

LEADERSHIP HANDBOOK  
OF THE NORTH CAROLINA ART EDUCATION  
ASSOCIATION



North Carolina Art Education Association

Fourth Edition,  
Published by the North Carolina Art Education Association  
c. 1982, 1983, 1991, 1998, 2013

## FOREWORD

“To promote and improve the quality of art education in the state of North Carolina. NCAEA will focus on three broad categories to accomplish its goals: Leadership, Service, and Internal Organization.” The mission statement of the association is our starting point for planning, implementing, promoting, and working together to strengthen the arts education program in North Carolina. In addition, we wish to continue our growth as a leader in the arts at both the state and national levels. This LEADERSHIP HANDBOOK is just a part of that mission as jobs are clarified, policies and business management information is shared, and schedules for newsletters, staff development, and meetings are provided. The intent of this book is for it to be “user friendly,” with additions and more revisions to come in the future as the NCAEA continues to grow. In this 1998 revised edition we hope to establish a clear foundation and direction for the leadership of the North Carolina Art Education Association. I am thankful to Dr. Roberta Rice for writing the first edition of the NCAEA LEADERSHIP HANDBOOK in 1982. Her model was used for revision and additions to make this a guidebook which will help current and future leaders of the association. As the mission statement indicates, we do wish to promote and improve the quality of visual art education in North Carolina. We hope this LEADERSHIP HANDBOOK will promote and improve the quality of leadership in our association as well, thus strengthening the entire education program in our state.

Barbara L. Bailey-Smith  
Editor  
1991, 1998

Marylu Flowers-Schoen  
Editor  
2010, 2013

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## GOALS AND PURPOSES OF THE NORTH CAROLINA ART EDUCATION ASSOCIATION

The North Carolina Art Education Association is a professional, non-profit educational association dedicated to the promotion of visual arts education in the state of North Carolina.

### MISSION STATEMENT

“To promote and improve the quality of art education in the state of North Carolina. NCAEA will focus on three broad categories to accomplish its goals: LEADERSHIP, SERVICE and ORGANIZATION.”

NCAEA is an active advocate for promoting visual arts education in public and private schools K-12, higher education, museums, arts centers, arts councils, and across the state.

The association embraces members from public and private schools, Pre-K- educators at institutions of higher education, museums, and community arts education programs. It aims to provide and stimulate professional participation and leadership development by promoting knowledge of and the production of the arts, and by promoting sound methods and philosophies for teaching art. The association provides an important forum for group study and discussion of the issues concerning arts education in our state. It included membership categories for arts educators in the following areas: elementary, middle level, secondary, supervision/administration, higher education, student, museum, and retired art educators.

### HISTORY OF THE ORGANIZATION

The North Carolina Art Education Association was formed in the mid-1960's by members of the art sections of the North Carolina Education Association and the North Carolina Teachers Association. This new group met in general session on March 27<sup>th</sup> 1965, after electing its charter officers. The first constitution of the association was finally accepted and received in April of 1970. The organization has continued to grow and change, striving to meet the needs of North Carolina's arts educators. A more complete history compiled by Frances Crimm and Dr Perry Kelly, 1991, is on file in the Archives Division at Western Carolina University, Cullowhee, North Carolina.

## PAST PRESIDENTS

Dr. Robert Barnard	1965-1967
Ms. Frances Crimm	1967-1969
Mr. Anthony Swider	1969-1971
Dr. Joan Gregory	1971-1973
Ms. Wilma King	1973-1975
Dr. Betty Petteway	1975-1977
Dr. Perry Kelly	1977-1979
Mr. Norbert Irvine	1979-1981
Dr. Marianne Stevens Suggs	1981-1983
Dr. Jo Alice Leeds	1983-1985
Ms. Ronnie Lilly	1985-1987
Mr. Dean Johns	1987-1989
Ms. Emmy Whitehead ( Casey)	1989-1991
Dr. Eric Purves	1991-1993
Ms. Barbara L. Bailey-Smith	1993-1995
Ms. Betti Longinotti	1995-1997
Ms. Deborah Cooper	1997-1999
Dr. Rebecca Bailey	1999-2001
Dr. Phil Phillips	2001-2001
Dr Cynthia Bickley-Green	2003-2005
Ms. Debra Pylypiw	2005-2007
Ms. Karen Canfield	2007-2008

### Current President:

Ms. Cheryl Maney	2008-2011
President Elect	
Ms. Sandra Williams	2011-2013

### Since Board and General Membership updating of the Constitution:

Juline Chevalier	2013-2014
Penny Freeland	2014- present

CONSTITUTION OF THE NORTH CAROLINA ART EDUCATION ASSOCIATION  
(revised in 1987, 1999, and 2010)

Article I. Name

The name of this organization shall be the North Carolina Art Education Association (NCAEA).

