

UTAH ART EDUCATION ASSOCIATION CONSTITUTION AND BYLAWS

MISSION STATEMENT

The Utah Art Education Association advocates for and increases the quality of visual arts education through professional development, collaboration, and leadership opportunities.

VISION STATEMENT

We believe that humankind is inherently creative, possessing aesthetic sensitivity and awareness and the desire to make our world more beautiful and meaningful. We believe in the cultivation of the whole child and adults by providing them with significant experiences in all art forms that may otherwise be missing in formal educational programming.

ARTICLE I – NAME

Section 1. The name of this organization shall be The Utah Art Education Association, a non-profit organization. It shall be a state affiliate of the National Art Education Association.

ARTICLE II – PURPOSES

Section 1. The purpose of the Association shall be:

- a. To further the role of art as essential in the social environment as stated in the Vision Statement.
- b. To perpetuate and strengthen the art program in the educational institutions of the State of Utah.
- c. To make the association's resources available to teachers and administrators by conducting an annual conference and regional workshops.
- d. To make social media resources available containing art news, new ideas, and key issues and problems.
- e. To be responsible for presenting the latest art education philosophies, theories, procedures, and materials for all art educators at the annual conference of The Utah Art Education Association.
- f. To help build teacher commitment toward art with respect to society, the learner, and the discipline.
- g. To provide leadership opportunities for art educators

Section 2. The Utah Art Education Association is organized exclusively for educational purposes, included, for such purposes, the making of distributions to organizations that

qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future tax code.

ARTICLE III – POLITICAL AFFILIATION

Section 1. The Utah Art Education Association is a nonpartisan organization and therefore, no substantial part of the activities of the association shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the association shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, the association shall not carry on any other activities not permitted to be carried on by an association exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

ARTICLE IV – MEMBERSHIP AND DUES

Section 1. The membership shall include active members of the educational profession who direct or who are engaged in the teaching of art in the schools of Utah. The membership shall also include persons teaching art part-time or who find art an integral part of their program. Educators in all fields are urged and welcomed to attend the art education conferences of this association, so that they might better understand the vital contribution of art in the education program, and may, therefore, assist in building a well-planned art program for the schools of Utah.

Section 2. Active Member. An active member is a professional educator who supports the avowed purposes of the association, and who pays individual active membership fees as outlined by the State Association. This membership shall entitle the participant to:

- a. Receive all the rights and privileges of affiliated membership with the National Art Education Association.
- b. Receive all the rights and privileges of membership, including eligibility for holding an Executive Office, Executive Board membership, committee membership, or Nominating Task Force work.
- c. Have the right to vote at the regularly constituted annual meeting.
- d. Receive all publications of the Association.

Section 3. Student Member. A member who is a university/college student and, by his or her membership, indicates support of the avowed purposes of the Association. The student membership shall be set by the Executive Board. Membership shall entitle the student to:

- a. Attend meetings and conferences.
- b. Receive all publications of the Association.

- c. Have the right to vote at the regularly constituted annual meeting.

Section 4. Honorary Associate Member. Any superintendent, principal, or patron. They shall be entitled to:

- a. Attend meetings and conferences.
- b. Honorary Associate Members are non-voting members

ARTICLE V – FINANCES

Section 1. Any plans for raising special funds or appropriating funds from the treasury shall be approved by the Executive Board.

Section 2. The checking account shall consist of all monies received from membership dues, gifts, and all other monies except those otherwise specified.

Section 3. Financial records shall be audited annually as directed by the Executive Board.

Section 4. At the discretion of the Executive Board, the Treasurer may be authorized to invest funds or deposit them in an interest bearing program.

Section 5. At the Executive Board meeting in the fall, the Treasurer, assisted by the President and President-elect, shall present to the Board for approval a budget for the year, providing for expenses and various activities of the Association, based upon receipts of dues and other funds received during the current year. The Executive Board must approve any budget adjustment over a 10 percent administrative discretionary leeway.

Section 6. No part of the net earnings of the Association shall inure to the benefit of, or be distributable to its members, officers, or other private persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth.

Section 7. Upon dissolution of the Association, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future purpose. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the Association is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE VI – ORGANIZATION AND GOVERNMENT

Section 1. The Board shall be: the President, President-Elect, Secretary, Treasurer, immediate Past President, BTS Representative, Awards Coordinator, Publicity/Newsletter Editor, Conference and Workshop Committee Members, Area Representatives from Charter School, Higher Education, Secondary Education, Elementary Education, Museum Education, Art History, Pre-Service Education and Educational Administration/Supervision, Northern Region, Southern Region, and Eastern Region.

Section 2. The Executive Board shall be: the President, President-Elect, Treasurer, and immediate Past President. The President shall serve one year as President-Elect, two years as President and one year as Past President. They shall meet to plan board meetings and as necessary to keep the business of the organization running smoothly.

ARTICLE VII – APPOINTMENTS, NOMINATIONS, AND ELECTIONS

Section 1. The Secretary shall be appointed by the President.

Section 2. A Nominating Task Force shall be appointed by the Executive Board and nominations shall be presented for President.

Section 3. One member of the Nominating Task Force will act as chairman.

Section 4. The President may only succeed him or herself in the event that a willing and qualified candidate for the position cannot be found.

ARTICLE VIII – MEETINGS

Section 1. The Fiscal Year. The fiscal and administrative year shall begin May 1 and shall be concluded Apr 30.

Section 2. Time and day of the quarterly meetings of Executive Officers and Board shall be determined by vote of the Board. Additional meetings may be scheduled as necessary at the discretion of the Executive Board.

