

**ART EDUCATORS OF NEW JERSEY, Inc.  
POLICY MANUAL**

Following are the operating policies of the Art Educators of New Jersey. They provide specific guidelines, not included in the Constitution and By Laws, for the operation of the Association. They shall be reviewed annually by the Board of Directors, and may also be revised at any time by motion, supported by a majority vote of Board of Directors members present and voting.

**BOARD OF DIRECTORS**

The **Board of Directors** shall be comprised of elected officers and appointed members. The elected officers of the AENJ Executive Committee shall include a President, President-Elect, Secretary, Treasurer and Immediate Past President. The Appointed Directors shall include the Chair(s) of the Membership & Communications, Advocacy & Outreach, Advisory Council, Youth Art Month and the Administration Working Groups and the Chair(s) of the Annual Conference Planning Committee. Two-thirds of the AENJ Board members shall constitute a quorum.

The **Executive Committee** shall be comprised of the elected officers and shall have authority to represent and to act for the AENJ Board in the interval between meetings of that body.

Attendance at a minimum of 3-4 meetings for Board of Directors and, 4-5 meetings for Executive Committee is mandatory with options for virtual attendance. May/June budget, December and conference planning meetings are mandatory due to the critical nature of these meetings. See “Board Member Statement of Agreement” in Appendix for additional responsibilities and commitments.

**I. EXECUTIVE COMMITTEE**

**A. Elected Officers**

**1. President**

The President shall:

- Serve as the Executive Officer of the organization and, preside over the General Assembly at the annual conference and, all Executive Committee and Board of Directors meetings.
- Appoint Chair(s) of Working Groups/Committees, Ad Hoc Committees, and appoint interim elected positions upon resignations (with approval of the board);
- Work with the Treasurer and Secretary, for the annual review of the organization’s finances, and preparation of state and federal filings;
- Serve as Conference Chair 1<sup>st</sup> year in office;
- Appoint chairs of all working groups such as: Awards, Scholarships, Grants and other working groups/committees with Executive Committee and Board of Directors approval and;
- Attend and serve as representative at the NAEA Leadership Conference and Eastern Regional “Team East” meetings and; as delegate to the NAEA Delegate Assembly.

**2. President-Elect**

The President-Elect shall:

- Be responsible for providing leadership in the area of Professional Development offered by the organization;

- Be responsible for assuming the duties of the President in their absence;
- Coordinate with and support working groups and committees on special projects and initiatives related to membership, communications and finance;
- Serve as conference Co-Chair 1<sup>st</sup> year in office and Conference Chair 2<sup>nd</sup> year in office and;
- Attend and serve as a representative at the NAEA Leadership Conference and the Eastern Regional “Team East” meeting and as a delegate to NAEA Delegate Assembly (2<sup>nd</sup> year in office).

### **3. Secretary**

The Secretary shall:

- Be responsible for the preparation of the minutes of all board meetings, to be sent to the President for review within a week of the recorded meeting and, maintain all corporate records of the organization;
- Work with the President, Treasurer and Executive Director to ensure that all state and federal filings are completed and filed in a timely manner;
- Keep accurate records of all motions of the Board, up to date information for all board members, including offices held and length of service and;
- Serve as a member of the membership, communications and administration working groups.

### **4. Treasurer**

The Treasurer shall:

- Be responsible for the management of the organization’s finances;
- Supervise the distribution of funds within the parameters listed in the budget approved by the Board upon authorization of the President and/or the Board;
- Keep the President and the Board of Directors informed of the financial condition of the organization;
- Partner with external financial personnel (bookkeeper and accountant) to provide reports to the board both monthly and quarterly;
- Work with the President and Secretary to ensure accurate and timely filing of forms and compliance with all authorities having jurisdiction over the organization;
- Work to maintain the organization fiscal health by providing budget forecast, cash flow, spending and income data and;
- Serve on Admin and Finance Committee.

