



**Alabama Art  
Education Association**

Policy  
And  
Procedure  
Handbook  
2020

Written in 2020 by:  
Betsy Logan - Parliamentarian Edited by:  
Tricia Oliver - President  
Mary Jane Coker - President Elect  
Tammie Clark – Past President  
Approved by:  
Alabama Art Education Association Board of Directors  
Via Virtual Meeting Date/11/12/20 6pm

The following acronyms will be used throughout this document:

- AAEA refers to the Alabama Art Education Association
- NAEA refers to the National Art Education Association
- Board refers to the AAEA Board of Directors

Some items in this document are taken directly from the NAEA Policy Manual, adopted by NAEA July 2011. AAEA is an association that is unified with NAEA and is inherently given permission to use this information legally without impinging on any copyright laws. Special Thanks to Rebecca Stone-Danahy and the North Carolina Art Education Association.

**AAEA Policy and Procedures Handbook  
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## **I. ASSOCIATION GOVERNANCE**

### **A. AAEA BOARD COMPOSITION**

- The Board of Directors, hereinafter referred to as AAEA Board, shall be composed of the President, President-Elect, Past President, Secretary, Treasurer and Division Directors
- The Board of Directors shall be the executive authority of the association. This group shall implement the policies of the Association and provide such supervision as may be necessary to promote its best interests.
- The President shall serve as Chair of the Board and of the Executive Committee. The Executive committee will consist of the President, President Elect, Past President, Secretary, Treasurer and Parliamentarian (ex officio without a vote)

One-Half of the members of the AAEA Board shall constitute a quorum.

The Board of Directors shall meet a minimum of four times a year. Board meetings shall be publicized and open for any member to attend only as an observer.

### **B. BOARD MEMBERS**

AAEA Board members are expected to be members in good standing of AAEA and NAEA at all times during their term. Board members are expected to uphold general responsibilities as stated within this document, the Constitution and By-Laws and in the duties of the Board of Directors.

### **C. BOARD RESPONSIBILITIES**

- The AAEA Board of Directors is responsible for overseeing the mission and purposes of the organization.
- Its duties include policy development and participation in strategic planning.
- Board Members must be willing to commit to attending three required meetings of the Board annually and to participating fully in carrying out the responsibilities of the Board as the governing body of AAEA.
- The Board presents AAEA's image to members and other audiences and solicits support in advancing AAEA's mission and achieving its goals.

#### **Role of the Board**

- Acts as the fiduciary and guardian of the organizational assets
- Reviews and approves the AAEA operating budget.
- Assumes stewardship responsibility for AAEA Finances and Investments.
- Sets Policy for the overall management and operations of the Association.
- Develops an Action Plan and establishes Association goals.

#### **Expectations of Board Members**

- Attend regularly scheduled board meetings.
- Participate fully in all meetings of the Board and related committee work.

- Become familiar with the AAEA Constitution/By-Laws, policies and programs.
- Identify leaders and future leaders who possess those attributes and qualifications that would allow them to participate in governance at varying levels.
- Act as an informed advocate of AAEA.
- Promote the value of membership in AAEA and NAEA.

### **Overview of Board Responsibilities – Fiscal**

- Review revenues and expenses on a regular basis to ensure that the mission of AAEA is being upheld.
- Strengthen AAEA’s financial base by participating in and contributing to developmental efforts.
- Participate in strategic planning and the setting of long-term goals.

### **Overview of Board Responsibilities – Legal**

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

### **Specific Position Responsibilities**

- A description of each board position’s responsibilities is in the appendix of this document.
- All Board members will sign the consent to serve form. This acknowledges that the Board members are familiar with the responsibilities of his/her position and agrees to uphold them.
- Once a member is elected the following items will be made available electronically to the Board member-elect before they take office at the first board meeting in January.
  - Description of their position responsibilities
  - Copy of the signed Consent to Serve form.
  - Copy of the signed Conflict of Interest form.
  - AAEA Constitution and By-Laws
  - AAEA Policy and Procedure Handbook

### **Resignation/Removal from Office**

- In order to resign from an office, a letter of resignation must be submitted to the Executive Committee. If no correspondence is received after a three month time period the resignation becomes automatic.
- Any Board of Director who fails to meet the requirements of the office will be removed by a vote of the Board of Directors.

## **Neglect of Duties**

### *Policy for removal of a Board Member*

- Any member may be removed from the Board of Directors for any neglect of duties outlined in the AAEA Policy and Procedure Handbook. This will require a majority vote of the Board of Directors.
- Cause for removal can be due to a neglect of duties, failure to respond to communications, failure to attend required board meetings and other situations, as the board deems necessary.
- The elect member will fill the vacated position. If an elect member has not been determined, the President will appoint an interim until there is an opportunity for election by members during a regularly scheduled election.

### *Dismissal Procedures*

- The Executive Board will meet to determine if the member needs to be removed from their position on the board.
- The President will issue a written communication concerning the member's failure to perform job responsibilities.
- If the situation does not improve, the President will send a letter announcing the removal of the member from office.
- The President will announce the appointment of an interim to the vacated office.

## **Conflict of Interest**

- AAEA President, officers, committee members, and other volunteers, while acting on behalf of AAEA, 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 AAEA, 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 AAEA. A conflict of interest also occurs whenever an individual has a relationship with other parties to the transaction or matters in a manner adverse to AAEA.
- 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 him or herself 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 AAEA, or judgment.
- If an individual has a conflict of interest or potential conflict of interest in connection with any AAEA transaction or matter, he or she should immediately notify the President, or any other appropriate AAEA representative.

### **Responsible Party Action**

Board	Reviews Conflict of Interest Statement annually. Review Conflict of Interest statement with appointed board members and any volunteers.
President	Enforce Conflict of Interest Policy

## **D. BOARD MEETINGS**

### **Board Meetings**

AAEA will conduct 4 scheduled board meetings a year with at least one each quarter of the calendar year. The annual calendar for board meetings is set at the Executive Board meeting at the Fall Conference for the next Calendar year, beginning January 1. Meeting format may change according to the President; however, all meetings must not exceed the budget for board meetings.

#### **First Quarter of Calendar Year Meeting (January, February, or March):** *Virtual or in-person*

- Constitution review for board. Propose any needed changes to the constitution.
- Policy and Procedure review for board. Propose any additions or changes.
- Plan of Action update and review.
- Set board goals for the year.
- Adopt a budget for next fiscal year.



- Direction and Charge to Board by President

**Second Quarter of Calendar Year Meeting (April, May, June): Virtual or Retreat meeting**

- Review committee chairs' goals, agendas, and needs.
- Prepare for Fall Conference
- Review any old or new business as per consent agenda.

**Third Quarter Meeting (July, August, September or one month before conference): Virtual or in-person**

- Review Board Elections in alternate years.
- Review Award Recipients.
- Review Fall Conference plans
- Review division directors (or Regional directors) plans for any professional development opportunities for members.
- Review any old or new business as per consent agenda.

**Fourth Quarter: Fall Conference: Beginning of Conference:**

- Receive duties and responsibilities list for conference.
- Review pertinent information about the conference.
- Help conference chairs prepare for the opening of the Conference if needed.
- Review any old or new business as per consent agenda.

**Immediately after a conference following an election: This will be held at the end of the conference. Virtual or in-person depending on conference location.**

- Introduction and induction of new board members to the rest of board.
- Sign Consent to Serve and Conflict of Interest Forms.
- Conduct an immediate evaluation of the conference.
- Set meeting time for out-going and in-coming board members.

## **Board Agenda**

- The Board agenda and support materials shall be sent out at least two weeks prior to Board meetings.
- The President, President-Elect, and Past-President set the annual board meeting calendar.
- President in cooperation with the President-Elect and Past-President set 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 the consent agenda for information, discussion, and action as warranted.
- 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.

## **Board Procedures**

Board meetings will follow Robert's Rules of Order.

### **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.
- Adhere to the issue at hand and/or question on the floor and no other.
- Gain approval from the Board before acting on issues, committing to structural changes, and implementing actions for and by the Board.
- Must be cognizant of rules, regulations and accepted operating procedures for non-profit organizations and ensure that AAEA meets these in order to maintain non-profit status.

### **Meeting Responsibilities of Board Members:**

- Be familiar with particular roles and responsibilities of the position as defined by the Constitution & Bylaws, Position Description and Responsibilities, Plan of Action, and Policy and Procedure Handbook.
- Be knowledgeable of Constitution/Bylaws and Association policies and procedures.
- Prepare for meetings by reviewing all materials.
- Bring any issues that may impact the Association to the attention of the President.

## Motions

The following is the procedure for motions by the board:

1. An elected board member must make a motion.
2. The motion must be seconded\* by an elected board member.
3. The President states the motion: "It has been moved and seconded that..."
4. Once the motion is on the table, the President calls for discussion and/or opens the motion for debate.
5. After discussion is concluded, the President asks "Are you ready for the question? The President then says " The question is on the adoption of the motion that... " then puts the motion to a vote. The president then announces the result of the vote.

*\*The following motions do not have to be seconded: committee recommendations, nominations, point of information, requests, and withdrawal of a motion.*

- **Refer to the Motions information provided in the appendix of this document.**

*(Adapted from 21st Century Robert's Rules of Order)*

## Board Meeting Attendance Policy Statement

- It is the responsibility of board members to notify the president of the reasons why they miss a meeting in writing. Legitimate excuses are illness or emergency situations of either a personal or professional nature or required professional responsibilities that cannot be delegated or moved to a non-conflicting time.
- Notification should be made, if at all possible, in advance of the meeting.
- Any Board member who misses two regularly scheduled Board meetings without a legitimate excuse may be asked to resign. The Executive Committee can determine that especially extenuating circumstances are evidenced and allow the Board member to retain their position.
- Board Members communicate with the President regarding absences. The President and Secretary will implement attendance policies. The Secretary will record board attendance and include it in the minutes for each meeting.

## E. WORKING GROUPS/COMMITTEES

- Working Groups provide an intentional connection among Board Members whose roles and responsibilities are of similar purpose.
- Working Groups facilitate the equitable sharing of work and ideas among officers and committee chairs, and prevent individuals from working in isolation.
- Working Groups are complementary to Standing Committees, so their tasks/projects may work alongside and/or overlap with the work of Standing Committees.
- Working groups are Board Members and led by a designated Coordinator. The General Membership may also participate in Working Groups. Working

Group Coordinators are to meet (via web, or in-person) with the members of their Working Groups to set goals, timelines and benchmarks.

### **Special committees**

- Special Committees may be appointed by the President and the Executive Board 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. The term of the committee cannot extend beyond the term of the Board member who appoints the committee.

### **Conference Coordinators**

- Conference coordinators will facilitate the planning and execution of the Fall Conference.
- Conference coordinators will utilize AAEA members located in and around the conference site to serve as the conference site committee.
- Conference coordinators will report conference planning and progress at regularly scheduled board meetings prior to the conference.

### **Communications**

- Communications to members will take place via the Perspectives Virtual Newsletter, the AAEA Website and the AAEA Social Media apps.
- The Newsletter editor, Technology Chair and Social Media chair will work together to share information that will be disseminated to the members.
- The Perspectives Virtual Newsletter will be published each quarter.
- The AAEA Website and Facebook page will be updated on a regular basis so that it is current and members will get the most up to date information.

