. When an Adopted Position Statement is being reviewed, the Platform Working Group uses the following procedures.

After initial approval by the NAEA Board, each NAEA Position Statement is automatically reviewed by the NAEA Platform Working Group. The first review takes place 3 years after the initial adoption. Subsequent reviews take place every 5 years.

After completing this review, the Platform Working Group makes one of the following recommendations to the Delegates Assembly:

- Reaffirm the Position Statement as is
- Modify the Position Statement by adopting recommended revisions, which are based on changes that must be made to keep the Position Statement relevant and meaningful to NAEA and its members
Process Note: Rewording the Position Statement without other purpose, wordsmithing, or changing the original intention of the Position Statement is not part of this review.
- Archive the Position Statement, which means it is no longer relevant in any context

Step 4: The Delegates Assembly reviews, modifies (if needed), and votes on the recommendations of the Platform Working Group for each Draft Position Statement and Adopted Position Statement Under Review and determines recommendations for the Board.

Draft Position Statements

Following discussion, the NAEA Delegates Assembly will, by voting, make one of the following recommendations regarding the Draft Position Statement and forward it to the NAEA Board for one of the following actions at their next meeting:

- Approve the draft of the Position Statement as is
- Approve the draft with modifications
- Reject the draft of the Position Statement and recommend that the NAEA Board not adopt it

Adopted Position Statements Under Review

The Vice Presidents, led by the Chair of the Platform Working Group, will also report out on the consensus recommendation regarding any Adopted Position Statements Under Review. Following these reports, a vote is taken on each of the Adopted Position Statements. There will not be in-depth discussion of these Position Statements.

Step 5: The NAEA Board acts on the Position Statements.

The Vice Presidents submit the Delegates Assembly recommendations to the NAEA Board. The Board, at its next meeting, considers the recommendations and takes action based on the recommendations of the Delegates Assembly.

Draft Position Statements

The NAEA Board will vote to do one of the following:

- Adopt the Position Statement as is
- Modify and adopt the Position Statement
- Send it back to the Platform Working Group for further work
- Reject it entirely, meaning there will not be a NAEA Position Statement on this issue or topic at this time

Adopted Position Statements Under Review

The NAEA Board will vote to do one of the following:

- Keep the Adopted Position Statement as is
- Accept the Position Statement with the recommended revisions
- Keep the Adopted Position Statement for the current cycle and send it back to determine a process for the Platform Working Group to continue to work on the revisions. (If this is the decision, the Position Statement remains as is until a new recommendation for modifying it is presented.)
- Archive the Position Statement (no longer relevant in any context)

Step 6: Approved Position Statements are posted on the NAEA website.

Once adopted by the NAEA Board, statements become the official position of the Association and part of NAEA's Platform, and are published via appropriate NAEA communication vehicles, including the NAEA website. The NAEA website contains a location to house information about the NAEA Platform and Position Statements and a listing of the Chair and other members of the Platform Working Group with contact information.

Recommended for adoption by the Delegates Assembly, April 2009

Adopted by the NAEA Board, July 2009

Revised by the NAEA Board, July 2016

Process for the Review of NAEA Adopted Position Statements, July 2016, July 2019

Suggested Calendar for Gathering Feedback on New and Adopted Position Statements Under Review

June/July

Regional (odd-numbered years) and National (even-numbered years) Leadership Conferences

- Discuss New and Adopted Position Statements Under Review scheduled for review

January

- Platform Working Group reviews New and Adopted Position Statements under review and suggested revisions

January/February/March (by 1 month in advance of Convention) – Vetting Process

- Both drafts for new Position Statements and suggested modifications for Adopted Position Statements scheduled for review are communicated to members and included in Delegates Assembly materials.
- Email alert of posting goes to all members with instructions for providing input to state/provincial/divisional/regional leaders.
- Email message about vetting goes to all state association presidents and NAEA Interest Groups with input to the Chair of the Platform Working Group (current practice).
- Review vetting comments and revise as needed.
- Final draft Position Statements are shared with Delegates for virtual voting, and results are reviewed by Delegates before the Convention.

The survey instrument will poll Delegates and Interest Groups' Chairs with the following options:

- Approve the recommended revisions to the Position Statement
- Retain the existing Position Statement (do not approve the recommended revisions to the Position Statement)
- Archive the Position Statement (no longer relevant in any context)
- Other—with an opportunity to provide specific comments

April/May

- Draft new position statements due 1 month prior to summer leadership meetings.

NAEA Positions

In its role as leading advocate for visual arts education, NAEA routinely takes positions on many issues related to legislation and national policy.

- All positions established to either influence a decision of other organizations or bodies external to NAEA, or define the thinking of NAEA members on issues of public concern, shall be developed through one of three processes:
 - Action by the NAEA Board
 - Action by the NAEA Board as recommended action by the Delegates Assembly
 - Action by the NAEA Board as recommended by the Platform Working Group
- As the governing authority of the Association, the Board of Directors at times needs to respond with a Position Statement to an issue of importance and/or urgency that arises between meetings of the Delegates Assembly.
 - The Board develops policy positions at its meetings as needed.
 - As required, the NAEA Board, in consultation with the Executive Director, develops policy positions on behalf of the Association.

PART I, SECTION I. NAEA PLATFORM AND POSITION STATEMENTS

3. Availability and Use of NAEA Platform and Position Statements

Policy Statement:

The NAEA Platform and Position Statements will be posted on the NAEA website for vetting prior to the Delegates Assembly meeting at National Convention.

The NAEA Position Statements adopted by the Board after the Delegates Assembly will remain on the NAEA website with the year of adoption noted. Position Statements not adopted will be removed after the Board action.

The NAEA Platform and Position Statements are designed to be used by NAEA and its members at their discretion. The NAEA Platform and Position Statements, as posted on the NAEA website, may also be used and quoted by the public and/or the media, as the Platform and Position Statements are designed to further the mission of NAEA and provide a public statement by NAEA about the topic or issue.

[Adopted 2009]

Responsible Party	Action
Board and Executive Director	Draw upon NAEA Platform and Position Statements to share NAEA beliefs regarding an issue or topic when appropriate situations, including media, arise
Board, Executive Director, Staff	Refer others to NAEA Platform and Position Statements when opportunities arise related to the issues or topics addressed by these statements
Staff	Supports this process through the use of the website and other communications vehicles

PART II: OPERATIONS

- A. General Policy Statements
- B. Finance
- C. Communications

PART II, SECTION A. GENERAL POLICY STATEMENTS

1. Publication of Board Action/Distribution of Board Meeting Minutes
2. NAEA Strategic Vision
3. Non-Discrimination Policy
4. Conflict of Interest Policy
5. Document Retention and Destruction Policy
6. Whistleblower Policy
7. Code of Ethics: The Professional Code for Art Educators
8. Code of Ethics: The Professional Code for Art Education Associations of States
and Provinces
9. Cooperative Agreements
10. Submission Deadlines
11. Environment Stewardship
12. Alcoholic Beverages
13. Privacy Policy
14. Inclusive Professional Service Opportunities
15. Member–Author Titles

PART II, SECTION A. GENERAL POLICY STATEMENTS

1. Publication of Board Action/Distribution of Board Meeting Minutes

Policy Statement:

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. [Adopted 2009]

Responsible Party	Action
Staff	Take minutes of all Board meetings
Staff	After Board meetings, post summary of actions taken by the Board on the website

PART II, SECTION A. GENERAL POLICY STATEMENTS

2. NAEA Strategic Vision

Policy Statement:

The NAEA Board of Directors shall regularly engage in strategic planning to review NAEA's mission; to assess progress toward achieving the organizational vision; to identify organizational goals and priorities; and to ensure access, equity, and just practices within the organization.
[Adopted 2009]

Responsible Party	Action
President and Executive Director	Maintain commitment to ongoing strategic planning
Board	Support allocation of resources to support planning and evaluation of goals and priorities Participate in strategic conversations that inform goals and priorities Ensure member involvement in strategic planning and access to NAEA strategic-planning documents Identify and implement strategies for achieving identified goals and priorities through the work of the Division and/or Region
Staff	Encourage and support member participation in NAEA strategic planning Ensure member access to NAEA Strategic Vision Develop and implement programs and services in accordance with the goals and priorities

PART II, SECTION A. GENERAL POLICY STATEMENTS

3. Non-Discrimination Policy

Policy Statement:

NAEA does not discriminate in its membership or hiring practices based on race, ethnicity, color, age, gender identify or expression, sexual orientation, military status, or disability.

NAEA will also not condone discrimination or marginalization by members or partners of the Association. Depending on the severity of the act, a number of resolutions are possible. Members who engage in covertly or overtly harmful behavior may be asked to refrain from the behavior, or they may be sanctioned or, in rare cases, removed. It is the prerogative of the Board, not the individual, to determine how severe an act of discrimination, racism, or marginalization is and the appropriate steps that must be taken to remedy it.

To better consider the needs of all members and to understand the effectiveness of programs and services, NAEA collects and securely stores voluntary demographic information from members.

The NAEA Board affirms its commitment to non-discrimination for any reason.

[Adopted 2005 – Updated 2017, 2023]

Responsible Party	Action
Board and Staff	Uphold implementation of NAEA's non-discrimination policy in all NAEA policies, programs, and services
Staff	Collect and secure individual member voluntary demographic information

PART II, SECTION A. GENERAL POLICY STATEMENTS

4. Conflict of Interest Policy

Policy Statement:

NAEA directors, officers, committee members, staff, and other volunteers, while acting on behalf of NAEA, 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 NAEA, 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 NAEA. 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 NAEA.

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 NAEA, or judgment.

If an individual has a conflict of interest or potential conflict of interest in connection with any NAEA transaction or matter, they should immediately notify the President, Executive Director, or other appropriate NAEA representative.

[Adopted 2008]

All NAEA Board Members, committee members, staff, and volunteers review the Conflict of Interest Policy and sign the Conflict of Interest Disclosure Statement.

[Adopted 2008]

Responsible Party	Action
Board	Reviews Conflict of Interest Statement annually
Committee Chairs	Review Conflict of Interest statement with committee members
Staff	Reviews Conflict of Interest Statement with new staff members
Board and Staff	Reviews Conflict of Interest Statement with volunteers annually
President, Executive Director, and Chief Operating Officer	Enforce Conflict of Interest Policy

PART II, SECTION A. GENERAL POLICY STATEMENTS

5. Document Retention and Destruction Policy

Policy Statement:

NAEA staff, volunteers, Board Members, Directors, officers, and agents have responsibilities for maintaining, storing, and destroying documents and records relating to the Association. To standardize this process a set of rules and terms for retention are set forth.

Rules:

1. Document destruction prohibited
No officer, director, employee, or agent of the Association shall knowingly destroy a document with the intent to obstruct or influence the investigation or proper administration of any matter within the jurisdiction of any government department or agency or in relation to or contemplation of any such matter or case.
[Adopted 2008]
2. All documents and records (physical and/or digital copies) should be housed with the Association when possible. Please send any documents and records to NAEA staff for central storage. Storage on personal computers, devices, and in personal homes and other offices should be limited and temporary.

Terms for retention:

To retain permanently: Audited financial statements and records, tax records, governance records, intellectual property records

To retain for 10 years: pension and benefit records, government relations records

To retain for 7 years: financial ledgers and schedules; purchase orders, invoices and notes; contracts; expired leases, mortgages and notes; settled employee accident reports/claims; payroll records and summaries, including garnishments and withholdings; inventories of products, materials, and supplies; sales records; scrap and salvage records; vouchers for payments to vendors, employees, etc.

To retain for 3 years: bank reconciliation; bank statements; canceled checks; employment applications; expired insurance policies; internal audit reports; internal reports; employee/employment records; lease, insurance, and contract/license records

To retain for 2 years: general correspondence, routine correspondence with customers and/or vendors

To retain until project's completion: recordings of meetings, minutes preparation documents

Exceptions to these rules and terms may be granted by the Association's Executive Director. Questions about which categories individual documents and records fall into should be addressed with NAEA staff.

[Adopted 2023]

Responsible Party	Action
Board	Reviews Document Retention and Destruction Policy annually
Committee Chairs	Review Document Retention and Destruction Policy with committee members
Staff	Reviews Document Retention and Destruction Policy with new staff members
Board and Staff	Reviews Document Retention and Destruction Policy with volunteers annually
President, Executive Director, and Chief Operating Officer	Enforce Document Retention and Destruction Policy

PART II, SECTION A. GENERAL POLICY STATEMENTS

6. Whistleblower Policy

Policy Statement:

RETALIATION AGAINST WHISTLEBLOWERS PROHIBITED

No officer, director, employee, or agent of the Association shall take any harmful action with the intent to retaliate against any person, including interference with employment or livelihood, for providing to a law enforcement officer any truthful information relating to the commission or possible commission of any offense.

[Adopted 2008]

Responsible Party	Action
Board	Reviews Whistleblower Policy annually
Committee Chairs	Review Whistleblower Policy with committee members
Staff	Reviews Whistleblower Policy with new staff members
Board and Staff	Reviews Whistleblower Policy with volunteers annually
President, Executive Director, and Chief Operating Officer	Enforce Whistleblower Policy

PART II, SECTION A. GENERAL POLICY STATEMENTS

7. Code of Ethics: The Professional Code for Art Educators

Policy Statement:

NAEA has adopted The Professional Code for Art Educators.

[Adopted 1986]

Responsible Party	Action
NAEA members	Uphold The Professional Code for Art Educators

PART II, SECTION A. GENERAL POLICY STATEMENTS

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 NAEA. 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 NAEA 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:

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

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[Adopted 1986]

PART II, SECTION A. GENERAL POLICY STATEMENTS

8. Code of Ethics: The Professional Code for Art Education Associations of States and Provinces

Policy Statement:

NAEA has adopted The Professional Code for Art Education Associations of States and Provinces (see next page).
[Adopted 1987]

Responsible Party	Action
State/Provincial Associations	Uphold Professional Code for Art Education Associations of States and Provinces

PART II, SECTION A. GENERAL POLICY STATEMENTS

National Art Education Association Code of Ethics

Professional Code for Art Education Associations of States and Provinces

This code is a declaration of the common philosophical and professional beliefs and practices that unite the National Art Education Association with art education associations of states and provinces, and that also serve to link the various state/provincial art education associations to one another nationally and internationally. This 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 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 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 special 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.

Primary expectations for any state/provincial art education association and its 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 designated Region Vice President.
8. Developing and carrying out a management plan appropriate to the needs of the state/province.
9. Developing and maintaining an organizational structure that advances the mission of the organization, ensuring proper and adequate member representation through the leadership, fulfilling the requirements set forth in the Constitution and Bylaws, and carrying out the business of the Association.
10. Filing copies of legal documents, including the Constitution and officer and staff list, with the National Art Education Association office. Revisions 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 membership with opportunities for professional development through workshops or conferences.
14. Participating in the National Art Education Association Convention and financially supporting state/provincial Delegate(s) to the fullest extent of their ability.

[Adopted 1987]

PART II, SECTION A. GENERAL POLICY STATEMENTS

9. Cooperative Agreements

Policy Statement:

General Statement on Cooperative Agreements

The Executive Director is authorized to enter into cooperative agreements with other associations, organizations, institutions, or agencies that support NAEA's mission to advance visual arts, design, and media arts education. The Executive Director will keep the NAEA Board, including the officers and executive committee, apprised of the development and implementation of all cooperative agreements on an ongoing basis.

[Adopted 2011]

Responsible Party	Action
Executive Director	Enters into cooperative agreements on behalf of NAEA
Executive Director	Maintains all records regarding cooperative agreements within NAEA office
Executive Director	Provides Board with information and updates regarding cooperative agreements
Board	Reviews information and updates regarding cooperative agreements
Staff	Fulfills NAEA responsibilities defined within cooperative agreements as directed

PART II, SECTION A. GENERAL POLICY STATEMENTS

10. Submission Deadlines

Policy Statement:

All NAEA organizational procedures that require receipt of materials in relation to a deadline are governed by timestamp (e.g., nominations and election of Board Members, Awards Program). Deadlines “must be timestamped on or before (date)” on each page of application materials and forms.

[Adopted 1999]

Responsible Party	Action
Staff	Uphold the policy regarding deadlines so they are established as timestamped deadlines

PART II, SECTION A. GENERAL POLICY STATEMENTS

11. Environmental Stewardship

Policy Statement:

NAEA will exercise environmentally friendly practices, to the extent possible, to include recycling of materials and providing digital copies.

Responsible Party	Action
Staff	Uphold the policy regarding environmental stewardship

PART II, SECTION A. GENERAL POLICY STATEMENTS

12. Alcoholic Beverages

Policy Statement:

NAEA will not pay for alcoholic beverages for committees, staff, guests, or Board Members, except for those events officially sanctioned by the Finance Committee, Board Members, Executive Director, and/or Chief Finance and Operations Officer.

[Adopted 1984, revised 2023]

Responsible Party	Action
Staff	Administer the policy regarding alcoholic beverages
Finance Committee, Board Members, Executive Director, Chief Finance and Operations Officer	Determine events for which NAEA will pay for or provide alcoholic beverages

PART II, SECTION A. GENERAL POLICY STATEMENTS

13. Privacy Policy

Policy Statement

NAEA has adopted the Privacy Policy below.
[Adopted 2012, Revised and Updated October 2023]

The National Art Education Association (NAEA, “we,” “us,” and “our”) is committed to respecting your privacy. This privacy policy describes our collection and use of personal and business information collected from visitors to our website, as well as through our email and regular mail correspondence, telephone calls, and faxes, and reflects the privacy principles that we follow with respect to the collection, use, and disclosure of information you may provide to use.

Our policy is to use any and all data collected by any means, whether through the internet, email, our online databases, and/or any interactive forms or surveys only for such uses that are important to our organization and our cause, in light of the professional standards required and expected from nonprofit organizations.

Please read this entire privacy policy before using NAEA’s website or submitting information to NAEA through the website, community platform, mobile app, event registration site, or other submission channels.

NAEA’s Mission Purpose; Legitimate Interests

NAEA is the leading professional membership organization for visual arts, design, and media arts professionals and represents members who are visual arts educators. In furtherance of our mission, NAEA champions creative growth and innovation by equitably advancing the tools and resources for visual arts, design, and media arts education. Any information we collect serves to further our mission and conduct our daily business operations, including but not limited to the following:

- Provide relevant information to our potential members, active members, constituents, and the public
- Respond to inquiries relating to NAEA
- Promote and administer NAEA events, programs, and activities
- Perform our contractual obligations with members in good standing, registered attendees at our events, and subscribers of our publications and other products and services.

Information We Collect About You; Purposes

You can access some areas of NAEA’s website without submitting any information to us. However, if you wish to access additional content available on this website or participate in some

of NAEA's activities, we may ask that you provide us personally identifiable information for the following purposes:

1. join NAEA as a member or renew membership
2. register to NAEA events and programs
3. purchase items through NAEA's online store
4. subscribe to NAEA's newsletter/publications
5. create a website account
6. donate to the National Art Education Foundation
7. contact NAEA through email or the contact forms on our website

The types of personal data we collect vary based on the programs, services, and products you wish to engage in, but generally include your name, business affiliation and contact information, telephone number, email address, postal address, and credit card information per Payment Card Industry (PCI) guidelines. Please review additional information we may collect about you:

Member Demographics Data. NAEA may also collect optional member demographic data to assist us with enhancing programs and services to meet the needs of all members and inform NAEA's priority work in the area of equity, diversity, and inclusion. These optional demographic data may include age range, gender, race/ethnicity, as well as your prior engagement with NAEA and other organizations who serve educators. Demographic information will only be used in aggregate, statistical format.

Profile on Community Platform. When you create a profile on our website and join the Collaborate community platform, we will collect the information you elect to upload to your profile, such as your education and job history and company information. Other registered users of our community platform may also view your profile information. You should carefully consider whether you wish to share personal data on this platform.

NAEA Member Directory. NAEA also makes member contact information available through the NAEA Member Directory to other members using its website and provides mailing addresses to state associations contracted for dues collection purposes. On occasion, NAEA may also provide limited data to third parties that offer products and services. This limited data may include name, job title, company and business address, but do not include business phone number, business fax number, or email address. Users may request NAEA refrain from disclosing the data it collects to third parties if they determine later that they do not wish to have the information shared by contacting NAEA at 703-860-8000 or members@arteducators.org, or by updating your member Collaborate community platform profile settings. Users are also subject to NAEA Member Directory Terms of Use.

Automatically Collected Data. NAEA's website may collect information automatically about each visitor to our website that may not identify you personally in the following ways:

IP Addresses. Your IP address does not reveal any personal information about you or your activities. Our web server host logs all IP addresses of all visitors to automate information collection concerning web traffic, usage, length of time visitors stayed, new

visitors, entry and exit points, and the like. It is also used as statistical information for reporting and to find ways to improve web usability.