### **5. Immediate Past President**

The Immediate Past President shall:

- Serve as Chair of the Administration and Finance Committee (oversight of accounting and travel with Treasurer);
- Serve as the Nominations Committee Chair;
- Serve as NAEA Delegate 1<sup>st</sup> year as Immediate Past President;
- Assist Conference Chair and Co-Chair with conference;
- Be responsible for oversight of the Scholarship/Grants Chair and committee;
- coordinate Awards and Special Recognitions (call for nominations and make recommendations to the board) with Historian;

- Assume the duties of the President-Elect in the event of vacancy in that office and;
- Assume other duties as determined by the President.

**6. Terms of Office:** The terms of office of all elected officers shall be for two (2) years. No elected officer shall simultaneously hold more than one office nor succeed him or herself.

**7. Officer Dismissal Procedure:**

The AENJ Board of Directors 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 majority vote approval, the President/Immediate Past-President (for removal of President only) 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.

**B. Appointed Officers:**

The Board shall include the following appointed members: Membership Chair, Communications Chair, Advocacy & Outreach Chair(s), Youth Art Month Chair(s), Advisory Council Chair(s), Administration Working Group Chair(s), Annual Conference Planning Committee Chair(s). and Historian.

The responsibilities for each appointed chair outlined below should not fall entirely on the chair, rather; the chair shall establish and oversee a working group for which they hold the position of chair.

Chairs are responsible for adhering to and updating the information in the accompanying appendices for their working group.

**1. Membership & Communications Working Group Chair(s): The Chair(s) shall be responsible for:**

Membership:

- serving as a liaison to the membership;
- conducting membership drives;
- providing an updated list of members to the Board of Directors, monthly;
- providing a list of members by county to the YAM Chairs by last week of November, annually;
- verifying membership status of scholarship/grants/awards applicants, and the membership status of conference presenters, conference registration, YAM, *ArtBeat* or any publications, and professional development events and;
- accepting applications and making recommendation to the Board of Directors for the awards, grants and, scholarships programs. \*

\*NOTE: This is a change from the by-laws and will be revised in the next by-laws review/election cycle 2022.

Communications:

- Coordinating and disseminating information to members in the form of Webeats, emails, and other communications;

- maintaining the organization’s website and coordinating AENJ’s social media presence across all social media platforms and all publications and;
- coordinating coverage, including photography of events, and prepare and coordinate press releases through the current e-marketing platform and;
- Make recommendations for an *ArtBeat* Editor to the President for appointment, to oversee the production and distribution of *ArtBeat*.

**2. Advocacy & Outreach Working Group Chair(s): The Chair(s) shall be responsible for:**

- coordinating all Advocacy and Outreach (internally and externally) activities and events such as serving as an AENJ representative at meetings for Arts Ed NJ, NJEA, and coordinating events such as NJPAC, NAEA and NJ Governor Awards programs;
- overseeing the development of advocacy materials and local/state exhibitions and;
- coordinating efforts to promote Visual Arts Education in New Jersey working with affiliates, the Department of Education, National, State, and Local officials, and student chapters when deemed necessary.

**3. Advisory Council Chair(s): The Chair(s) shall be responsible for:**

- serving as a liaison between the Board of Directors and the general membership of AENJ.
- 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;
- recruiting members for leadership opportunities within the organization;
- scheduling meetings at a minimum, once per quarter, with at least one Executive Committee (elected) member present at meetings with considerations to:
  - At least one meeting per year should be in-person, with others online if desired.
  - Beginning the meeting schedule at the start of the year (i.e., meeting after the annual “Breakfast & a Workshop” counts toward the yearly in-person meeting).

NOTE: When meeting in person is not possible, virtual meetings will suffice i.e. COVID-19 pandemic.