## **II: GENERAL ASSOCIATION RESPONSIBILITIES**

### **A. COMMITMENT TO NATIONAL ART EDUCATION ASSOCIATION**

- As part of AAEA commitment and unification with NAEA, AAEA sends representatives to NAEA national and regional meetings.
- AAEA sends two delegates to the NAEA National Conference and to the Southeastern Leadership Conference. AAEA. The AAEA delegates are the President and President-Elect (non-voting).
- If one is not able to make the trip for emergency personal or professional reasons, the Treasurer, Secretary, or a Member at Large (in this order)

will be asked to attend as substitute representatives. Substitute representatives are expected to fulfill all delegate responsibilities.

**AAEA responsibilities to delegates:**

- AAEA pays for registration, airfare and lodging for two delegates to attend the aforementioned conferences. The total maximum reimbursement is in the annual budget
- AAEA pays for registration, airfare and lodging for the Southeastern Leadership Conference. The total maximum reimbursement is in the annual budget
- AAEA pays for food stipends equivalent to Alabama state government rate. If a meal is included in an event that delegate is required to attend as part of their responsibility to AAEA. AAEA will pay the cost of the meal (not including alcohol) in full. The total maximum reimbursement is in the annual budget

**Delegates responsibilities to AAEA:**

- Attend Delegates Assembly and participate in all aspects as representatives of AAEA.
- The President-Elect is an observer (non-voting) unless the President is unable to attend.
- Attend events that honor AAEA members.
- Attend the Southeastern Awards and Business meeting.
- Delegates are encouraged to share their hotel room with others to diminish the cost to the Association as much as possible.
- Provide a report to the AAEA Board.
- Provide a summary of activities to the General Membership of AAEA, as appropriate, by way of the Perspectives Virtual Newsletter and the AAEA Webpage.

**Other commitments**

- AAEA pays a \$600 travel reimbursement for the AAEA Art Educator of the Year to attend the NAEA National Conference. *(If the Art Educator of the Year is also a Delegate then this 600.00 will not be paid)*
- AAEA pays a travel reimbursement for any member that receives a National Award at the NAEA National Conference for which AAEA nominated the member. This will be paid from a \$2400 total pool of funds to be shared when there is more than one awardee, but not more than \$600 each.  
*(Note: This is only if a nominated member receives a National Award, not if they are nominated for it. Receiving a State Award does not guarantee this funding)*

- Receipts for expenditures must be turned in to the Treasurer within 30 days after conference to receive reimbursements. If payment from awardee's school system is given, the AAEA reimbursement must be used for uncovered expenses.

## **B. MEMBERSHIP**

- AAEA's unification with NAEA guarantees membership of AAEA to members of NAEA that live or work in Alabama and others who live and work outside of Alabama can "opt in" to be an Alabama member.
- Membership Reports are sent by NAEA to the President, Treasurer and Membership Chair of AAEA. The Membership Chair may distribute membership lists to other board members.

As stated in the NAEA Constitution, individuals interested in, or engaged in activities concerned with, or related to art, art education or education, are eligible for membership. Those interested in membership should join NAEA and list Alabama (AAEA) as their state. The only time AAEA directly accepts applications for membership is during the annual professional development conference. Payment and application for membership is turned over in whole to NAEA within 30 days following the conclusion of the AAEA conference.

### **MEMBERSHIP POLICY**

AAEA is unified with the NAEA; therefore these following statements in the NAEA Policy Handbook are upheld by AAEA:

- NAEA offers the State/Province Associations the opportunity to enter into a joint Dues Collection Agreement through which state 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 Associations Partners who participate in the NAEA dues collection agreement.

State Association Partners have the opportunity to adjust their state association dues annually. All new State Association Partners 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 three-year term and automatically renew for a subsequent three-year term unless NAEA is notified in writing of a State Association Partners' expressed interest in terminating the agreement. All terminations must be received by January 2 and will be effective on July 1 of the last year of the three-year term.

Per the NAEA Policy Handbook, The State Association (AAEA) 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.

As stated in the NAEA Bylaws, the dues for all classes of membership in the Association shall be determined in accordance with NAEA published policy. The dues structure is posted on the NAEA website.

As stated in the NAEA Bylaws, unless otherwise specified, all classes of membership are for a period of one year. The following classes of membership are established:

- **ACTIVE:** For those individuals engaged in the teaching of art, or the direction of programs of art education, or in pursuits closely related to the field. Active membership provides all the privileges of membership including the right to vote and hold office.
- **FIRST YEAR PROFESSIONAL:** For new graduates entering their first year of teaching art. Membership is good for one year only. First year professional membership provides all privileges of Active membership except the right to hold national Association office.
- **ASSOCIATE:** For individuals not actively engaged in the teaching of art. Associate membership provides all the privileges of membership except the right to vote and hold office.
- **EMERITUS:** For individuals who have retired and have been a member of the Association for a minimum of five (5) years. Retired Active membership provides all the privileges of Active membership. Those individuals in the Retired Active Category at the time of the ratification of this revision will be grandfathered. Upon ratification of these bylaws, this criterion becomes effective.
- **STUDENTS:** For undergraduate students and full-time graduate students. Student membership provides the privileges of Active membership except the right to hold national office.
- **INSTITUTIONAL:** For institutions directly or indirectly involved in art education. Institutional membership provides all the privileges of membership except the right to vote or hold office.

## PROFESSIONAL CODES

- NAEA, and in turn, AAEA has adopted *The Professional Code for Arts Educators*. The *Professional Code for Art Educators* will be posted on

the website and distributed to Board members upon their swearing in for office (See Appendix).

- NAEA, and in turn, AAEA has adopted *The Professional Code for Arts Education Associations of States and Provinces* (See Appendix). *The Professional Code for Art Education Associations of States and Provinces* will be distributed to Board members upon their swearing in for office.

### **C. AAEA DOCUMENTS**

The following documents are considered to be Foundational Documents for our Association. The Constitution is our law and dictates our governance and organizational operations. Changes to the Constitution and By-Laws must be voted and approved by the General Membership. The Policy and Procedure Handbook reflects policies put into place by the AAEA Board. These are voted and approved by the Board. The Plan of Action contains the goals and objectives of the organization as determined by the Board to uphold and implement the Constitution. It also contains those responsible, procedure, and timeline for action. These are voted and approved by the Board.

The *Consent to Serve* and *Conflict of Interest* Statement are documents that help to provide stability and integrity of the Board.

- **Constitution and By-Laws**

All AAEA Board members will receive a (virtual) copy of the AAEA Constitution and By Laws when they take office. All members should be familiar with and uphold the contents of the Constitution and By Laws. The Constitution shall be the guiding document for the operations of AAEA. Actions and policies of AAEA cannot negate or contradict the Constitution. Items in the Constitution that members feel need to be changed must be properly processed prior to being changed or acted upon. The process is as follows:

1. Proposed change is brought to the attention of the Board.
2. If determined a change should be made, the President charges the Executive Board to make the proposed change in writing.
3. The Board votes upon the written changes. The first vote is to determine that the intent of the change is properly represented in the writing. Alterations to the writing must be made and the writing approved before the second vote is taken.
4. The second vote is to take the written change to the General Membership for a vote at the next Business Meeting of the General Membership.
5. If the change is to be taken forward, the following is to be placed on the website and announced to the members for review for one month



- prior to the vote: The current section of the Constitution, the new proposal and the reasons behind the need for the change.
6. A vote is taken at the Business Meeting of the General Membership at the annual Professional Development State Conference.
  7. If a virtual conference it held, the vote will be taken electronically
  8. If approved, the change is made to the Constitution as appropriate (added as a By-Law or embedded within). The new Constitution and By-Laws are posted within the AAEA website and sent to NAEA as required by our affiliation.

### **Plan of Action**

The AAEA Board of Directors shall regularly engage in strategic planning to review AAEA's mission, to ensure a relevant vision and to identify Association goals. All AAEA Board members will receive a copy of the Plan of Action when they take office. All Board members should be familiar with the contents of the Plan of Action and work to accomplish its Goals and Objectives.

The Board shall review the Plan of Action at the beginning of the President's term to ensure the contents are current and reflect the current Board's agenda. Any changes to the Plan of Action are made and voted for adoption by the Board. The Plan of Action is upheld for the duration of the term of the President.

### **Policy and Procedure Handbook**

All AAEA Board members will receive a copy of the Policy and Procedure Handbook when they take office. All members should be familiar with the contents of the Handbook and strive to uphold the policies therein. The Handbook shall be regularly reviewed to ensure the contents are current. As the Board adopts future policies, the President and Secretary, with guidance from the Executive Board, will place the policy embedded within the appropriate section of the Handbook with the adoption date noted. If the Policy is adopted during a board member's two year term, the President will send updated copies of the policy to members of the Board.

### **Working Group Delineation and Charge**

Working Group Delineation will list each title of the group, the Coordinator (an Executive Board member), and each Board Member (elected or appointed). The Working Group Charge lists the responsibilities of each Working Group, how they should be fulfilled and how to report to the rest of the Board.

### **Position Responsibilities**

There will be a Position Responsibilities Description kept for each Board Member, elected or appointed. The Position Responsibilities Description will be kept current by the President. The Description includes the responsibilities stated for the position in the Constitution, the Working Group

Charge, and Policy and Procedure Handbook and the general accepted responsibilities for the position.

### **Consent to Serve**

All AAEA Board members will sign a *Consent to Serve* for each position filled on the Board. The *Consent to Serve* states that a Board Member understands the responsibilities of the Board and the dismissal procedures. The member is agreeing to serve for two years as an elect and two years as the sitting Board member. (See Appendix)

### **Conflict of Interest Disclosure Statement**

All AAEA Board members, committee members, staff, and volunteers review the *Conflict of Interest Policy* and sign the *Conflict of Interest Disclosure Statement* (see Appendix).

## **D. COMMUNICATIONS**

### **Constant Contact**

AAEA will maintain membership with Constant Contact. Constant Contact is an electronic messaging service. Members are encouraged to sign up to receive messages via Constant Contact. Once a member has signed up for general messages and any regional or divisional news, the membership chair can go into Constant Contact and sign members up to receive the Members Only messages.

The President, Past President, President Elect, Webmaster, and Newsletter Editor, may send messages through Constant Contact. Messages sent by the Past President, President Elect, and Newsletter Editor should pertain to their responsibilities within their position (conference, membership, and advocacy). All other board members should send requests to the President by email with the subject line Constant Contact message and the intended audience in the body of the email. If the President approves of the message, it will be sent within 7 days to the requested group. Board requests should be related to their position. Messages will not be sent advertising retail products. Messages will not be sent that support specific political candidates.

### **E-mail**

AAEA will maintain an email address for general members as provided by NAEA or found on Constant Contact. A President, Past-President, or President-Elect may send mass emails to all members as needed or warranted by their position responsibilities. Region Coordinators and

Division Chairs may send emails to their respective group of members. AAEA Board members will be assigned an “aaea... @gmail.com” e-mail address that coordinates with their position on the AAEA Board to use for official correspondence. Committee members may send emails to those members interested in the work of their committee. Under no circumstances will the list of email addresses be given or sold to a third party or other non-Board member.

## **Social Media**

Facebook, Twitter, and other up-to-date Social Media use will be under **AAEA: Alabama Art Education Association.**

## **E. LOGO AND BRANDING**

### **Logo**

The adopted 2020 Alabama Art Education Association Logo/brand will be on all documents issued by AAEA.

Alterations to the design of the logo/brand will not be allowed without the majority vote of the Board.

The color logo, with AAEA in a square with a light blue A for Alabama, Pink A for Art, Black E for Education and Yellow A for association, will be used when at all possible on all hard copy and electronic documents. When it is not possible to use the color logo, a black and white logo will be used. If printing restrictions require the logo to be one color, the President may select black, white, gold or silver.