Cookies. Our website uses cookies to gather information about traffic and to enhance your visit to our site. Internet cookies save data about individual visitors, such as the visitor's name, password, user name, screen preferences, the pages of a site viewed by the visitor, and the advertisements viewed or clicked by the visitor. Cookies are used to customize web pages to provide the user with preferences. They can be deactivated in your browser if you wish by configuring your browser's preferences not to accept them. However, if you decline the attachment of any cookie, you may not have access to the full benefits of the website.

NAEA uses the previously mentioned automatically collected data in the form of summary statistics to help us make our website more useful to our visitors, such as assessing what information is of most and least interest.

National Art Education Association Sharing Practices

We do not share, sell, or rent information to any third-party processors for their promotional use or for marketing purposes except in the following circumstances:

1. None of the information we collect is shared with any third parties except as aggregated statistics for organizational performance reporting purposes, capturing and defining web traffic patterns, and website improvement. Information of this kind is never used to track or monitor individual users.
2. NAEA may share and disclose information to NAEA's vendors, agents, and/or advisors (such as our strategic partners, accountants, or attorneys) whose products and services may be of interest to and/or support of NAEA members and our community. We only disclose personal information necessary for them to provide their services to you or to us, and only under strict confidentiality restrictions. NAEA vendors, agents, and/or advisors are obligated to implement opt-out mechanisms and honor any opt-out requests by recipients in compliance with applicable laws.
3. NAEA may share and disclose information as required by law, government requests, or as needed in legal proceedings when NAEA believes, in good faith, disclosure is necessary to: (1) Comply with law (including court and government orders, and civil subpoenas); (2) Enforce or apply NAEA's Terms and Conditions and other agreements; or (3) Investigate fraud and protect the rights, property, or safety of NAEA, our users, or others. If you partake (or NAEA reasonably suspects that you are partaking) in any illegal or potentially illegal activity, NAEA may disclose personal information even without a subpoena, warrant, or other court order, to the extent NAEA feels is necessary to inform and cooperate with law enforcement agencies or other appropriate authorities.

If you contact us by email or phone in connection with disclosure of your information under this subsection (c), we may ask you to verify your personal information so that we may respond to your inquiry with an assurance of your identity.

4. If you send us questions about our website content or any of our areas of operation, we may forward your request for information to parties who would be able to assist you, or we may respond to you with that information in kind.
5. **National Convention Attendees.** Your postal mailing address may be shared with third parties in conjunction with the annual NAEA National Conventions, such as NAEA exhibitors, sponsors, and business partners, etc., in order to enhance attendee experiences by providing information on products, services, and learning opportunities. These third parties are obligated to implement opt-out mechanisms and honor any opt-out requests.
6. **Member List Rental Mailings.** NAEA contracts with a third-party marketing vendor that makes NAEA's membership list available to businesses and organizations whose products and services may be of interest to our members. NAEA members may opt out of being included on the foregoing membership list by logging in to your website account and utilize the setting function under "My Profile."

When you terminate your membership or cancel the website account access, NAEA may continue to share information about you according to our legal and regulatory requirements.

In addition, in the event of a merger, acquisition, or any form of sale or transfer of some or all of our assets to a third party, we may also disclose your personal information to the third parties concerned or their professional advisors. In the event of such a transaction, the personal information held by NAEA will be among the assets subject to the transaction.

How to Update Preferences and Access, Correct, and Delete Information

Except for transactional emails necessary to perform NAEA's contractual obligations, you can opt out of communications from NAEA or update your preference by following the instructions included in each communication, by logging in your website account and utilize the communication preference setting under "My Profile," or by contacting us at members@arteducators.org.

In addition, you may access, correct, or delete your personal information by logging in to your website account and utilize the setting function under "My Profile," or by contacting us at members@arteducators.org. We may ask you to provide sufficient evidence of your identity for your own protection so we can ensure that information is being released to the correct person. We will respond to your request to access your information within 30 days. In some cases, our business requirements and legal obligations may prevent us from being able to delete your information. If we are unable to delete your information, we will let you know if we are unable to do so and why.

Children's Information

The website is not intended for children under 13 years of age. NAEA does not knowingly collect personal information from children under 13 years of age. If NAEA discovers that a child under the age of 13 has provided us with personal data, we will delete the child's personal data unless a parent or guardian provides verifiable consent to NAEA.

Security Measures

The website has security measures in place to protect the loss, misuse, and alteration of the information under NAEA control. When you submit information to NAEA through our website, you should be aware that your information is transmitted across the internet, and that no method of transmission over the internet is 100% secure. Although we take reasonable security measures to protect your information when we receive it, you also need to ensure you take appropriate steps to protect your information.

Links to Other Websites

The National Art Education Association may post links on its website to many other websites at the national, regional, and state and local levels. Although we work hard to make sure we are linking to appropriate sites, and take full responsibility for the content of our site and our own privacy policy, we are not responsible for the privacy practices or the content of sites to which we link.

Online Surveys

Occasionally, NAEA may ask you to participate in online surveys in the interest of gauging the value and quality of its programs and services in order to advance our mission and achieve our strategic goals. Such surveys are always on a volunteer basis, and participation is voluntary. Should you decide to complete a survey, the types of information collected may include demographics such as zip codes, age group, services received or provided, etc. None of this information will be collected on any one individual or that can be used to identify any one particular individual. Survey information is used in the aggregate to improve organization programs and services.

Online Purchases and Credit Card Information

NAEA may provide you with links that allow you to purchase items related to our mission and activities. Any transaction conducted as a result of those links may not be conducted on our site but may be conducted on the site of the seller or the company managing the transaction through their online e-commerce functions. Therefore, NAEA does not collect any personal information about you, your transaction, and/or your credit card. All transactions and transaction details are between the purchaser and the company, and NAEA makes no guarantee about these transactions. Buyers are responsible to be fully informed about sellers' and/or companies managing online transactions policies and will hold NAEA harmless of all disputes between the buyer and seller/transaction company.

Linking Policy

This website may contain hypertext links to external websites and pages containing information created and maintained by public and private organizations other than NAEA. These hypertext links may be created by NAEA if it determines that establishing the external link will provide information to its constituents and members. NAEA, in its sole discretion, will determine whether the external website meets the mission of the organization and its specified informational purposes. The inclusion of a hypertext link to an external website is not intended as an endorsement of any product or service offered or referenced on the linked website, the organization's sponsoring said website, or any views that might be expressed or referenced in the website. Hypertext links to external websites and pages may be removed or replaced at the sole discretion of NAEA, at any time without notice. In the event you discover problems with, or have concerns regarding, the format, accuracy, timeliness, or completeness of a linked external website, please contact the specific organization responsible for the linked external site. NAEA does not control, nor is it responsible for, content on any external site.

Contact Us

If you believe your personal and/or private information is being used for a purpose other than its intended purpose, or if you have any questions about our Privacy Policy or the practices of our site, please contact NAEA staff at 703-860-8000 or members@arteducators.org, and we will address the concern in a timely manner.

Amendments and Updates

The National Art Education Association reserves the right to change this policy whenever deemed necessary without prior notification. Should changes be made, they will be posted on this Privacy Policy with the date of revision. We encourage you to periodically review this page for the latest information on our privacy practices and this Privacy Policy.

Responsible Party	Action
Staff	Uphold Privacy Policy

PART II, SECTION A. GENERAL POLICY STATEMENTS

14. Inclusive Professional Service Opportunities

In keeping with NAEA's legacy of "by members, for members," the success of the NAEA professional community relies upon professional service through contributions of time and expertise by NAEA members. In return, such opportunities provide valuable professional connections and leadership experience for those who serve. Opportunities for professional service are announced/posted for all members and include the criteria for service, ensuring that any member who is interested in service and meets the criteria has the opportunity to apply and be considered for an appointment. Applications are reviewed against the criteria and members are appointed to professional service roles that meet equitable, diverse, and inclusive practices. [Adopted 2019]

Responsible Party	Action
Staff	Uphold policy

PART II, SECTION A. GENERAL POLICY STATEMENTS

15. Member–Author Titles

NAEA acknowledges the tremendous contributions of its vibrant member community; as an organization for members and by members, opportunities for member–authors to share resources within the NAEA professional community include (1) posting on the NAEA website in a designated area to highlight member achievements and (2) participating in the NAEA Artisans Gallery at the National Convention.

The NAEA Convention Bookstore offers titles produced by NAEA, titles copublished with collaborative partners, and titles purchased from third-party publishers that highlight general session presenters or key strategic initiatives. NAEA is unable to accommodate third-party or member–author sales of publications and/or merchandise in the NAEA Bookstore.

[Adopted 2019]

Responsible Party	Action
Staff	Uphold policy

PART II, SECTION B.FINANCE

1. Fiscal Year
2. Accounting Firm
3. Investment Firm Appointed
4. Check Signatures/Records
5. Financial Transparency
6. National Art Education Foundation Line Item
7. Investment Policy: National Art Education Association Operating Reserve
8. Investment Policy: National Art Education Association Short Term Reserve
9. Investment Policy: National Art Education Association Long Term Reserve
10. Addendum to the National Art Education Association Investment Policy
11. Delegates Assembly Fiscal Impact Committee
12. NAEA Travel Policy
13. Officers' Expenses
14. Budget Allocations for Division Directors and Region Vice Presidents
15. State/Provincial Association Reimbursement for Regional Leadership

PART II, SECTION B.FINANCE

1. Fiscal Year

Policy Statement:

As stated in the Bylaws, the fiscal year will extend from July 1 to June 30. [BYLAWS, ARTICLE VII – FISCAL YEAR]

Responsible Party	Action
Executive Director and Chief Operating Officer	Prepare, manage, and monitor budget for the fiscal year beginning on July 1 and ending on June 30 in accordance with accepted practices

PART II, SECTION B.FINANCE

2. Accounting Firm

Policy Statement:

The Executive/Finance Committee shall vote to select the audit firm. [Adopted 2008]

Responsible Party	Action
Executive Director and Chief Operating Officer	Present recommendations regarding the accounting firm to conduct the audit
Executive/Finance Committee	Votes to select the audit firm

PART II, SECTION B.FINANCE

3. Investment Firm Appointed

Policy Statement:

The Association's reserve accounts are invested with a Board-appointed investment firm, recommended by the Executive/Finance Committee.
[Adopted 2009]

Responsible Party	Action
Board	Approves appointment of investment firm
Executive Director and Chief Operating Officer	Identify investment firm(s) for Board consideration

PART II, SECTION B.FINANCE

4. Check Signatures/Records

Policy Statement:

All checks issued by the Association in amounts over \$1,000 carry two (2) staff signatures. All financial transactions are recorded and maintained in accordance with Generally Accepted Accounting Principles and periodically audited by a third-party CPA firm appointed by the NAEA Board of Directors.
[Adopted 2011]

Responsible Party	Action
Executive Director and Chief Operating Officer	Implement, manage, and monitor approved policies regarding check signatures and records

PART II, SECTION B.FINANCE

5. Financial Transparency

Policy Statement:

As a nonprofit organization, NAEA's annual tax return is reviewed by the Board prior to filing and is open to public inspection and available through Candid (formerly GuideStar; <https://www.guidestar.org>).

Responsible Party	Action
Staff	Tax returns available on Candid

PART II, SECTION B.FINANCE

6. National Art Education Foundation Line Item

Policy Statement:

NAEA establishes a line item in the budget for the National Art Education Foundation.
[Adopted 1989]

Responsible Party	Action
Executive Director and Chief Operating Officer	Include line item in the NAEA budget for the National Art Education Foundation in consultation with the NAEF Chair and the NAEF Finance Committee Chair
Board	Reviews and approves line item in the NAEA budget allocated to NAEF

Note: NAEF Board of Trustees adopts an annual budget for the National Art Education Foundation based on reports on investments and input from the NAEA Executive Director and Chief Operating Officer.

PART II, SECTION B.FINANCE

7. Investment Policy: National Art Education Association Operating Reserve

Policy Statement:

This investment policy sets forth the operational factors governing the investment management of the National Art Education Association (NAEA) Operating Reserve. This policy and any addendums will serve to direct the management of investment assets within this portfolio by the designated individual(s).

The following account(s) is/are governed by this policy:

- Chevy Chase Bank account #xxxxxxx621

Statement of Objectives:

The primary objective of this portfolio is to:

- Preserve the capital

Secondary objectives of this portfolio are to:

- Maximize FDIC protection
- Provide a competitive yield based on prevailing interest rates

Target Balance and Transfer of Funds

The target balance for the NAEA Operating Reserve is 1.5 months of the operating budget.

In the event the Operating Reserve falls below 0.75 months of the NAEA operating budget, as identified in the Addendum to the NAEA Investment Policy Statements, for more than 90 days the Operating Reserve shall be replenished back to the target.

In the event the Operating Reserve grows to 2.5 months of the operating budget, the excess above the target should be transferred to either the Short Term Reserve or the Long Term Reserve. The Reserve that takes funding priority shall be determined as follows:

- Funding the Long Term Reserve takes priority in the event that the total combined balance for the Operating and Long Term Reserve is below 40% of the current fiscal year operating budget, as identified in the Addendum to the NAEA Investment Policy Statements.
- Funding the Short Term Reserve takes priority in the event that the total combined balance for the Operating Reserve and Long Term Reserve is above 40% of the operating budget, as identified in the Addendum to the NAEA Investment Policy Statements.

Cash Flow Expectations:

This portfolio provides a short-term funding source for NAEA operating expenses in the event of a revenue shortfall during the operating year. As such, there are known cash flow expectations, and funds should remain liquid in order to provide funds to stabilize NAEA's annual cash flow.

Time Horizon:

This portfolio is considered immediate in its investment time horizon.

Tax Status:

NAEA is a 501(c)3 organization and is thus exempt from taxes. Investment decisions should reflect this tax status when purchasing or selling securities.

Risk Tolerance and Asset Allocation:

This portfolio is classified as no risk based on the stated objective to preserve capital and the immediate time frame associated with this account.

Asset Class	Target Allocation
Cash	100%

Suitable investments for this portfolio are limited to cash and cash equivalents such as money market mutual funds and FDIC-insured money market accounts.

Return Expectations:

Returns are expected to be commensurate with the risk tolerance and asset allocation of the investments and will reflect the portfolio's objective of preserving capital. The portfolio performance will be gauged against a designated benchmark and is expected to track those benchmark returns over time.

Benchmarking:

The portfolio's performance will be compared to:

- The Merrill Lynch 3 month TBill index

Policy Revisions:

This policy is designed to be dynamic and amendable, as the objectives and needs of NAEA may change over time. This policy will be formally reviewed annually to determine if the objectives, constraints, and allocations are accurate. Additionally, any number of other changes may occur between reviews that would warrant a review of this policy, including:

- A change in NAEA's risk tolerance, timeline, tax status, or cash flow expectations
- Introduction of new investment vehicles
- A change in the objective of the portfolio
- A change in management at NAEA

NAEA will review the policy for its appropriateness after such changes and will amend the policy when necessary.

Duties and Responsibilities:

National Art Education Association: Will be required to review and approve this Investment Policy Statement in its entirety. NAEA will notify the Investment Advisor when the Operating Reserve balance has been below the minimum target range for more than 90 days. NAEA is responsible for identifying appropriate banks in which to invest the Operating Reserve funds and for ensuring the funds receive full protection by the FDIC.

Authority:

NAEA Board approval is required to make changes to this Investment Policy Statement. NAEA Staff that are designated as authorized agents for the account(s) governed by this policy may direct transfers in or transfers out of the accounts governed by this policy.

[Adopted 2009]

Responsible Party	Action
Board	Review and approve investment policy regarding operating reserve
Board	Approve any changes to investment policy regarding operating reserve
Executive Director and Chief Operating Officer	Authorized agents for the account(s) governed by the investment policy regarding operating reserve and as such, may direct transfers in or transfers out of the account(s)

PART II, SECTION B.FINANCE

8. Investment Policy: National Art Education Association Short Term Reserve

Policy Statement:

This policy sets forth the operational factors governing the investment management of the National Art Education Association (NAEA) Short Term Investment Reserve. This statement and any addendums will serve to direct the management of investment assets within this portfolio by the designated investment advisor.

The following account(s) is/are governed by this policy:

- Charles Schwab brokerage account xxxx-1516

Statement of Objectives:

The primary objectives of this portfolio are:

- Preservation of capital
- Liquidity of assets for cash flow needs

A secondary objective is to earn a long-term real rate of return that adequately preserves the purchasing power of the portfolio by exceeding inflation.

Target Balance

The Short Term Reserve does not have a target balance. Rather, the Short Term Reserve minimum target balance is \$100,000. Currently, there is no maximum target balance for this account.

Cash Flow Expectations:

This portfolio is intended to be a funding source for a large capital acquisition. The timing of such an acquisition is unknown.

Otherwise, this portfolio is not expected to be a primary source of cash flow for NAEA. However, in the event the balance in the Operating Reserve falls below 0.75 months of the operating budget for more than 90 days, this account may be required to replenish the Operating Reserve back to the target—so long as this does not cause the balance to fall below the \$100,000 target minimum balance.

Any change in NAEA's need for cash flows from this account should be addressed through a change in this policy statement.

Time Horizon:

This portfolio is considered short to intermediate term in its investment time horizon. Investments should reflect a maturity target of 3 years, with an appropriate allocation to short-term investments to satisfy any cash flow expectations in the next 12-month period.

Tax Status:

NAEA is a 501(c)3 organization and is thus exempt from taxes. Investment decisions should reflect this tax status when purchasing or selling securities.

Risk Tolerance and Asset Allocation:

This portfolio is classified as moderately conservative based on the stated objectives of preservation of capital, income, and liquidity. The recommended target asset allocation seeks to achieve these objectives while maximizing returns and minimizing volatility.

Asset Class	Target Allocation
Domestic Equity	3%
International Equity	2%
Fixed Income	85%
Cash	10%

The fixed-income asset class will target a weighted average maturity of no greater than 5 years and a weighted average credit rating of AA, with an emphasis on U.S. Treasuries and Agencies.

The domestic and international equity assets classes will be based on a market neutral weighting between market capitalization and style (value versus growth), with a slight emphasis on small cap and value stocks.

Return Expectations:

Returns are expected to be commensurate with the risk tolerance and asset allocation of the investments and will reflect the portfolio's objectives of short-term growth. The portfolio performance will be gauged against a designated benchmark and is expected to track those benchmark returns over time.

Eligible Investments and Restrictions:

The following are eligible investments for this investment portfolio:

- Common stock issued by U.S.-based companies and available on an exchange
- American depository receipts (ADRs) and Ordinary Shares of Non-U.S.
- Companies U.S. Treasuries
- U.S. agencies
- Municipal and corporate bonds rated investment grade or higher by Moody's, S&P, or Fitch
- Mortgage-backed securities issued by U.S. agencies
- Bonds with a maturity of 11 years or less at the time of purchase
- FDIC-insured certificates of deposit
- FDIC-insured money market accounts
- Money market funds that invest solely in eligible securities listed above, and whose credit quality is such that they must invest exclusively in high-quality securities (generally those that are in the top two tiers of credit quality)
- Mutual funds that invest solely in eligible securities listed above
- Exchange traded funds that invest solely in eligible investments listed above

- Mutual funds and exchange-traded funds that invest in the common stock of companies that operate in developed and emerging international markets
- Mortgage-backed, asset-backed, and commercial mortgage-backed securities owned indirectly through a mutual fund or exchange-traded fund, and carrying a rating of BBB- or higher by Moody's, S&P, or Fitch
- Developed international sovereign debt securities owned indirectly through a mutual fund or exchange-traded fund, and carrying a rating of BBB- or higher by Moody's, S&P, or Fitch

The following are specific restrictions for the investment portfolio:

- No more than 2% of the fixed-income allocation will be invested in bonds with a rating lower than BBB- by Moody's, S&P, or Fitch
- Individual mortgage-backed, asset-backed, and commercial mortgage-backed securities
- All derivative instruments, including futures, options, swaps, swaptions, forwards, and credit default swaps
- All auction rate securities and variable rate demand bonds
- All commodities
- All forms of hedge funds
- All forms of private equity
- All privately placed securities
- Equity securities not registered with an exchange (e.g., NYSE, NASDAQ, American)
- Preferred shares of stock
- Fixed-income securities with convertible options
- With the exception of U.S. treasuries, U.S. agencies, mutual funds, and exchange-traded funds, all individual securities purchased shall not equal more than 5% of the overall portfolio value
- With the exception of U.S. treasuries, U.S. agencies, mutual funds, and exchange-traded funds all individual securities purchased shall not equal more than 10% of the value of the issue
- With the exception of U.S. treasuries, U.S. agencies, mutual funds, and exchange-traded funds, the portfolio will not hold individual securities from an issuer that in aggregate equal more than 10% of the portfolio

Benchmarking:

The portfolio's performance will be compared to two distinct benchmarks:

1. The portfolio will be compared to a benchmark comprising the BarCap Aggregate Bond Index, BarCap 1-5 Year Government Bond Index, Russell 3000 Index, FTSE All World Ex US Index, and the Merrill Lynch 3-Month US Treasury Bill Index. Weights will be applied to each index based on the actual allocation to each broad asset class.