- planning events for the membership, including but not limited to, professional development (excluding the fall conference), casual social gatherings, and making suggestions for organizational initiatives which benefit the members of AENJ.
- **Workshop Proposals**

Any member of the AENJ Advisory Council can make a proposal for an AENJ event offering. All proposals must first be approved by the Advisory Council Chair(s) and the elected board member. Accepted proposals will be handled as follows:

1. The planner shall serve as lead for the event and must attend the event.
2. The planner may attend the event at no cost but must provide a report to the Advisory Council Chair(s) at the conclusion of the event.
3. The planner must provide photos from the event to be shared with the Communications Chair for distribution to appropriate outlets.
4. The event must serve to further the mission of AENJ.
5. The event should aim to break even or provide nominal income for the organization.

**4. Youth Art Month Chair(s): The Chair(s) shall be responsible for:**

- the leadership and coordination of all aspects of Youth Art Month programming for the state;
- writing the national report for submission to CFAE and;
- nominating County YAM Chairs for appointment to the President for board approval.

**5. Annual Conference Chair(s): The Chair(s) shall be responsible for**

- the design, structure and coordination of the annual conference including but not limited to site selection, arranging for keynotes and speakers, maintaining communication with the exhibitor chair(s) about space, maintaining communication with site/hotel staff, arranging for audio-visual and, pipe & drape.
- maintaining the conference budget and presenting this to the Board of Directors;
- the recruitment and management of conference planning committee and volunteers to assist with tasks at/or related to the conference and;
- partnering with school districts, arts organizations, and other institutions to promote the conference as the premier professional development activity for the sector.

**6. Administration Working Group Chair(s): The Chair(s) shall be responsible for:**

- managing all the administrative tasks and functions of the board of directors, including but not limited to finance, governance, by-laws and nominations and;
- ensuring all reporting and compliance with local state and federal authorities are adhered to and;
- working to develop an annual fund development plan to support the organization's work.

**7. Historian: The Historian shall:**

- coordinate Awards and Special Recognitions (call for nominations and make recommendations to the board) with the Immediate Past President;
- collect and organize all AENJ publications: *ArtBeat*, YAM poster/calendar and conference program by year;
- carry/send publications to Rutgers University Library for archiving, at least every ten (10) years\* and;
- organize minutes and make them available upon request by any AENJ member.

\*NOTE: Contact the Rutgers librarian ahead for how best to deliver digitized publications.

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

**9. Removal of Appointed Board Members:** Any appointed board member may be removed as a member of the Board of Directors 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 Board of Directors deems reasonable.

**Length of term of appointed officers:** Appointed officers should serve no more than 3 consecutive terms

**Article II. COMMITTEES/WORKING GROUPS**

Working Group Chair(s) and Committee Chair(s) shall be appointed by the President with the advice from the Nominating Committee and consent of the Executive Committee. The working groups/committees shall meet, as necessary, to carry on the organization's work. Ad-hoc committee chairs shall be appointed by the President with the advice and consent of the Executive Committee 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.

**Article III. 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.

## **MANUAL OF POLICIES AND PROCEDURES**

The AENJ Board shall adopt and publish policies which govern the procedures of the Association. Materials shall be reviewed biennially by the AENJ Board of Directors and changes made as deemed necessary.

By-laws and Policy will be reviewed at an in-person\* Board of Directors meeting, beginning each new cycle of elected officers and appointed positions.

\*The President can adjust "in-person" meeting schedules under special circumstances.

## **MEMBERSHIP AND DUES**

- A. Amounts for Dues: The dues, for all classes of membership in the Organization, shall be determined by the Board.
- B. Membership dues are tax-deductible and the cost of attendance at professional meetings (hotel, travel, meal costs with receipts) is claimable.
- C. Membership dues are not refundable.
- D. Membership numbers will be issued via email.
- E. Membership Classes: Unless otherwise specified, all classes of membership are for a period of one year, beginning from the date joined/renewed, ending a year later.
  - 1. Active: Those individuals engaged in the teaching of the visual arts, or the director 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. First year teachers: Individuals who are in their first year of their professional teaching career.
  - 4. Student: Undergraduate students and full-time graduate students. Student membership provides the privileges of active membership.
  - 5. 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.
  - 6. Institutional: One person representing an established group, who have paid Institutional dues, may attend the annual conference and vote in the general elections.
  - 7. 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.