Documents requiring the logo include but are not limited to:

- Website
- Letterhead
- Stationary
- Constitution and By-Laws
- Policy Handbook
- Action Plan
- Position Responsibilities Description
- Working Groups Delineation and Charge
- Certificates for Professional Development
- Awards
- Non-Conference Merchandise
- Advocacy Documents
- Conference Documents

Use of the logo/brand will not be granted to anyone to use other than the Executive Board without the express written consent of the Executive Board. The President must receive the request for use of the brand/logo in writing. The request must include time period of distribution, specific uses of, and reasons for use. The Executive Board will not grant permission to non-members unless they are partners of AAEA for a specific event. The President may grant permission to NAEA at their request without the permission of the Executive Board.

### **Mission Statement**

AAEA Mission Statement will be included on the website. The AAEA Mission statement will be included on the AAEA letterhead.

### **Unification Statement**

'Unified with NAEA' will be included on the website.

'Unified with NAEA' will be included on the AAEA letterhead.

## **F: FINANCE**

### **Budget**

- The fiscal year extends from January 1 to December 31.
- The President and Treasurer prepare, manage, and monitor the budget beginning on January 1 and ending on December 31.
- AAEA has secured the services of a CPA to make sure we are aligned with our Plan of Action.
- The President and Treasurer present the budget for the upcoming year to the appointed Budget Committee for review, discussion, and approval prior to December 31.
- Once approved by the Executive Board the budget is reviewed by the AAEA Board and filed as part of the 'foundational documents' by the secretary.

The Budget should include line items for any regularly occurring expenditures of AAEA.

- The Board must approve any expenditure of monies not outlined in the budget before the expenditure occurs.
- Expenditures must be within the estimated income provided by the Fall Conference and the Membership Rebates.
- The Fall Conference is AAEA's main source of income. All efforts should be made to balance the conference expenditures with the conference income with the expectation that the conference will provide monies for additional Association activities.

- AAEA branded merchandise will be sold to fund the Louise B. Marsh Scholarship. Said monies are to be used solely to provide for Scholarships for pre-service and 1<sup>st</sup> year professional members. (See Scholarships)

The Treasurer prepares the Budget report for the previous fiscal year with assistance from the President-Elect, President, and Past-President for presentation to the Board at the January Board meeting.

The Treasurer prepares a Fall conference budget report with assistance from the Conference Coordinator for presentation to the Board at the first full Board meeting after the conference. (This is not expected at the board meeting conducted at the end of the conference, but rather the next one following.) The conference budget becomes part of the budget report and can be used to establish the budget for the following fiscal year.

## **Accounting**

The treasurer will maintain accurate records regarding expenditures by AAEA. Bank statements should be sent to the Treasurer. The Treasurer should rectify the statements each month.

There must be a Check Request/Reimbursement Form completed for every expenditure made by AAEA. The Form contains:

- The Requester's Name and Mailing Address for mailing of the check
- Requester's signature that represents the Requester spent the monies as stated in the form
- AAEA Budget Code that demonstrates the Line Item that these monies should be taken from
- Tax Code that delineates which tax category this item should be charged to
- Check number of check written to fill the request for accounting purposes
- An original, itemized receipt must be submitted in order to receive reimbursement.
- Date reimbursement is made.

When a change of President and/or Treasurer occurs, documentation will need to be filed at the bank.

- The Treasurer must submit a statement on AAEA letterhead that names the people to be removed from the signature form on file and the people to be added. Accompanying this should be social security numbers, addresses, and phone numbers.
- The most recent copy of the board minutes with documentation of the names of those being added and deleted from the account.

- The letter is submitted at the bank branch closest to the Treasurer. The bank couriers the application to the bank branch closest to the new persons. The new persons go to the bank branch, sign the documents, and provide a copy of their driver's license. This information is then couriered back to the original branch.
- The original branch files the application. The change in the signatures takes place immediately.

Each month the Treasurer will maintain all records in a fashion and format needed for expedient tax preparation. The President will assist the organization and Treasurer in following expenditures by line items.

Within thirty days of the close of the fiscal year, the Treasurer will prepare the documents needed and provide them to a certified tax accountant, preferably one experienced with non-profit organizations financing, for tax and audit purposes. The tax accountant will prepare the tax documents for AAEA.

The AAEA Treasurer and President will select the tax accountant. The tax accountant may change with each Treasurer if needed for geographical convenience. When at all possible the tax accountant will be retained for the two years the treasurer is in office.

The Board will vote to approve the hiring of a tax accountant by placing them as a line item in the budget. The tax accountant will be independent of the AAEA organization and its members.

### **Income**

When receiving monies, checks should be written to Alabama Art Education Association or AAEA. Under no circumstances should a check from non-members or companies be written to an individual board member or member acting as a representative for AAEA. Mailed checks must be received at a post office box or address listed as owned or rented by AAEA.

The Treasurer, Conference Coordinator and/or President can deposit checks. The receipt of the deposit should be sent to the Treasurer within 30 days of the deposit. All checks should be deposited within 30 days of receipt.

### **Bills and Invoices**

All checks issued by the Alabama Art Education Association will carry at least one signature from the authorized Executive Board Members. The authorized Executive Board members are the Treasurer and President. Each check will carry the Treasurer's signature. In the situation that the Treasurer is not capable of fulfilling the duties of the office, the President may sign checks until an interim is named and able to fulfill the duties.

Bills, invoices and reimbursement forms are to be sent to the Treasurer. The Treasurer will complete the Check Request/Reimbursement form, coding the payment on the form if needed. The Treasurer will review the request prior to signing the form or approving payment of a bill. The Treasurer will then write the check. The Treasurer then files this accordingly. The Treasurer mails the check. Postage and mailing supplies are purchased by AAEA. All forms are to be sent within 30 days of the event and before December 15 so finances can be completed by December 31, the end of the fiscal year.

Preloaded credit (gift) cards (not the AAEA Credit Card, see below on page 24) can be provided to the President-Elect, President and Past-President for general board-approved purchases that need to be charged, cannot be pre-paid with a check or cannot be invoiced or billed. Neither the President-Elect, President nor Past-President should have access to more than two thousand dollars on the credit card (s) at any one given time. Cards will be purchased by the Treasurer and information recorded and filed. The holder of the cards will retain receipts for all purchases. These will be sent to the Treasurer within 30 days of the use of the card. Accompanying the receipts will be a description of the items purchased and their purpose. The Treasurer will record the information within the correct budget line and file the information and receipts appropriately. Until the Treasurer receives receipts, additional cards will not be issued.

### **Check Requests and Reimbursements**

When the recipient is known and the exact amount is not known, a check request can be made by the President or Past President. The check request form is completed by the President or Past President and submitted to the Treasurer. The Treasurer writes the check to the recipient and signs their name. The check is then given to the requester (the President or Past President). The requester pays the recipient by completing the amount and signing the check. The receipt is sent to the treasurer within 10 days for completion of the check request and filing. Checks are never to be given without knowing the recipient. This method is to be used as a last resort when other methods are not an option.

### **For transactions such as a guest workshop leader for a regional Professional Development Workshop**

A check request may be made by a board member to be issued to a workshop or speaker that has provided a service to AAEA members that has been authorized by the President. The requester should ask the President or Treasurer for a Check Request and Payment Authorization Form to be emailed to them if they do not have one on file. The check request form is completed by the requester, signed by the check recipient

with any documentation attached if available and submitted to the Treasurer. The Treasurer must sign the completed form. A check, signed by the Treasurer, is issued to the requester. Before committing to payment, the requester must receive verbal or written affirmation from the Treasurer that the money is available within the budget line. The requester should allow 30 days to process the request. Any receipt, if given, is sent to the Treasurer within 10 days for completion of the check request form and filing.

When a reimbursement will be needed, the requester must seek approval for the spending of the money BEFORE the debt is incurred. The Treasurer or President must give this approval in writing, except for cases related to the conference. Approval for incurring debt in relation to the conference may be given in writing by the President to other members after the Treasurer gives confirmation to the President that the funds are available.

- To receive a reimbursement, the requester must complete a Check Request/Reimbursement form. This form, along with receipts, must be sent to the Treasurer within 30 days of the date the debt incurred. The form should be signed by the Treasurer. A check will be signed and sent to the requester within 30 days of the receipt of the form.

### **AAEA Credit Card**

The Treasurer will retain the AAEA Debit Card due to the requirements of the position requiring a more frequent usage of the card. In an effort to establish accountability, necessity of use, and accurate financial records. The Treasurer, President, Past-President and the President-Elect will have online access and alerts for the AAEA account and the Treasurer receives the paper copy of the monthly statements. All receipts should be sent with the Credit Card Purchase Form to the Treasurer within 30 days. (See also Travel on page 26)

### **Contracts**

The President on behalf of AAEA must sign all contracts. Once a president signs a contract, the contract does not need to be 'resigned' at the time of service, even if the President is no longer in the role of President at the time of service.

- The contract is made with AAEA, not with an individual person. If a second name is required on the contract it can be the Past President, President Elect, Treasurer, or Secretary in that order of availability.
- Contracts are not to be signed by any other board member, member or hired persons acting on behalf of the AAEA. Any contract signed by someone as primary signature, other than the President at the time of signature, is considered null and void and will not be honored by AAEA.



When AAEA enters into a contract for services, the President and Secretary must retain a copy of the contract. If the contract is for conference related services, the Conference Coordinator should approve of the contract prior to the President signing the contract. Copies of contracts for conference related services should be retained by the President, Past President, and Secretary.

For payment of contracts for one time conference related SERVICES (such as a guest speaker or non- member workshop facilitator), a check request should be submitted by the Conference Coordinator, accompanied by a copy of the contract.

- The Treasurer and President sign the form.
- The Treasurer should issue the check to the Conference Coordinator written to the recipient with the amount completed and the Treasurer's signature.
- After the services have been rendered, the contracted person should present an invoice to the Treasurer.
- The Treasurer will sign the check and present it to the contracted person AFTER services have been rendered satisfactorily in adherence to the contract.
- The Conference Coordinator will submit the invoice to the Treasurer within 10 days of the conference.

For payment of conference related contracts for rental and/or services over an extended period of time, the contracted company or person must issue a complete invoice to the Treasurer.

- The Conference Coordinator should approve the invoice before the Treasurer writes a check.
- The Treasurer must receive the invoice, a copy of the contract, and a completed check request.
- The Treasurer will sign the check and the check will be issued to the contracted person or company within 30 days of the receipt of the invoice.

## **Travel**

AAEA maintains a commitment to NAEA to send the President (who serves as the Alabama delegate) and the President- Elect (observer) to the NAEA National Convention, the NAEA Summer Leadership Institute and the Southeastern Region Leadership Meeting. AAEA is under agreement with NAEA to support the travel of the President and President-Elect to the best extent possible, recognizing them as representatives of AAEA, by their

position on the board and incur these expenses. AAEA pays for lodging and transportation for the President and President-Elect. When at all possible the businesses providing the lodging and transportation could be paid in advance with the AAEA Debit card. When absolutely necessary due to financial processes of the businesses, a travel stipend may be issued to the delegates. In order to receive a travel stipend they must complete a check request before the travel if this is possible, and in all cases an expense report within 30 days of the travel. Receipts must accompany the expense report. AAEA will pay for the hotel room, which will be shared by the President and President-Elect if possible. If this is not possible AAEA will pay ½ the cost of the room unless the delegate has made reasonable effort to find a roommate to share the costs, at which time the board may vote to pay for the whole room.