Article II. Relationships

The North Carolina Art Education Association is an affiliate association of the National Art Education Association. This association shall maintain a close relationship with the North Carolina Department of Public Instruction, and other education organizations.

Article III. Purposes

The purposes of the North Carolina Art Education Association shall be:

1. To stimulate professional development; to promote the knowledge of and the production of the arts and to promote sound methods and philosophies of arts education.
2. To provide for group study and discussion of the problems which confront those involved in arts education.
3. To provide experiences in which art educators, (public and private arts teachers and administrators and museum educators) classroom teachers and other educators may learn through observation and participation.
4. To maintain regional and national contacts with other groups of arts educators and other whose objectives coincide with those of NCAEA.
5. To secure cooperation of legislative, state, and county officials and foundations in establishing conditions that shall render the efforts of arts educators more effective.
6. To circulate information and to keep members informed of the significant developments in the field of arts education.
7. Notwithstanding any other provisions of this constitution, this association is organized exclusively as a non profit educational organization to engage in activities as described in section 501(C) (3) of the Internal Revenue Code of 1954.

8. To provide scholarships or grants, which are subject to the provisions of Section 117(a), to members to be used for study at an educational organization described in Section 170(b)(1)(A)(ii) of the Internal Revenue Code of 1954, as amended, or to achieve a specific objective, produce a report or other similar product, or improve a literary, artistic, teaching, or other similar capacity or skill of the grantee. Such amounts granted too members are to be made on an objective and non-discriminatory basis, and the amounts will be awarded in accordance with a program which is consistent with the existence of the association's exempt status under Section 501(c) (3)

The association will adhere to a racially non-discriminatory policy which provides that it does not discriminate against individuals on the basis of race, color, national or ethnic origin. In addition, the group of persons who select recipients of awards will not be in a position to derive a private benefit, directly or indirectly, if certain potential grantees are selected over others.

#### Article IV. Membership

Individuals professionally engaged in or actively interested in arts education, art or related fields may become members of the North Carolina Art Education Association. Classification of memberships shall follow that of the National Art Education Association (NAEA).

#### Article V. Dues and Fees

Section I. The North Carolina Art Education Association is an affiliate of the National Art Education Association, therefore dues are set by the National Delegates Assembly. From the membership dues collected in North Carolina, a percentage is rebated to the NCAEA.

Section II. The North Carolina Art Education Association shall charge a registration fee for all Professional Development State Conferences held in the state. The amount of this fee shall be established by the Executive Committee upon recommendation of the Board of Directors of the NCAEA.

#### Article VI. Government

Section I. Officers: The officers of the North Carolina Art Education Association shall be:

President

President Elect

Past President

Secretary

Treasurer

Newsletter Editor

Division Chairs

(Elementary, Middle School, Secondary, Supervision, Higher Education and  
Museum Educators)

Region Coordinators

Officers shall hold active membership in the association. The term of office shall be for two years.

#### Section II. Board of Directors:

1. The Board of Directors shall consist of the Past President, President, President Elect, Secretary, Treasurer, Newsletter Editor, Division Chairs, two Members at Large appointed by the President

to serve during the term of the President's office, Region Coordinators, chairs of standing committees and chairs of ad hoc special committees.

2. All persons on the board of Directors shall be members in good standing.
3. The State Supervisor of Art Education shall be an ex-officio member of the Board of Directors.
4. The commercial distributors may have one representative as an ex-officio member.
5. The President of the State Chapter of the Student Division shall be an ex-officio member of the Board.
6. Ex-officio members may not vote on Board decisions.
7. All business transacted by the Board of Directors, except plans for the annual Professional Development State Conference, shall be presented for approval at the annual business meeting of the association.

### Section III. Executive Committee:

1. The Executive Committee shall consist of President, President Elect, Past President, Secretary, Treasurer, Newsletter Editor and the Members-at-Large.
2. The Executive Committee shall review all matters pertaining to the functioning of the association and formulate policies which shall be subject to discussion and approval by the Board of Directors.

### Section IV. Terms of Office:

Officers shall be elected for two years and may be re-elected for a second term. No officer may serve for the third consecutive term, but will be eligible for the same office after an interval of two years.

### Section V. Administrative Period:

Newly-elected state officers shall take office immediately after the annual North Carolina Art Education Association meeting at which time their election is reported and confirmed.