## **RULES OF ORDER**

Robert's Rules of Order shall be the parliamentary authority for the Organization on all questions not covered in the Constitution.

## **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, the proposed amendments shall be published, and a ballot prepared and distributed to all voting members. A majority of all votes cast is required for passage.

## **FISCAL YEAR**

The fiscal year shall be from July 1st to June 30<sup>th</sup>.

**III. ADMINISTRATIVE STAFF (Paid positions):**

All staff and outsourced companies (i.e., printer, AV) should be reviewed annually. Request for Proposals (RFPs) should be sent out every 3 years on all contracted services.

**A. Conference Coordinator**

The Event Coordinator shall:

- serve as liaison with hotel and conference staff and;
- be expected to attend all coordinated events and be reimbursed accordingly.

**B. Remote Staff Position**

The Remote Staff shall:

- manage event platform registration and;
- input data entry.

**C. Website**

The Website manager shall:

- Manage the visual design of the site;
- update information at the request of the Communications Chair/President so it is current and;
- manage the content of the website so it is accessible for members.

**D. Graphic Designer**

The Graphic Designer shall be responsible for the visual design and production of printed materials (i.e., *ArtBeat*, conference booklet, logos etc.).

**E. Bookkeeper**

NOTE: If the Board determines a Bookkeeper is needed, the following roles and responsibilities of this position may apply.

The Bookkeeper shall:

- Work with President and Treasurer to prepare annual organization budget;
- Make recommendations for improving financial reporting and creating operational efficiencies as identified;
- Record transactions in the general ledger based on information provided by AENJ management;
- Reconcile bank and credit card accounts in general ledger to respective statements monthly;
- Record revenue for events and conferences as reported by Cvent/Conference event management platform and reconcile accounts receivable to Cvent/Conference event management platform on a monthly basis;
- Enter accounts payable into Quick Books Online (QBO) and prepare checks for printing and signature by AENJ management on a semi-monthly basis;
- Prepare and submit financial reports to AENJ management on a monthly basis and as requested (e.g.: statement of financial position, statement of activities, budget vs actual report, accounts receivable aging schedule, accounts payable aging schedule);
- Coordinate with accountant engaged by AENJ to provide information necessary to prepare the AENJ information returns;
- Maintain monthly subscription for QBO;
- Prepare forms 1099-MISC for applicable vendors for each calendar year;
- Assist AENJ management with preparation of fiscal year 2020 budget and;
- Make recommendations for improving financial reporting and creating operational efficiencies as identified.



F. Accountant

**NOTE:** If the Board determines an Accountant is needed, the following roles and responsibilities of this position may apply.

The Accountant shall prepare:

- an annual financial statement audit when requested by the President/Treasurer;
- File an IRS form 990 when requested by the President/Treasurer;
- a Charitable Organization Annual Report for the New Jersey Attorney General – Charities’ Bureau and; a management letter when requested by the President/Treasurer.

G. Executive Director

**NOTE:** If the Board determines an Executive Director is needed, the following roles and responsibilities of this position may apply. Grant applications may require an executive director.

The Executive Director shall:

- oversee and Co-Chair Annual Conference Planning Committee;
- oversee the editing and publishing of the annual issue of *ArtBeat*, in coordination with the Communications Chair Working Group and *ArtBeat* editor;
- provide advisory support and technical assistance to the YAM, Advisory Council and Advocacy Work Groups. Supporting Working Groups’ leadership and membership with tools and resources to ensure work and tasks are completed and are in line with AENJ’s mission, vision and strategic plan;
- maintain membership in the Art Educators of New Jersey (AENJ);
- attend all AENJ meetings as specified by the President;
- attend the NAEA Conference and Eastern Regional meetings and Leadership Conference as an advisor and resource if requested by the President;
- prepare and present an annual report to the Executive Board due by the end of each fiscal year;
- assist NJEA liaison as appointed by the President;
- maintain effective relationships with affiliates and other educational organizations/associations;
- assist with creating and maintaining organization records including but not limited to policies, procedures, motions, communications, meeting minutes, photographs, student art work, working group agendas;
- assist NJ Arts Education Partnership liaison as appointed by the President;
- assist the President with additional organization business as requested;
- regularly communicate with the board-updated information of activities;
- maintain communication with membership and potential/prospective members;
- submit quarterly report to the Board of Directors and;
- manage and maintain allocated budget and expenditures.

