

# **CONSTITUTION AND BYLAWS**

## **of the Retired Art Educators Alliance Interest Group (RAEA) of the National Art Education Association (NAEA)**

### **Article I – NAME**

This organization shall be known as the **Retired Art Educators Alliance Interest Group (RAEA)** of the National Art Education Association, hereafter referred to as **RAEA/NAEA** respectively.

### **ARTICLE II – PURPOSES**

The purposes shall be to define and establish the role of the **Retired Art Educators Alliance 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, support and provide mentorship for Preservice members of NAEA.

### **ARTICLE III – MEMBERSHIP**

All current **NAEA** members, especially Retired members and those who will soon retire, are invited to register as members of **RAEA**, the **Retired Art Educators Alliance Interest Group** of **NAEA**. There are NO dues for **RAEA Interest Group** members. Donations from RAEA members, other NAEA members, friends, and income from RAEA fundraisers help support RAEA initiatives. **RAEA** membership is registered through the NAEA website and is automatic. Details about RAEA can be found in the **RAEA Manual** and on the **NAEA Interest Group** page.

### **ARTICLE IV – ELECTED AND APPOINTED OFFICERS**

The elected officers of RAEA are: President, President-Elect, Immediate Past-President, Secretary/Historian, and Treasurer.

#### **Section I: Duties of the Officers**

- A. **PRESIDENT**: It shall be the duty of the President to preside at annual RAEA meetings; appoint regular and special committees; appoint a Parliamentarian with approval of the RAEA Executive Board; serve as ex-officio member of all committees; notify the RAEA membership of RAEA and NAEA activities and concerns; and to perform other duties as usually pertain to the office of President.
- B. **PRESIDENT-ELECT**: It shall be the duty of the President-Elect to assume the duties of President in the event of absence or vacancy in the office; assist the President in planning the annual meeting; and fulfill other responsibilities delegated by the President.

- C. **IMMEDIATE PAST-PRESIDENT**: It shall be the duty of the Immediate Past-President to assume duties as delegated by the President. They will serve as the RAEA representative to the NAEA Delegates Assembly. If they are unable to attend Delegates Assembly, the President will attend, and if the President cannot attend, the President-Elect will attend.
- D. **SECRETARY/HISTORIAN**: It shall be the duty of the Secretary/Historian to record the minutes of all annual RAEA Business meetings; include a copy of such minutes in the RAEA records and submit a copy to the RAEA President and RAEA Board members; maintain and update the RAEA archives and fulfill other responsibilities designated by the President.
- E. **TREASURER**: It shall be the duty of the Treasurer to receive and distribute funds and maintain accurate records; present financial reports to the annual Business meeting and to serve as Chair of the Finance Committee if this committee is active; and to fulfill other responsibilities designated by the President.

## **Section 2: Nomination and Election of Officers**

- A. Election of officers shall be held annually with the Secretary/Historian elected in even-numbered years and President-Elect and Treasurer elected in odd-numbered years. A Nominating Committee may draw up a slate of officers. In lieu of the Committee, the President will create a slate to be presented to the Executive Board and to the membership in advance of the annual RAEA Business meeting. Nominations from the floor may be made with the consent of the nominee/s.
- B. Officers shall be elected by ballot (or voice vote) and will serve for two years or until their successors are elected. No officer shall serve for more than two consecutive terms of office except the Treasurer or in other positions if approved by the Board. The term of office shall begin at the close of the annual Business meeting when they are elected. A (*simple*) majority of votes cast by members at the meeting shall elect the officers. With approval of the Executive Board, the President may appoint an interim officer to fill any vacancy until the election can take place.

## **ARTICLE V – MEETINGS**

The RAEA annual Business Meeting shall be held during the NAEA Convention. Its purpose shall be to elect officers, hear reports from officers and committees and conduct RAEA business.

## **ARTICLE VI – THE EXECUTIVE COMMITTEE**

**Section I**: The President, President-Elect, Immediate Past-President, Secretary/Historian and Treasurer shall constitute the **Executive Committee**.

**Section 2:** The Executive Committee shall conduct RAEA business between meetings of the Executive Board. Actions taken shall be reviewed by the Executive Board.

## **ARTICLE VII – THE EXECUTIVE BOARD**

**Section 1:** The officers and ad hoc chairs shall constitute the **Executive Board**.

**Section 2:** The Executive Board shall have general supervision of RAEA affairs; make recommendations to members attending the annual Business meeting; and perform other duties as specified by the Constitution and Bylaws.