### Section VI. Divisions:

Divisions shall be composed of job alike groups in the membership. These shall be the Division of Elementary Education, Division of Middle School Education, Division of Secondary Education, Division of Higher Education, Division of Supervision/Administration, Division of Museum education, Division of Student Art Educators and Division of Retired Educators. Each division shall elect its officers for a two year term, form committees, study groups or programs deemed necessary. Each division shall prepare a program for its members for the annual staff development weekend of the association. Each division will have ONE (1) voting voice on the Board of Directors.

### Section VII. Special Committees:

The president may appoint special committees to undertake specific assignments as needed. Such committees shall be appointed on an Ad Hoc basis and shall serve no longer that the term for which they were appointed.

### Section VIII. Region Coordinators:

The president shall appoint 8 region coordinators who will assume office at the staff development weekend. The geographic regions shall conform to the 8 educational regions

established by the State Department of Public Instruction. Regional coordinators shall be responsible for assessing the needs of art educators in their region; for planning, coordinating, implementing, and reporting on regional staff development activities; and conducting regional meetings at the Professional Development State Conference.

#### Section IX. Working Groups:

The committees are grouped in concentrations of similar purpose so that the officers and committee chairs do not work in isolation and they themselves create sub-committees for the better sharing of tasks and ideas. Members can also volunteer easing into a future leadership role in the association.

**Advocacy** (Internal and External) chaired by the President with the chairs of Diversity, Partnerships, Professional Development through the Region Coordinators, lesson plans through the Division Chairs, and Community Service (an ad hoc committee chair).

**Communications** chaired by Newsletter Chair, with Photography, the Website Manager, and chairs of Technology and Journal.

**Student Art Events** chaired by a Member at Large with the chairs of National Junior art Honor Society, National Art Honor Society, Youth Art Month, NC Legislature student art exhibit, Very Special Arts, and the Conference Student Exhibit.

**Member Recognition** chaired by the President Elect with the chairs of Award, Scholarship, and Members Exhibit.

**Conference** chaired by the Past President with Members serving on this as hoc committee for one year.

**Foundations** chaired by the Secretary with the Treasurer, Historian/Parliamentarian, Long Range Planning, and Executive Secretary.

#### Article VII. Elections

##### Section I.

At least nine months before the annual meeting of the election year the president shall appoint a nominating committee of at least three persons. This committee shall draw up a slate of candidates for president-elect, secretary, treasurer, and newsletter editor to take office after the annual meeting of the election year. All candidates will be in good standing with the organization and will remain so for the duration of their candidacy. Officers and nomination committee members shall be members of good standing prior to election, and shall be carefully selected to include persons from all sections of the State if possible. The nominating committee members are not eligible to run for an elected office while serving on the committee. The committee chair will be announced to the membership and the chair will accept nominations from the membership for a determined amount of time not to be shorter than 60 days. Sixty days prior to the annual meeting of the election year, ballots with provisions for write-in nominations, will be distributed to each member so that they may vote by electronic mail or other authorized means of electronic transmission. The ballots must be received by the Nomination Committee Chair within 30 days of the distribution date. \* See also Appendix 1 (pages 16-19) for additional procedures.



## Section II.

Division Chairs of Elementary Education, Middle School Education, Secondary Education, Supervision/Administration, Higher Education, Museum Educators, Division of Student Art Educators and Division of Retired Educators shall be elected by members of the specific divisions. The elected chairs shall be members in good standing and serve a term concurrent with the elected officers of NCAEA. Elections of Division Chairs will follow the same process as stated in Section I.

## Section III.

Region Coordinators of the eight educational regions established by the North Carolina Department of Public Instruction shall be nominated by the members of the specific region. Region members may self nominate. The nominated candidates must be members in good standing. Nominations will be submitted to the President Elect, who will prepare a paper ballot for each region. The Region Coordinator will distribute the ballot at the region meeting during the NCAEA Professional Development State Conference. Region members present at the meeting will return the completed ballots to the Region Coordinator. The Coordinator will present the candidate to the President for appointment at the business meeting. If the current Region Coordinator has been nominated for a second term, the President Elect will select a board member to preside over the distribution and receiving of ballots and presentation to the President. Region Coordinators will serve two years term non-concurrent with elected officers.

## Article VIII. Dissolution of the North Carolina Association of Art Education

In the event of dissolution, the residual assets of the organization will be turned over to one or more Organizations which themselves are exempt as organizations described in section 501 (CX3) and 170 (CX2) of the internal Revenue Code of 1954 or corresponding sections of any prior or future Internal Revenue Code, or to the Federal, State or Local government for exclusive public purpose.