#### IV. COMMITTEES

Committee chairs shall be appointed by the President with the advice and consent of the Board of Directors. The committees shall meet, as necessary, to carry on AENJ work. Ad-hoc committee chairs shall be appointed by the President with the advice and consent of the Board of Directors for a particular activity and shall dissolve at the conclusion of the special assignment. Committees shall incur no expense to AENJ without prior approval of the Board of Directors and within the confines of the Board of Directors approved budget.

Chairpersons of large committees may, with Board approval, appoint an assistant(s) to help with tasks designated by the chair of the committee. The assistant will not hold a position on the board of directors but may act on behalf of the chair.

The President may designate a committee member to sign an agreement or contract if he or she is available to do so.

##### A. AENJ Standing Committees shall include:

Nominations: Committee comprised of one (1) Past-President and one (1) member from each of the New Jersey regions (North, Central and South).

AENJ Awards, Grants and Scholarships

##### B. Past Presidents

Past Presidents of the AENJ are recognized and honored for their leadership and service to the association and the profession. All Past Presidents make up the review committees of the Past Presidents' Graduate Scholarship. Following is a list of all Past Presidents:

1940-41	Evelyn Kallmeyer-Corso	1981-82	David Mackey*
1941-43	Emily Garrison	1982-83	Rosemary Blair
1943-44	Lillian Acton-Calcia	1983-84	Barbara Beaulieu
1944-46	Emma S. Daggett	1984-85	Dr. George Trogler
1946-48	Ethel Patterson	1985-86	Rosa Gloria Pappalardo*
1948-50	Daphne Koenig	1986-87	Lynn Dodson*
1950-52	Mildred Callaway	1987-88	Gloria Nolan
1952-54	Ruth Trappan	1988-89	Gregory Brewington
1954-56	Seymour Landsman	1989-90	Judy Gross
1956-58	Colvin Maude Henry	1990-91	Tony Guadadiello
1958-60	Helene Condon	1991-92	Dr. Paula Valenti*
1960-62	Helen Crisson	1992-93	Helene Boedart*
1962-64	Benjamin Elliot	1993-94	Carl Hower*
1964-66	Henry Ahrens	1994-95	Dr. Ruth Bodek -Kaplan*
1966-68	George Conrad	1995-96	Diane Fogler
1968-70	Harry V. Meinzer*	1996-97	Linda Pugliese*
1970-72	Robert Haynes	1997-98	Phyllis Annett*
1972-73	Dr. George Neff	1998-99	Anthony Migliaccio
1973-74	David Mackey*	1999-00	Nancy Coon
1974-75	John Pappas	2000-01	Valerie Negra*
1975-76	Joseph Kleinchester	2001-03	Dr. Debbie Greh
1976-77	George DiBouno*	2003-04	Nancy Knutsen
1977-78	Joan Smith	2004-06	Dr. Kim Huyler Defibaugh
1978-79	Dr. Ross Beitzel*	2006-08	Susan Bivona
1979-80	Rick Lasher*	2008-11	Linda Devlin
1980-81	Dr. Gayle Jones Reed*	2011-14	Ellen Hargrove

2014-15 JoAnn Onnembo  
2015-18 Dr. Jane Graziano

2018-20 Lisa Conklin

**\*Distinguished Fellows** honors AENJ members who have exemplified a professional lifetime of achievement in leadership, scholarship and service to AENJ and the field of visual art education. This honor began in 1996, ending in 2001.