2. The investment advisor will provide NAEA with a benchmark for each fund and separately managed account held within the portfolio. These benchmarks will be used to measure the performance of selected investments and will be weighted based on actual allocations to the funds to produce a custom-weighted benchmark to which the portfolio will be compared.

Monitoring:

The advisor will provide NAEA with a detailed report of the portfolio at least quarterly. The quarterly report will outline the following:

1. Returns for the specified quarter, year to date, and inception
2. The current portfolio allocation compared to the target asset allocation
3. A comparison of the performance of each fund and manager relative to other managers with a similar investment style or strategy
4. The portfolio's performance relative to a broad portfolio based on the target asset allocation
5. The portfolio's performance relative to a custom benchmark based on the individual funds held within the portfolio.

Policy Revisions:

This policy is designed to be dynamic and amendable, as the objectives and needs of NAEA may change over time. This policy will be formally reviewed annually to determine if the objectives, constraints, and allocations are accurate. Additionally, any number of other changes may occur between reviews that would warrant a review of this policy, including:

- A change in NAEA's risk tolerance, timeline, tax status, or cash flow expectations
- Introduction of new investment vehicles
- A change in the objective of the portfolio
- The introduction of a new investment manager
- A change in management at NAEA

NAEA will work with the designated investment advisor to review the policy for its appropriateness after such changes and will amend the policy when necessary.

Duties and Responsibilities:

The following parties to this policy will be charged with certain duties and responsibilities as it relates to management of the portfolio:

National Art Education Association: Will be required to review and approve this Investment Policy Statement in its entirety. NAEA will be responsible for working with a Designated Investment Advisor no less than annually to review and amend this policy statement. NAEA is responsible for selecting an investment advisor who will comply with this policy statement and is responsible for periodically reviewing the advisor's compliance with this policy statement.

Designated Investment Advisor: Will be responsible for implementing the investment strategy outlined in this policy statement by selecting investments and external managers

that meet the investment criteria within this policy statement. The Designated Investment Advisor will be charged with recommending

investments, transacting approved purchases and sales of investments, and timely reporting of investment performance to NAEA. The Designated Investment Advisor is also required to perform all normal due diligence in selecting external investment managers, including a review of their ability to operate within the investment guidelines and restrictions outlined in this policy. The Designated Investment Advisor is responsible for selecting other appropriate parties as needed to implement this policy, including attorneys, custodians, and brokers/dealers.

Investment Manager: Investment Managers will be any party the Designated Investment Advisor selects to invest funds on behalf of NAEA. For purposes of this policy, Investment Managers include mutual fund managers, exchange traded fund managers, separate account managers, money market fund managers, and any other party the Investment Manager contracts/uses to invest funds on behalf of NAEA. The Designated Investment Advisor is responsible for assuring that any Investment Manager selected is investing funds in a manner consistent with the eligible investments and restrictions outlined in this policy.

Rebalancing Procedures:

This portfolio will be rebalanced periodically to assure that the overall asset allocation target of the portfolio is maintained. Events including large deposits or withdrawals and significant market movements may trigger the need to rebalance the portfolio.

Regardless of activity, the portfolio will be reviewed on a quarterly basis at a minimum to assure the balance is adequately maintained. In order to minimize transaction costs, the manager will evaluate the benefit of rebalancing relative to the transaction cost. The Investment Advisor will maintain a minimum rebalancing threshold of +/- 20% of the target allocation percentage for each asset class, with the exception of cash, which will have a rebalancing threshold of +/- 50% of the target.

Authority:

NAEA Board approval is required to make changes to this Investment Policy Statement.

NAEA staff that are designated as authorized agents for the account(s) governed by this policy may direct transfers in or transfers out of the accounts governed by this policy. [Adopted 2009]

Responsible Party	Action
Board	Review and approve investment policy regarding short-term reserve
Board	Approve any changes to investment policy regarding short-term reserve
Executive Director and Chief Operating Officer	Authorized agents for the account(s) governed by the investment policy regarding short-term reserve and as such, may direct transfers in or transfers out of the account(s)

PART II, SECTION B.FINANCE

9. Investment Policy: National Art Education Association Long Term Reserve

Policy:

This policy sets forth the operational factors governing the investment management of the National Art Education Association (NAEA) Long Term Investment Reserve. This statement and any addendums will serve to direct the management of investment assets within this portfolio by the designated investment advisor.

The following account(s) is/are governed by this policy:

- Charles Schwab brokerage account xxxx-2242

Statement of Objectives:

The primary objectives of this portfolio are:

- Long-term growth of assets
- Preserve the capital of the portfolio by utilizing an asset allocation that provides exposure to more stable asset classes including fixed income securities

A secondary objective is to

- Optimize return while minimizing risk through diversification and asset allocation

Target Balance

The target balance for the Long Term Reserve is a function of the aggregate balance in the NAEA Long Term Reserve and the NAEA Operating Reserve combined.

The acceptable target balance range for these two reserve portfolios combined is between 40% and 50% of the NAEA annual operating budget. The minimum target balance is 40% of the NAEA Operating Budget, whereas the target balance goal is 50% of the NAEA Operating Budget.

The target balance for the NAEA Operating Reserve is equal to 1.5 months of the operating budget. Therefore, the acceptable minimum target balance for the NAEA Long Term Reserve is the difference between 40% of the NAEA annual operating budget and the current Operating Reserve balance.

In the event that target balance for the NAEA Operating and Long Term Reserve policies combined falls below 40%, the Long Term Reserve becomes the funding priority from excess in the Operating Reserve.

Cash Flow Expectations:

This portfolio is not expected to be a primary source of cash flow for NAEA; however, a withdrawal from this account may be required in order to fund a large capital acquisition. The timing of such an acquisition is unknown. Any change in NAEA's need for cash flows from this account should be addressed through a change in this policy statement.

Time Horizon:

This portfolio is considered intermediate term in its investment time horizon. Investments will be balanced among those that seek long-term growth as their primary objective and those that seek to provide portfolio stability as their primary objective. The funds in this account are not expected to be withdrawn in the next 5 years.

Tax Status:

NAEA is a 501(c)3 organization and is thus exempt from taxes. Investment decisions should reflect this tax status when purchasing or selling securities.

Risk Tolerance and Asset Allocation:

This portfolio is classified as moderate risk based on the stated objectives of long-term growth, portfolio stability, an intermediate-term time horizon, and the low need for cash flow. The recommended target asset allocation seeks to achieve these objectives while maximizing returns and minimizing volatility.

Asset Class	Target Allocation
Domestic Equity	42.5%
International Equity	17.5%
Fixed Income	37.5%
Cash	2.5%

The fixed-income asset class will target a weighted average maturity of no greater than 10 years and a weighted average credit rating of no lower than AA, with an emphasis on U.S. treasuries and agencies.

The domestic and international equity assets classes will be based on a market-neutral weighting between market capitalization and style (value versus growth), with a slight emphasis on small cap and value stocks.

Return Expectations:

Returns are expected to be commensurate with the risk tolerance and asset allocation of the investments and will reflect the portfolio's objectives of long-term growth. The portfolio performance will be gauged against a designated benchmark and is expected to track those benchmark returns over time.

Eligible Investments and Restrictions:

The following are eligible investments for this investment portfolio:

- Common stock issued by U.S.-based companies and available on an exchange
- American depository receipts (ADRs) and ordinary shares of non-U.S. companies
- U.S. treasuries
- U.S. agencies

- Municipal and corporate bonds rated investment grade or higher by Moody's, S&P, or Fitch
- Mortgage-backed securities issued by U.S. agencies
- Bonds with a maturity of 11 years or less at the time of purchase
- FDIC-insured certificates of deposit
- FDIC-insured money market accounts
- Money market funds that invest solely in eligible securities listed above, and whose credit quality is such that they must invest exclusively in high- quality securities (generally those that are in the top two tiers of credit quality)
- Mutual funds that invest solely in eligible securities listed above
- Exchange-traded funds that invest solely in eligible investments listed above
- Mutual funds and exchange-traded funds that invest in the common stock of companies that operate in developed and emerging international markets
- Mortgage-backed, asset-backed, and commercial mortgage-backed securities owned indirectly through a mutual fund or exchange-traded fund, and carrying a rating of BBB- or higher by Moody's, S&P, or Fitch
- Developed international sovereign debt securities owned indirectly through a mutual fund or exchange-traded fund, and carrying a rating of BBB- or higher by Moody's, S&P, or Fitch

The following are specific restrictions for the investment portfolio:

- No more than 3.5% of the entire fixed-income allocation will be invested in bonds with a rating lower than BBB- by Moody's, S&P, or Fitch
- Individual-mortgage backed, asset backed, and commercial mortgage-backed securities
- All derivative instruments, including futures, options, swaps, swaptions, forwards, and credit default swaps
- All auction rate securities and variable rate demand bonds
- All commodities
- All forms of hedge funds
- All forms of private equity
- All privately placed securities
- Equity securities not registered with an exchange (e.g., NYSE, NASDAQ, American)
- Preferred shares of stock
- Fixed Income securities with convertible options
- With the exception of U.S. treasuries, U.S. agencies, mutual funds, and exchange-traded funds, all individual securities purchased shall not equal more than 5% of the overall portfolio value

- With the exception of U.S. treasuries, U.S. agencies, mutual funds, and exchange-traded funds, all individual securities purchased shall not equal more than 10% of the value of the issue
- With the exception of U.S. treasuries, U.S. agencies, mutual funds, and exchange-traded funds, the portfolio will not hold individual securities from an issuer that in aggregate equal more than 10% of the portfolio.

Benchmarking:

The portfolio's performance will be compared to two distinct benchmarks:

1. The portfolio will be compared to a benchmark comprising the BarCap Aggregate Bond Index, BarCap 1-5 Year Government Bond Index, Russell 3000 Index, FTSE All World Ex US Index and the Merrill Lynch 3-Month US Treasury Bill Index. Weights will be applied to each index based on the actual allocation to each broad asset class.
2. The investment advisor will provide NAEA with a benchmark for each fund and separately managed account held within the portfolio. These benchmarks will be used to measure the performance of selected investments and will be weighted based on actual allocations to the funds to produce a custom weighted benchmark to which the portfolio will be compared.

Monitoring:

The advisor will provide NAEA with a detailed report of the portfolio at least quarterly. The quarterly report will outline the following:

1. Returns for the specified quarter, year to date, and inception
2. The current portfolio allocation compared to the target asset allocation
3. A comparison of the performance of each fund and manager relative to other managers with a similar investment style or strategy
4. The portfolio's performance relative to a broad portfolio based on the target asset allocation
5. The portfolio's performance relative to a custom benchmark based on the individual funds held within the portfolio

Policy Revisions:

This policy is designed to be dynamic and amendable, as the objectives and needs of NAEA may change over time. This policy will be formally reviewed annually to determine if the objectives, constraints, and allocations are accurate. Additionally, any number of other changes may occur between reviews that would warrant a review of this policy, including:

- A change in NAEA's risk tolerance, timeline, tax status, or cash flow expectations
- Introduction of new investment vehicles
- A change in the objective of the portfolio
- The introduction of a new investment manager
- A change in management at NAEA

NAEA will work with the designated investment advisor to review the policy for its appropriateness after such changes and will amend the policy when necessary.

Duties and Responsibilities:

The following parties to this policy will be charged with certain duties and responsibilities as it relates to management of the portfolio:

National Art Education Association: Will be required to review and approve this Investment Policy Statement in its entirety. NAEA will be responsible for working with a Designated Investment Advisor no less than annually to review and amend this policy statement. NAEA is responsible for selecting an investment advisor who will comply with this policy statement and is responsible for periodically reviewing the advisor's compliance with this policy statement.

Designated Investment Advisor: Will be responsible for implementing the investment strategy outlined in this policy statement by selecting investments and external managers that meet the investment criteria within this policy statement. The Designated Investment Advisor will be charged with recommending investments, transacting approved purchases and sales of investments, and timely reporting of investment performance to NAEA. The Designated Investment Advisor is also required to perform all normal due diligence in selecting external investment managers, including a review of their ability to operate within the investment guidelines and restrictions outlined in this policy. The Designated Investment Advisor is responsible for selecting other appropriate parties as needed to implement this policy, including attorneys, custodians, and brokers/dealers.

Investment Manager: Investment Managers will be any party the Designated Investment Advisor selects to invest funds on behalf of NAEA. For purposes of this policy, Investment Managers include mutual fund managers, exchange traded fund managers, separate account managers, money market fund managers, and any other party that the Investment Manager contracts/uses to invest funds on behalf of NAEA. The Designated Investment Advisor is responsible for assuring that any Investment Manager selected is investing funds in a manner consistent with the eligible investments and restrictions outlined in this policy.

Rebalancing Procedures:

This portfolio will be rebalanced periodically to assure that the overall asset allocation target of the portfolio is maintained. Events including large deposits or withdrawals and significant market movements may trigger the need to rebalance the portfolio.

Regardless of activity the portfolio will be reviewed on a quarterly basis at a minimum to assure the balance is adequately maintained. In order to minimize transaction costs, the manager will evaluate the benefit of rebalancing relative to the transaction cost. The Investment Advisor will maintain a minimum rebalancing threshold of +/- 20% of the target

allocation percentage for each asset class, with the exception of cash, which will have a rebalancing threshold of +/- 50% of the target.

Authority:

NAEA Board approval is required to make changes to this Investment Policy Statement.

NAEA staff that are designated as authorized agents for the account(s) governed by this policy may direct transfers in or transfers out of the accounts governed by this policy.

[Adopted 2009]

Responsible Party	Action
Board	Review and approve investment policy regarding long-term reserve
Board	Approve any changes to investment policy regarding long-term reserve
Executive Director and Chief Operating Officer	Authorized agents for the account(s) governed by the investment policy regarding long-term reserve and as such, may direct transfers in or transfers out of the account(s)

PART II, SECTION B.FINANCE

10. Addendum to the National Art Education Association Investment Policy

Policy:

NAEA Investment Reserves, Investment Policy Addendum December 2009

This addendum related to each of the following investment reserves:

- Operating Reserve
- Short Term Reserve
- Long Term Reserve

The purpose of this addendum is to identify the dollar thresholds and triggers used to direct cash flows and target balances in the NAEA investment reserves aligned with the fiscal year operating budget.

As such, the target balance and cash flow triggers for each investment reserve follows:

Operating Reserve

The target balance for the NAEA Operating Reserve is 1.5 months of the FY operating budget.

In the event the Operating Reserve falls below 0.75 months of the operating budget for more than 90 days, the Operating Reserve shall be replenished back to the target.

In the event the Operating Reserve grows to 2.5 months of the operating budget, the excess above the target should be transferred to either the Short Term Reserve or the Long Term Reserve. The Reserve that takes funding priority shall be determined as follows:

Short Term Reserve

In the event the balance in the Operating Reserve falls below 0.75 months of the operating budget for more than 90 days, this account may be required to replenish the Operating Reserve back to the target—so long as this does not cause the balance to fall below the \$100,000 target minimum balance.

Long Term Reserve

The target balance for the Long Term Reserve is a function of the aggregate balance in the NAEA Long Term Reserve and the NAEA Operating Reserve combined.

The acceptable target balance range for these two reserve portfolios combined is between 40% and 50% of the NAEA annual FY operating budget.

The minimum target balance is 40% of the NAEA Operating Budget, whereas the target balance goal is 50% of the Operating Budget.

The target balance for the NAEA Operating Reserve is equal to 1.5 months of the operating budget. Therefore, the acceptable minimum target balance for the NAEA Long Term Reserve is the difference between 40% of the NAEA annual operating budget and the current Operating Reserve balance.

In the event that target balance for the NAEA Operating and Long Term Reserve policies combined falls below 40%, the Long Term Reserve becomes the funding priority from excess in the Operating Reserve.

[Adopted 2009]

Responsible Party	Action
Board	Review financial statements to maintain awareness of status and uphold responsibilities for financial health of the organization
Executive Director and Chief Operating Officer	Monitor reserve accounts and keep abreast of dollar thresholds and triggers used to direct cash flows and target balances in the NAEA investment reserves, and make adjustments in the accounts accordingly

PART II, SECTION B.FINANCE

11. Delegates Assembly Fiscal Impact Committee

Policy Statement:

A Fiscal Impact Committee is created to deal with resolutions and motions concerning NAEA dues and finances to allow for an in-depth study and time span period of 1 year prior to Delegates Assembly and/or Board action.

Committee structure and process will include at least, but not be limited to:

1. Committee shall consist of the four Vice Presidents and chaired by one Vice President, and will also include one member of the current ED&I Commission and one current Division Director;
2. Both Delegates Assembly and NAEA Board action will be governed by this committee process;
3. A “Fiscal Impact Study” will consist of interviews with the NAEA Executive Director, NAEA Finance Committee, testimony sessions, and polling state/provincial associations for responses (e.g. questionnaires);
4. Produce a written resolution that includes in-depth rationale, findings, and analysis and recommendations to be presented to the Delegates Assembly for their action during the next year’s NAEA Convention.

[Adopted 1987/2020]

Responsible Party	Action
President and Executive Director	Ensure composition of Delegates Assembly Fiscal Impact Committee as per stated policy
Delegates Assembly Fiscal Impact Committee	Convene to address NAEA dues and/or finances to allow for in-depth study as needed prior to Delegates Assembly and/or Board action
Delegates Assembly Fiscal Impact Committee	Produce a written resolution on appropriate matters under the Committee’s jurisdiction for presentation to the Delegates Assembly
Board	Take action on the Delegates Assembly recommendations regarding the written resolution of the Delegates Assembly Fiscal Impact Committee

PART II, SECTION B.FINANCE

12. NAEA Travel Policy

Policy Statement:

Air Travel: NAEA Board, staff, and committee members are required to select the most economical method of travel, including utilizing online or discounted booking agents and selecting coach airfare when applicable.

[Adopted 2011]

Ground Transportation: Personal auto travel is reimbursed at the rate of the prevailing federal government rate. It is expected that individuals secure the lowest transportation fare (i.e., bus, courtesy vans, hotel limos). Taxi fares will be reimbursed when vans, limos, and bus service are not available. Receipts are required.

Meals and Lodging: Reimbursement for lodging will be made at cost of room per individual. NAEA will not reimburse for spouses, guests, or for suite accommodations. Board, staff, and committee members are entitled to a daily per diem of \$64 to be used at their discretion for meal and incidental expenses, as authorized. Receipts are not required.

[Adopted 2007]

When breakfast, lunch, or dinner is provided by the Association, the per diem will be adjusted accordingly. When meals are provided, the applicable reductions to the per diem are \$10 for breakfast, \$20 for lunch, and \$34 for dinner.

[Adopted 2011]

NAEA will provide up to 2 nights, as needed, of lodging accommodations for each meeting of the NAEA Board of Directors; and up to 3 nights, as needed, for members of the NAEA Executive/Finance Committee. Additional nights of lodging accommodations must be approved in advance by the Executive Director.

[Adopted 2011]

Travel Costs From Other Than Home Base: Travel costs of a Board Member who is out of the country for leave, etc. will be reimbursed costs not to exceed the cost from their home base.

[Adopted 1982]

State Association Conferences and Meetings—Board Participation and Travel: Board Members who are invited to present or speak at state/provincial association meetings and conferences can do so at their discretion; NAEA must be informed of any commitments. Board Members cannot accept related speaking fees or honoraria during their tenure; in return, the engaging state/provincial association is asked to waive any related registration fees and, at their discretion, can assume the travel and lodging costs of the speaker. Decisions and agreed-upon arrangements regarding participation and travel are arranged between NAEA and the state/provincial association for officers (President, President-Elect, Past President, and Executive Director); and between the Board Member and the state/provincial association for Vice Presidents and Division Directors.

[Adopted 1985] [Updated 2017]

Responsible Party	Action
Board, Staff, Committee Members	Follow NAEA Travel Policy
Staff	Implement internal procedures to reflect NAEA Travel Policy

PART II, SECTION B.FINANCE

13. Officers' Expenses Policy Statement:

The officers' budget is used by the President, Past President, and President-Elect. The funds are available to offset the cost of NAEA-related travel and attendance at events (regional and state/provincial conferences, international events, advocacy days in DC, etc.).

The NAEA officers will be allotted an annual budget, which will be reviewed and approved by the Board in accordance with the annual and midyear budget cycles.

A portion of this budget can be used to provide release time, office support, or other assistance that will enable the President to fulfill responsibilities.