Transportation for the President and President-Elect to attend the NAEA National Convention, the NAEA Summer Leadership Institute or the Southeastern Region Leadership Meeting will be reimbursed. Transportation to an airport or other travel facility will be reimbursed at .54 cents per mile for a round trip. Parking, if needed, will be reimbursed as well.

Expense reports forms accompanied by receipts, should be submitted by the President and President-Elect within 30 days of the convention, leadership institute and the Regional leadership meeting for transportation, lodging and meals that were necessary to complete their duties.

Meals while at the convention, leadership institute and the Regional leadership meeting will be reimbursed. The per meal allowance will be 10.00 for breakfast, 15.00 for lunch and 25.00 for dinner excluding alcohol. Meals that are included as part of a stay at a hotel or as part of an event that is already paid for will not be reimbursed. An expense report should be submitted with the receipts to the treasurer within 30 days of return from the Convention, Leadership Institute and the Region Leadership Meeting.

Mileage is reimbursed at 25.00 (round trip) for board members traveling to and from their home for scheduled board meetings. If board members carpool, only the driver will be reimbursed the 25.00. Board members must submit a Reimbursement form and give it to the Treasurer. Travel to the state conference is not reimbursed.

Expenses incurred by the President and Conference Coordinator while planning the conference will be reimbursed by AAEA in keeping with the policies and procedures listed. If a board member or other persons perform duties at the request and in lieu of or in assistance to the Conference Coordinator for planning or implementing the conference, the President may request those members/persons be reimbursed for expenses incurred. Reimbursement may not be provided for volunteer actions

requested and required by the board member's position responsibilities. Examples of allowable reimbursements include, but are not limited to, mileage for hauling conference materials, transporting guest speakers, and mileage and lodging for meeting and planning with location officials regarding the conference.

Members receiving awards (including the Alabama Art Educator of the year) at the NAEA National Convention will receive a stipend to help offset travel expenses to attend the conference (see page 14). The member will submit a reimbursement form with accompanying receipts within 10 days of the conference. If there is a dire need to have these funds before the convention then checks can be given to the member. The member must send the receipts and expense report to the Treasurer within 30 days of the end of the conference. Members not attending the conference are not provided a travel stipend.

### **Conference Management Firm**

An Event Planning Company can be hired with approval and vote of the AAEA Board to assist with the Conference Planning and Implementation. If one is hired, the contract for this firm must be negotiated with the President-Elect, President, and Past-President. These three executive board members should recognize that different Past-Presidents and Board Members will have a variety of skill sets and abilities. Therefore, the contract will be negotiated to allow the Board to accomplish as much as possible while utilizing the firm for those items they cannot accomplish.

A contract will be maintained at all times with the firm. The contract must clearly outline the responsibilities of the firm and the responsibilities of AAEA. Performance standards and method of payment must be included. Once a contract is drafted, the President-Elect, President, and Past-President must seek approval from the Board. The Board should look at budget, resources on the board, and need for the firm. The Board can approve or disapprove the contract in part or in whole.

If no firm is hired, the board will take on more responsibilities to assist the Conference Coordinator in planning the Fall Conference as needed.

## **H. ELECTION PROCESS**

### **ELECTION OF OFFICERS:**

- Election for President-Elect, Secretary, Treasurer, Division Chairs (and/or Elects) shall be held every two years. Candidates for office in the AAEA must be members in good standing who have held active membership in the Association during the past two years.
- In the event of a vacancy in any office of the Association, officers-elect shall assume the duties of the vacated office and the President

may appoint, with the approval of the AAEA Board, an interim officer to fill the officer-elect vacancy until a new election can take place. In the event of a vacancy in the office of Past President, the President shall assume the duties of Awards Chair.

- In the event of a vacancy in the office of President, the President-Elect will automatically fill that office. In the event of a vacancy in the office of President-Elect, the Past-President shall fill that vacancy until a new slate is created by a committee appointed by the President and an electronic or mail vote is conducted.

#### NOMINATING COMMITTEE:

- At least four months prior to an election, a nominating committee shall make nominations for all officers. The nominating committee shall be chaired by the President-Elect and will consist of five members in good standing, one appointed by each of the Division Chairs. This committee may expand or contract in number with changes in the number of Division chairs. The President –Elect shall vote in the committee only in case of a tie. Nominations may also be made from the floor of a General Session at the Fall Conference.
- The slate of officers shall be presented to the Executive Committee and the Board for approval before the election can take place.

#### VOTING:

- Active, Emeritus, Student members and Life members of AAEA shall be eligible to vote for the officers of AAEA.
- The election may be conducted by electronic mail or other authorized means of electronic transmission.

#### **Ballot Count Confidentiality Policy**

- The actual count of the ballots is not released to anyone. The Nominating Chair and President will be the only ones with access to the tally of votes. If the Board so requests, the actual count is given to them with a proviso that it be kept confidential. If candidates request that actual count, they must do so in writing to the President showing just cause as to why they want the count and what they plan to do with the results. It is the discretion of the Board to release the count or not.
- The philosophy behind the confidentiality of the count is that this is a professional association and any embarrassment to those candidates not winning the election must be avoided at all costs, especially if

they are asked to run again, or serve in another capacity for the Association and membership.

#### RESIGNATION/REMOVAL FROM OFFICE:

- In order to resign from an office, a letter of resignation must be submitted to the Executive Committee. If no correspondence is received after a three month time period the resignation becomes automatic.
- Any Board of Director who fails to meet the requirements of the office will be removed by a vote of the Board of Directors.

#### **Election Campaign Policies**

The Board of Directors strongly opposes political action on behalf of candidates who involve campaigning or requires campaign funding. The Board urges members, including the commercial exhibitors, to refrain from support of, or participation in, such campaign practices. It is the policy of AAEA that no candidates for office shall solicit or accept funds for the purpose of campaigning.

The Nominating Committee Chair will inform all nominations of this policy. Whether intended or not, soliciting and accepting campaign funds may be perceived as obligating the recipient to the concerns of the donor.

It is expected that the following activities will not take place on the part of candidates, associations, affiliates, companies, or groups:

1. Appearance at region or division meetings other than those of the candidates' own region or division, except when specifically invited to serve as a speaker.
2. Contacting AAEA members by telephone or mail with regard to the election, except for responding to inquiries.
3. Organizing, either directly or indirectly, a "get out the vote" campaign, unless the materials present all candidates for an office equally and are sent to all AAEA members eligible to vote for that particular office.

All nominees are to be contacted prior to the conference by the Nominating Committee chair.

The Parliamentarian conducts the swearing in of new board members at the first board meeting in January. Terms are from January 1 through December 31 of the second year of service.

Current board members will use the transition time between the Fall Conference and Jan. 1 to communicate plans, procedures and information pertinent to the duties of the elect positions

### III. PROGRAMS AND SERVICES

#### A. AAEA and NAEA AWARDS

The AAEA will have a comprehensive awards program with standardized forms, certificates, and format of presentation. The objectives of the AAEA Awards Program are:

- To recognize excellence in the many outstanding individuals and members of AAEA
- 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 AAEA members.

The awards given by AAEA each year are: Descriptions are listed on Awards (see appendix)

- Rising Star
- Elementary Art Educator of the Year
- Middle School Art Educator of the Year
- Secondary Art Educator of the Year
- Higher Education Art Educator of the Year
- Supervision/ Administration Art Educator of the Year (*Note this is for an art educator not a principal or Superintendent*)
- Emeritus Art Educator of the Year
- Museum Art Educator of the Year
- Marion Quin Dix Leadership
- Distinguished Service within the Profession
- Distinguished Service outside the Profession (*Note this is where a principal or superintendent would be nominated*)
- Art Educator of the Year

Other Special NAEA/AAEA awards are also available as stated in the annual NAEA Awards Packet. The Past-President will serve as the Awards Chair and will post Nomination forms on the organizational website. Nominations are solicited at board meetings, state conferences, regional and divisional meetings and by email, website announcements, and other electronic messaging systems. Award nominations are submitted through a Google form. Nominators submit names and basic information.

Division Chairs are expected to work with the Past-President to identify, select, and nominate educators in their division for an award if a member is not nominated by the general membership. Division Chairs are asked to submit at least one nominee from their respective areas.

The Award Chair collects nominations. Award Chair notifies nominees who are then required to submit letters of recommendation, photos, resume, and NAEA membership number. *(Award packets that do not contain all the required materials will be eliminated from consideration)*

Award Chair collects and compiles the nominations. Award Chair distributes them electronically to the Board one month before the September board meeting. Award nominations are posted in an online voting system for the Board. The Awards Chair collects board votes one week prior to the September Board meeting. If a tie occurs it will be broken at the September Board meeting. Award recipients are announced to the board at the September board meeting. Award Chair will notify all nominations with letters of congratulations or regret. Award recipients are honored during the Awards Banquet at the Fall Conference each year. The Awards Chair will read a short description of the recipients' accomplishments and a description of the award that was received.

Each awardee is given a plaque with the AAEA logo, signed by the President and the Awards Chair. In lieu of a plaque, a small work of art commissioned by the Awards Chair may be provided. Non-awarded nominees will be given a certificate. The AAEA Educator of the Year will be asked to speak a few words. The Award Recipients' names, pictures, and short paragraph of their accomplishments will be posted on the website.

The Awards Chair will forward eligible Award recipients on to the NAEA for consideration for a National/Regional Award. The awardee must meet the NAEA criteria in order to be forwarded for a National Award. If possible, two months before the NAEA Award nominations are due; the Awards Chair will contact the AAEA Award Recipients, notifying them of AAEA's intent to nominate them for a national award. Awards Chair will send the recipients the electronic links and/or the electronic forms and award criteria. Award recipients will be asked to reply, accepting or declining the nomination. If nominees accept, they will submit updated nomination forms two months prior to the NAEA due date. **NOTE** - *The current awards material that was submitted for an AAEA award may be sent forward with appropriate changes on the Nomination form. If possible the awardees should have updated letters with the NAEA Award mentioned if the previous letter had AAEA mentioned.*

The AAEA President will write a nomination letter to NAEA. The President will send nomination letters to the Awards Chair one month prior to NAEA due date.

Award chair will submit nomination packets to NAEA prior to the due date.

AAEA members receiving NAEA awards will be announced as allowed on the Association's website and by electronic messaging. The AAEA Educator of the Year and any member **receiving** an NAEA award will receive a travel reimbursement by AAEA at the rate determined and voted upon by the board.

## **B. PROFESSIONAL DEVELOPMENT**

### **ANNUAL STATE PROFESSIONAL DEVELOPMENT CONFERENCE**

Each year AAEA conducts an annual Fall Conference for its members. The mission of the **Alabama Art Education Association's Fall Conference** is to broaden the art world of teachers through: advancing state issues, promoting professional development through presentations and workshops, providing a forum for career networking, recognizing excellence in the field, connecting educators directly with artists and their works, exhibiting current art resources and materials, conducting the business of the association, and displaying AAEA member benefits.

#### **Dates**

Dates shall fall between Oct 1 and the weekend before Thanksgiving if at all possible.

#### **Location**

The AAEA Board will determine the location of the Fall conference. It is hoped that it will alternate between the North, Central and Coastal Regions of the State. Due to the size of the conference, the hotel/convention center must be large enough to accommodate a vendor hall and a general session with room for presentations and workshops.

#### **Complimentary invitations**

The President, in cooperation with the Past-President, may extend complimentary invitations and registrations to key educational leaders for the annual conference.