ARTICLE IX – AMENDMENTS AND CONSTITUTIONAL CHANGES

Section 1. Changes in Constitution and By-laws. The Constitution and By-Laws of the Association may be amended at any business meeting of the Association by a two-thirds majority vote of the accredited voting representatives, provided that the proposed amendment had been submitted in writing and presented to the Executive Board

60-days prior to the meeting.

BY-LAWS

ARTICLE I – DUTIES OF THE STATE OFFICERS

Section 1. The President shall preside at all meetings of the Association. The President shall appoint the Secretary, Treasurer, and all Nominating Task Force members, with the exception of the Nominations chairperson. The President shall be a member ex-officio of all committees and departments with the exception of the Nominating Task Force. At all delegate conventions, the President, during the term of office, shall submit in writing a report of the year's work with such recommendations as he or she may deem advisable. The President shall be the Pacific Regional Delegate and the National Representative Assembly Member.

Section 2. The President-Elect shall be an aide to the President; shall, in the absence of the President, perform the duties of that office, and, in case of permanent disability or resignation of the President, succeed to that office.

Section 3. The Secretary shall keep an accurate record of the proceedings of the meetings of the Association and the Executive Board in a permanent record book provided for that purpose; shall have custody of all books and papers belonging to the Association, except those specifically assigned to others; and shall conduct all correspondence requested by the President or the Executive Board.

Section 4. The Treasurer shall draw all warrants for disbursements ordered by the Association; and shall receive membership dues and other funds. The Treasurer shall present an annual audited report of all receipts and disbursements.

Section 5. The Past President shall preside in the absence of the President and President-Elect.

Section 6. The President or assigned Pacific Regional Delegate shall be responsible for channeling all pertinent regional material to the Association.

ARTICLE II – DUTIES OF OTHER BOARD MEMBERS

Section 1. The President may appoint board members to manage print and digital media, to utilize various outlets to communicate with UAEA members, and strengthen the art community using current technology and communication trends.

Section 2. Area Representatives from Higher Education, Secondary Education, Elementary Education, Museum Education, and Educational Administration/Supervision shall be responsible for keeping abreast of both State and National news in their

respective areas; and shall report on that news through various designated media outlets.

Section 3. Membership Coordinator shall maintain an accurate record of the membership and furnish the President, Secretary, and members of the Executive Board membership lists as needed.

Section 4. Other Board positions may be created as necessary.

ARTICLE III – DUTIES OF REGIONAL REPRESENTATIVES

Section 1. Regional Representatives shall be responsible for keeping abreast of issues and events in their respective regions, shall be responsible for channeling news of the Association to their respective regions, and shall report all pertinent regional news to the appropriate Board member for inclusion in the appropriate media outlets.

ARTICLE IV – DUTIES OF COMMITTEES

Section 1. Term

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

Section 2. Reports by each committee shall be submitted to the President upon request.

Section 3. Conference and Workshop Committees shall arrange for workshops and presentations at all Association Conferences. They shall work with the Site Committee to create a schedule, ensuring each presentation has adequate time, space, and resources. They shall collaborate with other Board members to ensure the schedule is printed and made available to the public.

Section 4. Site Committee shall arrange for and organize facilities for the Annual Spring Conference. They shall direct volunteers and other Board Members on task list for set-up, clean-up, and other facility-related issues.

Section 5. Media Committee consists of webmaster, print and digital media specialists, and social media representatives. This committee shall collaborate to ensure that all events and programs of the Association are communicated effectively to teachers around Utah.

ARTICLE V - Policy Manual

Document Destruction Policy

No officer, director, employee or agent of the Association shall knowingly destroy a document with the intent to obstruct or influence the investigation or proper administration of any matter within the jurisdiction of any government department or agency or in relation to or contemplation of any such matter or case.

Whistleblower Policy

Retaliation Against Whistleblowers Prohibited

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

Fundraising and Scholarship Policy

Donations are collected through the UAEA website and through an annual Silent Auction. All proceeds and donations are deposited into a separate account solely for the use of scholarships.

The Catherine Ford scholarship is awarded to a Utah high school senior that excels in visual arts and plans on pursuing a career in the visual arts. Students are nominated by Utah High School Art Teachers. The UAEA Board selects the annual winner by evaluating the student based on talent and financial need. The selection process is all done anonymously, without the board members knowing the Student's name or high school. If the student's art teacher happens to be on the UAEA Board, he/she is asked to leave the room during the selection process. The same practice would apply if there were a family member on the board.

Conflict of Interest Policy

UAEA directors, officers, committee members, staff, and other volunteers, while acting on behalf of UAEA, 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 UAEA, 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 UAEA. A conflict of interest also occurs whenever an individual has a relationship with other parties to the transaction or matter in an undisclosed or adverse manner to UAEA. Depending upon the immediacy and seriousness of the conflict, a number of resolutions are possible. If the conflict is minimal, it may be cured through nothing more than disclosure of the interest and a pledge to remain objective and neutral to it. Other conflicts are more serious and may require the board or committee member to remove

themselves from any involvement in the association's discussions or **decision making on the matter.** (This is called **recusal.**) In rare cases, conflicts are so immediate and serious that **resignation from the board, committee, or other association assignment is the only prudent means of avoiding the conflict.**

It is the prerogative of the board, not the individual, to determine how severe a conflict is and the appropriate steps that must be taken to remedy it.

Interests do not often, per se, create actual conflicts. Individuals often have fully legitimate responsibilities to more than one board or organization. It is generally only when some specific issue arises in which both organizations have a direct interest that an actual conflict exists. It is important to stress that the existence of a conflict of interest and the actions taken to resolve that conflict are not punitive or a negative reflection on the affected board or committee member's ethics, commitment to UAEA, or judgment.

If an individual has a conflict of interest or potential conflict of interest in connection with any UAEA transaction or matter, he or she should immediately notify the President or other appropriate UAEA representative.

Amended – September, 2015