## Article IX. Meetings

There shall be one business meeting of the North Carolina Art Education Association held each year during the annual conference. Consideration of constitutional changes and presentation of all Board of Directors' decisions shall be part of this annual meeting. The President may call, upon advice of the Executive Committee, other meetings during the year.

## Article X. Order of Business

### Section I.

- A. Minutes
- B. Report of Treasurer
- C. Report of Committees
- D. Unfinished Business
- E. New Business

## Article XI. Income and Benefits

No Part of the net earnings of the Association shall inure to the benefit of any member, sponsor, donor, creator, trustee, officer, employee, or without limitation, any other private individual, or to the benefit of any corporation, organizations, any part of the net earnings of which inure to the benefit of any private individual or substantial part of the activities of which is carrying on propaganda or otherwise attempting to influence legislation; provided, this shall not prevent payment of reasonable compensation for service actually rendered to and from the Association in effecting its purpose.

#### Article XII. Amendments

Amendments to the constitution or by-laws may be made by a two-thirds vote of the members present at the annual business meeting. The Executive Committee shall be notified of the proposed amendment at least four weeks prior to this meeting and any proposed amendment shall be first referred to a Constitution Committee for study.

#### Article XIII. Quorum

The quorum shall consist of the members present at the business meeting.

#### Article XIV. Records

All records and correspondence of officers and committees shall be turned over to the Secretary for editing at the end of the term of office. The Secretary shall deposit these records in the association archives in the Library at Western Carolina University, Cullowhee.

#### Article XV. Scholarship Fund

The Scholarship Fund shall be used to give aid to NCAEA members in good standing for further study in the field of Art education, studio, museum or other fields of education as approved by the Scholarship Committee.

## **BY-LAWS**

### **Article I. Duties for the Elected Officers**

#### Section I. President:

The duties of the President shall be:

- A. To preside at all business sessions at the annual staff development weekend during the term of office. Also the President presides at the meetings of the Executive Committee and Board of Directors.
- B. To give guidance in planning all programs for the annual Professional Development State Conference.
- C. To appoint special committees as needed and oversee the standing committees through the Working Groups.
- D. To serve as NCAEA Delegate to the NAEA Delegates Assembly and to attend all Delegate Assembly meetings called by NAEA.
- E. To coordinate the Awards Nominations for the NCAEA to the NAEA Awards program.
- F. To appoint two members at-large to the Board of Directors.
- G. To initiate and develop policies that will be presented to the board of Directors and Executive Committee for approval.
- H. To be responsible for coordinating the work and aims of the organization.
- I. To provide liaison with affiliated organizations.
- J. To countersign all check for expenditures.
- K. To appoint Region Coordinators and oversee their activities.
- L. To work closely with personnel hired by the association to assist in management of the association.

#### Section II. President Elect:

The duties of the President-elect shall be:

- A. To act as presiding officer in the absence of the president.
- B. To assume the office of President in the event of a vacancy.
- C. To preside when a motion referring to the president is made.
- D. To chair the Member Recognition Working Group.
- E. To assist in liaison with the regional and national activities.
- F. To serve on the Board of Directors and Executive Committee.
- G. To serve as NCAEA Delegate to NAEA Delegates Assembly and to attend all Delegate Assembly meetings called by NAEA.
- H. To chair Membership Committee.
- I. To participate in planning of PDSC as “job in training” for future responsibilities.

### Section III. Past President:

The duties of the Past President shall be:

- A. To assume the duties of the President-elect in event of vacancy of that office.
- B. To serve on the Board of Directors and Executive Committee.
- C. To be responsible for the program of the annual staff development weekend and serve as chair for the Professional Development State Conference ad hoc committee.

### Section IV. Secretary:

The duties of the Secretary shall be:

- A. To act as recording officer and custodian of the records, except when those duties are especially assigned by the President and to provide minutes of all meetings to the President and President Elect.
- B. To keep a register of roll of members and notify officers and committee members of appointments.
- C. To keep a copy of the Constitution, By-laws, and Rules of Order and to record properly all amendments to these documents.
- D. To send notices of all called meetings, stating the purpose of the call.
- E. To have a list of all standing committees at all meetings.
- F. To preside at all meetings in the absence of the President, President Elect, and Past President until a President Pro-tem can be elected.
- G. To maintain records of committee chairs and committee membership.
- H. To collect all records and correspondence from the standing and Ad Hoc committees.
- I. To deposit all association, committee, and Treasure reports in the archives located in the library at WCU – Cullowhee.
- J. To serve on the Board of Directors and the Executive Committee.
- K. To serve as Chair of Archives Committee.