#### **Conference Space**

AAEA must conform with federal, state, and local tax authorities, 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 AAEA convention functions i.e., registration, hospitality, information, approved exhibits, AAEA and host state publication sales, and tours. AAEA will not provide tables, desks, booths, etc. for unauthorized displays, exhibits, or sale of products. AAEA, however, will provide a table for display of pamphlets, brochures, and flyers.

#### **Board Participation at Conference**



All board members are expected to attend the AAEA Fall Conference and to assist as much as possible. They are to serve as leaders. Board members are expected to encourage and recommend their constituents to give presentations or workshops at the conference. Each Division Chair is expected to conduct a Division meeting at the conference. All Board members are expected to attend the General Sessions. All Board members are expected to assist with the programming needs of the Past-President. However, a balance must occur between the demands of the position and the board members personal need for professional development at the conference. One should not overtake the other. Only the President, Past-President, and President-Elect should give more in time than other board members.

### **Format of Conference**

At each Fall Conference AAEA must conduct a General Business Meeting for the membership in attendance that includes minutes of board activities for the past year (which may be the Google slide presentation from the Summer Leadership Conference); Awards Ceremony to honor award recipients; Division Meetings; and a Keynote Session. In addition, when possible, items such as T-shirts/mugs, etc. are sold to support the Louise B. Marsh Scholarship Fund, which is held separate from the rest of AAEA funds.

### **OTHER PROFESSIONAL DEVELOPMENT**

Division Chairs are expected to provide resources for professional development through lesson plans, online resources, sponsoring group 'field trips', webinars, etc. These are not for Continuing Education Credit. Regional representatives working with division chairs are expected to host Regional Professional Development in the Spring and/or Summer of each year. These could be webinars, artistic and educational field trips, or workshops. Region representatives are welcome to pair with other regions to promote higher attendance. Budget for spring professional development is determined at the beginning of the fiscal year. Credit hours will be determined by the length of the workshop.

### **CONTINUING EDUCATION UNITS (CEU)**

AAEA cannot award CEUs. Participants seeking CEU's must request approval from their Local Education Agency for the contact hours provided by AAEA to qualify as a CEU. AAEA will align professional development with the state issued guidelines and regulations for CEUs. The Past-President, in charge of the Working Group of Member Services will keep an updated Professional Development Certificate Template. The template will include spaces for the necessary information required by the Alabama Department of Education for qualified Professional Development. Current requirements include descriptive title of workshop,

days of meeting, contact hours or equivalent CEUs, name of participant, and signature of facilitator. AAEA requires the AAEA logo and the signature of the President. The regional coordinator at the conference location serves as the facilitator. Some LEAs require an agenda and description of how the workshop provides professional development.

The President must sign certificates for Continuing Education Credit at the time of the Professional Development.

**Process for Regional/Division Professional Development:**

1. When requested, the Past-President will send the template to the Regional representatives for their scheduled Professional Development.
2. Regional/Division representatives should provide a completed template to the President, along with an expected attendance number.
3. The President will print and sign the certificates and mail to the Regional/Division representative for distribution at the end of the regional Professional Development.
4. The Regional/Division representative will sign the certificate and write in the name of the attendee.
5. Regional/Division representatives must submit sign-in sheets that reflect attendees, dates, and times of workshops to the Secretary within one month of the completion of the workshop.
6. If the workshop is conducted electronically, an attendance report generated electronically must be submitted to the Secretary.
7. The Secretary must keep attendance records for five years after the workshop.

The Past-President will make available electronic certificates of participation at the Fall Conference. The President must sign all certificates. These certificates are only available at the end of the conference. Participants must turn in documentation of the sessions attended if they are receiving CEU's for attendance. Regardless of the Division meeting, and the General Session. Certificates will not be mailed, given in replacement, or distributed at any time other than the conference. Documentation will be given to the Secretary who will keep the attendance records for five years after the conference. Attendance records are kept in case of audit by the Alabama Department of Education. They are not kept to issue duplicate certificates to members.

## **IV: PUBLICATIONS:**

### ***WEBSITE***

AAEA will maintain a website under the URL of [www.myaaea.org](http://www.myaaea.org). The website will be maintained by the Technology Chair/Webmaster. The Webmaster may be a hired position if a volunteer member cannot be found. A line item in the budget will be provided to cover a stipend if the Webmaster is hired. Any additions or alterations to the website considered by the board should be vetted by the Webmaster before implementation. The Webmaster should give a professional opinion to the board regarding the feasibility of the action. The Webmaster should also clearly state if the action would require more work; the cost, if any; and his/her willingness to perform the action. If no Webmaster is hired, the Technology Chair will assume these same duties.

The President, Past-President, and President-Elect may send information to the Webmaster for posting on the website. The Past-President should only send information regarding the conference and awards. The President-Elect should only send information regarding membership. All other requests for posting information to the website should be sent to the President. If approved, the President will send the information to the Webmaster. Any requests sent directly to the Webmaster by anyone other than these three persons will be forwarded to the President by the Webmaster.

The website should contain the following at all times:

- AAEA mission statement
- List of board members and contact information
- AAEA Constitution and By-Laws
- AAEA Long Range Action Plan (Plan of Action)
- Instructions on how to join NAEA and AAEA
- Link to NAEA
- Link to join our Constant Contact (our e-communication).

Additionally the website should contain information regarding activities by AAEA which include, but are not limited to:

- Conference information
- Awards Given and Criteria, Award Nomination Forms, List of Prior Award Recipients
- Election process, forms, and results
- Student Digital Art Show and award recipients, YAM Flag Winners
- Advocacy
- Scholarship
- Community Outreach

- Links to Facebook, other social media and registration for our E-Newsletter

### **Perspectives E-Newsletter**

The AAEA newsletter is an in-house publication. The purpose of the AAEA newsletter is to provide the membership with current news, i.e., information, facts, announcements about people, events, and programs regarding the division, region, or association. Because *Perspectives* is a statewide e-newsletter and is distributed to members, authors must assume journalistic responsibility for accuracy of content and facts, objective reporting, and professional journalistic style. Liability remains the responsibility of the author.

*Perspectives*, AAEA Newsletter, will be sent electronically to members at least four times within a year. Each newsletter will contain:

- a letter from the President that relates to art education issues within the field, the state, AAEA, or NAEA
- article or information from each divisional chair
- information from regional representatives as requested by the editor
- information from each Committee Chair as appropriate
- highlights regarding awards, elections or conference as appropriate
- any other information that will benefit the members of AAEA.

The Newsletter Editor will determine the structure and timing of the Newsletter with guidance and approval from the President. The newsletter schedule should be posted on the website.

As of this time, AAEA does not have advertising in *Perspectives*. In the event that advertising will be used the Board will determine prices and policy for advertising within the *Perspectives* Newsletter. Prices, forms, and process should be posted on the Website.

## **APPENDIX**

THE PROFESSIONAL CODE FOR ART EDUCATORS  
PROFESSIONAL CODE FOR ART EDUCATION ASSOCIATIONS OF  
STATES AND PROVINCES

CONFLICT OF INTEREST

CONSENT TO SERVE

WORKING GROUPS DELINEATION

CHARGE TO WORKING GROUPS

Advocacy Communication

Conference Foundation

Membership

Student Art Events

BOARD POSITION DESCRIPTIONS President

President-Elect

Past President

Secretary

Treasurer

Division Chairs

EX-OFFICIO (NON-VOTING) POSITIONS

Parliamentarian

Membership Chair Technology Chair

Youth Art Month Chair Newsletter/Social Media Chair

Louise B. Marsh Scholarship Chair

National Art Honor Society Sponsor Independent School Chair Regional  
Representatives

State Department of Education Representative

Alabama Arts Alliance Representative

AAEA Presidents

AAEA Art Educators of the Year

Roberts Rule of Order Cheat Sheet

### ***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 the NAEA and AAEA. 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 the NAEA and AAEA 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:**

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

#### **PROFESSIONAL CODE FOR ART EDUCATION ASSOCIATIONS OF STATES AND PROVINCES**

The Professional Code for Art Education Associations of States and Provinces is a declaration of the common philosophical and professional beliefs and practices which unite the National Art Education Association with art education associations of states and provinces and which also serve to link the various state/provincial art education associations to one another nationally and internationally. This Professional Code represents a formal endorsement and enhancement of the professional partnership existing between the national and the state/provincial art education associations.

Professional partnerships encourage a relationship of interdependence. Art education associations of states and provinces and the 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. Strong state and provincial associations strengthen the national association and the greater whole of art education.

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 the 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 specific 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.

Minimum expectations of any state/provincial art education association in 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 appropriate regional vice president.
8. Developing and carrying out a management plan appropriate to the states or provinces own needs.
9. Including the organizational structure sufficient for officers to assure proper and adequate representation for all of their members and to carry out the business of the associations.
10. Filing copies of their constitution, publications and officer and staff list with the National Art Education Association office. Any revision 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 their membership with opportunities for professional development through workshops or conferences.
14. Representing their state/provincial organization through delegate(s) at the National Art Education Association convention and supporting financially their delegate(s) to the fullest extent of their ability.





***Conflict of Interest***

**Disclosure Statement**

I have read the AAEA 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 AAEA. If any actual or potential conflict of interest exists, the conflict, as well as the financial or other interest upon which it is based, is 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 President who will forward it to the appropriate AAEA 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 AAEA readers, AAEA course participants, or to fellow members of AAEA deliberative bodies.

Printed Name \_\_\_\_\_

Office \_\_\_\_\_

Term of Office \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



### ***Consent to Serve***

Please print the information below:

**Position Title:** \_\_\_\_\_

**Term of Office:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
Street

\_\_\_\_\_ City State Zip Code

**Telephone:** \_\_\_\_\_  
Primary Secondary

**Email:** \_\_\_\_\_  
Primary Secondary

I have read and understand my responsibilities as an Officer on the Board of the Alabama Art Education Association. I agree to serve as outlined for the duration of my two year term beginning on January 1, \_\_ and ending on December 31, \_\_. If I cannot serve for any reason, I will notify the AAEA President and will, if asked by the President or voted so by the Board, resign from my

position. \_\_\_\_\_

**Signature of Officer**

\_\_\_\_\_ **Date**



### **WORKING GROUPS DELINEATION**

#### **ADVOCACY** - Coordinator – President

Diversity

Advocacy

Division Chairs and appointed positions

#### **COMMUNICATIONS** – Coordinator – Newsletter editor

Photographer

Technology Chair

#### **CONFERENCE** – Coordinator

Local Conference Committee

Conference Consulting Firm if used

#### **FOUNDATION** (If one is in place)– Coordinator- Secretary

Treasurer

Long Range Planning

Parliamentarian/Historian

#### **MEMBER SERVICES** – Coordinator – Past-President

Awards

Scholarship Division Chairs

Region Representatives

Member's Exhibit Chair @Conference if one is included

Independent Schools

AAAEA representative – Past-President

#### **STUDENT ART EVENTS** –Coordinator

National Art Honor Society - NAHS Chair

National Junior Art Honor Society – NAHS Chair

Youth Art Month – YAM Chair

Digital Art Exhibit- Selected members

## **CHARGE TO WORKING GROUPS**

- All Working Groups are expected to meet as needed, but at least once a year, outside of the whole Board meeting. This could be scheduled for a designated time during a Board Retreat.
- Meeting should be called by the Working Group Coordinator and announced to the Working Group and Executive Board at least two weeks in advance.
- Meetings can be face-to-face or virtual.
- Working Groups are encouraged to seek members to assist and support them in their responsibilities as a way of promoting involvement in the organization and board. These are not board members, but should be formally recognized by the Working Group Members.