[Adopted 2011]

Professional Dues Category—Budget Policy Statement:

The President of NAEA is to be included in the Professional Dues category of the Association budget. This is to allow for membership in associations such as ASCD, etc. [Adopted 2011]

Responsible Party	Action
Executive Director, Chief Operating Officer, Board	Include expenditures for officers and Professional Dues of NAEA President in annual budget
Officers	Use budget for officers' expenses in accordance with approved upon budget and procedures for accessing funds (or reimbursement)
President	Join those associations for which dues are included in the annual budget
Staff	Monitor budget for officers' expenses and implement procedures for using these funds

PART II, SECTION B.FINANCE

14. Budget Allocations for Division Directors and Region Vice Presidents

Policy Statement:

A yearly line item is allocated in the budget to be used at the discretion of the Division Directors and Vice Presidents for conducting the work of the Division or Region. These monies are made available to reimburse expenses for conducting the work of the Division and Region, including out-of-pocket expenses (e.g., phone, postage, copies, etc.). Requests for reimbursement should be made within 30 days of expenditures, and receipts must be submitted with an NAEA expense form. Questions pertaining to budget should be directed to the Chief Operating Officer or Executive Director.

Division Directors and Vice Presidents, at their discretion, may allocate a portion of budget monies to Elects and/or regional officers related to carrying out divisional/regional responsibilities. Requests will vary dependent upon divisional/regional activities.

PART II, SECTION B.FINANCE

15. State/Provincial Association Reimbursement for Regional Leadership

Policy Statement:

Each state/province association is reimbursed up to \$100 for their participation in a regional leadership conference.

[Adopted 2011]

Responsible Party	Action
Board	Approves this reimbursement expenditure in annual budget
Staff	Processes reimbursements to state/provincial associations

PART II, SECTION C.COMMUNICATIONS

1. Requests for Statements Representing NAEA
2. Website
3. Social Media Policy for NAEA Staff and Volunteer Leadership

PART II, SECTION C.COMMUNICATIONS

1. Requests for Statements Representing NAEA

Policy Statement

All requests for statements representing NAEA, including media requests, are referred to the office of the Executive Director, which reviews, responds, and/or, when appropriate, secures an official statement from the President.

[Adopted 2011]

Responsible Party	Action
President and Executive Director	Receive and respond to all requests for statements on behalf of NAEA
Staff	Forward all requests for statements on behalf of NAEA to the office of the Executive Director

PART II, SECTION C.COMMUNICATIONS

2. Website

Policy Statement

NAEA provides a website for members, the public, and the media to learn about the governance structure, events, news, and information about arts education, publications, and resources of NAEA. The website also provides links to the state/provincial associations and Interest Groups. [Adopted 2011]

Responsible Party	Action
Staff	Maintain and update the NAEA website

PART II, SECTION C.COMMUNICATIONS

3. Social Media Policy for NAEA Staff and Volunteer Leadership

Policy Statement:

The primary purpose of social media for NAEA is to share information, promote opportunities offered, and feature content that supports its current and potential members and their learners. NAEA understands the value of the conversations that occur on social media and works to ensure NAEA's presence and integrity in this public space.

This Policy applies to all NAEA staff and NAEA volunteer leadership who use social media channels to speak on NAEA's behalf or otherwise may be associated with NAEA on social media. This policy provides guidance on how NAEA's social media is created, maintained, and managed responsibly, adhering to NAEA's Mission and Core Values while representing the organization, in accordance with industry best practices.

NAEA staff, Board Members, Commissioners, Committees, volunteers, and representatives are expected to abstain from publishing content that represents personal opinions and agendas, but instead publish content that serves NAEA and represents its collective opinions and agendas well. No posts jeopardizing NAEA and NAEA's 501(c)(3) tax exemption status can be allowed. Therefore, encouraging boycotts of a specific product or a company, setting prices, endorsing political candidates or elected officials, or soliciting for political funding are forbidden and will result in immediate removal of the post and the representative's access.

In addition to this Policy, NAEA has implemented a separate set of guidelines for social media etiquette (referred to as "Etiquette Guidelines"; see appendix of NAEA Policy Handbook) that applies to all participants of NAEA's Collaborate online platform. The Etiquette Guidelines also apply to all participants of NAEA-labeled social media platforms.

Approval and Ownership

All social media accounts, pages, and/or groups representing NAEA, its groups, or its events (including Regions, Divisions, publications, committees, and Commissions) must be approved by the Executive Director or designated NAEA staff. Approved social media posts containing original content are the property of NAEA. Any account, page, or group representing NAEA may be suspended or removed at any time by staff administrators in alignment with policy, procedures, and best practices.

In the event of alleged claims against NAEA arising out of social media posting that is not officially approved, including but not limited to copyright and trademark infringement, defamation, violation of right of publicity, and right of privacy, the posting individual must indemnify NAEA.

Access to Social Media Platforms

NAEA has created NAEA-labeled social media presence on a number of platforms, including Facebook, Twitter, Pinterest, Instagram, LinkedIn, and YouTube. NAEA staff may grant individual access to these approved accounts and manage/update admin/moderator login credentials and processes according to settings and features offered by the social media platform. NAEA will inform any impacted representatives prior to the change, sharing updated procedures, guidelines, login methods, or credentials.

Account access for any page or group (created prior to or following the approval of this policy) representing any facet of NAEA must be shared with and approved by NAEA staff, allowing administrative access to the page(s) or group(s).

Content Moderation

Posting on all NAEA-labeled social media accounts must abide by the Etiquette Guidelines, and any posts in violation of the Etiquette Guidelines may be removed based on NAEA's sole discretion. In addition, NAEA staff may post and edit any content as deemed appropriate. No advertisements may be posted except by NAEA staff with a written agreement between the advertiser and NAEA, approved by the Executive Director.

Individuals granted access to social media accounts may and are encouraged to post, edit, or remove any content as appropriate. Questions regarding appropriateness can be discussed with NAEA staff. If conflict arises within the comments section, please share with NAEA staff, remove the post, or turn off comments immediately.

Personal Social Media Accounts of Official NAEA Representatives

While representing NAEA, leaders should engage on social media in a professional and ethical manner, adhering to NAEA's Core Values. Personal social media accounts may not be used to officially represent NAEA or its offerings, even by elected officers. While in office or holding a leadership role, elected and appointed NAEA leaders and representatives should indicate the following, in a static location, on their personal social media pages: "Content shared, and views expressed on this account are my own and do not represent the views of the National Art Education Association."

NAEA leaders and representatives may share posts from official NAEA accounts on platforms that enable sharing. If questions about the original post content arise in the comments of the shared post, please refer the question to NAEA social media, website, or staff for more information. If conflict arises in the comments section of the shared post, remove the post or turn off comments immediately.

[Adopted 2023]

PART III: PROGRAMS AND SERVICES

- A. Professional Meetings
- B. Publications
- C. Recognition Programs
- D. Awards

PART III, SECTION A. PROFESSIONAL MEETINGS

1. NAEA National Convention
2. National Convention Location and Dates
3. Complimentary Invitations
4. Convention Presentations
5. Call for Presentations Submission Deadline
6. Individual Presentation Limit Policy
7. Division Convention Proposals
8. Event Space Practices
9. NAEA Convention Policy
10. NAEA Professional Learning Policy
11. Ziegfeld Lectureship

PART III, SECTION A. PROFESSIONAL MEETINGS

1. NAEA National Convention

Policy Statement:

NAEA Convention programming, which supports the Association's mission, vision, and strategic plan, will also provide the following:

- Opportunities to conduct Association business
- Forums for discussion of national and global issues
- Professional development sessions
- Opportunities for attendees to network and exchange ideas
- Keynote and super sessions which feature experts (e.g., artists, educational researchers and leaders, museum directors, designers, art collectors)
- Access to art and design venues
- Career networking
- Recognitions of excellence in the field
- Current information on art resources, materials, and equipment
- Vendor exhibition
- NAEA member benefit information

Ideas for the vision and concept of the Convention shall be obtained from a variety of sources and developed by the National Convention Coordinator working in cooperation with the NAEA staff. NAEA staff is responsible for planning and implementing all details and aspects as approved by the Executive Director.

[Adopted 2011, 2023]

Responsible Party	Action
Board, Convention Coordinator, Committee, Staff	Understand and uphold Convention Mission
Convention Chair and Committee	Plan National Convention
Staff	Plan and implement details and aspects of National Convention

PART III, SECTION A. PROFESSIONAL MEETINGS

2. National Convention Location and Dates

Policy Statement:

Selection of the locations for National Conventions of the Association shall be made by the Executive Director subject to the approval of the Board of Directors. Sites shall be determined by factors that include but are not limited to geographic location, housing, travel, convention/visitors' bureau incentives, costs, member evaluation data, inclusionary practices, and art/city attractions.

[Adopted 2011]

Dates shall fall between March 1 and April 30. [Adopted 1999]

The Convention schedule, including future locations and dates, is announced as scheduled for multiple years, and communicated through the website and other vehicles, including *NAEA News*.

[Adopted 2011]

Responsible Party	Action
Executive Director	Recommends locations for National Conventions within designated time frame
Board	Approves locations for National Conventions
Staff	Publishes projected schedule for National Conventions

PART III, SECTION A. PROFESSIONAL MEETINGS

3. Complimentary Invitations

Policy Statement:

Complimentary invitations and/or registrations may be extended to key educational leaders at the discretion of the NAEA President and/or Executive Director.

[Adopted 2011]

Responsible Party	Action
President and Executive Director	Extend complimentary invitations and registration for NAEA events at their discretion
Staff	Handle logistics for complimentary invitations and registrations

PART III, SECTION A. PROFESSIONAL MEETINGS

4. Convention Presentations

Policy Statement:

Presentations may be delivered only one time during any single Convention unless specifically scheduled for that purpose.

[Adopted 1983]

Responsible Party	Action
Convention Chair and Committee	Plan National Convention in accordance with policies regarding Convention presentations

PART III, SECTION A. PROFESSIONAL MEETINGS

5. Call for Presentations Submission Deadline

Policy Statement

The deadline for submitting NAEA Convention proposals is no later than June 30, which may be extended at the discretion of the Executive Director.

[Adopted 2011]

Responsible Party	Action
Staff	Uphold submission deadline of proposals

PART III, SECTION A. PROFESSIONAL MEETINGS

6. Individual Presentation Limit Policy

Policy Statement

Individuals may not be accepted for more than two presentations as the principal presenter or co-presenter at the annual Convention, with the exception of business meetings, divisional, regional, or Commission functions, or at the invitation of the Convention Coordinator. This statement will be included on the proposal form.

[Adopted 2011]

Responsible Party	Action
Convention Program Coordinator(s) and Committee	Uphold individual presentation limit policy in reviewing Convention presentation proposals
Staff	Uphold individual presentation limit policy in processing Convention presentation proposals
Members	Uphold individual presentation limit policy in submitting Convention presentation proposals

PART III, SECTION A. PROFESSIONAL MEETINGS

7. Division Convention Proposals

Policy Statement

Division Directors will call for and select members to serve on review committees to determine the quality of program proposals related to their Division for acceptance in the annual Convention program.

[Adopted 1984]

Responsible Party	Action
Division Directors	Plan National Convention program for their Division for acceptance in the annual convention program in accordance with policies regarding Convention presentations
Members	Uphold Convention presentation policies

PART III, SECTION A. PROFESSIONAL MEETINGS

8. Event Space Practices

Policy Statement

NAEA must conform with federal, state, and local tax authorities; ADA compliance; 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 NAEA Convention functions, e.g., registration, hospitality, information, approved exhibits, NAEA and host state publication sales, and tours. NAEA will not provide tables, desks, booths, etc. for unauthorized displays, exhibits, or sale of products. NAEA, however, will provide tables for display of pamphlets, brochures, and flyers.
[Adopted 1988]

Responsible Party	Action
Convention Program Coordinator(s) and Committee	Plan National Convention in accordance with policies regarding convention space practices
Members	Uphold Convention space practices policies

PART III, SECTION A. PROFESSIONAL MEETINGS

9. NAEA Convention Policy

Policy Statement

Membership

Membership is required of all speakers that are selected through the call for presentations process to present at the NAEA National Convention. Membership must be current at the time of presentation submission through the dates of the National Convention. This notification is printed on all proposal forms.

Generally, membership is not required for General Session, Super Session, and Artist Series speakers.

Call for Presentations

Presentation proposals submitted by those who are not members at the time of final scheduling (30–45 days after the deadline) are automatically rejected. All Convention sessions require registration badges for admission.

Persons identified as moderators or chairs of panel sessions are required to inform all panelists/co-presenters of time, day, and room assignment of sessions.

It is the responsibility of the presenters to immediately notify the NAEA Convention Manager if there is a schedule conflict and/or a cancellation.

Registration

All Convention attendees, including members of the Board of Directors, Interest Groups, Commissions, and volunteer leaders, are required to register for the Convention and any related Convention events, including Preconventions, ticketed tours, and workshops, at their own cost.

NAEA does not reimburse or cover the cost of registration.

Registration fees may be waived for invited presenters and/or speakers, at the discretion of the Executive Director.

Responsible Party	Action
Convention Program Coordinator(s) and Committee	Plan National Convention in accordance with policies regarding Convention policies regarding membership of all presenters and registration of all attendees
Staff	Uphold Convention membership and registration policies
Convention Presenters and Attendees	Uphold Convention membership and registration policies

PART III, SECTION A. PROFESSIONAL MEETINGS

10. NAEA Professional Learning Policy

Policy Statement

Registration

Paid registration is required for participation and attendance at NAEA in-person and/or virtual events. Members (including the NAEA Board of Directors, Interest Groups, Commissions, and other volunteer leaders) are eligible to register at the discounted member-only pricing, when applicable. Nonmembers are eligible to register at the posted nonmember rates.

Registration fees may be waived for invited presenters and/or speakers, at the discretion of the Executive Director.

Membership

As noted above, membership is required for individuals who submit a presentation proposal through the call for presentations for the NAEA National Convention; and for those who are accepted to present.

Generally, membership is not required for presenters who speak at other NAEA events (i.e., the School for Art Leaders, NAEA's webinar series, the National Leadership Conference, and SummerVision/SummerStudios).

Responsible Party	Action
Convention Program Coordinator(s) and Committee	Plan National Convention in accordance with policies regarding Convention policies regarding membership of all presenters and registration of all attendees
Staff	Uphold Convention membership and registration policies
Convention Presenters and Attendees	Uphold Convention membership and registration policies

PART III, SECTION A. PROFESSIONAL MEETINGS

11. Ziegfeld Lectureship

Policy Statement:

Pursuant to the bequest given to NAEA by the Trust of Edwin H. Ziegfeld, a Ziegfeld Lecture is to be established at the annual NAEA Convention.
[Adopted 2002]

Proposal: In 2002 the NAEA Board of Directors established the Ziegfeld Lectureship to honor Edwin Ziegfeld. The lecture is to take place during the annual National Art Education Convention. The lectureship is supported, in part, through a generous endowment from the Ziegfeld estate.

Name of Recognition: The Ziegfeld Lectureship

(Note: This is not to be considered an award but an invited keynote lecture, and therefore, is not bound by the NAEA Awards Program and Procedures. The lecture is in line with the stipulations of the endowment and the intent of the NAEA Board of Directors.)

Purpose: The purpose of this lectureship is to honor Edwin Ziegfeld, the founding President of the National Art Education Association (1947–1951).

Procedure: The National Ziegfeld Lecture Advisory Committee, chaired by the NAEA Past President and the National Program Coordinator(s), will make an appropriate selection for the lecturer. Members of the organization will be encouraged to submit names to the NAEA Past President for consideration.

Details: In the introduction of the lecturer, an acknowledgement of the lectureship will be voiced to the assembly. They will receive an appropriate plaque indicating being the recipient of the Ziegfeld Lectureship. The national program should also state briefly the purpose of the lectureship to honor Ziegfeld. The lecture should be published in an appropriate journal or conference proceeding. The recipient and lecture should be acknowledged in an issue of the *NAEA News*.

Financial support: The Ziegfeld lecture will be supported from the interest generated from the Ziegfeld endowment and also supplemented by the Association. Payment to the lecturer should include conference expenses and an appropriate honorarium.
[Adopted 2003]

Responsible Party	Action
Past President and Convention Program Coordinator(s)	Chair National Ziegfeld Lecture Advisory Committee to select the lecturer
Members	Submit names to the Past President for consideration to be selected as the lecturer
Board	Budget for compensation of lecturer as per stated policy
Convention Program Coordinator(s)	Ensure scheduling of the lecture during

and Committee	one of the General Sessions with acknowledgement in accordance with stated policy
Staff	Ensure acknowledgement of Ziegfeld and the annual lecturer in the Convention program
Staff	Facilitate creation of plaque
Staff	Publish the lecture in accordance with the stated policy
Staff	Acknowledge the lecturer and the lecture in <i>NAEA News</i>
Staff	Release compensation of lecturer as per stated policy and budget

PART III, SECTION B. PUBLICATIONS

1. General Policies of Publications
2. Regularly Published Professional Publications
 - a. *Art Education*: The Journal of the National Art Education Association
 - b. *Studies in Art Education*
 - c. *NAEA News*
 - d. Additional Publications
3. Professional Books, Monographs, and Other Publications
 - a. Professional Materials Committee
 - b. Policy Regarding Dissertations
4. Collaborative Resource Materials
5. Externally/Commercially Produced Materials

PART III, SECTION B. PUBLICATIONS

1. General Policies of Publications

Policy Statement

Statement of Purpose

As stated in the Bylaws, published professional journals, periodicals, and other publications must satisfy the needs and unique roles of the Association membership. The purpose, policy, and procedures for each of these publications are found in the Policy Handbook. [BYLAWS, ARTICLE X – PUBLICATIONS]

NAEA manages the submission of publications to appropriate publication repositories.
[Adopted 2011, revised 2023]

Responsible Party	Action
Board	Approve financial support in the annual budget
Staff	Publish professional books, monographs, and other publications, including implementation of procedures
PMC	Serves as professional review committee in accordance with NAEA policies and procedures

PART III, SECTION B. PUBLICATIONS

2. Regularly Published Professional Publications

a. *Art Education*: The Journal of the National Art Education Association

Policy Statement

Statement of Purpose

Art Education is the official journal of the National Art Education Association. *Art Education* is the peer-reviewed journal that maintains and supports the mission and strategic plan of the National Art Education Association. It covers a diverse range of topics of professional interest to art educators and anyone whose interest is quality visual arts education.

Editors' Expenses

The editors of *Art Education* and *Studies in Art Education* receive a comparable stipend per issue from NAEA.

[Adopted 2011, 2023]

Responsible Party	Action
Board	Approve financial support in the annual budget
Board	Consider proposals for expanded or special issues
Staff	Publish <i>Art Education</i> , including implementation of procedures
Journal Editorial Boards	Oversee daily administration of journal submissions and other administrative duties
Contracted publishing house staff	Production, marketing, and distribution of journals

PART III, SECTION B. PUBLICATIONS

2. Regularly Published Professional Publications

b. *Studies in Art Education*

Policy Statement

Statement of Purpose

As a professional peer-reviewed journal of the National Art Education Association, *Studies in Art Education* presents a variety of research methods and content, including quantitative, qualitative, historical, and philosophical research in art education, and provides publishing opportunities for art educators and other professionals.

Editors' Expenses

The editors of *Art Education* and *Studies in Art Education* receive a comparable stipend per issue from NAEA.

[Adopted 2011, 2023]

Responsible Party	Action
Board	Approve financial support in the annual budget
Staff	Publish <i>Studies in Art Education</i> , including implementation of procedures
Journal Editorial Boards	Oversee daily administration of journal submissions and other administrative duties
Contracted publishing house staff	Production, marketing, and distribution of journals

PART III, SECTION B. PUBLICATIONS

2. Regularly Published Professional Publications

c. *NAEA News*

Policy Statement

The purpose of *NAEA News* is to provide current news, commentary, and information from all sectors of the field of visual arts education to NAEA members, institutions, agencies, and other organizations.

Authors assume journalistic responsibility for accuracy of content and facts, objective reporting, and professional culturally responsive journalistic style. Liability remains the responsibility of the author. Columns that address scholarly, academic, and philosophical issues may be redirected and recommended for submission to *Art Education*, *Studies*, and/or other appropriate publications. *NAEA News* is managed and coordinated by NAEA staff.

The editorial purpose of *NAEA News* is news, e.g., information; facts; and announcements about people, events, and programs regarding the Division, Region, affiliate, or Interest Group.

Authorized columns include the President, the NAEA Vice Presidents and Division Directors, Commissions, and Interest Groups. Other columns or articles may be designated by NAEA Staff, the Executive Director, or the NAEA Board. There is no requirement that columns must be in each issue. Frequency during the year is determined by the author. However, columns may not be doubled up or joined because of a missed deadline.
[Adopted 1991, Updated 2011, 2023]

Responsible Party	Action
Board	Approve financial support in the annual budget
Staff	Publish <i>NAEA News</i> , including implementation of procedures
President, Vice President, Division Directors, Affiliates, Interest Groups	Prepare columns in accordance with procedures

PART III, SECTION B. PUBLICATIONS

2. Regularly Published Professional Publications

d. Additional Publications

Policy Statement

Statement of Purpose:

Based on member need and interest, as well as available resource, NAEA may publish additional publications, such as *Advisory*, *Translations*, or others.