### Section V. Treasurer:

The duties of the Treasurer shall be:

- A. To keep an accurate account of all monies collected and of expenditures.
- B. To keep a close liaison with the National Art Education Association pertaining to membership rebates.
- C. To pay all bills authorized by the President.
- D. To counter sign all checks with the President.
- E. To serve as Chair of the Budget Committee.
- F. To prepare a financial report to be distributed to membership at the annual business meeting.
- G. To arrange for a yearly audit and report to Internal Revenue Service.
- H. To assume responsibility for proper staff development registration.
- I. To serve on the Board of Directors and Executive Committee.

### Section VI. Newsletter Editor:

The duties for the Newsletter Editor shall be:

- A. To coordinate information, articles, and advertisements for the newsletter of the North Carolina Art Education Association and to publish three newsletters a year.
- B. To coordinate the electronic publishing of the newsletters.
- C. To work closely with personnel hired by the association to assist in management of the association.
- D. To maintain communication with the National Art Education Committee.
- E. To serve on the Board of Directors and the Executive Committee.
- F. To serve as chair of the Communications Working Group.

Section VII. Division Chairs:

The duties of the Division Chairs shall be:

- A. To preside at Division meetings and make arrangements for the programs and other activities of the Division.
- B. To provide a means for election of officers of the Division in the appropriate year.
- C. To study problems relating to the membership of the Division and make recommendations.
- D. To serve on the Board of Directors.

**Article II. Standing Committees and Region Coordinators:**

The duties of the Standing Committees:

Section I. Constitution Committee—Chair appointed by the President,

- A. To consider any recommendations for amendments and submit them to the Board of Directors, Executive Committee and Membership.
- B. To update the Constitution as needed.

Section II. Membership Committee --- Chair, President Elect.

- A. To promote and maintain a strong membership throughout the state.
- B. To promote and encourage new types of membership in order to accommodate changing conditions.

Section III. Archives Committee --- Chair, Secretary.

- A. To receive and review all records and correspondence from officers and committees and edit when necessary.
- B. To aid in compiling these records for deposit in the Library at WCU- Cullowhee.

Section IV. Budget Committee --- Chair, Treasurer.

- A. To aid in forming a workable budget for the association.
- B. To review all financial transactions and reports.
- C. To supervise the auditing of financial records.
- D. To receive and consider all requests for monies from committee chairmen, officers and authorized persons.

- E. To call the committee to review the final report of the recipient or recipients at the conclusion of his or her study.
- F. To do the specific requirements and directions in Appendix I (pages 16-19).

Section V. Scholarship Committee --- Chair appointed by the President.

- A. To see that application forms are made available to the membership.
- B. To receive applications from the membership.
- C. To call the committee to review said applications.
- D. To notify by mail the recipient or recipients chosen by the committee.
- E. To call the committee to review the final report of the recipient or recipients at the conclusion for his or her study.
- F. To do the specific requirements and directions in Appendix I (pages 16-19).

Section VI. Youth Art Month Committee --- Chair appointed by the President.

- A. To maintain communication with the membership concerning information for Youth Art month.
- B. To publicize activities about YAM and promote it as a major advocacy tool for arts education.
- C. To encourage the membership to celebrate Yam.
- D. To write a report concerning statewide YAM activities to be sent to NAEA and to share the report with the membership.
- E. To coordinate other activities across the state concerning the celebration of Youth Art Month in NC as decided upon by the NCAEA Board of Directors.

Section VII. Awards Committee --- Chair, appointed by the President.

- A. To coordinate the nomination and selection process for awards recipients in categories which are in alignment with the NAEA Awards Program.
- B. To ascertain whether the nominees and nominators are current members of the NCAEA (exception being those category recognitions for awards given “outside the profession”).
- C. To coordinate the communication and presentation of the awards.
- D. To work with the President in preparing North Carolina’s award recipients’ nominations to be sent to the National Art Education Association for further recognition.
- E. To coordinate publicity and dissemination of information onward recognitions presented by the association.

Section VIII. Region Coordinators --- appointed by the President after region election.

- A. To assess the needs of art educators in their region.
- B. To plan, coordinate, implement, and report on regional staff development activities.
- C. To contribute three leaders of workshops or presenters from their region to the PDSC.
- D. To conduct regional meetings at the Professional Development State Conference and call for nominations for each election cycle.

**Article III. Membership and Dues**

#### Section I. Amount of Dues:

The dues for all classes of membership in the association are set by the Delegates Assembly of the National Art Education Association.

#### Section II. Types of Membership:

Active: For art teachers, directors of art education programs, or those engaged in pursuits closely related to the field. Affords you all of the benefits of membership.