## **ADVOCACY**

- Determine, maintain, and monitor Advocacy Plan to accomplish AAEA mission and goals.
- Publish AAEA's advocacy actions on the website and, as appropriate, electronic communications.
- Publish advocacy opportunities and strategies on the website, and as appropriate, electronic communications.
- Seek opportunities for Community Outreach for the whole organization to advocate for Art Education.
- Seek submissions from General Membership for Advocacy efforts; maintain list; and publicize as appropriate.
- Develop, maintain, and monitor partnerships with arts education oriented organizations and businesses.
- Seek and develop support for arts education and AAEA through Alabama businesses.
- Seek approval from the President and, as needed, from the Board for changes.
- Complete activity report after each meeting and submit to the President and Secretary.
- Complete synopsis of annual activity and report to Board once a year at the Fall Conference meeting.

## **COMMUNICATIONS**

- Monitor and maintain whole organizational communications to General Membership (including e-newsletter, website and electronic communication platforms (Twitter, Facebook, current social media))
- Liaise with the President-Elect or membership designee to use the current member email list for communication.

- Establish format for Perspectives (e-newsletter), including scheduled publication dates.
- Publish e-newsletter and post on the website for a predetermined length of time.
- Maintain the website with updated foundational documents including Board list, Plan of Action, and Constitution; link to NAEA; Working Group reports; and photographs from events.
- Utilize approved electronic communication platforms as appropriate for advocacy, promotion, and announcements
- Seek approval from the President and, as needed, from the Board for changes.
- Complete activity report after each meeting and submit to the President and Secretary
- Complete synopsis of annual activity and report to Board once a year at the September meeting.
- Publish member services and benefits on the website and, as appropriate, electronic communications.
- Seek participation and support of Professional Fall Conference by those with a vested interest in arts education.
- Seek input from General Membership for desired services and, as appropriate, implement accordingly, subject to Board approval.

## **CONFERENCE**

- Annually plan and implement a state professional development conference.
- Work with a Consulting Firm if one is hired to plan a conference. If not a conference chair/coordinator will be appointed.
- Establish a temporary Member's exhibit at the Conference if feasible.
- Establish and install a temporary student art exhibit of local AAEA Members student work.
- Call for board approval on major conference changes, locations, budget.
- Seek local members to participate as a local committee to help plan conference events.
- Conference synopsis and financial report to be given at the first board meeting of the New Year.
- Complete activity report after each meeting and submit to the President and Secretary.

## **FOUNDATION (if one is in place)**

- Monitor Board List, Long Range Action Plan, Operating Procedures and Policy Handbook, Constitution and By-Laws, Meeting Minutes, Budget and Financial Reports.
- Maintain Plan of Action, Constitution and By-Laws, and Board List (including photos of board members) on the website.
- Yearly review with the board to review updates and changes as needed.

- Call for immediate changes to documents as needed throughout the year.
- Call the president for scheduled board time to discuss, write, and approve in-depth changes.
- Report to the General Membership as needed by posting on the website and/or presentation at the Professional Development State Conference.
- Call for vote from General Membership as needed for Constitutional changes at the Professional Development State Conference and/or Annual Meeting.
- Complete activity report after each committee meeting and submit to the President and Secretary.
- Complete synopsis of annual activity and report to Board once a year at the September meeting.

## **MEMBER SERVICES**

- Determine and publish Member Recognition opportunities on the website and electronic communications.
- Recognize award recipients (separate from AAEA awards) on the website and, if appropriate, on electronic communications.
- Seek submissions from General Membership for Member Recognition; maintain list; and publicize as appropriate.
- Provide communication with groups/ regions/ divisions within the organization regularly through emails, Perspectives, and the website.
- Help to create incentives, services and programs for general membership to encourage all to maintain a current membership in the organization.
- Recruit new members.
- Seek approval from the President and, as needed, from the Board for changes to procedures.
- Complete activity report after each meeting and submit to the President and Secretary.
- Complete synopsis of annual activity and report to Board once a year at the September meeting.
- Monitor and maintain all member services for cohesiveness, advocacy, and alignment to organizational goals.

## **STUDENT ART EVENTS**

- Determine and post on the website the standard operating procedures for student art exhibits including submission guidelines, recurring dates, labeling of art, announcements, and all paperwork/forms associated with the above.
- Develop permission form for standard use with all student submissions, granting rights to publicize art and artist on website and other AAEA documents.
- Publish student award recipients' art on the website.

- Seek submissions from General AAEA Membership for student recognition; maintain list; and publicize as appropriate.
- Seek approval from the President and, as needed, from the Board for changes.
- Complete activity report after each meeting and submit to the President and Secretary.
- Complete synopsis of annual activity and report to Board once a year at the September meeting.



## Board of Directors Job Descriptions

### ELECTED POSITIONS

#### PRESIDENT:

It shall be the duty of the President to preside at all meetings to the AAEA board; to appoint the chair and members of AAEA special committees with consultation and approval of the AAEA Board; to serve as ex officio member of all committees; to establish through the AAEA Board the professional goals and programs for the Association; to inform the membership of the activities of the AAEA Board and the concerns of the Association; and to perform such other duties as usually pertain to the office of the President which include:

- To serve a two-year term of office as President, and a two-year term as Past President/Awards Chair
- To act as chair of the Executive Committee and the Board of Directors
- To serve as the State's voting representative to the NAEA Delegate's Assembly
- To vote to break a tie in voice or roll call votes if necessary
- To vote as any other member in a ballot vote
- To serve as chair of the Public Relations committee
- To appoint the following positions: Membership Chair, Technology Chair, Youth Art Month Chair, Conference Chair, Newsletter Editor, Scholarship Chair, Regional Representatives and any additional or ad hoc committee chairs or representatives
- To serve on a committee in a leadership capacity for the annual conference
- To attend all AAEA Board meetings and Annual Conference
- To submit a brief written report of the activities associated with this position, to the Board, at each scheduled Board meeting.



## **PRESIDENT-ELECT**

It shall be the duty of the President-Elect to assume the duties of the President in the event of absence or vacancy in that office and to assume other duties as determined by the President. (Anyone nominated for the position of President-Elect must have served as a conference chair at least once prior to being nominated). Other duties shall include:

- To serve a two-year term of office.
- To attend the NAEA Delegate's Assembly in a shadowing role. In the event the President cannot attend, the President elect becomes the voting member.
- To serve as a voting member of the Executive Committee and the Board of Directors
- To serve as the chair of the nominating committee
- To serve on a committee in a leadership capacity for the Annual Conference
- To attend all AAEA Board meetings and the Annual Conference.
- To submit a brief written report of the activities associated with this position, to the Board at each scheduled Board meeting.

## **PAST PRESIDENT**

It shall be the duty of the Past President to serve as Awards Chair and to assume the duties of the President-Elect in the event of a vacancy in that office; and assume other duties are determined by the President, which shall include:

- To serve on the Executive Committee and the Board of Directors in an advisory capacity.
- To work with the Awards committee for the purpose of selecting qualified nominees for AAEA Awards.
- To notify award nominees and recipients.
- To complete and present the awards at the AAEA Fall Conference, which includes ordering plaques and creating an awards brochure which contains relevant information about each award recipient.
- To coordinate with the NAEA Awards chair and follow NAEA procedures for submitting nominations for national awards by the October 1 deadline.
- To forward award information to the "Perspective" Newsletter Editor at the appropriate times and in accordance with various deadlines.
- To inform school systems and local newspapers of award recipients achievements.
  - To serve as the AAEA Representative on the Alabama Arts Alliance

- To serve as a voting member of the Executive Committee and the Board of Directors
- To serve in an advisory capacity for the Annual Conference.
- To attend all AAEA Board meetings and Annual Conferences.
- To submit a brief report about the activities associated with this position to the Board at each scheduled board meeting.
- To submit an annual report to the President.

## **SECRETARY**

It shall be the duty of the Secretary to act as the custodian of all current records and papers of AAEA. The Secretary will keep the minutes of all meetings of the Executive Committee, the Board of Directors and the General Sessions of the Association. Other duties shall include:

- To call the roll when required
- To serve a two-year term of office
- To take responsibility for all correspondence/communications other than those, which fall within the duties of other officers.
- To send copies of the minutes (through email) to the board members prior to each meeting.
- To submit the minutes of the meeting to the Technology chair for inclusion on the associations website.
- To submit an annual report to the President
- To serve as a voting member of the Executive Committee and the Board of Directors
- To serve in an advisory capacity for the Annual Conference
- To attend all AAEA Board meetings and Annual Conferences.
- To submit a brief written report, of the activities associated with this position, to the Board at each scheduled Board meeting.

## **TREASURER**

It shall be the duty of the Treasurer to act as a custodian of all monies belonging to the AAEA, keeping an accurate record of all accounts, receipts and disbursements. Other duties shall include:

- To present a report at each Executive Committee, Board of Directors meeting and General Sessions of the AAEA.
- To serve a minimum term of four years
- To maintain accurate records and filing reports including any federal or state tax reports necessary for the years in office.

- To serve as a voting member of the Executive Committee and the Board of Directors
- To provide a written budget of all receipts and disbursements of the Association to the Executive Committee and the Board.
- To disperse checks and monies as designated by the AAEA approved budget or as designated by the President.
- To provide a line by line itemized budget to the Executive Committee and the Board at the beginning of each fiscal year
- To serve in an advisory capacity for the Annual Conference
- To present quarterly financial reports at Board meetings
- To attend all AAEA Board meetings and Annual Conferences

## **DIVISION CHAIRS**

It shall be the duty of the Division Chairs to serve on the Board of Directors, to develop a program for the division including conference meetings, regional workshops that continue the development of art education and other professional activities for their Divisions. The recognized divisions shall study problems relating to members of the group the division represents. They shall report to their division members through meetings, regional workshops, and newsletter articles the issues that are pertinent to their division. The Divisions shall keep in contact with the NAEA Regional and National Division Directors and disperse information to their members. Division chairs include Elementary, Middle, Secondary, Museum, Higher Education, Retired, Pre-Service/Mentoring, Supervision/Administration. Division Chairs and elects shall be elected by the active membership. Each Division chair shall serve two years as an elect followed by a two-year term as Chair of the individual division. The duties of the Division Chair shall include:

- Interpret trends and identify individual division needs in art education
- Increase interest and involvement of division constituents
- Preside over the individual division meetings at the Annual Conference
- Submit an article to the "Perspective" Newsletter Editor for each edition of the newsletter.
- Serve on the nominating committee
- To conduct a winter or spring workshop for the individual divisions on alternate years or annually.
- To serve as a voting member of the Board of Directors
- To serve in an advisory capacity for the Annual Conference
- To attend all AAEA Board meetings and Annual Conference
- To submit a brief written report, of the activities associated with this position, to the Board at each of their scheduled meetings.