## **ARTICLE VIII – STANDING COMMITTEES AND CHAIRS**

**Section 1: Standing Committee Chairs** for Finance, Program, Membership and Nominations may be appointed by the President as deemed appropriate. Standing Committee Chairs may assemble and coordinate committees to communicate with state and province members and carry on the work of RAEA.

**Section 2: Ad Hoc Committee Chairs** shall be appointed by the President as needed to carry on the work of RAEA. The Chairs are members of the **RAEA Executive Board** and include:

- RAEA Emeritus E-Bulletin Editor/s
- RAEA National Emeritus Art Educator Award Chair
- RAEA Silent Auction Chair/s
- RAEA Membership Chair
- RAEA Liaison/Chair for RAEA/Preservice Initiatives
- Parliamentarian
- Photographer
- The Preservice Chapter Award and RAEA Distinguished Service Award are chaired and coordinated by RAEA Board members

## **ARTICLE IX – STATE/PROVINCE REPRESENTATIVES**

State and Province RAEA representatives may be appointed by their respective State/Province Presidents or elected by their State/Province groups. All representatives must be current RAEA and NAEA members. Representatives will represent RAEA members in their groups and communicate with the national RAEA leadership in matters related to RAEA and NAEA concerns, especially those related to retired members.

## **ARTICLE X – AWARDS**

### **RAEA AWARDS**

**Eligibility Notice concerning the RAEA National Emeritus Art Educator Award and RAEA Distinguished Service Award:** RAEA / NAEA members holding **ELECTED OFFICES** (RAEA Executive Committee members) are **NOT** eligible to receive an award

**nomination until their elected terms are completed. Members holding APPOINTED POSITIONS (Ad Hoc Chairs, Committee Chairs, etc.) are eligible to receive RAEA awards while continuing to serve.**

### **Section 1: RAEA National Emeritus Art Educator Award**

- A. RAEA invites NAEA members who have been retired for at least three (3) years to apply for this annual award. The award honors members who have given outstanding service to art education **after retirement**. The award recognizes exceptional and continuous record of achievement in research and writing, teaching, professional leadership and community service related to education in the visual arts. The award recipient will be recognized by NAEA and RAEA and is sponsored by RAEA when funds are available.
- B. Nomination guidelines will be published in the NAEA Awards Program on the NAEA website.
- C. The Award Selection Committee will include: one appointed current RAEA member serving as Award Coordinator (usually the Emeritus Award Chair, serving without a vote); one current RAEA member and two non-retired active RAEA members invited to serve by the RAEA President or the RAEA Emeritus Art Educator Award Chair (providing three votes).
- D. A list of previous RAEA National Emeritus Art Educator Award recipients is included in the RAEA Policies, Procedures and Records Manual.

### **Section 2: RAEA Outstanding Preservice Chapter Award (OPCA)**

- A. In recognition of outstanding activities carried out during the year by a NAEA Preservice Chapter, RAEA invites Preservice Chapters to apply for the annual RAEA Outstanding Preservice Chapter Award. The selected chapter will receive a certificate from RAEA and a monetary award when funds are available. This award is offered annually but not always awarded.
- B. Award Guidelines will be posted in the NAEA Awards Program materials on the website if the Award is offered.
- C. All active, currently registered NAEA Preservice Chapters may apply, except the chapter who received the award from the previous year.
- D. The online application must be submitted with required letters of support from the Preservice Chapter's President and Sponsor/Advisor by the published deadline.
- E. The application must include a six-page PDF file that documents at least six examples of student chapter activities. Any changes to the application documents and requirements will be posted in the NAEA Award application materials.

- F. The Award Selection Committee will include an appointed RAEA member who serves as the Committee Chair and has no vote (usually the RAEA Liaison); two (2) current RAEA members appointed by the RAEA President or Student Preservice Liaison with two votes; the Preservice Chapter advisor from the last chapter recipient with one vote; and the Preservice Director with no vote = total of 3 votes.
- G. A list of previous RAEA Outstanding Preservice Chapter Award recipients is included in the RAEA Policies, Procedures and Records Manual.
- H. The RAEA Liaison will work with the Preservice Division to coordinate initiatives between RAEA and the Preservice Division and will report to the RAEA Board.