**C. Affiliate Liaison**

- National Art Education Association (NAEA)
- New Jersey Education Association (NJEA) and Preservice Teachers Conference
- New Jersey Arts Education Partnership (NJAEPP)
- The Center for Non-Profits

**D. Conferences and conventions AENJ participates in regularly and supports:**

- NAEA (Annual National Convention, Leadership Conference, and Team East meetings)
- NJEA (Teachers Convention and Preservice Conference)

**V. FINANCE**

**A. Account Numbers and Descriptions**

The Treasurer, working with the Board of Directors, shall establish a list of account numbers and descriptions. These numbers must be used on all vouchers/invoices submitted for all incurred expenses, and must be in the budget.

**B. Annual Budget**

The Treasurer, working with the President and Immediate Past President who is the Admin/Finance Chair, shall prepare an annual budget for the approval of the Board of Directors. The budget must be approved by the Board of Directors no later than June 30.

When preparing the new year's budget, the prior year's actual expenses shall be considered. A report shall be included as part of the annual review. The Treasurer will provide the President with a full budget report monthly, and a copy of all bank statements quarterly; additionally, a full budget report will be given to all Board of Directors members twice annually. A member of the Board of Directors may request a copy of the budget, in full or in part, at any time.

**1. Financial Remuneration:**

- a. Expenses incurred by all committees will be paid by the Treasurer if the expense has been included in the budget or approved by the Board of Directors and if a properly prepared voucher/invoices and original receipts are submitted. Copies of receipts will only be accepted if originals are not available. Expenses will be paid within two weeks. Miscellaneous small cash items such as tolls, tips, and taxis/shuttles can be submitted without a receipt for up to \$5.00.
- b. Bills should be submitted to the Treasurer as soon as possible. Any bills submitted after thirty days will not be automatically paid but will be submitted to the Board of Directors for reconsideration.
- c. Bills must be submitted in a timely fashion. All bills incurred during the fiscal year must be submitted before the end of the fiscal year (June 30). Conference bills should be submitted by October 31<sup>st</sup>, after October 31<sup>st</sup> will be paid at the discretion of the Board of Directors.
- d. No expenses may be incurred, outside the prepared line-item budget, without prior Board of Directors approval.

- e. Sitting Board of Directors Members are not eligible for personal grants and scholarships. This does not include Community Grants or NAEA's School for Art Leaders (SAL).

**C. Conference Budget**

The Treasurer, working with the Conference Chair and the President, shall develop a conference budget.

**D. Audit**

The decision to conduct an audit is at the discretion of the President, Immediate Past President and Treasurer with approval by the Board of Directors. Decisions will be based on funding source requirements and revenue. The auditor must have experience as an auditor for non-profits.

**E. Expenses Incurred by AENJ**

AENJ members asked to carry out the business of AENJ, including representing the organization at meetings, conferences or ceremonies, shall be reimbursed according to the guidelines for expenditure and within the guidelines of the approved annual budget.

**1. General Guidelines:**

- a. All expenses must fall within the approved annual budget.
- b. Individual reimbursement:
  - 1) Travel – in general coach airfare not to exceed \$400; Car (mileage per IRS).
  - 2) Hotel - one half of a double room.
  - 3) Meals - up to \$50 per day.
  - 4) AENJ does not pay for tips, gratuities or personal travel other than pertaining to AENJ business.
  - 5) Individual registration for conference or convention should be paid by the individual.
- c. To be reimbursed:
  - Members must complete in full and submit the "Travel Request Form" *before* travel to the Finance Committee and;
  - The Finance Committee will make recommendations to the Executive Committee for the amount of funds to be approved and encumbered;
- d. Final approval:
  - Upon return, members must submit the "Travel Expense Reimbursement Form" to the Finance Committee for reimbursement;
  - All receipts must be submitted by each individual within 30 days of expenditure and;
  - All monies must fall within budget.