- Proposed activities (Directors are encouraged to choose or develop two activities in their two-year tenure):
  - Present at Fall Conference yourself or find people in your division to present on topics in which your division is interested
  - At Conference division meetings host a Carousel of Learning with quick 5 minute multi presenter topics of interest and update your division database with contact information
  - Use Social Media/Constant Contact to discern the needs of your division members
  - Use the membership reports the Membership Chairperson sends to supplement your database
  - Make sure your activities to help support LAPS (Leadership opportunities, Advocacy, Professional Development, and Support)
  - Hold one division level professional development workshop during the year (spring/summer)
  - Keep division email log updated
  - Send out quarterly updates/news to division members (encourage Museum collaborations/meetings)
  - Create an updated scholarship list for secondary division educators to pass along to students (Secondary Division)
  - Create contacts with college level professors to partner with high school teachers and their students (Secondary Division)
  - Encourage sign days for arts students who receive art school related scholarships (Secondary Division)

## **EX-OFFICIO POSITIONS (APPOINTED) NON-VOTING**

### **PARLIAMENTARIAN**

The Parliamentarian is appointed by the President. The Parliamentarian is asked to serve during that President's term of office. The Parliamentarian may serve consecutive terms for the same or different President if asked. Other duties shall include:

- To serve as chair of the Constitution and By-Laws Committee
- To present parliamentary procedure (Robert's Rules of Order) in committee, Board, and general session meetings when necessary
- To serve in an advisory capacity for the Annual Conference
- To attend all AAEA Board meetings and Annual Conferences
- To submit a brief written report, of the activities association with this position, to the Board at each scheduled Board meeting.

## **MEMBERSHIP CHAIR**

The Membership Chair is appointed by the President. The Membership Chair is asked to serve during that President's term of office. The Membership Chair may serve consecutive terms for the same or different President if asked. Other duties shall include:

- To serve as chair of the membership committee
- To coordinate the state membership with NAEA
- To supervise the organization of a statewide membership network to share information and membership reports with division chairs, regional reps
- Thank those for renewing their membership.
- To contact lapsed members to renew
- To maintain the database for the organization for use in information distribution, i.e. email, phone, text, social media
- To organize and implement membership programs with the state
- Send board contact information to new/renewed members; i.e, board officers, mentors, district reps, area meetings, etc.
- To submit an annual report to the President
- To serve in an advisory capacity at the Annual Conference.
- To attend all Board meetings and Annual Conferences.
- To submit a brief written report, of the activities associated with this position, to the Board at each scheduled Board meeting.

## **TECHNOLOGY CHAIR**

The Technology Chair is appointed by the President. The Technology Chair is asked to serve during that President's term of office. The Technology Chair may serve consecutive terms for the same or different President if asked. Other duties shall include:

- To update and help maintain the webpage of AAEA
- To work with any company who is managing the webpage of AAEA and help disseminate information to them to include on the webpage
- To collect relevant information for the web page
- To disseminate information, which should be available to all members.
- To submit an annual report to the President
- To serve in an advisory capacity for the Annual Conference.
- To attend all Board meetings and Annual Conferences.

- To submit a brief written report, of the activities associated with this position, to the Board at each scheduled Board meeting.

### **YOUTH ART MONTH CHAIR**

The Youth Art Month Chair is appointed by the President. The Youth Art Month Chair is asked to serve during that President's term of office. The Youth Art Month Chair may serve consecutive terms for the same or different President if asked. Other duties shall include:

- To publicize and promote the various YAM activities within the state
- To organize and distribute to the membership a packet of information including various ideas and activities which teachers may choose from to celebrate YAM.
- To order a fabric Alabama YAM flag to be delivered or taken to the National Conference.
- To submit the state's annual YAM report to the National YAM Coordinator
- To submit an annual report to the President
- To order awards for all YAM flag design winners and participating teachers.
- To serve in an advisory capacity for the Annual Conference.
- To attend all Board meetings and Annual Conferences.
- To submit a brief written report, of the activities associated with this position, to the Board at each scheduled Board meeting.

### **NEWSLETTER EDITOR /SOCIAL MEDIA CHAIR**

The Newsletter Editor/Chair is appointed by the President. The Newsletter Editor/Social Media Chair is asked to serve during that President's term of office. The Newsletter Editor/Social Media Chair may serve consecutive terms for the same or different President if asked. Other duties shall include:

- To oversee all aspects of the AAEA publication – *"Perspectives" which will be published quarterly.*
- To curate current event information via social media and then create a document to be published and archived quarterly on the AAEA website.
- The Newsletter editor will be the administrator of the AAEA social media accounts.
- To work to build a strong team of Newsletter Committee members through various forms of communication with the membership
- To submit an annual report to the President
- To serve in an advisory capacity for the Annual Conference.
- To attend all Board meetings and Annual Conferences.

- To submit a brief written report, of the activities associated with this position, to the Board at each scheduled Board meeting.

### **LOUISE B. MARSH SCHOLARSHIP CHAIR**

The Louise B. Marsh Scholarship Chair is appointed by the President. The Louise B. Marsh Scholarship Chair is asked to serve during that President's term of office. The Louise B. Marsh Scholarship Chair may serve consecutive terms for the same or different President if asked. Other duties shall include:

- To oversee all aspects of the Louise B. Marsh Scholarship
- To coordinate activities relating to the scholarship with the Higher Education Division Chair
- To submit an annual report to the President
- To serve in an advisory capacity for the Annual Conference.
- To attend all Board meetings and Annual Conferences.
- To submit a brief written report, of the activities associated with this position, to the Board at each scheduled Board meeting.

### **NATIONAL ART HONOR SOCIETY CHAIR**

The National Art Honor Society Chair is appointed by the President. The National Art Honor Society Chair is asked to serve during that President's term of office. The National Art Honor Society Chair may serve consecutive terms for the same or different President if asked. Other duties shall include:

- To publicize and promote the various NAHS activities within the state of Alabama
- To increase the number of NAHS chapters in all divisions: middle/junior high, high school and collegiate
- To organize and distribute to the membership a packet of information including various ideas and activities which members may choose from to begin a chapter or increase the numbers of an existing chapter.
- To submit the organization's annual NAHS report to the National NAHS coordinator.
- To submit an annual report to the President
- To serve in an advisory capacity for the Annual Conference.
- To attend all Board meetings and Annual Conferences.
- To submit a brief written report, of the activities associated with this position, to the Board at each scheduled Board meeting.

## **REGIONAL REPRESENTATIVES**

Each Region may submit a member for consideration to the Board and the Board must approve the nominee. The Regional representatives shall serve a two-year term of office. The Regional Representative may serve consecutive terms for the same President or different one if asked. Other duties shall include:

- \* Serve as a member of the membership committee
- To ensure the regional meetings are regularly scheduled and attended.
- To attend all regional meetings
- To create interest and involve regional constituents
- To preside over the regional meetings at the Annual conference.
- To conduct and organize (or work with Division chairs) workshops for their region
- To submit an annual report to the President
- To serve in an advisory capacity for the Annual Conference.
- To attend all Board meetings and Annual Conferences
- To inform the Board of the activities, concerns, needs that emanate from their particular areas of the state and share information from meetings with regional constituents.
- To handle all regional responsibilities associated with the Virtual Art Competition of Alabama.
- To submit a brief written report, of the activities associated with this position, to the Board at each scheduled Board meeting

## **INDEPENDENT SCHOOL CHAIR**

- Interpret trends and identify individual division needs in art education
- Increase interest and involvement of division constituents
- Preside over the individual division meetings at the Annual Conference
- Submit an article to the "Perspective" Newsletter Editor for each edition of the newsletter.
- Serve on the nominating committee
- To conduct a winter or spring workshop for the Independent school division on alternate years or annually.
- To serve as a non-voting member of the Board of Directors
- To serve in an advisory capacity for the Annual Conference
- To attend all AAEEA Board meetings and Annual Conference
- To submit a brief written report, of the activities associated with this position, to the Board at each of their scheduled meetings.



## **EQUITY, DIVERSITY AND INCLUSION CHAIR**

- Interpret trends and identify individual division needs in art education
- Increase interest and involvement of division constituents
- Preside over the individual division meeting at the Annual Conference
- Submit an article to the “Perspective” Newsletter Editor for each edition of the newsletter.
- Serve on the nominating committee
- To serve as a non-voting member of the Board of Directors
- To serve in an advisory capacity for the Annual Conference
- To attend all AAEA Board meetings and Annual Conference
- To submit a brief written report, of the activities associated with this position, to the Board at each of their scheduled meetings.
- Put a focus on social and emotional learning, trauma-informed education and evidence-based practices for classroom teaching.
- Increase and expand policy work as it relates to Equity, Diversity and Inclusion
- Identify ways that the organization can support visual art educators to become leaders within their schools.

## **STATE DEPARTMENT OF EDUCATION REPRESENTATIVE**

Shall be the person in the position of Arts Education Specialist or the person in the roll or supporting Fine Arts curriculum for the State Department of Education.

- To serve as a liaison between the AAEA and the SDE.

## **ALABAMA ARTS ALLIANCE REPRESENTATIVE**

Shall be the executive director or a person designated by the executive director of the Alabama Arts Alliance.

- To serve as a liaison between the AAEA and the AAAE.

## Presidents of the Alabama Art Education Association

1923-24	Mary E. MacMillan	
1924-30	No information available	
1930	Art Department of AEA	
1930-31	Lenore Edred	Birmingham
1931-32	Minnie McLeod Beck	Montevallo
1932-33	Mrs. W.W. Rivers	Montgomery
1933-34	Stella Huger	Anniston
1934-35	Belle Comer	Birmingham
1935-36	Edris Hughes	Birmingham
1936-37	Dawn Kennedy	Montevallo
1937-38	Verne Bradley	Birmingham
1939-40	Martha Jane Ballard	Troy
1940-41	Karl Bruder	Tuscaloosa
1941-42	Martha Allen	Montevallo
1942-44	Caroline Dick	Birmingham
1944-45	No selection	
1945-46	Joseph Marino-Merlo	Auburn
1946-47	Virginia Barnes	Montevallo
1947-48	Lucille Ewing	Birmingham
1948-49	Stella Huger	Anniston
1949-50	Vera Wilson	Birmingham
1950-52	Dawn Kennedy	Montevallo
1953	Art Teachers Association Created by Corietta Mitchell	
1952-54	Harry F. Lowe	Auburn
1954-56	Lila J. Wells	Birmingham
1956-58	Sarah Johnson	Montgomery
1958-60	Anthony Swider	Birmingham
1959	Art Department of AEA became Alabama Art Education Association	
1960-62	David C. Huntley	Montevallo
1962-64	Lee R. Manners	Jacksonville
1964-65	Anthony Swider	Trussville
1965-66	Edward G. Parrish	Trussville
1966-68	Minnie Marie Hedden	Huntsville
1968-70	R.C. Paxson	Troy
1970	Alabama Art Teachers Association and Alabama Art Education Association Merged	
1970-72	John B. Hall	Montgomery
1972-74	Louise B. Marsh	Huntsville
1974-76	Corietta L. Mitchell	

1976-78	Jean Schulman	Tuscumbia
1978-80	John White	Huntsville
1980-82	Turner Rogers	Mobile
1982-84	Shirley Feaux	Huntsville
1984-86	Shirley Musgrave	Tuscaloosa
1986-87	Emilie Burn	Jacksonville
1987-89	Beth McDavid	Birmingham
1989-90	Faye Carr	Daphne
1990-92	Mary Ann Culotta	Birmingham
1992-94	Art Ward	Birmingham
1994-96	Mary Jones	Huntsville
1996-98	Son Bok Sellers	Birmingham
1998-2000	Sara Wright	Montgomery
2000-02	Jan Stephens	Birmingham
2002-04	Betsy Logan	Auburn
2004-06	Hope Brannon	Wetumpka
2006-08	Juli Day	Mobile
2008-10	Phyllis Horne	Fairhope
2010-12	Susie Davis	Mountain Brook
2012-14	Larry Gibson	Vestavia
2014-16	Kelly Berwager	Birmingham/Troy
2016-18	Connie Deal	Montgomery
2018-20	Tammie Clark	Decatur
2020-22	Tricia Oliver	Auburn
2022-24	Mary Jane Coker	Birmingham