First Year Professional: For recent graduates entering their first year of teaching art.

Valid for one year only. Affords you all of the benefits of membership except the right to hold national office.

Student: For undergraduate and full-time graduate students. Affords you all of the benefits of membership except the right to hold national office.

Retired: For retirees who have been a member of NAEA for a minimum five years.

Affords you all of the benefits of membership.

Associate Non-Art Educator: For school personnel not actively engaged in the teaching of art and for all those interested in art education. Provides most benefits, except the right to vote or hold national office.

Institutional/School-Based Partnerships: For institutions or departments involved with art education. Receive all of the benefits of membership except the right to vote or hold national office. Includes a subscription to Studies in Art Education, one pre-paid NAEA National Convention registration, and eligibility for NAHS sponsorship where appropriate.

### **Article IV. Constitution and By-Laws**

Section I. The constitution and By-Laws shall be approved by the Board of Directors, Executive Committee and passed by the membership.

Section II. Subsequent suggestions for changes or amendments to the Constitution or By-Laws shall be received by the Constitution Committee and reviewed. Any changes shall be approved by the Board of Directors, Executive Committee and passed by the membership.

Section III. Proposed changes shall be made in writing. After committee approval, copies of any proposed changes shall be sent to the Board of Directors and Executive Committee thirty days in advance of the meeting.

Section IV. The membership shall discuss and vote on changes or amendments at the annual business meeting. Two-thirds approval by the present shall be necessary to pass said change or amendment.

### **Article V. Fiscal and Administrative Year**

The financial year for the NCAEA shall be from July 1 to June 30.

## **Article VI. Rules of Order**

Robert's Rules of Order (revised) shall be the authority on all questions of procedure not otherwise covered by the Constitution and By-Laws.

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### Appendix I

North Carolina Art Education Association 1996, and revised 2010.

#### Scholarship Fund

The NCAEA adheres to a racially non-discriminatory policy which provides that it does not discriminate against individuals on the basis of race, color and national or ethnic origin.

#### Section I. Requirements for candidate and recipients:

1. The candidate shall be a member in good standing of the North Carolina Art Education Association for no less than three consecutive years prior to making application.
2. The candidate shall make application for aid to the Scholarship Committee in which a statement shall be made as to the specific area of study. There shall be two written recommendations from persons acquainted with the work of the candidate.
3. The recipient shall use the scholarship for the purpose stated and approved by the Scholarship Committee and may receive a scholarship no more than one time within a five year period.
4. A report shall be made to the Scholarship Committee following the period of study, as shown in Guideline #3.

#### Section II. Guidelines:

1. The President of NCAEA shall appoint five members in good standing to serve on the Scholarship Committee during his or her term of office. The Chair of this committee shall be included in this number.
2. The Scholarship shall formulate procedures, discuss applications, evaluate, and decide on the recipient.
3. At the conclusion of the study the Committee shall receive the final report from the recipient who may be in any acceptable form pre-decided by the recipient and Committee.
4. The interest only from the Scholarship Fund shall be used in granting study scholarships. The financial record of the Fund shall be kept by the Treasurer of the NCAEA designating two \$500 scholarships.
5. If any time in the future, the NCAEA Scholarship Fund shall be terminated, the monies on deposit shall revert to the regular account of NCAEA.



6. Donations to the Scholarship Fund shall be tax-deductible under the exemption for NCAEA.
7. Announcement of the scholarship shall be made in the fall newsletter and at the Professional Development State Conference.
8. Applications shall be received by the Scholarship Committee Chair.
9. Review of applications and decisions as to recipient should be in February, the specific date to be decided by the Scholarship Committee. An interview may be requested of the candidates at the discretion of the Committee.
10. The recipient or recipients shall be notified in writing and an announcement made in the newsletter on the website.
11. An application form shall be developed by the Scholarship Committee and sent to those who wish to apply for a scholarship.
12. A filing system of applicants and recipients shall be maintained by the Scholarship Committee Chair.
13. A report of the work of the Committee shall be made to the President and Secretary of NCAEA at least one week before the Professional Development State Conference. A copy of this shall be placed in the files of the Scholarship Committee.
14. The chair of the Scholarship Committee shall make a report on the status of the funds and works of the Scholarship Committee to the membership at The Professional Development State Conference.

#### ELECTION PROCESS 1997

1. Nominations solicited at board meetings, state conference during division and regional meetings, and from the membership via newsletter, website and announcements at PDSC.
2. Nominating committee chair checks all possible candidates for active membership status.