NAEA *Advisory* papers provide the Association membership with practical information on current issues, concerns, interests, and needs in a concise and functional format.

Translations is a refereed publication, distributed as a service to all NAEA members. The purpose of *Translations* is the publication of reviews of research that make research understandable and usable in the K–12 practice of teaching art. The content is centered on, but not limited to, demographics, conceptual foundations, curriculum, instruction, contexts, student learning, evaluation, or teacher education.

Responsible Party	Action
Board	Approve financial support in the annual budget
Staff	Publish additional publications, including implementation of procedures

PART III, SECTION B. PUBLICATIONS

3. Professional Books, Monographs, and Other Publications **a. Professional Materials Committee**

Policy Statement:

The Professional Materials Committee (PMC)

Statement of Purpose

The Professional Materials Committee (PMC) is a standing committee that serves as a professional review committee tasked with the following duties:

- Reviewing the complete NAEA publications program holistically and providing feedback to appropriate individual(s) and/or bodies (e.g., editors, staff, NAEA Board, authors, copublishers) on the following:
 - Books
 - Publications
 - Professional papers
 - Other print and nonprint professional materials
- Reviewing and providing feedback on all proposed professional copublished materials to be made available to the NAEA membership and providing feedback to the Board and copublisher.
- Undertaking periodic surveys of the membership to identify relevant needs in the areas of professional materials.

PMC Chair/NAEA President-Elect

The role of the Chair is to facilitate and monitor the activities of the committee and serve as a conduit to the Board. In addition, the Chair has the following responsibilities:

- Chairs meetings of the PMC.
- Collaborates with Co-Chair and staff to develop meeting agendas.
- Prepares publications report/review for NAEA Board with input from Co-Chair, *Art Education* and *Studies* senior editors, and NAEA staff at least annually.
- Acts as the publications liaison to the NAEA Board of Directors.
- Appoints PMC subcommittees, as needed.
- Upon receiving book proposals from Co-Chair, reviews proposals to the PMC and assigns reviewers for complete proposals.
- Collaborates with staff to put together information that the PMC can act on in an advisory capacity and use to review the publications program holistically.

PMC Co-Chair

After a call for nominations is made by NAEA, a PMC Co-Chair will be elected by committee members for a 4-year term, which can be renewed. To be qualified, nominees must have experience sitting on the PMC. The term will be staggered with that of the Chair and will begin after the PMC NAEA Convention annual meeting in an even-numbered year.

The Co-Chair will have responsibilities, including the following:

- Performs the duties of the PMC Chair during the latter's absence.
- Collaborates with NAEA staff to provide an orientation for the PMC Chair.

- Collaborates with Chair and staff to develop meeting agendas and board reports.
- After consulting with the Chair, contacts reviewers to review book proposals; gives a deadline to review, collects reviews, discusses results with PMC, and reports results to Chair and NAEA staff.

PMC Committee Members

NAEA will launch an open call for applications to be reviewed and elected by the PMC and approved by the Board. PMC members should assist with the open call process by encouraging NAEA members with the needed qualifications to apply. There are 10 to 15 PMC members, each serving a 4-year term. Members may be invited for reappointment to a second term.

Committee members should have backgrounds and interests in writing, publishing, or editing professional materials on visual arts, design, and/or media arts education topics. They should be able to express their opinions clearly and concisely in written critiques and maintain ethical and equitable publication standards. Committee members should be thoroughly familiar with current terminology, trends, resources, and references in the field.

The PMC will include a diverse range of members from all Divisions and Regions and will also bring with them different areas of experience, expertise, and interest to provide a wide range of points of view.

The PMC members will have responsibilities, including the following:

- Generate agenda items and submits to Chair, Co-Chair, and NAEA staff
- Review holistically and provide feedback on the overall NAEA publications program
- Review all professional materials and proposals for print and nonprint materials submitted for consideration for publication by NAEA and provide feedback for the NAEA Board and any copublisher
- Work in consultation with Vice Presidents, Division Directors, Commission Chairs, and Interest Group leaders to identify specific needs for relevant or updated materials and to make sure publications are useful as applied to members' professional needs.
- In coordination with NAEA staff, develop, conduct, and analyze surveys to determine professional needs of the membership
- Ensure that the overall range and scope of the publications produced are diverse, balanced, and meet the needs of the membership. The publications should include topics of use to classroom teachers at all grade levels, and resources for college professors and researchers, museum staff, and students of art/art history
- As assigned, reviews book proposals, shares reviews with Co-Chair, and discusses results with PMC.
- Publications are recommended for approval by the NAEA Board based upon member benefit and relevance to the field.

Committee members will recuse themselves from reviewing personally or collaboratively authored titles and from any other perceived conflict of interest. They will notify the PMC Chair of their conflict of interest and their intent to recuse themselves.

NAEA Board

The NAEA Board will review and consider the reports and recommendations made by the PMC and take any actions needed.

Any copublishing relationships require staff and Board vetting.

All books and new journals or magazines recommended by the PMC, including those publications initiated by the NAEA Board, must be approved and ratified by the NAEA Board of Directors, which retains final authority on decisions regarding the publications of professional materials.

The Board reserves the right to initiate print and nonprint publications, but such materials will be subject to a review process and meet the same policy guidelines.

NAEA Staff

NAEA staff will support publishing initiatives and processes as follows:

- Schedules online meetings with input from the committee regarding available dates.
- Solicits agenda topics and issues to be addressed from the PMC Committee.
- Keeps and disseminates to the committee running notes/minutes of meetings.
- Submits a proposal for PMC meeting space at the NAEA Convention and notifies the committee of the time and place in a timely manner.
- Oversees calls for nominations and proposals.
- Vets copublishing relationships.
- Engages in contracts, as needed.
- Secures outside reviews, as needed.
- Coordinates and supports meetings, surveys, and reports.
- Oversees production other than copublished items.
- For each new book, publication, or magazine outside of the Routledge copublishing agreement, staff will collect and prepare a financial impact analysis for review by the Executive/Finance Committee to include (1) anticipated expenses, to include production costs (copyediting, layout, design, print or electronic download costs) with sales data from titles of similar NAEA publications based on size (trim size and page count) and/or of similar topics; and (2) projected revenues, to include sales data from titles of similar publications based on size (trim size and page count) and/or of similar topics.
- Manages and tracks terms of PMC members (see timeline in appendix).

Additional information about the responsibilities of the PMC is contained within the Publications section of the Policy Handbook appendix.

[Adopted 2023]

PART III, SECTION B. PUBLICATIONS

- 3. Professional Books, Monographs, and Other Publications**
 - b. Policy Regarding Dissertations**

Policy Statement:

NAEA does not publish dissertations. [Adopted 2011]

PART III, SECTION B. PUBLICATIONS

4. Collaborative Resource Materials

Policy Statement:

Statement of Purpose:

The purposes of copublished resource materials that are of value to the membership of the Association, and that are consistent with the mission and goals of the National Art Education Association are:

1. To provide materials the Association cannot produce by itself; and
2. To develop cooperative partnerships with institutions, organizations, and agencies that support NAEA's mission.

[Adopted 2011]

Author/Editor Selection

Author(s) and/or editor(s) of proposed projects and manuscripts must submit documentation of qualifications and compliance with the philosophy, mission, and goals of NAEA.

Review for Submission

Copublished materials will be sent to the Professional Materials Committee for review and recommendation. Recommended projects and manuscripts will be submitted to the NAEA Board for approval and budget appropriations. Upon NAEA Board approval, the project will become the responsibility of the Publications Manager of the Association, who will oversee all aspects of negotiations, contracts, publishing, and distribution in coordination with the copublisher.

[Adopted 2023]

Responsible Party	Action
PMC	Review copublished resource materials and recommend as appropriate to the NAEA Board
Board	Approves cooperative partnerships related to copublished resource materials
Staff	Identifies and implements cooperative partnerships related to copublished resource materials

PART III, SECTION B. PUBLICATIONS

5. Externally/Commercially Produced Materials

Policy Statement:

Statement of Purpose:

In the field of art education, commercial and not-for-profit institutions, state associations, and agencies have generated print and nonprint materials, which are often of value to the membership. When feasible and appropriate, these materials are made available to the membership.

Author/Editor Selection

Author(s) and/or editor(s) of proposed projects and manuscripts must submit documentation of qualifications and compliance with the philosophy, mission, and goals of NAEA.

Review for Submission

Copublished materials will be sent to the Professional Materials Committee for review and recommendation. Recommended projects and manuscripts will be submitted to the NAEA Board for approval and budget appropriations. Upon full NAEA Board approval, the project will become the responsibility of the Publications Manager of the Association, who will oversee all aspects of negotiations, contracts, publishing, and distribution.

[Updated 2011, 2023]

Responsible Party	Action
Board	Identifies and determines feasibility of making externally/commercially produced materials available to the membership
Staff	Identifies and determines feasibility of making externally/commercially produced materials available to the membership

PART III, SECTION C. RECOGNITION PROGRAMS

1. National Art Honor Societies
2. NAEA Distinguished Fellows

PART III, SECTION C. RECOGNITION PROGRAMS

1. National Art Honor Societies

Policy Statement:

In order to provide for the students of NAEA members, support NAEA members, and encourage early participation in the field of art education, the NAEA Board has established the National Art Honor Societies as permanent programs of NAEA.

The National Art Honor Society (NAHS) is designed specifically for high school students in approximately Grades 9–12, depending on the individual school's specifications.

The National Junior Art Honor Society (NJAHHS) is designed specifically for students in middle school and junior high school, in approximately Grades 6–9, depending on the individual school's specifications.

[Adopted 2011]

The NAHS and NJAHHS programs support student members' goals of attaining the highest standards in visual arts and bringing visual arts education to the attention of the school and community. Each student must be a member through an established chapter at their school, via the NAEA member sponsor. Students must be enrolled in Grades 6–12, have completed at least 1 semester of art in the school, and have a minimum art GPA of "B" (or the individual school's equivalent) to be eligible.

[Adopted 2023]

Responsible Party	Action
Staff	Manages National Art Honor Society programs

PART III, SECTION C. RECOGNITION PROGRAMS

2. NAEA Distinguished Fellows

Policy Statement:

Distinguished Fellows of the National Art Education Association are members of NAEA who are recognized for their service to the Association and to the profession. They demonstrate a reasonable profile of accomplishment that extends across several criteria.

Criteria for Distinguished Fellows

The following criteria for nomination to be a Distinguished Fellow of the National Art Education Association are intended to recognize members of NAEA for their service to the Association and to the profession. The criteria are not intended to be exclusive, nor is it anticipated that every Fellow will qualify equally on each of the criteria. Those who are nominated should, however, demonstrate a reasonable profile of accomplishment that extends across several criteria.

1. NAEA or other awards that honor exemplary teaching, research, scholarship, or professional service.
2. Chair or member of NAEA standing and/or ad hoc committees.
3. National or regional convention program chairs.
4. NAEA task force membership or chair.
5. Editorship and/or member of editorial boards of NAEA publications.
6. Research and research-related activity reported through NAEA publications.
7. Major presentations at NAEA national or regional conventions (general sessions, etc.).
8. Board of Directors or States Assembly service or service on other NAEA governance bodies.
9. Officers and Board Members may be nominated as Fellows only after retirement from the Board of Directors.
10. The Past President is automatically nominated upon conclusion of their term of office.

Distinguished Fellows Nominations Process

1. Each September, each Distinguished Fellow is sent a nomination packet consisting of a nomination form, the criteria for Distinguished Fellows, an NAEA Standardized Vita Form, and a request to make nominations by the following June 1.
2. All nominations and all supporting material must be returned to the Fellow designated to conduct the election by June 1 of the following year.
3. The Fellow conducting the election prepares the ballot and mails it to each Distinguished Fellow during the late summer with a designated date in mid- to late September for return.
4. Votes are tallied. The Fellow conducting the election reviews the ballots with the Chair of the Fellows and the Nominating Committee to determine those names to be forwarded to the NAEA Board of Directors. No name will be recommended to the NAEA Board unless it has received a minimum of 50% of the votes cast.

5. Nominations and supporting material are forwarded to NAEA for consideration at the fall Board meeting.
6. The Executive Director of NAEA notifies the Chair of the Fellows and the Fellow conducting the election of the actions of the NAEA Board.
7. Newly elected Fellows are notified by the Executive Director of NAEA.
8. The Chair of the Fellows notifies the Fellows membership of the election results and sends a message to all new Fellows welcoming them.

The Distinguished Fellows Nomination Form and supporting material includes:

- Name of the nominee
- Nominee's position
- Name of the nominator (not included in the ballot materials)
- Statement in support of the nominee focused on the professional contributions, particularly as a member of NAEA, citing accomplishments in relation to the Criteria for Distinguished Fellows.
- NAEA Standardized Vita Form for the nominee

[Source: NAEA Distinguished Fellows Handbook 2011]

Designation of Fellows

The designation of Fellows is to be considered in the total awards and recognition plan.

[Adopted 1982]

The existing Fellows Institutes shall become institutionalized as one of the self-financed member benefit services.

[Adopted 2000]

Limit on Fellow Nominations

In addition to the induction of the President upon the completion of their term, no more than five names will be submitted to the Board in any year to be ratified on an individual basis for possible designation as Distinguished Fellows.

[Adopted 1986]

Responsible Party	Action
Distinguished Fellows Officers	Manage nominations process
Board	Elect Distinguished Fellows
Executive Director	Notify elected Fellows

PART III, SECTION D. AWARDS

1. Awards Program
2. Coordinator of National Art Educator of the Year Award
3. Eligibility
 - a. Committee Members
 - b. Board and Elects
 - c. NAEA Staff Members
 - d. Regional Division Directors
 - e. State Leadership
 - f. Members Who Work in One State and Live in Another
 - g. Members Who Work Across Division Levels, Including K–12 and K–8
 - h. Nominating Family Members
4. State/Provincial Association Selections for State, Regional, and National Awards
 - a. State/Provincial Art Educator of the Year Award
 - b. Regional Art Educator of the Year Award and Regional Division Art Educator of the Year Award
 - c. National Awards
5. Awards Program Rubrics
6. General Policies Regarding Awards
 - a. Nominations Letters
 - b. Press Releases
 - c. Awards Presentations
 - d. Nominations Deadlines

PART III, SECTION D. AWARDS

1. Awards Program

Policy Statement:

NAEA will have a comprehensive Awards Program with standardized forms, certificates, and format of presentation.

[Adopted 1982]

About the NAEA Awards Program

The first NAEA Award, NAEA Art Educator of the Year, was presented at the 1955 National Convention in Cleveland, Ohio, by Edwin Ziegfeld, the first President of NAEA. In 1977 the NAEA Awards Program was initiated to recognize outstanding art educators in all Divisions and Regions, and from each state and province. Growing in scope since its inception, the program continues to add new awards.

The objectives of the NAEA Awards Program are:

- To recognize excellence in the many outstanding individuals, state/provincial associations, and programs of NAEA;
- 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 NAEA members.

Responsible Party	Action
Board and Executive Director	Ensures ongoing support, including staff and resources, maintaining NAEA Awards Program

PART III, SECTION D. AWARDS

2. Coordinator of National Art Educator of the Year Award

Policy Statement:

The President-Elect will be the coordinator of the National Art Educator of the Year Award.
[Adopted 1983]

Responsible Party	Action
President-Elect	Works with staff Awards Program Manager to coordinate National Art Educator of the Year Award
Staff	Facilitates coordination of this award by President-Elect

PART III, SECTION D. AWARDS

3. Eligibility

- a. Committee Members**
- b. Board and Elects**
- c. NAEA Staff Members**
- d. Regional Division Directors**
- e. State Leadership**
- f. Members Who Work in One State and Live in Another**
- g. Members Who Work Across Division Levels, Including K–12 and K–8**
- h. Nominating Family Members**

Policy Statement:

a. Committee Members

Individuals serving on the Nominating or Awards Committees cannot be considered as candidates for the position or awards.

[Adopted 1982]

b. Board and Elects

Current NAEA Board Members and elects are not eligible for awards during their terms.

[Adopted 1999]

c. NAEA Staff Members

Current NAEA staff members are not eligible for awards.

d. Regional Division Directors

Regional Division Directors are not eligible for awards during their terms. [Adopted 2011]

e. State Leadership

Members who currently serve as voting members (elected or appointed) of a state association board are ineligible to be nominated for NAEA regional, divisional, or national awards while in office.

[Adopted 2013]

f. Members Who Work in One State and Live in Another

NAEA members should be nominated for awards based on the state and region they work in. If a member lives in one state or region but works in another, they should be nominated according to where they work, not where they live. All nominations need to indicate where the member works.

[Adopted 2011]

g. Members Who Work Across Division Levels, Including K–12 and K–8

A member is only eligible for an award for their respective membership division, where applicable.

[Adopted 2011]

h. Nominating Family Members

Immediate family members (spouses, children, parents, siblings) may not nominate other family members for awards.

[Adopted 2013]

Responsible Party	Action
Board and Awards Committee Members	Uphold eligibility policies for NAEA Awards
Staff	Ensure eligibility policies for NAEA Awards are met by developing procedures to check eligibility of award nominees
Members	Understand and abide by eligibility policies for NAEA Awards
State/Provincial Associations	Understand and abide by eligibility policies for NAEA Awards

PART III, SECTION D. AWARDS

- 4. State/Provincial Association Submissions for State, Regional, and National Awards**
 - a. State/Provincial Art Educator of the Year Award**
 - b. Regional Art Educator of the Year Award and Regional Division Art Educator of the Year Award**
 - c. National Awards**

Policy Statement:

The goal is to have one nomination from each state for NAEA's regional awards.

a. State/Provincial Art Educator of the Year Award

State/provincial associations may recognize one individual as their State/Provincial Art Educator of the Year. This allows state/provincial award committees to select one award honoree who has an exceptional history of professional active participation at the state/provincial level.
[Adopted 2011]

b. Regional Art Educator of the Year Award and Regional Division Art Educator of the Year Award

NAEA will receive nominations for regional award candidates from any member and will validate member/division status. All qualified regional award nominees will be sent for review and selection of regional award candidates.

Regional award honorees are chosen by the respective national Region Vice President/Division Award Committees.

[Adopted 2011]

c. National Awards

States are encouraged, but not required, to select nominees for one or more national awards.
[Adopted 2011]

Responsible Party	Action
State/Provincial Associations	Manage states'/provinces' submissions for NAEA Awards Program in keeping with stated policies
Staff	Receive submissions from any member for regional awards and send to the respective Region Vice President/Division Award Committee for review and selection of regional award nominees

PART III, SECTION D. AWARDS

5. Awards Program Rubrics

Policy Statement:

Rubrics will be used for judging all NAEA regional and national awards.

NAEA will develop and post rubrics for all NAEA Awards. A rubric has been created for judging the submissions for each award. These rubrics will be used for reviewing the nominations submitted for all NAEA Awards. These rubrics will be posted on the website so that both the individuals being nominated and those who are nominating others for awards can see them. For regional and national awards, rubrics have been created to recognize the differentiation in roles among Divisions, with separate rubrics for the Higher Education, Museum Education, Supervision and Administration, and Preservice Divisions, and a combined rubric for the Elementary, Middle Level, and Secondary Divisions.

[Adopted 2011]

Responsible Party	Action
Awards Program reviewers	Use Awards Program rubrics for judging nominations for regional and national awards
Staff	Post Awards Program rubrics on website

PART III, SECTION D. AWARDS

6. General Policies Regarding Awards

- a. Nominations Letters
- b. Press Releases
- c. Awards Presentations
- d. Nominations Deadlines

Policy Statement:

a. Nominations Letters

Nominators and nominees may have support letters crafted so that they can be used for both state- and national-level nominations, in order to move state-level honorees forward to national-level award nomination.

[Adopted 2011]

b. Press Releases

A press release will be sent to the two recipients requested by the awardee from the NAEA office.

[Adopted 1984]

c. Awards Presentations

The awards shall be presented thusly:

- Newsletter, Website, and pARTners Awards will be given at the Delegates Assembly;
- Youth Art Month Awards shall be given during a General Session;
- State/Provincial and Regional Art Educator of the Year Awards shall be given at the Region awards ceremonies;
- Regional and National Division Art Educator of the Year Awards shall be given at the Division awards ceremonies; and
- National Art Educator of the Year; Eisner Lifetime Achievement Award; J. Eugene Grigsby, Jr.; Marion Quin Dix; Mac Arthur Goodwin Award for Distinguished Service Within the Profession; Distinguished Service Outside the Profession; Barkan; Lowenfeld; Agent of Change in Equity Diversity, and Inclusion; and Distinguished Fellows Awards will be given at one of the General Sessions.

[Adopted 1989]

d. Nominations Deadlines

Any award nominations submitted after the published deadlines will be considered ineligible.

[Adopted 1991]

***Studies in Art Education* Invited Lecture Award**

NAEA institutes a *Studies in Art Education* Invited Lecture Award.