## Alabama Art Educators of the Year

1977-1979	Not given	
1980	Jean Schulman	Muscle Shoals
1981	Janice Martin	Huntsville
1982	John While	Huntsville
1983	Turner Rogers	Mobile
1984	Shirley Feaux	Huntsville
1985	Not Given	
1986	Shirley Musgrave	Tuscaloosa
1987	Earl Smith	Troy
1988	Beth McDavid	Birmingham
1989	Barbara Albritton	Baton Rouge, LA
1990	Faye Carr	Daphne
1991	Mary Ann Culotta	Birmingham
1992	Paulette Riley	Montgomery
1993	Not Given	
1994	Beth McDavid	Birmingham
1995	Rosemary Dumoulin	Huntsville
1996	Rosemary Dumoulin	Huntsville
1997	Mary Jones	Huntsville
1998	Soon Bok Sellers/Birmingham/Martha Smith/Opelika	
1999	Sara Bopp Strange	Montgomery
2000	Hope Brannon	Wetumpka
2001	Jan Stephens	Birmingham
2002	Juli Day	Mobile
2003	Sharon Christman	Birmingham
2004	Hope Brannon	Wetumpka
2005	Phyllis Horne	Mobile
2006	Kelly Berwager	Birmingham/Troy
2007	BeeLee Tullos	Montgomery
2008	Betsy Logan	Auburn
2009	Larry Percy	Troy
2010	Becky Guinn	Lanett
2011	Kelly Berwager	Birmingham/Troy
2012	Larry Gibson	Vestavia
2013	Lindsay Mouyal	Birmingham
2014	Nancy Raia	Fairhope
2015	Casey Williamson	Irondale
2016	Larry Gibson	Vestavia
2017	Mary Jane Coker	Birmingham

2018	Kelly Berwager	Troy
2019	Celia Deaton Castle	Birmingham
2020	Connie Deal	Montgomery
2021	Felicia Olds	Fairhope
2022	Tammie Clark	Decatur
2023		

## **AAEA National Award Recipients**

### **Marion Quin Dix Leadership Award**

2000	Sara Strange	Montgomery
2011	Betsy Logan	Auburn

### **National Elementary Art Educator**

1994	Beth McDavid	Birmingham
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### **National Middle Level Art Educator**

1996	Betsy Logan	Auburn
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### **National Secondary Art Educator**

1989	Sandra O'Connor	
2003	Hope Brannon	Wetumpka

### **National Supervision/Administration Art Educator**

2005	Sara Bopp Strange	Montgomery
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### **Southeastern Region Elementary Art Educator**

2004	Martha Smith	Opelika
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### **Southeastern Region Middle Level Art Educator**

2000	Angela Patrick	Mobile
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### **Southeastern Region Secondary Art Educator**

1988	Sandra O'Connor	
1998	Hope Brannon	Wetumpka
2014	Jill Ritchey	

### **Southeastern Region Higher Ed Art Educator**

1988	Turner Rogers	Mobile
1991	Shirley Musgrave	Tuscaloosa

### **Southeastern Region Supervision and Administration Art Educator**

2000	Ross Hobbs	
2004	Jan Stephens	Birmingham

**Southeastern Region Museum Art Educator**

1988	Jeffery York	
1989	Patty Noble	
2004	Suzy Harris	
2014	Samantha Kelly	

**Southeastern Region Art Educator**

2005	Hope Brannon	Wetumpka
2019	Kelly Berwager	Troy
2023	Tammie Clark	Decatur

**NAHS Sponsor Award**

1999	Sara Strange/Andy Meadows	Montgomery
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**National Emeritus Art Educator**

2008	Jean Schulman	Muscle Shoals
2012	Sharon Christman	Birmingham

**NAEA, CEC, VSA arts Peter Geisser Special Needs Art Educator**

2010	Becky Guinn	Lanett
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### Robert's Rules Example Sheet

To:	Say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Decided by:
Adjourn	"I move to adjourn."	No	Yes	No	No	Majority vote
Recess	"I move to recess for/until..."	No	Yes	No	Yes	Majority vote
Complain about hearing, comfort, etc.	"Point of privilege..."	Yes	No	No	No	Chair
End debate and vote on question	"I move the previous question."	No	Yes	No	No	Majority vote
Suspend further consideration of something	"I move to table this matter."	No	Yes	No	No	2/3 vote
Postpone deciding the question	"I move to postpone this matter until..."	No	Yes	Yes	Yes	Majority vote
Amend a motion	"I move to amend this motion by..."	No	Yes	Yes	Yes	Majority vote



Introduce business (a main motion)	"I move that..."	No	Yes	Yes	Yes	Majority vote
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The motions and points listed above are in order of preference. When a motion or point of inquiry is pending, only those listed *above* the pending point may be raised.

To:	Say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Decided by:
Redress any violation of the body's Rules	"Point of order..."	Yes	No	No	No	Chair
Request information	"Point of inquiry..."	Yes	No	No	No	N/A
Verify a recent voice vote by actual count (before next motion only)	"I call for division."	Yes	No	No	No	Majority vote
Prevent body from considering a matter	"I object to considering this Question."	Yes	No	No	No	2/3

Consider a suspended matter	"I move to take from the table..."	Yes	Yes	No	No	Majority
Reconsider a previous motion	"I move to reconsider..."	Yes	Yes	No	No	2/3
Consider something out of Schedule	"I move to suspend the rules to consider..."	No	Yes	No	No	2/3
Vote on the Chair's decision	"I appeal the Chair's decision."	Yes	Yes	Yes	No	Majority

The motions and points above have no precedence. Any of them may be raised in response to any motion or question, with the exception of the three items in gray (motion to adjourn, motion to recess, and point of privilege)

## MAIN MOTIONS

### To Introduce New Business

Obtaining and assigning the floor

- A member raises their hand (or rises, depending on your rules) and waits to be acknowledged
  - The chair recognizes the member by name

Note. It is never proper to raise your hand or rise to be acknowledged while another is speaking. If your point or motion is one of the kind that can interrupt the speaker, make your point or motion without waiting for recognition.

How the Motion is Brought Before the Assembly

- The member makes the motion: *I move that (or "to") ...* and resumes his seat.
- Another member seconds the motion: *I second the motion or I second it or second.*
- The chair states the motion: *It is moved and seconded that ... Are you ready for the question?*

Consideration of the Motion

- Members can debate main motions before the question is voted on or otherwise decided.
- Before speaking in debate, members must obtain the floor.
- The maker of the motion has first right to the floor.
- Debate must be confined to the merits of the motion.
- Debate can be closed only by order of the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.

The chair puts the motion to a vote

- The chair asks: *Are you ready for the question?*
- If no one rises to claim the floor, the chair proceeds to take the vote. · The chair says: *The question is on the adoption of the motion that ... As many as are in favor, say 'Aye'. (Pause for response.) Those opposed, say 'Nay'. (Pause for response.) Those abstained please say 'Aye'.*

· Depending on your rules, some kinds of business may call for a vote by show of hands. The chair announces the result of the vote.

· *The ayes have it, the motion carries, and ...* (indicating the effect of the vote) or · *The nays have it and the motion fails*

If the count may be incorrect, a member calls for division

· If any member feels that the tally of voice votes is incorrect, they may call for division. · Any call for division, unless the result of the previous vote was obvious (e.g. a unanimous or nearly-unanimous vote) must be honored.

· The chair will instruct the body on how to vote (e.g. by show of hands or by standing), and the body will vote accordingly.

#### WHEN DEBATING YOUR MOTIONS

- Listen to the other side
- Be polite
- Focus on issues, not personalities
- Avoid questioning motives

## MOTIONS, GENERALLY

### MAIN MOTION

You want to propose a new idea or action for the group.

- After recognition, make a main motion.
- Member: "Madame Chairman, I move that \_\_\_\_\_."

### AMENDING A MOTION

You want to change some of the wording that is being discussed.

- After recognition, "Mister Chairman, I move that the motion be amended by adding the following words \_\_\_\_\_."
- After recognition, "Mister Chairman, I move that the motion be amended by striking out the following words \_\_\_\_\_."
- After recognition, "Mister Chairman, I move that the motion be amended by striking out the following words, \_\_\_\_\_, and adding in their place the following words \_\_\_\_\_."

### REFER TO A COMMITTEE

You feel that an idea or proposal being discussed needs more study and investigation. • After recognition, "Madame Chairman, I move that the question be referred to a committee made up of members Smith, Jones and Brown."

### POSTPONE DEFINITELY

You want the membership to have more time to consider the question under discussion and you want to postpone it to a definite time or day, and have it come up for further consideration.

- After recognition, "Mister Chairman, I move to postpone the question until \_\_\_\_\_."

### PREVIOUS QUESTION

You think discussion has gone on for too long and you want to stop discussion and vote. • After recognition, "Madam Chairman, I move the previous question."

### LIMIT DEBATE

You think discussion is getting long, but you want to give a reasonable length of time for consideration of the question. After recognition, "Mister President, I move to limit discussion to two minutes per speaker."

### POSTPONE INDEFINITELY

You want to kill a motion that is being discussed.

- After recognition, "Mister Chairman, I move to postpone the question indefinitely."

### RECESS

You want to take a break for a while.

- After recognition, "Mister Chairman, I move to recess for ten minutes."

### ADJOURNMENT

You want the meeting to end.

## **MOTIONS, GENERALLY**

- After recognition, "Madame Chairman, I move to adjourn."

### PERMISSION TO WITHDRAW A MOTION

You have made a motion and after discussion, are sorry you made it.

- After recognition, "Mister Chairman, I ask permission to withdraw my motion."

### CALL FOR ORDERS OF THE DAY

At the beginning of the meeting, the agenda was adopted. The chairman is not following the order of the approved agenda.

- Without recognition, "Call for orders of the day."

#### SUSPENDING THE RULES

The agenda has been approved and as the meeting progressed, it became obvious that an item you are interested in will not come up before adjournment.

- After recognition, "Madam Chairman, I move to suspend the rules and move item 5 to position 2."

#### POINT OF PERSONAL PRIVILEGE

The noise outside the meeting has become so great that you are having trouble hearing, or the temperature in the room is uncomfortable, or some other concern. • Without recognition, "Point of personal privilege."

- Chairman: "State your point."
- Member: "There is too much noise, I can't hear."

#### COMMITTEE OF THE WHOLE

You are going to propose a question that is likely to be controversial and you feel that some of the members will try to kill it by various maneuvers. Also you want to keep out visitors and the press.

- After recognition, "Mister Chairman, I move that we go into a committee of the whole."

#### POINT OF ORDER

It is obvious that the meeting is not following proper rules. E.g. a motion is passed without the right kind of vote, or a member is breaking the rules of debate.

- Without recognition, "I rise to a point of order," or "Point of order."

#### POINT OF INQUIRY

You are wondering about some of the facts under discussion, such as the balance in the treasury when expenditures are being discussed.

- Without recognition, "point of inquiry."

#### POINT OF PARLIAMENTARY INQUIRY

You are confused about some of the parliamentary rules.

- Without recognition, "Point of parliamentary inquiry."

#### APPEAL FROM THE DECISION OF THE CHAIR

The Chair has made a decision that you wish the body to vote on. • Without recognition, "I appeal from the decision of the Chair."