3. All nominees are contacted concerning their interest in pursuing the process and having their name considered by the nominating committee for upcoming election.
4. It has been the practice in the past (not policy) for those members who are nominated by the membership and agree to submit their names for the continued process not serve as a nominating committee member. The nominating committee membership is appointed by the President of the NCAEA. Volunteers were accepted for this current committee from the board during a board of directors meeting for the nominating committee.
5. The nominating committee makes final selection for the upcoming election and ballot.
6. Those selected candidates are asked to submit a photo and written statement concerning their experiences and why they wish to serve in that position. This information is printed in BY DESIGN prior to the fall conference.
7. Those candidates who were not selected to be on the ballot are thanked for their interest and those names are passed on to the incoming president for consideration for an appointed board position and /or committee.
8. Ballots are designed and printed by the Nominating Committee. Voting occurs at the conference. Each member receives a ballot upon registration at the Professional Development State Conference and is encouraged to vote.
9. Each member is allowed to vote for each position on the Executive Board, but only one vote is allowed for one's own division. **THOSE BALLOTS WHO VOTED IN EVERY CATEGORY WERE DISQUALIFIED FOR A DIVISION VOTE, BUT WERE COUNTED FOR THE EXECUTIVE BOARD POSITIONS.**
10. Candidates are contacted prior to the announcement of new slate of officers at PDSC.
11. Final selections are made for appointed positions by incoming President.
12. New officers are announced and sworn into office at a General Session at PDSC by the Parliamentarian.

#### NAEA AWARDS NOMINATION

Suggested procedures for the Past-President assuming the responsibilities for ensuring the NCAEA has nominations at the national level for recognition in the awards program.

Notes compiled by B. Bailey-Smith

October 1997

1. Celebrate the award winners in the NCAEA at the Professional Development State Conference.

2. Get the list of award winners, AND their packets from the NCAEA Awards Chair.
3. Copy the packets and return the ORIGINALS to the award winners.
4. When returning the originals, include an NAEA Standardized Vita Form and Award Nomination Form with a letter explaining the organization's intent to nominate the individual for national recognition. Be very specific concerning the number of pages allowed in each nomination packet. It is their responsibility to update their vita, recruit new letters of recommendation, or give you permission to use the original letters that were in the NCAEA nomination packet.

Note: guidelines typically include a nomination form, cover letter of nomination, vita, photograph, and two letters of support. Any packet exceeding 6 pages will be disqualified by NAEA for processing.

5. Set a predetermined deadline for the return of those packets to Past President to allow adequate time for processing. A suggested deadline is August 15. The NAEA deadline is for the packets to be IN Reston, Virginia at the national office by October 1.

6. In August, go through the returned packets and contact those individuals of any missing pieces for their nomination.

7. In September, condense the packets of information and write cover letters of nomination.

(Note: The guidelines include only 6 pages and a photograph. However, a former NAEA Board Member who had to coordinate the selection process, presentation does make a difference. An attractive fold, colorful stationary for the cover letter, etc. should not make a difference in the final selection process, but does create memory in the total reviewing process.)

8. Send notes of confirmation (postcard, email, letter, phone call) to the nominees of the package being processed and sent to NAEA.

9. Awards Chair will send confirmation to NCAEA President as to the completion of task.

10. Plan a celebration as we know that the NCAEA is proud of all its winners!

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Awards:

It is the policy of the North Carolina Art Education Association that both nominees and nominators for any NCAEA and NAEA Awards recognition must be a member of the association. Exceptions for this policy include those individuals being considered for the Friends of the Arts Awards as is described in the awards nominating guidelines.

September 1996

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POSITION STATEMENT NORTH CAROLINA ART EDUCATION ASSOCIATION  
(NCAEA), 1996

North Carolina now enjoys a national reputation with regard to its position supporting the arts in education. It has made important progress in the eighties that has greatly enhanced the quality of lives of young people by providing an extended base of knowledge. The North Carolina Art Education Association reaffirms its position supporting the essential role of the visual arts in North Carolina's public education. Decisions by the State Board of Education to remove the arts requirement from the Scholars Program have given rise to a concern for the continued success of the Basic Education Program as a comprehensive package given to a concern for the continued success of the Basic Education Program as a comprehensive package.

Through the ages art has been part of the human experience essential to the quality of life. It incorporates cognitive processes and symbols important for cultural preservation, understanding, and human expression. Higher order thinking and creative problem solving skills are inherent in the visual arts. Facts, concepts, skills, and values represented by the visual arts are unparalleled in other disciplines.

Art is a body of knowledge. History demonstrates its importance as a human endeavor that enlightens us and improves the quality of our lives. NCAEA does not want to see art become a neglected resource in the North Carolina Public Schools.