[Adopted 1984]

The deadline for awards is October 1.

[Adopted 1991]

The postmark date shall be used as the accepted standard for all materials with deadline dates, excluding *NAEA News*.

[Adopted 1992]

Responsible Party	Action
Board	Maintain comprehensive Awards Program
Staff	Manage comprehensive Awards Program in accordance with stated policies

PART IV: APPENDIX

- A. Youth Art Month
- B. List of Interest Groups With Purpose Statements
- C. Comprehensive Listing of Awards
- D. Publications Appendices
- E. Distinguished Fellows Handbook
- F. Charles M. Robertson Memorial Scholarship
- G. NAEA Cosponsored Summer Institutes and Academies
- H. Conflict of Interest Disclosure Statement Example
- I. *Translations*
- J. NAEA *Advisory*
- K. Community Rules & Etiquette and Privacy Guidelines (April 2023)

PART IV: APPENDIX

A. Youth Art Month

Policy Statement

The Council for Art Education (CFAE) administers Youth Art Month (YAM). Youth Art Month encourages support for quality school art programs and promotes art material safety. The CFAE administers the program at the national level. The program provides a medium for recognizing skills developed through visual arts experiences unlike any other curriculum subjects, including:

- Problem solving
- Creativity
- Observation
- Communication

Art shows, special exhibits, fund-raisers, and school and community activities take place annually, traditionally during March, to celebrate visual arts education for grades K–12.

Youth Art Month's purposes are:

1. Recognize art education as a viable factor in the total education curriculum that develops citizens of a global society.
2. Recognize art is a necessity for the full development of better quality of life for all.
3. Direct attention to the value of art education for divergent and critical thinking.
4. Expand art programs in schools and stimulate new art programs.
5. Encourage commitment to the arts by students, community organizations, and individuals everywhere.
6. Provide additional opportunities for individuals of all ages to participate in creative art learning.
7. Increase community, business, and governmental support for art education.
8. Increase community understanding and interest in art and art education through involvement in art exhibits, workshops, and other creative ventures.
9. Reflect and demonstrate the goals of the National Art Education Association that work toward the improvement of art education at all levels.

Sponsorship Background:

The Council for Art Education, Inc. (CFAE), a 501(c)(3) exempt organization is the sponsor of Youth Art Month. In 1961, The Crayon, Water Color & Craft Institute, Inc., forerunner of The Art & Creative Materials Institute, Inc. (ACMI), a nonprofit association of art and craft materials manufacturers, created Children's Art Month. Created in cooperation with the National Art Education Association, the purpose of Children's Art Month was to "emphasize the value of participating in art for all children." In 1969, the observance was expanded to include secondary school students and has been celebrated nationwide since that time as Youth Art Month.

In 1984, ACMI created The Council for Art Education, Inc. to administer the national Youth Art Month program and encourage funding for the program. Current members of the Council include ACMI, which provides all administrative support and the majority of funding for national Youth Art Month; and NAEA, whose members carry out local Youth Art Month activities and whose state affiliates help fund state Youth Art Month programs. The General Federation of Women's Clubs, a volunteer women's organization dedicated to community improvement through volunteer service, is also actively involved in promoting Youth Art Month.
<http://councilforarteducation.org/youth-art-month/program-documents>

NAEA supports the Youth Art Month Program in cooperation with the Council for Art Education, Inc. and cooperates in publicity, opportunities, and recognition.

Responsible Party	Action
Board and Staff	Works with CFAE as an affiliate and the sponsor of Youth Art Month
Members	Manage local Youth Art Month program
State/Provincial Associations	Provide additional support for local Youth Art Month program
President	Appoints President-Elect or Division Directors-Elect to attend Youth Art Month activities where appropriate
Board	Attend Youth Art Month activities where appropriate

[Moved from Part I, Section E, 2 in 2023]

PART IV: APPENDIX

B. List of Interest Groups With Purpose Statements

Art and Media Technology (AMT) (Formerly EMIG, AET) (Established 1995, changed name 2022)

Purpose: To encourage and exchange knowledge and ideas related to new media technologies in the making of visual arts, art teaching, and research in art education. We meet and hold events during each NAEA National Convention to create opportunities for networking with other art education professionals.

Asian Art and Culture Interest Group (AACIG) (Established 2017)

Purpose: To identify and promote art education research and practices on Asian art, culture(s), artists, and philosophies within global and cross-cultural perspectives.

Art in Special Education Interest Group (ASE) (Formerly Special Needs in Art Education (SNAE)) (Established 2001, name changed 2023)

Purpose: The purpose shall be to define and establish the role of the Art in Special Education Interest Group as a special interest group of NAEA and:

1. Provide a voice for art and museum educators with special education concerns;
2. Provide a forum to share best practices of art teachers with special education students. Special needs populations include but are not limited to students who are gifted, students who have learning and/or cognitive issues, students with behavior disorders, or students who have physical impairments (e.g., deaf, hearing or visually impaired). Summaries can become NAEA *Advisories*;
3. Provide information for the NAEA website for special education–related topics (information about agencies or resources that focus on the arts for special education students);
4. Become a liaison with the Council for Exceptional Children in order to share both information and education and training expertise;
5. Develop a network of NAEA members and special education teachers who teach with and through the arts; and
6. Interface with art therapy, occupational therapy, and physical therapy to share information about adaptive equipment, research, and strategies for teaching art to special education students.

Caucus for Feminisms in Art Education (CFAE) (Formerly Women’s Caucus (WC)) (Established 1976, name changed 2023)

Purpose: To represent and work to advance art education as an advocate of equity for women and all people who encounter injustice and work to eliminate discriminatory gender and other stereotyping practices for individuals and groups, and for the concerns of women art educators and artists.

Caucus on Social Theory and Art Education (CSTAE) (Established 1982)

Purpose: To promote the use of theoretical concepts from the social sciences; to study visual culture and the teaching of art; to inform art educators about theory and practice in the social sciences, thus acting as a liaison between social scientists and art educators; to encourage research into the social context of visual culture and teaching art; and to develop socially relevant programs for use in teaching art.

Caucus on the Spiritual in Art Education (CSAE) (Established 2008)

Purpose: The Caucus on the Spiritual in Art Education (CSAE) seeks to study the relationship between the spiritual impulse and the visual arts; to examine the spiritual aspects of art from various cultures and historical eras, including the use of spiritual icons and signifiers; and to define spiritual concepts in art education. It also seeks to develop a comprehensive paradigm for holistic art education and to encourage research on the transformative aspects of the visual arts as a therapeutic or healing modality. Additionally, CSAE seeks to develop art education curriculum theory and practices that encourage the study of the spiritual in art in all levels of education, within the boundaries of the constitutional separation of church and state, and the establishing of a community of art education professionals who participate in scholarly research and publication on topics related to the spiritual in art education.

Choice-Art Educators (CAE) (Established 2016)

Purpose: To expand public awareness of choice-based art education and to provide a network for art educators who wish to share their interests in or learn more about teaching art with choice. The organization will encourage professional relationships and provide for an informal, yet focused, exchange of ideas about how to teach through centers, choice, and student-directed learning.

Choice-art educators seek to develop the artistic thinking of their students, through centers and choices, encouraging them and teaching them to come up with their own ideas for artmaking. This approach facilitates differentiation, which easily meets the needs of a variety of types of learners.

The Choice-Art Educators Interest Group seeks to promote and support choice-based and learner-directed art education in public and private education settings. It also seeks to bring those interested in this methodology together to learn not only from and discuss each other's work but also the work of those in related fields.

Committee on Multiethnic Concerns (COMC) (Established 1971)

Purpose: To encourage, strengthen, and promote the role of the visual arts in education and to promote greater understanding of cultural diversity by:

1. identifying African, Asian, Hispanic, and Native Americans and encouraging their participation in the programs of the National Art Education Association (NAEA) and COMC;
2. identifying visual arts curricula and instructional methodologies and strategies that successfully meet the needs of students from African, Asian, Hispanic, and Native American backgrounds;
3. identifying and recognizing art educators from underrepresented and underserved communities who have made significant contributions to NAEA and COMC;
4. encouraging research and publication of significant issues and findings impacting art, artists, art education, museum education, and art history in underrepresented and underserved communities;
5. providing scholarships and fellowship support for selected artists, art historians, aestheticians, curriculum developers, museum educators, and art educators who affirm COMC's philosophy, to further their education or to engage in research, writing, and studio activities; and
6. providing scholarships for selected high school students to further their education in the visual arts or visual arts education.

Community Arts Caucus (CAC) (Established 2012)

Purpose: To further discuss issues concerning community arts theories and practices, and to build a community of community arts practitioners, artists, educators, students, and researchers. We aim to promote dialogue, research, curriculum development, and programming through this organization by convening the broad array of practitioners, artists, educators, students, and researchers interested in the topic and practice of community arts.

Design Interest Group (DIG) (Established 2001)

Purpose: Promoting the teaching of design in preK–12 art education programs, advancing the teaching of design in art education teacher preparation programs, conducting presentations on design education topics, generating resources for the teaching of design, and offering in-service workshops on the various issues related to design education and design. Our goal and purposes shall always be consistent with the NAEA Strategic Plan.

Disability Studies in Art Education (DSAE) (Established 2017)

Purpose: To provide a network for art educators to share their interests in the interdisciplinary field of disability studies as it pertains to the field of art education; to encourage cross-cultural and interdisciplinary research and professional relationships to promote theory and practice that respects disabled peoples as cultural groups; to engage research and teaching interests within NAEA that embrace the critical, interdisciplinary field of disability studies.

Early Childhood Art Educators (ECAE) (Established 2000)

Purpose: To define and establish the role of the Early Childhood Art Educators as a special Interest Group of NAEA; to conduct programs of professional activities at state and national levels concerning appropriate art education practices for children from 0 to 8 years; to inform state associations and NAEA of current issues and research relevant to the area of early childhood education; to provide leadership in art education for young children to early childhood professional organizations, museums, and other organizations involved with programs for young children; and to develop materials and provide information about appropriate art education practices for the early childhood years.

Ecology and Environment Interest Group (EEIG) (Established 2021)

Purpose: As an interest group of NAEA, the Ecology and Environment Interest Group is intended to (1) support NAEA members in implementing ecological and environmental art pedagogies and (2) advance NAEA members' scholarship surrounding ecological and environmental art education.

History and Historiography in Art Education (HHAЕ) (Established 2022)

Purpose: HHAЕ will act as a network hub to connect and communicate with various individuals and other networks. It will also build and maintain an archive, offer resources and opportunities, and cultivate community.

Independent School Art Education (ISAE) (Established 2008)

Purpose: The purposes of the Independent School Art Education Interest Group shall be to encourage active involvement of independent school art educators by:

1. Promoting sound methods and philosophies of art education.
2. Providing opportunities for development of relationships among independent school educators within each state and as a nation.
3. Creating professional development opportunities specifically for independent school art educators.
4. Encouraging participation in state and national art education conferences.
5. Supporting strong working relationships within each school between art teachers

- and administrators.
6. Promoting and facilitating lesson sharing, curriculum discussions, and group study of the problems that confront those involved in arts education in independent schools.
 7. Educating our members on job negotiation and job security.
 8. Creating positive relationships among independent school art educators through networking and regional conferences designed specifically for independent schools.
 9. Developing the leadership potential of each independent school art instructor to better advocate for the arts in their community.
 10. Educating on marketing the arts to the school community.
 11. Maintaining regional and national contacts with other groups of arts educators and others whose objectives coincide with those in NAEA.
 12. Securing cooperation of legislative, state, county officials, administrators, and foundations in establishing conditions that shall render the efforts of arts educators more effective.
 13. Circulating information and keeping members informed of the significant developments in the field of arts education.
 14. Adhering to a policy that does not discriminate against individuals on the basis of race, color, or national or ethnic origin.

**Lifelong Learning Interest Group (formerly Committee on Lifelong Learning (LLL))
(Established 1990, changed name 2023)**

Purpose: We are advocates for quality art education programs for all ages, which are primarily community-based, but we are also active in the support of the community outreach efforts of secondary schools, and of higher education institutions' noncredit, short-term classes offered through a college or university division of continuing and adult education. Also, we do research and offer support for those who teach adult students in higher education institutions with degree programs in art and art education. We examine cultural policy issues in relation to lifelong learning, arts, and aging and offer resources and guidance to those wishing assistance in developing or expanding community-based art education. As educators, we respect lifelong learners of all ages and hope to remind our colleagues that learners, such as adults, have different learning styles and needs than younger adults; as do informal and nonformal participants versus formal schooling.

LGBTQ+ (Established 1996)

Purpose: To make visible lesbian, gay, bisexual, and transgender issues within the field of art education. It is poised to actively work against misrepresentation and bias in our culture and teaching institutions to produce safer spaces for all people in our schools and society.

National Association of State Directors of Art Education (NASDAE) (Established 1966)

Purpose: To identify and promote sound art education curricula, programs, and policies; to work cooperatively with the National Art Education Association, its affiliated organizations, and other professional organizations in developing policies, programs, projects, publications, legislation, and research, which will help clarify, strengthen, and expand the role of the visual arts and other arts in education and society; to encourage the establishment, maintenance, and furtherance of art education positions in state departments of education; and to exchange ideas and information among members of the Association.

Public Policy and Arts Administration (PPAA) (Established 1985)

Purpose: To provide for an informal yet focused exchange of ideas about research and inquiry in the field of arts administration. PPAA provides an opportunity for those concerned with policy

issues to come together to learn of each other's activities, discuss work in the field, and further policy and research efforts.

Retired Art Educators Affiliate (RAEA) (Established 1985)

Purpose: To define and establish the role of the retired art educators as an Interest Group of NAEA, to conduct programs of professional activities for state and national events, to encourage continued personal involvement and development in art education, to inform state associations and NAEA of concerns relevant to members of long standing, and to encourage and provide mentorship for members of National Student NAEA Chapters.

Seminar for Research in Art Education (SRAE) (Established 1970)

Purpose: To provide for an informal yet focused exchange of ideas about research and inquiry in the field of art education. Essentially, the group seeks a means for those concerned with research to come together to learn of each other's activities, discuss work in the field, and project means by which the Seminar might further research efforts.

United States Society for Education Through Art (USSEA) (Established 1986)

Purpose: The purpose of USSEA is to provide a network with art educators who are committed to art education and who believe in sharing inclusive and respectful cultural perspectives from a variety of cultures through art education. The organization shall also encourage cross-cultural research and professional relationships to promote greater understanding and respect for learners from a variety of diverse backgrounds.

[Moved from Part I, Section E, 6 in 2023]

PART IV: APPENDIX

C. Comprehensive Listing of Awards

Policy Statement:

NAEA will develop and publish a comprehensive listing of all awards. The listing will include name, criteria, dates, and other vital information.

[Adopted 1986]

NAEA Awards

1. National Art Educator Award

To recognize one NAEA member for extraordinary achievements and service of national significance during previous years.

2. National Division Art Educator Awards

To honor one outstanding NAEA member from each of the seven Divisions for outstanding service and achievement of national significance during previous years. **National Division Art Educator Awards:** National Elementary Art Educator, National Middle Level Art Educator, National Secondary Art Educator, National Higher Education Art Educator, National Preservice Art Educator, National Supervision and Administration Art Educator, National Museum Education Art Educator.

3. Regional Art Educator Awards

To honor one outstanding NAEA member from each of the four Regions for outstanding service and achievement of regional significance during previous years.

Regional Art Educator Awards: Eastern Region Art Educator, Pacific Region Art Educator, Southeastern Region Art Educator, Western Region Art Educator

4. Regional Division Art Educator Awards

To honor one outstanding NAEA member from each of the seven Divisions within each of the four geographic Regions. This award recognizes exemplary service and achievement of regional significance within each Division.

Regional Division Awards:

Elementary Division – Eastern Region Elementary Art Educator, Western Region Elementary Art Educator, Southeastern Region Elementary Art Educator, Pacific Region Elementary Art Educator

Middle Level Division – Eastern Region Middle Level Art Educator, Western Region Middle Level Art Educator, Southeastern Region Middle Level Art Educator, Pacific Region Middle Level Art Educator

Secondary Division – Eastern Region Secondary Art Educator, Western Region Secondary Art Educator, Southeastern Region Secondary Art Educator, Pacific Region Secondary Art Educator

Higher Education Division – Eastern Region Higher Education Art Educator, Western Region Higher Education Art Educator, Southeastern Region Higher Education Art Educator, Pacific Region Higher Education Art Educator

Preservice Division – Eastern Region Preservice Art Educator, Western Region Preservice Art Educator, Southeastern Region Preservice Art Educator, Pacific Region Preservice Art Educator

Supervision and Administration Division – Eastern Region Supervision and Administration

Art Educator, Western Region Supervision and Administration Art Educator, Southeastern Region Supervision and Administration Art Educator, Pacific Region Supervision and Administration Art Educator

Museum Education Division – Eastern Region Museum Education Art Educator, Western Region Museum Education Art Educator, Southeastern Region Museum Education Art Educator, Pacific Region Museum Education Art Educator

5. State/Provincial Art Educator Awards

To honor an outstanding NAEA member from each state/provincial association for service and contributions to art education that merit recognition and acclaim. Recipients of this award are selected by their state/provincial association. NAEA does not receive nominations for this award.

6. Presidential Citation Award

To recognize a state/provincial association that has made superior achievements contributing to the improvement of art education.

7. Marion Quin Dix Leadership Award

To recognize outstanding contributions and service to the profession by a current or past state/provincial association officer in the performance and/or development of specific programs, goals, or activities at the state/provincial association level. This award is presented in honor of NAEA's third President, Marion Quin Dix, in recognition of her pioneer work in the development of NAEA as a national professional association.

8. Lowenfeld Award

Established in 1960 by friends and former students of Viktor Lowenfeld to honor an individual who, over the years, has made significant contributions to art education.

The recipient of this award presents the Lowenfeld Lecture at the National Convention.

9. Manuel Barkan Memorial Award

Conceived as a tribute to Manuel Barkan, this award is presented to an individual who, through their published work in either *Art Education* or *Studies in Art Education*, has contributed a product of scholarly merit to the field of art education. Scholarship can be defined broadly to include any written contribution dealing carefully and imaginatively with an important issue, problem, or practice in the field. The recipient of this award presents the Barkan Lecture at the National Convention.

10. Mac Arthur Goodwin Award for Distinguished Service Within the Profession

To recognize outstanding achievement, contribution, and service in previous years to the field of art education. This award is open to individuals as well as state/provincial associations.

11. Distinguished Service Outside the Profession Award

To recognize outstanding achievement and contributions in previous years by persons or organizations outside the field of art education.

12. State/Provincial Association/Interest Group Newsletter Award

To recognize excellence in the development and publication of a state/provincial association or Interest Group newsletter either in print or online.

Electronic newsletters are preferred for this award. [Adopted 2011]

13. State/Provincial Association/Interest Group Website Award

To recognize excellence in the development and ongoing maintenance of a state/provincial association or Interest Group website.

14. NAEA, The Council for Exceptional Children (CEC), VSA Peter J. Geisser Special Needs Art Educator of the Year Award

To recognize an NAEA member who has made distinguished professional contributions to art education for students with special needs through scholarly writing, research, professional leadership, teaching, and/or community service.

15. NAEA, The Council for Exceptional Children (CEC), VSA Beverly Levett Gerber Special Needs Lifetime Achievement Award

To recognize an NAEA/ASE member whose exemplary lifetime career has made a unique and lasting impact on art education's important role in the lives of people with special needs.

16. Committee on Multiethnic Concerns (COMC) J. Eugene Grigsby, Jr. Award

To honor an individual(s) who has made distinguished contributions to the field of art education in advancing and promoting education, investigation, and celebration of cultural and ethnic heritage within our global community. The record of achievement may reflect remarkable scholarly writing, research, professional leadership, teaching, and/or community service that advances the ideals of culturally responsive pedagogy in teaching and learning communities. This award highlights the legacy of J. Eugene Grigsby, Jr., in bringing to light historical and contemporary accomplishments of people of color in fully advancing NAEA's policies and practices.

17. National Emeritus Art Educator Award

To recognize continuous outstanding service to art education by an individual before and after retirement.

18. Preservice Chapter Sponsor Award of Excellence

To recognize dedication to the development of future professional members of NAEA through sponsorship of an outstanding Preservice Chapter at the college/university level.

19. Outstanding National Art Honor Society Sponsor Award

To recognize the dedication of an NAEA member who sponsors an outstanding NAHS Chapter.

20. Outstanding National Junior Art Honor Society Sponsor Award

To recognize the dedication of an NAEA member who sponsors an outstanding NJAHS Chapter.

21. Rising Stars Secondary Recognition Program

To promote art education as a career by recognizing 50 talented, active NAHS members. Recognition as a Rising Star will be given at the NAEA National Convention* along with a 4-year complimentary NAEA student membership (with proof of (1) college enrollment and)2) the pursuit of study in art education) and a 1-year First Year Professional membership (with proof of employment).

