

BY LAWS

THE MARYLAND ART EDUCATION ASSOCIATION



ARTICLE I: DUTIES AND RESPONSIBILITIES OF ELECTED OFFICERS

Section 1. PRESIDENT

The President shall preside at all meetings of MAEA; shall establish the agenda for meetings in cooperation with the Executive Committee; have the power to appoint committees not otherwise provided for in the Constitution and Bylaws; serve as ex-officio member of all committees; provide leadership for goal and policy development and attainment; serve as liaison with NAEA; and perform other such duties as usually pertain to the office.

Section 2. PRESIDENT-ELECT

The President-Elect shall assume the duties of the President in event of absence or vacancy in that office; serve as Chairperson of the Membership Committee; establish and maintain a communications network with regional representatives, in cooperation with the Vice-President for Advocacy; and perform other duties as determined by the President.

Section 3. PAST PRESIDENT

The immediate Past President shall serve in an advisory capacity to the State Council and Executive Committee; serve as Chairperson of the Development Committee; and assume the duties of the President-Elect in the event of vacancy in that office.

Section 4. SECRETARY

The Secretary shall keep minutes of all meetings of the general membership, State Council, and Executive Committee; keep an accurate and complete record of all organizational business activities; and shall disseminate information to the membership as required.

Section 5. TREASURER

The Treasurer shall be custodian of all MAEA funds and shall keep an accurate record and present a written account of all funds received and disbursed at the annual meeting of the membership and at each meeting of the State Council. The Treasurer shall deposit the funds of the organization in a depository approved by the President and the Executive Committee and shall be authorized to disburse funds up to \$150.00 without prior approval of

the Executive Committee. At the conclusion of each even numbered fiscal year, the Treasurer shall submit all financial records of MAEA to an Independent auditor approved by the Executive Committee.

ARTICLE II: DUTIES AND RESPONSIBILITIES OF APPOINTED OFFICERS

Section 1. VICE-PRESIDENT FOR COMMUNICATIONS

The Vice-President for Communications shall be Chairperson of the Communications Committee and shall oversee the development and dissemination of all publications of the Association. The Vice-President for Communications shall develop a program and budget plan annually for approval by the State Council and shall inform the membership of on-going plans at the annual meeting of the Association and through the MAEA newsletter.

Section 2. VICE-PRESIDENT FOR ART ADVOCACY

The Vice-President for Art Advocacy shall be Chairperson of the Advocacy Committee and shall oversee the development and implementation of all MAEA efforts to promote art education in the schools and community. In cooperation with the President-Elect, the Vice-President for Advocacy shall establish and maintain a communications network with representatives of the 24 local school systems. The Vice-President for advocacy shall develop a program plan and budget annually for approval by the State Council and shall inform the membership of on-going plans at the annual meeting of the Association and through the MAEA newsletter.

Section 3. VICE-PRESIDENT FOR PROGRAMS

The Vice-President for Programs shall be Chairperson of the Program Committee and shall oversee the development and presentation of professional development opportunities, awards programs, and special projects approved by the State Council. The Vice-President for Programs shall develop a program and budget plan annually for approval by the State Council and shall inform the membership of on-going plans at the annual meeting of the Association and through the MAEA newsletter.

Section 4. HISTORIAN

The Historian shall maintain the archives of MAEA and shall document those events having importance or that have influenced the development of the Association. The archives shall be placed in a depository approved by the State Council.

Section 5. PARLIAMENTARIAN

The Parliamentarian shall be the authority on all procedural issues and shall apply Robert's Rules of Order when issues arise not otherwise covered in the Constitution and Bylaws or the Policy and Procedures Manual.

Section 6. DIVISION DIRECTORS

The Division Directors shall develop the program for the Divisions, including conferences and other professional activities. The Division Directors shall present a program plan and budget annually for approval by the State Council and shall inform the membership of on-going plans at the annual meeting of the membership and through the MAEA newsletter.

ARTICLE III: DUTIES AND RESPONSIBILITIES OF APPOINTED REPRESENTATIVES

Section 1. REGIONAL REPRESENTATIVES

The Regional Representatives shall represent the viewpoint of members in their region at meetings of the State Council; serve on committees; and in cooperation with Chairpersons of the Membership and Advocacy committees, establish and maintain a statewide network for dissemination of information and materials that support the goals of MAEA.

Section 2. MEMBERS AT LARGE

The Members at Large shall represent the viewpoints of the organizations they represent at meetings of the State Council, serve on committees, and perform other duties assigned by the President or Executive Committee.

Section 3. AFFILIATE GROUP REPRESENTATIVES

Representatives of affiliate groups shall inform the State Council of concerns, needs, and proposals relating to their area of concern and shall communicate the issues to the membership through the MAEA newsletter. Affiliate representatives shall serve on committees and conduct a program of professional activities related to their particular interest.

