

## **ORGANIZATION AND GOVERNANCE**

### **ART EDUCATORS OF NEW JERSEY, Inc. CONSTITUTION AND BY LAWS**

(Adopted October 2011 revised October 2013, revised 2018.)

This document includes the Constitution and the By Laws of the Art Educators of New Jersey.

This document will allow easy accessibility to policies which have been adopted by the membership (in the case of the Constitution and By Laws) and by Executive Boards and Advisory Councils through the years. The Constitution and By Laws were last revised in October, 2013.

## **ORGANIZATION AND GOVERNANCE**

### **ART EDUCATORS OF NEW JERSEY, Inc. CONSTITUTION AND BY LAWS**

#### **Preamble to the Constitution**

The Art Educators of New Jersey, Inc., through the instrumentality of its Constitution, sets forth the means by which the aspirations of those responsible for programs of art education in this state may be supported.

As an organization, we affirm our faith in the power of the visual arts to enrich the lives and endeavors of humankind. In a highly technological society such as ours, the Visual Arts serve as a humanizing force, giving dignity and a sense of worth to the individual. They provide the means by which aesthetic quality and order are derived from the exercise of an individual's intellect, sensitivity, creativity, and critical and historical understanding.

It is our purpose to promote and maintain the highest possible degree of quality instruction in visual arts programs throughout New Jersey under whatever auspices they are fostered.

It is our intent to communicate our belief of the importance of the visual arts as a discipline in the schools and to affect positively the role of art education in the culture, to the organized teaching profession and to the community-at-large.

We dedicate ourselves to the promotion of aesthetic and humanistic growth and quality performance in art. With these as our goals, we support Visual Arts and Humanities Programs that provide depth and breadth of experiences in art, essential to meet the needs, interests, and abilities of the varied individuals whom we teach.

#### **Art Educators of New Jersey (AENJ) Mission Statement**

To support New Jersey's Visual Arts educators, the students they instruct and the communities they enrich

- by providing professional development, curriculum development, legislative advocacy, financial, and other supports to Visual Arts educators and Visual Arts education;
- to ensure that Visual Arts instruction is tailored to meet wide-ranging student abilities and cultural interests and;

- to ensure that the Visual Arts persist as a powerful, humanizing force that uplifts, inspires, challenges, affirms and dignifies arts patrons, arts students, established and aspiring artists and their communities.

*\*\*This was approved by the Board of Directors in January, 2018.*

### **Article I - NAME**

This organization shall be known as the Art Educators of New Jersey, Inc. (AENJ)

### **Article II - PURPOSES**

The purposes of AENJ, Inc. are to represent the visual art educators of New Jersey and:

- A. to work for the adoption of a clause in the New Jersey State Board of Education rules and regulations which state that a discipline based comprehensive visual art program, including aesthetics, art history, art criticism and studio production, articulated by a qualified visual art certified teacher, in a sequentially developed curriculum be taught to all students, on a regularly scheduled basis.
- B. to work for the implementation of the national standards and the New Jersey state Core Course Proficiencies-k—12.
- C. to work for the requirement of a minimum of one year of the visual arts for acceptance into a New Jersey state college / university and
- D. to encourage teacher training programs to include information about current national standards and New Jersey Core Course Proficiencies;
- E. to work to maintain the requirement of a minimum of one year of the visual arts requirement for New Jersey high school graduation.
- F. to work for the requirement of a minimum of one year of the visual arts for completion of a Bachelor's Degree requirement by all New Jersey colleges.
- G. to continue to maintain support for the position of Visual Arts Program Coordinator in the New Jersey State Department of Education.
- H. to work for recognition and acceptance of the concept that the Visual Arts are a necessary academic curriculum component for every public, private, parochial school, college, and / or university.
- I. to foster professional growth and leadership for all visual arts educators by providing staff development opportunities available to all art educators, other educators, and administrators.
- J. to encourage research and exploration in art education.
- K. to hold public discussions, sponsor meetings, workshops and conferences.
- L. to maintain a web site, prepare publications, articles, reports, research findings, and surveys relating to current issues of concern to visual art educators.
- M. to support professional growth initiative of the state department of education.
- N. to prepare and provide advocacy assistance to the AENJ membership.

AENJ, Inc. is a non-profit education organization and shall only engage in activities consistent with its status as defined in Section 501 (C) (3) of the Internal Revenue Code of 1954 or any successor provisions thereto.

### **Article III - MEMBERSHIP**

Individuals professionally interested in, or engaged in, activities concerned with, or related to, Visual Arts education, shall be eligible for membership. Voting members of the organization shall be all active, retired and life members. Other and specific membership information may be found in the By-Laws and Policy Manual.