22. Elliot Eisner Doctoral Research Award in Art Education*

To recognize the value of doctoral research to the profession of art education and its related disciplines, to advocate on behalf of such research, and to foster continued support of doctoral research in Art Education.

*The Elliot Eisner Doctoral Research Award is cosponsored by the Seminar for Research in Art Education and *Visual Arts Research*.

23. Eisner Lifetime Achievement Award

The Elliot W. Eisner Lifetime Achievement Award recognizes an individual for their lifetime professional achievement that has advanced art and art education. Nominations should include individuals who have made notable contributions throughout their lifetime to the field of visual arts education through their work as a teacher, lecturer, and/or artist. The award is not restricted with respect to the level of work or the type of work that individuals may undertake throughout their professional lives. Examples include but are not limited to contributing to the knowledge and understanding of artistic growth and development, furthering the theory and practice of teaching and learning about art, promoting the role and essential value of art education for human development, and developing accountability systems for assessing student growth.

24. New Professional Art Educator Award

To recognize excellence and achievement by new art educators.

25. The Gilbert A. Clark and Enid Zimmerman Leadership Advocacy Award

This award was established to recognize individuals in art education who have made outstanding contributions as a leader advocating for the arts locally, regionally, nationally, and/or internationally. This award includes art educators who have contributed to supporting art programs and practices in schools, museums, community centers, and other art education settings.

26. Agent of Change in Equity, Diversity, and Inclusion

The purpose of the award is to honor an individual who exemplifies, demonstrates, and/or leads social impact or social justice efforts in the work they do within visual arts, design, and media arts education. We acknowledge that addressing systemic transformation requires agents of change, allies, and accomplices. The award intends to honor and amplify voices that have and continue to be marginalized and the added intellectual and emotional burden that such art educators face in the work they do in contributing to the advancement of equity, diversity, and/or accessibility in art education.

[moved from PART III, SECTION D, 7 in 2023]

PART IV: APPENDIX

D. Publications Appendices

Advertising

All advertising is the responsibility of the Association's Executive Director, who is accountable for appropriateness, content, and nature of such advertising.

NAEA Advisory

Editor Selection

Candidates for editor of *NAEA Advisory* will be solicited through a call for candidates. Candidates must submit a dossier composed of documentation of qualifications and a statement of their proposed editorial philosophy, which explains how they would be guided by the purpose of the *Advisory*. This dossier must be submitted to the NAEA Board in advance of the annual meeting at which the appointment is to be made for the purpose of Board review. One candidate will be nominated and ratified by the NAEA Board. The *Advisory* editor will serve a 3-year term with annual review by the NAEA Board. This review will be designed to ensure that the editor is fulfilling the responsibilities to the purpose of *Advisory* and the needs of the Association membership. The *Advisory* editor may be removed by the NAEA Board for non-performance of duty.

Selection of NAEA Advisory Authors and Review for Submission

Topics for *Advisory* papers will be identified through a variety of sources by the editor in consultation with the Executive Director of the Association. The *NAEA Advisory* will be occasional. The number and scheduling will be at the discretion of the Executive Director of the Association. The *Advisory* editor will solicit authors as well as consider publication of unsolicited manuscripts.

Translations

Editor Selection

The editor of *Translations* is appointed for a 3-year term by the NAEA President and approved by the Board of Directors. Up to three reviewers are invited by the editor for blind review of each submission. Invitations to review a manuscript are based on knowledge of topic being reviewed. [Adopted 2000]

Professional Books, Monographs, and Other Publications

Production Schedule

NAEA is responsible for determining and managing the production schedule, including the outside review of final manuscripts, editing, design, printing, marketing, advertising, distribution, and sales. If books are copublished, NAEA will manage these shared responsibilities with the copublisher.

Financial

NAEA is a nonprofit membership association and publishes professional books, monographs, and other publications to inform its members about the field of visual arts education.

NAEA does not fund authors nor pay author commissions or royalties.

Editorial Control/Rights

Proposals are reviewed by the Professional Materials Committee and recommended to the Board for approval. General editorial rights are granted to the author. However, when monographs are printed, they become an agent of NAEA, thus final editorial control is reserved by NAEA. NAEA holds the copyright for all NAEA monographs.

Author's Responsibilities

It is the responsibility of the author to prepare and submit a complete proposal to the NAEA Publications Manager for review and consideration, per the guidelines below. Upon approval of the Professional Materials Committee and the Board, it is the responsibility of the author to prepare and submit complete text files, illustrations, photos, and all other materials required for publication to NAEA Publications Manager.

NAEA Board Responsibilities

The NAEA Board will review recommendations by the Professional Materials Committee and determine approval for publishing. This shall be done in concert with budget approval.

NAEA Responsibilities

If published directly by NAEA, NAEA staff and Committee will work with the author to determine the timeline for author responsibilities and will determine overall production schedule.

If published directly by NAEA, authors shall receive complimentary copies under the following schedule:

- Single-authored monographs: 7 copies
- Editors (i.e., anthologies): 7 copies
- Authors of chapters of anthologies or multiauthored monographs: 1 copy to each author

[Adopted 1985]

The number of complimentary copies may vary under any copublishing agreements.

Whenever possible, NAEA will provide marketing materials or books on consignment to NAEA member authors who are presenters at other education-related professional conferences.

Authors' Guidelines for Proposed Publications Submitted to the Professional Materials Committee of the National Art Education Association

Publication proposals may be submitted to the Professional Materials Committee at any time. The proposals should be sent to the Publications Manager of the National Art Education Association for dispersal to the Chair of the Professional Materials Committee.

Some proposals are accepted with few or no changes. Most require some reworking. Proposals may fail for several reasons, for example: the proposal addresses a topic recently covered by another NAEA publication, the topic discusses events and/or issues of limited or local interest, the proposal promotes a person or commercial product, the proposal does not meet the needs of the NAEA membership, or the proposal does not meet NAEA standards. Proposals that are not published are returned upon request.

Proposals accepted for further examination and/or publication are submitted to the Board of Directors of the NAEA for approval, budget allocation, and follow-up by the Executive Director of the NAEA. The author(s) will be contacted in writing by the Executive Director of the NAEA for full manuscript (if not submitted with proposal), timeline, and planned features, including graphics, visuals, and layouts.

Guidelines for Publication Proposals

Your proposal package, submitted digitally, must include:

1. Title of proposed publication.
2. Abstract of no more than 500 words containing the central point, theme, and agenda.
3. Market analysis that includes:
 - a. Description of the intended audience.
 - b. Significance of the work to the field of art education and the work's importance relative to existing literature.
 - c. Delineation of the difference between your proposed publication, other NAEA publications, and existing literature from other publishers. (Please refer to NAEA's Resources Catalog for categories and subjects.)
4. Complete outline of the proposed publication, including:
 - a. List of authors/editors (full name of each).
 - b. CVs for book author/editor(s) and short bios (150 words or less) for individual chapter authors when identified.
 - c. Estimated length of publication.
 - d. At least one sample chapter or section.
 - e. List and samples of graphic materials such as charts, tables, photographs, and illustrations.

Book Proposal Procedures

1. You will be notified when your proposal package is received at NAEA. It will then be forwarded to the chair of NAEA's Professional Materials Committee (PMC). Incomplete proposals will not be submitted to the PMC.
2. Each proposal is carefully reviewed by a panel of three to five reviewers led by the PMC Chair. Proposals are reviewed in a timely fashion and acted upon by the NAEA Board at each scheduled meeting.
3. The PMC Chair reports recommendations to the NAEA Board to accept a proposed publication, to accept it with requested changes, or not to publish.
4. Authors of accepted proposals are engaged in conversations to answer the following questions:
 - Who is the primary audience for this book?
 - What specific audience and/or instructional levels of educators may use

this book?

- What marketing strategies are most important for promoting the book to target audiences and other interested groups?
 - Which influential decision makers should be provided with advance copies, in order to generate favorable quotes for possible use on the book cover?
 - Can you recommend experienced colleagues who might be contacted for a critical review of the manuscript to share with the author prior to publication?
5. Proposals accepted for publication may require edits and changes. Note that NAEA publications follow the style guidelines set forth in the most recent edition of *Publication Manual of the American Psychological Association (APA)*.
 6. Authors of all proposals will be notified by email of the Board's decision regarding the proposal. The Board makes all decisions concerning approval and budget allocation. NAEA makes all decisions concerning editing, design, and production.
 7. Proposed time schedule for completion of manuscript and assurance of manuscript and materials in 1 year.

Art Education: The Journal of the National Art Education Association

Introduction

Review Process for Research Manuscript Submissions to Art Education

Every article appearing in *Art Education* must have been refereed by three Editorial Review Board (ERB) members without exception. The reviewers are assigned by the Senior Editor to review each manuscript. The Senior Editor makes the final decision to publish or reject each manuscript after consideration of the three ERB members' recommendations.

Senior Editor

Selection and Term

The Associate Editor will become Senior Editor of *Art Education* at the completion of a 1-year term. The Senior Editor of *Art Education* serves at the will of the NAEA Board of Directors for a 2-year term and undergoes an annual review by the NAEA Board of Directors. The annual review ensures that the Senior Editor is fulfilling editorial responsibilities to the purpose of the journal and the needs of the membership. A memorandum of understanding (MOU) outlining policy-aligned responsibilities will be signed by the Senior Editor and NAEA Board. At the request of the Board, a Senior Editor may be asked to extend their editorship by 1 year. After completion of the term, the Senior Editor serves for 1 year as Past Editor to informally advise the new Senior Editor.

Responsibilities

The Senior Editor selects an Instructional Resources (IR) Editor, an Assistant Editor, and a Social Media (SM) Editor to serve a 2-year term that runs concurrently with that of the Senior Editor.

The Senior Editor oversees all operations pertaining to the policies, procedures, and production of *Art Education*. Specifically, the Senior Editor

- Oversees every manuscript upon receipt from authors
- Assigns appropriate review board members or subject area experts to review each manuscript
- Corresponds with authors concerning review board members' recommendations and editorial requests
- Accepts or rejects each manuscript
- Writes an editorial introduction for each issue
- Accepts or rejects instructional resources that have been accepted by the IR Editor
- Organizes special edition topics and issues
- Makes design decisions in consultation with NAEA staff
- Conducts annual elections for new Editorial Review Board (ERB) members to replace members whose terms have ended
- Prepares annual report and other yearly Convention-related materials

The Senior Editor is also responsible for annually submitting requests to the NAEA Director of Convention and Events for an *Art Education* business meeting and a Writing for *Art Education* session at the NAEA National Convention.

Restrictions on the Position

The Senior Editor can neither submit to nor publish manuscripts in *Art Education* during their editorship.

Associate Editor

Selection and Term

The Associate Editor is nominated and elected to a 1-year term by the *Art Education* ERB. At the completion of the term, the Associate Editor becomes the Senior Editor of *Art Education*.

The election process is initiated by the *Art Education* Senior Editor through an email call for nominations. Any NAEA member may nominate candidates for Associate Editor, and additional candidates may be solicited. The candidate must have NAEA membership; a substantial publication record in NAEA journals or related subject-area publications; and must have served on the editorial review board of *Studies in Art Education* and/or *Art Education*. To be considered, each candidate submits a dossier of their qualifications that includes a CV and a statement of their proposed editorial philosophy for the journal by a designated date prior to the NAEA National Convention. The Senior Editor distributes the nominees' dossiers to *Art Education* ERB members, who review and select a candidate by vote. Subsequent votes might be required in the case of a tie. The NAEA Board of Directors ratifies the vote.

Responsibilities

The Associate Editor learns the editorial process, assists the Senior Editor with special issues, serves as a reviewer of manuscripts that require immediate attention to meet impending deadlines, works directly with authors of manuscripts whose first language is not English, and performs related tasks as needed.

The Associate Editor's responsibilities include:

- Learning the editorial process
- Supporting the Senior Editor in conducting calls for nominations and hosting annual elections to replace members whose terms are ending
- Reviewing manuscripts that require immediate attention to meet impending deadlines
- Performing related tasks as needed

Restrictions on the Position

The Associate Editor may submit manuscripts to *Art Education* for review and publication during their term. The Associate Editor will not review their own manuscripts and will not be privileged to the names of reviewers.

Past Editor

Selection and Term

The Past Editor serves a 1-year term immediately following their Senior Editorship. The Past Editor's term begins with the completion of the 12th issue of *Art Education* in their 2nd editorial year (or 18th issue of *Art Education* in their 3rd editorial year). The Past Editor's term concludes at the NAEA National Convention after 1 year.

Responsibilities

The Past Editor serves as advisor to the Senior Editor.

Restrictions on Position

The Past Editor may submit manuscripts to *Art Education* for review and publication during their term, but they may not be a part of the review process leading to publication and will not be privileged to the names of reviewers of their manuscript.

Instructional Resources Editor

Selection and Term

The Senior Editor appoints an Instructional Resources (IR) editor to serve a 2-year term that runs concurrently with that of the Senior Editor. Term of service for the IR Editor begins at the NAEA National Convention **Art Education** annual business meeting and concludes at the NAEA National Convention 2 years later.

The IR Editor is appointed by the Senior Editor. The candidate is typically chosen from among early career professionals in the higher education sector of art education; has been published in **Art Education** or a similar journal; and has had prior collaborative experiences with the Senior Editor.

Responsibilities

The IR Editor is responsible for soliciting instructional resources (IRs) for the journal, mentoring IR authors, editing IRs, and submitting IRs to the Senior Editor for possible publication in the journal. The Senior Editor may also request additional revisions prior to publication. The final decision to publish IRs rests with the Senior Editor.

Restrictions on Position

The IR Editor also serves as a member of the *Art Education* ERB, but requests to review will be limited to only those that require immediate attention to meet impending deadlines. The IR Editor can publish IRs in the journal during their term. The IR Editor can publish articles in the journal during their term, but they must not be a part of the review process leading to publication and will not be privileged to the names of reviewers of their manuscript.

Social Media Editor

Selection and Term

The Senior Editor appoints a Social Media (SM) Editor from the pool of graduate students in the field of art education. The SM Editor should have competency in the use of social media and digital technology and collaborative work experiences with Senior Editor. The SM editor serves a 2-year term that runs concurrently with that of the Senior Editor. The term of service for the SM Editor begins at the NAEA National Convention *Art Education* business meeting and concludes at the NAEA National Convention 2 years later.

Responsibilities

The SM Editor is responsible for posting updates about *Art Education* to major social media sites (Facebook, Instagram, X, etc.) on a regular basis. The updates include but are not limited to announcement of each issue, special issue calls for submissions, calls for ERB nominations, annual writing workshops, and other events. The SM Editor must adhere to relevant NAEA social media policies.

Restrictions on Position

The SM editor also must be a member of the National Art Education Association. They are not a member of the ERB. The SM Editor may publish articles in the journal during their term, but they may not be a part of the review process leading to publication and will not be privileged to the names of reviewers of their manuscript.

Assistant Editor

Selection and Term

The Senior Editor appoints an Assistant Editor to serve a 2-year term that runs concurrently with that of the Senior Editor. Term of service for the Assistant Editor begins at the NAEA National Convention *Art Education* business meeting and concludes at the NAEA National Convention 2 years later.

Responsibilities

The duties and responsibilities for this position are negotiated between the Assistant Editor and the Senior Editor. These duties and responsibilities can include, but may not be limited to:

- Maintaining communication with the Senior Editor, authors, ERB members, and NAEA production staff
- Managing correspondence in the designated *Art Education* email account and within the Editorial Manager manuscript management system
- Conducting technical checks on submitted manuscripts
- Preparing manuscripts for review
- Assisting in preparing annual reports and other yearly Convention-related materials
- Submitting articles for each issue from Editorial Manager to the publisher's production site on designated due dates
- Copyediting all accepted manuscripts and IRs
- Securing all figure files, captions and credits, and permissions to publish figures from authors

Restrictions on the Position

The Assistant Editor may publish articles in the journal during their term, but they may not be a part of the review process leading to publication and will not be privileged to the names of reviewers of their own manuscript.

Editorial Review Board

Selection and Term

The *Art Education* ERB consists of up to 50 members who serve staggered 3-year terms. ERB is composed of representatives of each Division and Region reflecting the diversity of the Interest Groups and demographics of the Association.

ERB candidates are solicited for 2 weeks by the Senior Editor from the NAEA membership based on the number of ERB members who are rotating off the board that year. The current full ERB votes during a 2-week election period, and the candidates earning the most votes are elected. Subsequent votes might be required in the case of a tie. The NAEA Board of Directors ratifies the vote. The term of the newly elected ERB members begins immediately after the NAEA National Convention of the year in which they are elected. ERB members can serve a second consecutive term immediately following their first but must go through the same nomination and election process as all other candidates. All nominees must have published in the journal and must submit an abbreviated CV of their qualifications for service.

Members of the ERB may request up to a 1-year leave of absence related to personal or professional circumstances. Board members unable to fulfill their responsibilities will be asked to resign so that a new board member can fulfill the term. If a reviewer chooses to leave the ERB for any reason, the Senior Editor may replace them with the nominee who had the next highest number of votes from the most recent prior election. If there are no such candidates, the position will remain unfilled until the next scheduled election. ERB members who leave during their 3-year term are not eligible for reelection for at least 1 year following the date of their

resignation. The NAEA Board will be notified of any replacements.

After leaving the ERB, former members may be asked to review manuscripts based on a particular area of expertise. Additionally, the Senior Editor can assign or invite outside reviewers to review manuscripts based on a particular area of expertise.

The names of the ERB members are published on the masthead of the journal of the first issue of the next volume following their election; they remain on the masthead until the last issue of the volume published during their last year.

Responsibilities

The duties and responsibilities for ERB members include:

- Reviewing masked manuscripts for possible publication in the journal
- Returning reviews to the online manuscript submission and peer review system by the assigned deadline and advising the Senior Editor as requested
- Recommending policy and procedural changes for *Art Education* to the Senior Editor
- Participating in the election of new ERB members and an Associate Editor

The Senior Editor of *Art Education* serves at the will of the NAEA Board of Directors for a 2-year term and undergoes an annual review by the NAEA Board of Directors. The annual review ensures that the Senior Editor is fulfilling editorial responsibilities to the purpose of the journal and the needs of the membership. A memorandum of understanding (MOU) outlining policy-aligned responsibilities will be signed by the Senior Editor and NAEA Board.

Restrictions on the Position

An editorial review board member may publish in the journal, but they cannot be a part of the review process leading to publication. ERB members may edit other journals and serve on other editorial boards.

Guidelines for the Instructional Resource Supplement of Art Education

Instructional resources (IRs), published in most issues of *Art Education*, provide readers with a fresh look at a single work of art or body of artworks to inspire art educators in classrooms, museum galleries, and community spaces. Submissions are welcome from anyone with ideas for utilizing art and/or artifacts in educational contexts. This includes K–12 educators, museum educators, university professors, undergraduate and graduate students, and others who have an interest sharing instructional resources with art educators.

Submission Process

IRs can be submitted through the Editorial Manager system. The IR editor reviews all IR submissions, works with authors on revisions, and recommends acceptance or rejection of the IR to the Senior Editor. The Senior Editor maintains ultimate authority to accept or reject an IR for publication.

Art Education Authors

Authors who write for *Art Education* need not be members of NAEA.

[Adopted 1981]

Letters to the Editor Policy—Art Education

Art Education journal welcomes comments and views on published articles at

arteducationjournal@gmail.com. Letter writers should include their full name and professional affiliation when submitting, and letters may be edited in consideration of length, clarity, and grammar.

Studies in Art Education

Introduction

Studies in Art Education adheres to the following policies and procedures in terms of the journal's purpose and the selection, term, responsibilities, and restrictions of the editorial staff. *Studies in Art Education* Editorial Board (ERB) and the NAEA Board of Directors determine these policies. *Studies in Art Education* ERB considers policy and procedure revisions that are proposed by members of NAEA, members of the ERB, members of the NAEA Board of Directors, the Senior Editor, and the Associate Editor.

Review Process for Submission

Every article appearing in *Studies in Art Education* must be refereed by three ERB members without exception. The Associate Editor reviews every submission, and two additional members of the ERB are assigned by the Senior Editor to review each manuscript. The Senior Editor makes the final decision to publish or reject each manuscript after consideration of the three ERB members' recommendations.

Senior Editor

Selection and Term

The Associate Editor assumes the editorship of *Studies in Art Education* after serving 2 years in the Associate Editor position. Senior Editors serve a 2-year term beginning at the annual *Studies in Art Education* business meeting at the NAEA National Convention and ending with the completion of the fourth issue of *Studies in Art Education* in the 2nd year. When a Senior Editor is unable to fulfill the full 2-year term for which they were elected, the Associate Editor assumes the position of Senior Editor. If the Associate Editor is unable to do so, the Past Editor may be asked to fill the position of Senior Editor on an interim basis until the Associate Editor is able or an election can be held to select a new Senior Editor.