### **Section 3: RAEA Distinguished Service Award**

This award is given in recognition of a RAEA member who, after retirement, has promoted the role of retired art educators through their outstanding service to RAEA and NAEA. This award is given at the discretion of the RAEA President in consultation with the RAEA Executive Committee. Information about this award appears in the RAEA Manual. A list of the previous award recipients is included in the RAEA Policies, Procedures and Records Manual.

### **ARTICLE XI – PARLIAMENTARY AUTHORITY**

Robert's Rules of Order (Revised) shall be the authority on all questions of procedure not otherwise covered in the RAEA Constitution and Bylaws.

### **ARTICLE XIII – FISCAL AND ADMINISTRATIVE YEAR**

The RAEA fiscal and administrative year shall coincide with that of NAEA.

### **ARTICLE XIII – ADOPTION OF CONSTITUTION AND BYLAWS**

**Section 1:** After presentation of proposals for organization to the membership and upon a two-thirds (2/3) affirmative vote cast by RAEA members present and voting at the 1992 annual Business meeting, the original Constitution and Bylaws became operative immediately and continued through the annual RAEA Business meeting on April 4, 1998, in Chicago.

**Section 2:** After presentation of proposals for amendments to and revision of the RAEA Constitution and Bylaws to the membership, and upon a unanimous vote cast by RAEA members present and voting at the 1998 RAEA annual Business meeting, the amended and revised Constitution and Bylaws became operative immediately and continued through the annual RAEA Business meeting on March 3, 2012, in New York City.

**Section 3:** After presentation of proposals for amendments to the RAEA Constitution and Bylaws to the membership, and upon an affirmative vote of two thirds (2/3) of RAEA members present and voting at the 2012 RAEA annual Business meeting, the amended and revised Constitution and Bylaws became operative immediately.

**Section 4:** Upon recommendation of the NAEA Delegates Assembly and the current NAEA “Issues Groups” at the 2016 NAEA Convention, RAEA members voted to amend the RAEA Constitution and Bylaws and change the designation of “Issues Group” to “Interest Group” in the document. The RAEA Constitution and Bylaws amendments were approved by unanimous vote of members present during the March 6, 2016, Business Meeting in New York City. The change was fully implemented following the convention in 2016.

**Section 5:** Amendment proposals to the RAEA Constitution and Bylaws were sent to the RAEA membership and reviewed during the annual RAEA Business meeting on March 4, 2022, in New York City. RAEA members at the meeting provisionally accepted the RAEA Board’s plan to review the RAEA Constitution and Bylaws and consult with NAEA concerning issues affecting RAEA and to report to the membership at the 2023 RAEA Business meeting. At the April 7, 2023, RAEA Business meeting in San Antonio, the members supported the Board’s plan to consult further with NAEA about ongoing RAEA questions and report to the members at the April 5, 2024, Business Meeting in Minneapolis.

**Section 6:** Following the April 5, 2024, Business Meeting in Minneapolis, NAEA changed the title of Emeritus membership category back to the original title of **Retired**, effective immediately. The RAEA Board reviewed recommendations to substitute the word “Affiliate” with “**Alliance**” in RAEA’s official name. The RAEA Board voted approval of the substitution and NAEA sent the change out to current RAEA members for a vote. The responding members voted to approve “Alliance”, and the change became effective immediately in fall 2024. A subcommittee of the RAEA Board reviewed the current **RAEA Constitution and Bylaws** and the **RAEA Policies and Procedures Manual** to update language and pertinent information for presentation to the RAEA Board in January 2025. The Board recommended changing the name of the Manual to: **RAEA Manual - Policies, Procedures and Records**. The revised documents were submitted to the RAEA membership for review prior to the 2025 NAEA Convention in Louisville. The revised **RAEA Constitution and Bylaws** were voted upon and approved during the 2025 RAEA Business Meeting at the Convention. The **RAEA Manual** is working reference document and repository that is maintained and reviewed by the RAEA Board and not voted upon by the membership.

## **ARTICLE X – AMENDMENTS**

Amendments to the **RAEA Constitution and Bylaws** must be presented in writing to the RAEA Executive Board and the RAEA membership at least one month in advance of the annual RAEA Business meeting. Electronic notification is acceptable. An affirmative vote of two thirds (2/3) of the RAEA members present at the annual RAEA Business meeting is required for adoption of proposed amendments and revisions.

**The RAEA Constitution and Bylaws were approved and stand as amended at the annual RAEA Business Meeting on March 20, 2025, in Louisville, Kentucky.**