### **Article IV - ORGANIZATION AND GOVERNANCE**

Organization: The AENJ shall be organized and governed by a Board of Directors. The Board of Directors comprised of an Executive Committee, Working Groups and Ad-Hoc Committees. The board shall report annually to the organization's membership at the General Assembly.

A. The Board of Directors: The Board of Directors shall be comprised of elected officers and appointed members who serve as directors of the organization.

1. Elected Officers. The elected officers of the AENJ shall include a President, President-Elect, Secretary, Treasurer and Immediate Past President.

2. Appointed Directors: The Appointed Members of the Board shall serve as Directors and be appointed by the President with the approval of the elected officers and include the Co-Chairs of Working Groups and Committees: Membership & Communications, Advocacy & Outreach, Advisory Council, Youth Advocacy Month, Annual Conference and Administrative.

B. Terms of Office - The term of office of all officers and directors shall be two (2) years. With an option to be re-elected or re-appointed for up to three consecutive terms.

### **Article V. – ELECTIONS**

A. Nominating Committee: The President, with the approval of the Board, shall appoint a nominating committee of at least five voting members. This committee shall be chaired by a Past-President. The committee shall prepare a slate of qualified candidates for each office with provisions for a write-in vote when there are not two candidates for a position.

B. Voting: The election shall be conducted by paper ballots or by electronic mail or other authorized means of electronic transmission. Ballots must be distributed by **August 15th** of the election year and must be received by the Elections Clerk (Executive Director to serve in this role) within 30 days after that date. mailed out no later than September 1st to be received and counted by the Annual Conference. All eligible members of AENJ shall receive a ballot. A simple majority of the votes cast shall determine the outcome of the election. The ballots shall be prepared by the Nominating Committee Chair under the direction of the Nominating Committee. The Historian (Additional task for the ED) shall be responsible for the conduct of the election. The result of the election shall be announced to the General Assembly at the Annual Conference.

C. Vacancy: In case of vacancy of office, the President, with the approval of the Board, shall have the power to fill the vacancy, for the balance of the term, through appointment, except as already provided by this document.

## **Article VI. – MEETINGS**

- A. Board of Directors: The Board shall meet at the discretion of the President, but no less than four (4) times annually.
- B. General Assembly: The General Assembly shall meet annually at the Conference. The President may call additional meetings of the General Assembly with the advice and consent of the Board of Directors.
- C. Quorum: A Quorum at all meetings shall consist of the two-thirds of the members present.

## **Article VII. – AMENDMENTS**

Amendments to the Constitution shall be originated by the Board of Directors or by petition by twenty-five (25) members in good standing. After review and approval by the Board of Directors, the proposed amendments shall be published along with a ballot to be returned to the Historian. (Secretary) Two-thirds of the votes cast signify approval.

## **Article VIII. INCOME AND BENEFITS**

No part of the net earnings of the Organization 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, any private individual, or any 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 or for the Organization and its purposes.

## **BY LAWS**

### **Article I. BOARD OF DIRECTORS**

The Board of Directors shall be comprised of elected officers and appointed members. The elected officers of the AENJ shall include a President, President-Elect, Secretary, Treasurer and Immediate Past President. The Appointed Directors shall include the Co-Chairs of the Membership & Communications, Advocacy & Outreach, Advisory Council, YAM and the Administration Workgroups and the Co-Chairs Annual Conference Committee.

#### **A. ELECTED OFFICERS:**

1. President: The President shall:
  - call regular and special meetings of the Board, General Assembly and Working Groups whenever he/she deems it necessary, with proper notification to all members involved. Ten days to two weeks shall constitute proper notification;
  - preside over meetings of the Board, General Assembly and shall appoint Co-Chairs of working groups/committees, appoint ad hoc committees;
  - be the Executive Officer of the Organization;
  - provide, with the Treasurer, for the annual audit of the Treasurer's books and shall be the second authorized signature on all organization bank accounts;
  - serve as delegate to the NAEA Delegate Assembly.
2. President-Elect: In the absence of the President, the President-Elect shall have all the powers and prerogatives of the President and shall serve as an alternate to the Delegates Assembly in the second year of his/her term of office

- act as ~~Administrative Assistant~~ to the President, and in the absence of the President, the President-Elect shall have all the powers and prerogatives of the President;
- serve as an NAEA Delegate Assembly during the second year of his/her term of office;
- serve as an NAEA Delegate Assembly alternate during the first year of his/her term of office;
- coordinate AENJ's participation in NAEA Team East functions.