Responsibilities

The Senior Editor is responsible for overseeing all aspects of the *Studies in Art Education* publication process. The Senior Editor oversees all operations pertaining to the policies, procedures, and production of the journal. Specifically, the Senior Editor is responsible for

- Reviewing every manuscript upon receipt
- Assigning appropriate review board members to review each manuscript
- Corresponding with authors concerning review board members' recommendations and editorial requests
- Accepting or rejecting each manuscript
- Writing an editorial introduction for each issue
- Accepting or rejecting commentaries and media reviews that have been accepted by the commentary and media review editors
- Organizing up to two special edition topics and issues
- Coordinating a guest editorship for a special issue or collaborating with multiple scholars to create a call for a special edition topic and issue, if desired
- Making design decisions in consultation with NAEA staff concerning layout, pagination, color scheme, image choice, and other developmental aspects of producing the journal

The Senior Editor of *Studies in Art Education* serves at the will of the NAEA Board of Directors for a 2-year term and undergoes an annual review by the NAEA Board of Directors. The annual

review ensures that the Senior Editor is fulfilling editorial responsibilities to the purpose of the journal and the needs of the membership. A memorandum of understanding (MOU) outlining policy-aligned responsibilities will be signed by the Senior Editor and NAEA Board.

The Senior Editor is responsible for annually submitting requests to the NAEA Director of Convention and Events for a *Studies in Art Education* business meeting, an Invited Lecture session, and the Writing for *Studies in Art Education* session at the NAEA National Convention.

Restrictions on the Position

The Senior Editor can neither submit to nor publish manuscripts in *Studies in Art Education* during their editorship. Media authored by the Senior Editor cannot be reviewed in the journal during their term. The Senior Editor cannot edit other journals during their term; however, the Senior Editor may serve on other editorial review boards.

Associate Editor

Selection and Term

The Associate Editor is nominated and elected to a 2-year term by the *Studies in Art Education* ERB. The process is initiated by the *Studies in Art Education* Senior Editor through an email call for nominations in the fall of their 2nd year. Nominations are accepted from the NAEA membership for a 2-week period. Nominees must have published in *Studies in Art Education*. The Senior Editor sends a slate of nominees to the ERB by online survey for a vote over a 2-week period. The nominee who receives the most votes is elected Associate Editor. Subsequent votes may be required in the case of a tie. The NAEA Board of Directors ratifies the vote. Term of service begins at the annual *Studies in Art Education* business meeting at the NAEA National Convention and concludes at the National Convention 2 years later. An exception to this term of service is that the Associate Editor begins to oversee the review of and decisions about all manuscripts 2 months prior to the *Studies in Art Education* business meeting at the NAEA National Convention that immediately follows their election (see additional responsibilities below). The Associate Editor does not review media reviews or commentaries.

When an Associate Editor is unable to fulfill the duties and responsibilities of the Senior Editor, the Senior Editor oversees a special election in the fall of the Senior Editor's 2nd year. When this happens, the Senior Editors accept nominations from members of NAEA, including from members of the existing ERB, for a period of 2 weeks. Nominees for Senior Editor must have published in *Studies in Art Education*. Then the Sitting Editor conducts an election over a 2-week period. The nominee who receives the most votes is elected Senior Editor. Subsequent votes may be required in the case of a tie. The NAEA Board ratifies the vote.

Responsibilities

The Associate Editor is responsible for:

- Advising the Senior Editor as necessary on all aspects of the editorial process
- Reviewing every manuscript submitted to the journal
- Assuming Senior Editor duties 2 months prior to their Senior Editor term so that manuscripts submitted under the current Senior Editor will not remain in the review process after their term has ended.

Restrictions on Position

The Associate Editor may submit manuscripts to *Studies in Art Education* for review and publication during their term. The Associate Editor cannot be a reviewer of their own manuscript and is not privileged to the names of reviewers. Media authored by the Associate Editor can be

reviewed in the journal. Associate Editors may edit other journals and serve on other editorial boards.

Past Editor

Selection and Term

The Past Editor serves a 2-year term immediately following their Senior Editor term. The Past Editor's term begins with the completion of the fourth issue of *Studies in Art Education* in their 2nd editorial year (or as soon thereafter as the fourth issue is scheduled) and concludes at the NAEA National Convention 2 years later (or as soon thereafter as the last issue is scheduled).

Responsibilities

The Past Editor serves as advisor to the editor and Associate Editor. The Past Editor may also be asked to provide manuscript reviews on a very limited basis.

Restrictions on Position

The Past Editor can submit manuscripts for publication and be published in the journal during the 1-year term. Media authored by the Past Editor can be reviewed in the journal during the term. Past Editors may edit other journals and serve on other editorial boards.

Assistant Editor

Selection and Term

The Senior Editor selects the Assistant Editor to serve the same term as the Senior Editor.

Responsibilities

The duties and responsibilities for this position are negotiated between the Assistant Editor and the Senior Editor. These duties and responsibilities can include, but are not limited to:

- Maintaining communication with Senior Editor, Associate Editor, authors, ERB members, and NAEA and publisher's production staff
- Writing, receiving, and responding to all email coming into and going out of the designated *Studies in Art Education* account and within the Editorial Manager manuscript management system
- Conducting technical checks on all submitted manuscripts
- Preparing manuscripts for review
- Submitting articles for each issue from Editorial Manager to CATS on designated due dates
- Preparing the annual report and other yearly NAEA National Convention–related materials
- Copyediting all accepted manuscripts, media reviews, and commentaries before uploading them to CATS
- Securing all figure files, captions and credits, and permissions to publish figures from authors

Restrictions on Position

The Assistant Editor can neither publish nor submit manuscripts to *Studies in Art Education* while in the position. Media authored by the Assistant Editor cannot be reviewed in the journal during their term. The Assistant Editor may serve on other editorial boards.

Commentary Editor

Selection and Term

The Commentary Editor is nominated and elected to a 2-year term by the *Studies in Art Education* ERB. The process is initiated by the Senior Editor through an email call for nominations in the fall of the current Commentary Editor's 2nd year. Nominations are accepted from the NAEA membership and current ERB for a 2-week period. Nominees must have published in *Studies in Art Education*. The Senior Editor sends a slate of nominees to the ERB by online survey for a vote over a 2-week period. The nominee who receives the most votes is elected Commentary Editor. Subsequent votes might be required in the case of a tie. The NAEA Board of Directors ratifies the vote. Term of service begins at the NAEA National Convention *Studies in Art Education* business meeting and concludes at the NAEA National Convention 2 years later.

Responsibilities

The Commentary Editor is responsible for soliciting commentaries for the journal, editing commentaries, and submitting commentaries to the Senior Editor for possible publication in the journal. A final decision on the publishing of commentaries rests with the Senior Editor. The Senior Editor may also request additional revisions prior to publication. The final decision on the publishing of commentaries rests with the Senior Editor.

Restrictions on the Position

The Commentary Editor also serves as a member of the *Studies in Art Education* ERB, but can expect to receive fewer manuscripts to review. The Commentary Editor may publish articles in the journal during their term. Media authored by the Commentary Editor may be reviewed in the journal during their term. The Commentary Editor may not publish commentaries. The Commentary Editor may edit other journals and serve on other editorial boards.

Media Review Editor

Selection and Term

The media review editor is nominated and elected to a 2-year term by the *Studies in Art Education* ERB. The process is initiated by the *Studies in Art Education* Senior Editor through an email call for nominations in the fall of their 2nd year. Nominations are accepted from the NAEA membership and current ERB for a 2-week period. Nominees must have published in *Studies in Art Education*. The Senior Editor sends a slate of nominees by email to the ERB for a vote over a 2-week period. The nominee who receives the most votes is elected Media Review Editor. Subsequent votes might be required in the case of a tie. The NAEA Board of Directors ratifies the vote. The term of service begins at the annual *Studies in Art Education* business meeting at the NAEA National Convention and concludes at the NAEA National Convention 2 years later.

Responsibilities

The Media Review Editor is responsible for soliciting media reviews (including, but not limited to, books, educational exhibits, games, video, and websites) for the journal, editing reviews, and submitting reviews to the Senior Editor for possible publication in the journal. The Senior Editor may also request additional revisions prior to publication. Final decisions on the publishing of media reviews rest with the Senior Editor.

Restrictions on Position

The Media Review Editor also serves as a member of the *Studies in Art Education* ERB, but can expect to receive fewer manuscripts to review. The Media Review Editor may publish articles in the journal during their term. Media authored by Media Review Editors may be reviewed in the

journal during their term. The Media Review Editor may not publish media reviews. The Media Review Editor may edit other journals and serve on other editorial boards.

***Studies in Art Education* Invited Lecturer**

Selection

Over a 2-week period each fall, the Senior Editor of *Studies in Art Education* requests nominations from the ERB for the *Studies in Art Education* Invited Lecture. Over the subsequent 2-week period, the Senior Editor conducts an election by online survey of the ERB. The nominee receiving the most votes is awarded the lecture. In the case of a tie, additional votes might be required until one nominee receives a majority. The invited lecturer delivers the presentation each year at the NAEA National Convention and the lecture is typically subsequently published in the journal after undergoing the same review process as all other manuscripts.

Restrictions on Position

Nominees cannot have delivered the lecture in the past. Members of the ERB, the Associate Editor, the Senior Editor, and the Past Editor are eligible for nomination.

Editorial Review Board (ERB) Member

Selection and Term

The ERB is composed of a minimum of 20 members and a maximum of 30 members, including the Senior Editor, Associate Editor, Commentary Editor, and Media Review Editor.

The process for electing board members is initiated by the *Studies in Art Education* Senior Editor through a call for nominations in the fall of each year. Nominations are accepted from the NAEA membership and current ERB for a 2-week period. Nominees must have published in *Studies in Art Education*. The Senior Editor sends a slate of nominees equal to or greater than the available positions to the ERB for a vote over a 2-week period. The nominees, in a number equal to the available positions, who receive the most votes, are elected. Subsequent votes might be required in the case of a tie. The NAEA Board of Directors ratifies the vote. The term of service begins at the annual *Studies in Art Education* business meeting and concludes at the NAEA National Convention 4 years later.

Members of the ERB may request up to a 1-year leave of absence due to personal or professional circumstances. ERB members unable to fulfill their responsibilities after a 1-year leave will be asked to resign so that a new board member can be elected to fulfill the term.

If a reviewer chooses to leave the board for any reason, they may be replaced with the nominee who had the next highest number of votes from the most recent prior election. If there were no such candidates, an immediate nomination process will be undertaken to replace the editorial board position, for which nominations would be accepted from the NAEA membership and current ERB for a 2-week period. There should be nominees equal to or greater in number to the available positions. A vote will take place over a 2-week period, and those who receive the highest number of votes are elected to fill the number of vacancies. The NAEA Board will be notified of any replacements.

After leaving the ERB, former members may be asked to review manuscripts based on a particular area of expertise. Additionally, the Senior Editor can invite outside reviewers to review manuscripts based on a particular area of expertise.

Responsibilities

The primary responsibility of an ERB member is to review masked manuscripts for possible publication in the journal. Editorial review board members are responsible for returning reviews to the editorial manager system by the deadline indicated. This deadline is typically 4 weeks from the date the manuscript is sent to the reviewer. The Senior Editor may request that an ERB member resign or take a leave of absence if they are chronically late with reviews.

At various times, an ERB member or the entire board may be asked to advise the Senior Editor. The ERB also recommends policy and procedure changes for *Studies in Art Education* to the Senior Editor, which require approval by the NAEA Board of Directors. The names of new ERB members will be added to the journal's masthead with the first issue of the new volume following their election and will remain on the masthead until the fourth issue of the final volume published during their term on the board.

Restrictions on the Position

An ERB member may publish in the journal, but they cannot be a part of the review process leading to publication. ERB members may edit other journals and serve on other editorial boards.

Authors

Authors of all disciplines and fields of study are encouraged to submit research related to *Studies in Art Education*. Directions for submitting articles, commentaries, and media reviews to *Studies in Art Education* are printed in the journal and available online. Submissions must conform to these guidelines in order to be sent out for review.

Submissions returned to the editor after revisions must be accompanied by a statement from the author describing their response to reviewers' comments. Manuscripts will be returned with any other materials requested by the Senior Editor. Revised manuscripts must be returned within the time frame required by the Senior Editor (usually within 1 month). Manuscripts not returned within the time frame may be rejected.

PART IV: APPENDIX

E. Distinguished Fellows Handbook

PART IV: APPENDIX

F. Charles M. Robertson Memorial Scholarship

Policy Statement:

Pratt Institute Establishes the Charles M. Robertson Memorial Scholarship for a student in NAEA National Art Honor Society

The Pratt Institute in Brooklyn, New York, has established The Charles M. Robertson Memorial Scholarship, to be given to a member of the National Art Honor Society, a program for talented high school art students, sponsored by the National Art Education Association. If chosen, the scholarship will be a partial scholarship to Pratt Institute.

Charles M. Robertson, who died on March 14, 1988, was dean and professor emeritus of art education, at Pratt Institute School of Art and Design. Since his retirement, he had served as a consultant for Pratt's National Talent Search. He was a founder and the sixth President of the National Art Education Association, serving from 1958 to 1961. He was also a President of the Eastern Art Association, 1956–1958, which became a part of NAEA. He was a Distinguished Fellow of the National Art Education Association and was a recipient of numerous awards and honors for his many contributions to the art education profession.

The Charles M. Robertson Memorial Scholarship may be awarded to an NAHS member in good standing, who must have maintained at least a B scholastic average in high school and will be expected to maintain a GPA or 3.0 or better at Pratt Institute for continued scholarship eligibility. The candidate should, above all, show dedication to and excellence in the visual arts. Selection will be made at the discretion of the National Art Honor Society.

The scholarship has been established as a particularly appropriate expression of gratitude to Charles M. Robertson for his many years of distinguished service to the Pratt Institute and the National Art Education Association.

Responsible Party	Action
Staff	Work with the Pratt Institute to implement the Charles M. Robertson Memorial Scholarship

[Moved from PART III, SECTION C. 2 in 2023]

Charles M. Robertson Memorial Scholarship

Established to honor the memory of Charles M. Robertson for his many years of service to NAEA and the Pratt Institute, this 4-year partial scholarship to the Pratt School of Art & Design in Brooklyn, New York, recognizes brilliance in student art achievement and artistic involvement at the high school level.

[Moved from Comprehensive Listing of Awards, 22 in 2023]

PART IV: APPENDIX

G. NAEA Cosponsored Summer Institutes and Academies

Policy Statement:

NAEA-endorsed summer institutes and academies shall conform to the following guidelines: (1) plans and activities are consistent with the NAEA goals; (2) a planning report consisting of schedules, speakers, content, and evaluation procedures is presented to the NAEA Board for approval; (3) a summary report consisting of management strategies, publicity, and completed evaluations is presented to the Board no later than 5 weeks after the completion of the institute/academy. The reports should be complete and comprehensive to allow for replication; and (4) a select group of papers are compiled to be considered for the publication in a follow-up monograph. [Adopted 1986]

Proposed programs should exhibit adherence to NAEA goals and should include a description of facilities, accommodations, dates and duration, resumes of faculty, credit and noncredit stipulations, estimated total costs to participant members, and funding source. An abstract that justifies graduate credit, if applicable, and a letter of endorsement from the appropriate institutional administration should also be included with the proposal.

To apply, the institution or organization must hold NAEA institutional membership, excluding state art education associations. The director of the proposed program shall be an NAEA member in good standing.

NAEA does not make cash grants for cosponsorship. However, NAEA will advertise cosponsored academies and/or institutes in *NAEA News* as a member benefit.

NAEA reserves first rights to publish and distribute proposed print and nonprint materials resulting from the program.

Within 3 months of the conclusion of the program, a formal report shall be submitted to the NAEA Board of Directors. The report shall include evaluations completed by the participants.

There are not deadlines for submitting proposals. However, it is recommended that sufficient lead time be allocated to secure approval from the NAEA Board of Directors and to advertise in *NAEA News*, if accepted.

Proposals and inquiries are to be submitted to the Conventions and Programs Manager at NAEA.

[Adopted 1987 and Updated 2011]

Responsible Party	Action
Board	Review and approve proposals for cosponsored summer institutes and academies
Staff	Manage proposals and inquiries for cosponsored summer institutes and academies

[Moved from Part III, Section A, 12 in 2023]

PART IV: APPENDIX

H. Conflict of Interest Disclosure Statement Example

National Art Education Association Conflict of Interest Disclosure Statement

I have read the NAEA 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 NAEA. If any actual or potential conflict of interest exists, the conflict, as well as the financial or other interest upon which it is based, are 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 Executive Director, who will forward it to the appropriate NAEA 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 NAEA readers, NAEA course participants, or to fellow members of NAEA deliberative bodies.

Signature

Date

Responsible Party	Action
Board	Sign Conflict of Interest Disclosure Statement
Committee Members	Sign Conflict of Interest Disclosure Statement
Staff	Sign Conflict of Interest Disclosure Statement
Volunteers	Sign Conflict of Interest Disclosure Statement

[Moved from Part II, Section A, 5 in 2023]

PART IV: APPENDIX

I. *Translations*

Policy Statement:

Statement of Purpose

Translations is a refereed publication, distributed as a service to all NAEA members. The purpose of *Translations* is the publication of reviews of research that make research understandable and usable in the K–12 practice of teaching art. The content is centered on but not limited to demographics, conceptual foundations, curriculum, instruction, contexts, student learning, evaluation, or teacher education.

Responsible Party	Action
Board	Approve financial support in the annual budget
Staff	Publish <i>Translations</i> , including implementation of procedures

[Moved from Part III, Section B, 2, e in 2023]

PART IV: APPENDIX

J. NAEA Advisory

Policy Statement

Statement of Purpose:

NAEA *Advisory* papers provide the Association membership with practical information on current issues, concerns, interests, and needs in a concise and functional format.

Responsible Party	Action
Board	Approve financial support in the annual budget
Staff	Publish NAEA Advisory, including implementation of procedures

[Moved from Part III, Section B, 2, d in 2023]

PART IV: APPENDIX

K. Community Rules & Etiquette and Privacy Guidelines (April 2023)

Community Rules & Etiquette and Privacy Guidelines

Welcome! Thank you for being part of NAEA's Collaborate community. To ensure the best possible experience for all members, we have established some basic guidelines for participation.

By joining and participating in this online community, you agree that you have read and will follow these rules and guidelines. In order to preserve an environment that encourages respectful and supportive dialogue, we reserve the right to remove posts and/or suspend or terminate membership in this community if rules are violated.

Questions or concerns should be directed to webmaster@arteducators.org.

- All defamatory, abusive, profane, threatening, offensive, or illegal content is strictly prohibited. Do not post anything that you would not want to be made public to employers or students. Please keep replies focused on the issues and ideas of a post and not targeted at an individual person or group.
- Respect each other and the purpose of this platform. This online community exists as a positive space for visual arts, design, and media arts educators to ask and answer questions in order to support each other's work, and to share ideas, opportunities, and inspiration. Do not call anyone out by name in your post unless it is in a positive and supportive manner, and is directly connected to original purpose of the thread.
- Please keep in mind the purpose and context of the question being asked when responding to a thread. Is your participation contributing positively and directly to the request or question being posed by the thread's originator? If you are responding to a subpost within the thread, is it still intended to provide *information* and insight relative to the initial question or request? Is it positive and constructive? If not, please reconsider involvement in the thread.
- Respect intellectual property. Post content that you have personally created or have permission to use and have properly attributed to the content creator.
- When posting items in our collaborative environment, please indicate if the item is not available for reuse. It is also advisable to contact the owner of any material if you would like to reuse it.
- Post your message or documents only to the most appropriate communities. This helps ensure all messages receive the best response by eliminating "noise."
- Clearly and concisely state the topic of your post in the subject line. This allows members to respond more appropriately and makes it easier to search the archives by subject.

- Send messages such as “thanks for the information” or “me, too” to individuals, not to the entire list. Do this by using the “Reply to Sender” link in every message.
- Do not send administrative messages, such as “remove me from the list,” to the group. Instead, please change your account settings to remove yourself from a list, or email your request to webmaster@arteducators.org.

The Legal Stuff

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Messages should not be posted if they encourage or facilitate members to arrive at any agreement that either expressly or impliedly leads to price fixing, a boycott of another's business, or other conduct intended to illegally restrict free trade. Messages that encourage or facilitate an agreement about the following subjects are inappropriate: prices, discounts, or terms or conditions of sale; salaries; profits, profit margins, or cost data; market shares, sales territories, or markets; allocation of customers or territories; or selection, rejection, or termination of customers or suppliers.

The National Art Education Association does not actively monitor the site for inappropriate postings and does not on its own undertake editorial control of postings. However, in the event that any inappropriate posting is brought to the attention of the National Art Education Association, we will take all appropriate action.

The National Art Education Association reserves the right to terminate access to Collaborate by any user who does not abide by these guidelines.

[Added 2023 with Social Media Policy]