ARTICLE IV: DUTIES OF THE STATE COUNCIL

The MAEA State Council shall serve as the executive authority of the Maryland Art Education Association. It shall administer the business and educational affairs of the Association and provide such supervision as may be necessary to promote the best interest of the Association's goals and programs. The State Council shall approve all expenditures, present a financial report to the membership annually, and provide for biannual auditing of accounts.

ARTICLE V: DUTIES OF THE EXECUTIVE COMMITTEE

The Executive Committee shall have authority to represent and act for the State Council between meetings of that body and as directed by the Council. The Executive Committee, in cooperation with the President, shall set the time and place for meetings of the membership and the State Council and shall serve as the Development Committee.

ARTICLE VI: MEMBERSHIP

Section 1. MEMBERSHIP DUES

The State Council with the advice and counsel of the Executive Committee shall determine AMOUNT OF DUES the dues for all classes of membership in the Association.

Section 2. CLASSES OF MEMBERSHIP

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

- A. 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
- B. ASSOCIATE: For school personnel not actively engaged in the teaching of art, for all persons interested in art education, and individual full-time undergraduate and full-time graduate students and retired persons. Associate membership provides all the privileges of membership except the right to vote and hold office.
- C. RETIRED ACTIVE: Open to active members who have retired and have been a member of the Association for a minimum of ten (10) years. Retired Active membership provides all the privileges of active membership.
- D. STUDENT: For preservice art educators who spend 51% or more of their time in undergraduate or graduate studies. Student membership provides the privileges of active membership except the right to vote and to hold national and state offices.
- E. HONORARY: Honorary memberships may be conferred upon persons who have made some outstanding contribution to art education and whose names the MAEA State Council has approved. This membership is conferred for the life of the member.

ARTICLE VII: STANDING COMMITTEES

Section 1. MEMBERSHIP COMMITTEE

The membership committee shall be responsible for organizing and coordinating promotional campaigns and materials. The Membership Committee Chairpersons shall manage the annual membership campaign; maintain an accurate and complete list of MAEA members; and make necessary information concerning membership available to the State Council, Executive Committee, and other committees of the Association.

Section 2. COMMUNICATIONS COMMITTEE

The Communications Committee shall be responsible for developing and disseminating all publications of the MAEA, including the *Gazette* and website, and special publications approved by the State Council. The Chairperson of the Communications Committee shall manage the publications process and provide leadership to the editorial and public relations coordinators and committee members.

Section 3. PROGRAM COMMITTEE

The Program Committee shall be responsible for planning and implementing professional development programs for the MAEA membership, State Council, and Executive Committee; identifying and acknowledging excellence in art teaching, supervision, and administration; mounting exhibits of student and teacher art work; and special projects approved by the State Council to advance the goals of the Association. The Chairperson of the program committee shall manage programs designed to provide professional development and shall provide leadership in implementing awards programs and special projects.

Section 4. ADVOCACY COMMITTEE

The Advocacy Committee shall be responsible for developing methods and programs to promote art education and quality art teaching and for providing liaison with advocacy programs of related organizations. The Chairperson of

the Advocacy Committee shall manage implementation of all advocacy programs and provide leadership in designing programs that promote the goals of MAEA.

Section 5. DEVELOPMENT COMMITTEE

The Development Committee shall be responsible for developing and recommending on-going special program priorities and organizing fund raising initiatives to support programmatic decisions of the State Council. The Chairperson of the Development Committee shall manage the annual fiscal planning process and shall recommend an operating budget to the President at the beginning of each fiscal year.

ARTICLE VIII: ADOPTION OF THE CONSTITUTION AND BY-LAWS

After presentation of the proposals for reorganization to the membership and upon the majority approval of the votes cast from the current MAEA active membership, this Constitution and By-Laws becomes operative immediately.

ARTICLE IX: FISCAL YEAR

The fiscal year shall extend from January 1 through December 31. The administrative year shall extend from November 1 through October 31.

ARTICLE X: RULES OF ORDER

Robert's Rules of Order, Newly Revised shall be the authority on all questions of procedures not otherwise covered in the Constitution and By-Laws. The President shall appoint a Parliamentarian.

ARTICLE XI: AMENDMENTS

The Bylaws of this Constitution may be amended in the same manner prescribed in Article X of this Constitution.

ADOPTED MAY 1980
REVISED JUNE 1987
REVISED OCTOBER 1992
REVISED SEPTEMBER 2003
REVISED JUNE 2013
REVISED DECEMBER 2014



Elizabeth Stuart, MAEA President



Gino Molfino, MAEA President Elect



Eleni S. Dystra, MAEA Past President



Nan Park, MAEA Treasurer



Pat Cruz, MAEA Secretary