3. Treasurer: The Treasurer shall be responsible for

- the management of funds of the organization and shall supervise the disbursement thereof within the parameters listed in the budget approved by the Board, upon authorization of the President and/or the Board and shall keep the President and all groups informed of the financial condition of the organization
- partnering with external financial personnel (bookkeeper and accountant) to provide reports to the board both monthly and quarterly
- ensuring accurate and timely filing of forms; and compliance with all authorities having jurisdiction over the organization.
- working to maintain the organization fiscal health, by providing budget forecast, cashflow spending and income data

4. Secretary: The Secretary shall

- keep accurate records of all motions of the Board, up to date information for all board members, including offices held and length of service
- prepare minutes and store all meetings and maintain all corporate records of the organization, and ensure that all local, state and federal filings are completed and filed in a timely manner.
- Serve as a member of the membership and communications workgroup, and the administration workgroup.

5. Immediate Past President: The Immediate Past President shall

- serve as Ex-Officio and act as advisor to the President, Board of Directors and the General Assembly;
- serve as liaison with the National Art Education Organization;
- serve as the AENJ representative to the Delegate Assembly of the NAEA for the first year of his/her term;
- review policy and make recommendations for inclusions into the policy manual to the Board prior to the **Policy Review Board Meeting** scheduled by the President.

**B. Terms of Office** - The term of office of all elected officers shall be for two (2) years.

**C. Officer Dismissal Procedure:** The AENJ Executive Board may dismiss an elected officer, for cause\* by this procedure:

A determination, at a scheduled Board meeting, that the officer is not performing his/her duties. The President will issue a written communication concerning failure to perform job, or if the President is not performing his/her duties, the President-Elect will issue the communication. If the situation does not improve, a removal for cause vote is taken by the Board and, following two thirds vote approval, the President will send a registered letter announcing the officer's removal.

(\* ) Cause shall be defined as the neglect of duties as outlined in the AENJ Policy Manual, failure to respond to written and/or phone communications and such other situations as the Board deems reasonable.

#### **D. APPOINTED OFFICERS**

The Board shall include the following appointed members: Membership & Communications Co-Chairs, Advocacy & Outreach Co-Chairs, Youth Art Month, Advisory Council and Administration Working Group Co-Chairs and Annual Conference Committee Co-Chairs.

1. Membership & Communications Working Group Co-Chairs: The Co-Chairs shall be responsible for:

- serving as a liaison to the membership
- conducting membership drives,
- preparing and disseminating information,
- be responsible for the maintenance of the organization's website and coordinate AENJ's social media presence across all social media platforms
- coordinate coverage, including photography, of events, and prepare and coordinate press releases;

2. Advocacy & Outreach Working Group Co-Chairs: The Co-Chairs shall be responsible for the:

- coordination all Advocacy and outreach (internally and externally) activities;
- overseeing the development of advocacy materials and exhibits;
- coordinating efforts to promote Visual Arts Education in New Jersey working with the Department of Education and National, State, and Local and officials when deemed necessary.
- Coordinating outreach and events with AENJ partners, including, NJEA, NAEA, NJSB and others.

3. Advisory Council Co-Chairs: The Co-Chairs shall be responsible for:

- coordinating professional development activities for the organization's membership throughout the year
- ensuring there is regional and divisional representation throughout all aspects of the organization's work
- the recruitment and outreach of members for leadership opportunities within the organization through the emerging leaders program.

4. Youth Art Month Co-Chairs: The Co-Chairs shall be responsible for

- the leadership and coordination of all aspects of YAM programming for the state

- nominating County YAM Chairs for appointment to the President for board approval

5. Annual Conference Co-Chairs: The Co-Chairs shall be responsible for

- the design, structure and coordination of the annual conference
- the recruitment and management of a conference planning committee and volunteers to assist with tasks at/or related to the conference
- partnering with school districts, arts organizations, and other institutions to promote the conference as the premier professional development activity for the sector.

6. Administration Workgroup Co-Chairs: The Co-Chairs shall be responsible for

- managing all the administrative tasks and functions of the board of directors, including, and not limited to finance, governance, by-laws and nominations.
- ensuring all reporting and compliance with local state and federal authorities are adhere to.

**B. Term of Office:** Appointed members are appointed to a two-year term by the President, with the approval of the elected officers.

**C. Removal of Appointed Board Members:** Any appointed board member may be removed as a member of the Executive Board for cause (\*) by a majority vote of the Board.