The people of North Carolina recognize the value of art as basic to our cultural preservation and expression; therefore, it is incumbent that the educational community support art as a basic part of education.

(This was written in 1993 in response to the removal of the arts from receiving credit in the Scholars Program.)

CONSTITUTION OF THE NORTH CAROLINA ART EDUCATION ASSOCIATION  
Submitted for discussion to NCAEA Board meeting on Saturday, September 26, 1998

A. Change “supervision Division” to Supervision / Administration Division” each time it appears.

Section VI. Divisions:

Divisions shall be composed of job alike groups in the membership. These shall be the Division of Elementary Education, Division of Middle School Education, Division of Secondary Education, Division of Higher Education, Division of Supervision/Administration, Division of Museum education. . Each division shall elect its officers for a two year term, form committees, study groups or programs deemed necessary. Each division shall prepare a program for its members for the annual staff development weekend of the association.

B. Add “Member-at-Large” to the listing of the Executive Committee.

Section III. Executive Committee:

1. The Executive Committee shall consist of President, President-elect, Past President, Secretary, Treasurer, Newsletter Editor and the Members-at-Large.

C. Change “Sites Selection” Committee from Standing Committees to Special Committees.

Section VII. Standing Committees:

The NCAEA shall have the following committees which function during the office of the President: (Sites Selection), Constitution, Membership, Budget, Publicity, Archives, Staff Development Weekend, and Scholarship,.

Section VIII. Special Committees:

The President may appoint special committees to undertake specific assignments as needed. Such committees shall be appointed on an Ad Hoc basis and shall serve no longer than the term which they were appointed.

D. Under Article VI, Government, Change Regional Coordinators to reflect the new makeup of the state’s regional divisions, if be recommended b the Board of Directors to the membership.

Section IX. Regional Coordinators/Special Committee:

The president shall appoint 8 regional coordinators (how many ? what configuration?) who will assume office at the staff development weekend. The geographic regions shall conform to the 8 (?) educational regions established by the State Department of Public Instruction (prior to the shift to 5 regions). Regional coordinators shall be responsible for assessing the needs of art educators in their region; for planning, coordinating, implementing, and reporting on regional staff development activities; and conducting regional meetings at the Staff Development Weekend.

E. Change duties of the Newsletter editor to be more in alignment with the task, but global enough so a change in the structure of this editor's job does not always require a constitutional amendment.

Section VI. Newsletter Editor:

The duties for the Newsletter Editor shall be:

1. To coordinate information, articles, and advertisements for the newsletter of the North Carolina Art Education Association and to publish three newsletters a year.
2. To coordinate the mailing and distribution of the newsletters.
3. To work closely with the management firm to accomplish these duties.
4. To maintain communication with the National Art Education Committee.
5. To serve on the Board of Directors and the Executive Committee.

F. Under By-Laws, Article II, Duties of Standing Committee and Regional Coordinators, add "Awards Committee" as a standing committee for the organization. If added, to create a brief description of job responsibilities.

Awards Committee – appointed by the President

a) to -----

b) -----

G. Dependent upon the Regional format decided upon by the Board, Change Section 9 to read in accordance to the new format ( if any).

Section 9. Regional Coordinators.

This section would need a descriptor or deleting based on the decision and recommendation by the Board of Directors.

If changes are approved, I recommend that it be noted in the following way under Article VI., Rules of Order, VIII: Amended and presented to the Board of Directors on September 26, 1998, further amended and sent to the Executive Committee on September 28, 1998, and to the membership on November 6, 1998, by the Constitution Committee, Barbara Bailey- Smith, Chair; Constitution Committee members being Dean Johns, Becky Stair, Marylu Flowers-Schoen.  
Barbara Bailey-Smith- Constitution Committee Chair

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## Changes referred to in 2010

In the 21<sup>st</sup> Century, the association needs to update its mode of operation to include technological tools that are faster, more economical, require less travel, and allow for more involvement of the members.

The above changes have been endorsed by the 2010 NCAEA Board of Directors and if this is approved by vote by the membership at the Professional Development State Conference, a list of the changes will be archived here.

## Marylu Flowers-Schoen

Throughout the Constitution and the Bylaws:

The Staff Development Weekend has been named the Professional Development State Conference

Regional Coordinators have been changed to Region Coordinators

Division Chairmen have been changed to Division Chairs

All mention of mailing and distributing information including newsletter and voting has been altered to reflect electronic distribution.

Reformatting has occurred of the Constitution for easier readability including imbedding of previously passed amendments

Specific changes:

The job descriptions of President Elect and Past President have been reversed, and  
The committees have been grouped into Working Groups.