(\*) Cause shall be defined as the neglect of duties as outlined in the AENJ Policy Handbook, failure to respond to written and/or phone communications and such other situations as the Executive Board deems reasonable.

**Article III – COMMITTEES/WORKING GROUPS**

Working Group Co-Chairs and Committee Chairs shall be appointed by the President with the advice from the Nominating Committee and consent of the Board. The working groups/committees shall meet, as necessary, to carry on the Organization work. Ad-hoc committee chairs shall be appointed by the President with the advice and consent of the Board for a particular activity and shall dissolve at the conclusion of the special assignment. Committees/Working Groups shall incur no expense to AENJ without prior approval of the Treasurer and within the guidelines of the organization’s approved budget.

List here the Working Groups, Committees and AhHoc Committees and their functions: Advocacy & Outreach, Membership & Communications, Advisory Council, YAM, Annual Conference, Executive Committee and (By-Laws and Nominations, Finance and Audit)

**Article IV. - GENERAL ASSEMBLY**

The General Assembly, composed of all AENJ members, shall meet annually and make known to the Officers and Directors of the Board, the needs and concerns of the General Assembly.

**Article V. - MEMBERSHIP AND DUES**

**A. Amount of Dues:** The dues, for all classes of membership in the Organization, shall be determined by the Board.

**B. Classes of Membership:** Unless otherwise specified, all classes of membership are for a period of one year, from Annual Conference to just prior to next Annual Conference.

1. Active: Those individuals engaged in the teaching of the visual arts, 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.
2. Retired: Active members who have retired and have been a member of the Organization. Retired active membership provides all the privileges of active membership.
3. Student: Undergraduate students and full time graduate students. Student membership provides the privileges of active membership.
4. Life/Honorary: Memberships conferred on persons who have made some outstanding contribution to art education in New Jersey and whose names have been approved by the AENJ Board. This membership is conferred for the life of the member and provides all the privileges of active membership.
5. Institutional: One person representing an established group, who have paid Institutional dues, may attend the annual conference and vote in the general elections.
6. Associated Groups: Non-profit organizations who have a concern in the arts and/or art education (i.e. Higher Education Associations, State and local art groups, Art Administrators' Associations, Craft Guilds) may join the AENJ.

#### **Article VIII. - RULES OF ORDER**

Robert's Rules of Order shall be the parliamentary authority for the Organization on all questions not covered the Constitution, By-Laws and the Policy Manual which include the standing operating rules the Board of Directors may adopt.

#### **Article IX - AMENDMENTS**

Amendments to the By-Laws shall be originated either by the Board or by petition of twenty-five (25) members in good standing. After revision and approval by the Board By-Laws and Nominations Committee the proposed amendments shall be published, and a ballot prepared and mailed to all voting members. A majority of all votes cast is required for passage.

#### **Article X. - FISCAL YEAR**

The fiscal year shall be from July 1st to June 30<sup>th</sup> – **this will need to be revisited once a bookkeeper has been hired**

#### **Article XI. - DISSOLUTION**

The purposes for which this corporation/organization is formed are to promote and advance Visual Art Education in the State of New Jersey. Said corporation/organization is organized exclusively for educational purposes, including for such purposes, the making of distributions to organizations under Section 501 (c) (3) of the Internal Revenue Code (or the corresponding section of any future Federal tax code.)

No part of the net earnings of the corporation/organization shall inure to the benefit of, or be distributable to its members, trustees, directors, officers or other private persons, except that the corporation/organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of Section 501 (c) (3) purposes. No substantial part of the activities of the corporation/organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation/organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign of behalf of, or in opposition to, any candidate for public office.

Notwithstanding any other provision of these articles, the corporation/organization shall not carry on any other activities not permitted to be carried on (a) by a corporation/organization exempt from Federal income tax under Section 501 (c) (3) of the Internal Revenue Code (or corresponding section of any future Federal Tax Code) or (b) by a corporation/organization, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code (or corresponding section of any future Federal tax code.)

Upon the reorganization of the AENJ, Inc., all monies shall accrue to the succeeding group, or upon the dissolution of this corporation/organization, assets shall be distributed to the National Art Education Association in Reston, Virginia, within the meaning of Section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future Federal tax code.

However, if the named recipient is not then in existence or no longer qualified distributee, or unwilling or unable to accept the distribution, then the assets of this corporation/organization shall be distributed to a fund, foundation or corporation organized and operated exclusively for the purposes specified in Section 501 (c) (3) of the Internal Revenue Code (or corresponding section of any future Federal Tax Code.)