**2. AENJ Conference:**

The conference operates within a budget. That budget must be reviewed and approved annually

- a. All participants must register for conference, paying membership and appropriate registration fees.
- b. Board of Directors members working at conference will receive 1/2 of a double room at the hotel.
- c. The Conference Chair, with the President will create a list of committee members working on conference, recommended to receive 1/2 of double room for their active involvement in conference, this list will be submitted to the Board of Directors for approval.
- d. The Conference Chair, with the President, may establish a workable remuneration policy for presenters and committee members.

- e. Guests of the conference will have fees waived at the recommendation of the conference chair and with Board approval designating specific fees waived. (Out of state presenters, non-art educators, and professional artists outside the field of art education are not required to join AENJ).
- f. The President's Award Ceremony is the responsibility of the President-Elect. The invited shall include, but not be limited to all Past Presidents of AENJ, the Board of Directors, the Advisory Council, the Conference Committee Chairs, the commercial exhibitors, and a limited number of guests of those honored at the ceremony and dinner.
- g. Expenditures must fall within the conference guidelines and budget.

**3. NAEA Convention:**

- a. Members of the Board of Directors are encouraged to apply for travel expenses to attend the NAEA convention and may be reimbursed according to the approved annual budget.
- b. Members who must attend as representatives of AENJ at the Delegates Assembly will be reimbursed for expenses in full, with budget approval.
- c. NAEA Eastern Division (Team East) - The President-Elect shall be responsible for coordination AENJ's participation in Team East functions including the summer meeting and NAEA Leadership Conference.
- d. Members who are invited to attend the regional summer Eastern Region retreat or the leadership retreat as representatives of AENJ at the Delegates Assembly will be reimbursed for expenses in full, with budget approval.
- e. NAEA Awards Recipients - The AENJ member nominated by the state association and receiving awards at NAEA will be acknowledged by the AENJ Board of Directors and will be reimbursed for travel expenses according to the guidelines for expenditure as defined by the budget

**4. Attendance at Other Conventions:**

- a. AENJ members asked by the Board of Directors to present or represent AENJ at any conference or convention will be reimbursed according to the guidelines for expenditure. Those conferences and conventions that AENJ participates in include:
  - 1. NAEA Team East/Eastern Region Summer Meeting: The President, President-Elect, and Immediate Past-President should be encouraged to attend (10/04);
  - 2. New Jersey Education Association (NJEA) Convention;
  - 3. NAEA Leadership Conference;
  - 4. Other Conventions where attendance is requested by the President or Board of Directors.
- b. AENJ Presenters - AENJ members asked by the Board of Directors to present or represent AENJ at any convention will be reimbursed for coach air travel or automobile travel expenses not to exceed \$300 (mileage per IRS plus a meal allowance not to exceed \$50 for the presentation day only).
- c. NJEA Presenters sponsored by AENJ – These presenters will receive an honorarium or a minimum of \$50. The amount will be determined by budget and on the advice of NJEA representative.
- d. Board of Directors/Advisory Council Meetings - All meeting expenses of the Board of Directors and Advisory Council, which are dinner or luncheon meetings, shall be paid for by the Association, excluding alcoholic beverages.

**5. AENJ Grants, Scholarships and Awards monies**

- a. AENJ Grants monies - AENJ monies will be reimbursed as per grant criteria; amount determined by budget.
- b. AENJ Scholarships monies - AENJ Scholarships monies will be reimbursed as per scholarship criteria; amount determined by budget.
- c. Awards - Award winners honored at conference will receive a framed commemorative certificate or other appropriate item.
- d. Contributions to Affiliated/Special Interest Groups:  
Financial support by the AENJ to Affiliated and/or Special Interest groups shall be reviewed annually by the Board of Directors.

## VI. MEDIA

### A. ArtBeat

*ArtBeat* is the AENJ magazine distributed at Conference and/or at other recruiting events. Articles and columns should focus on who, what, where, when, how... facts about events, people, programs, etc. specifically aimed to inform the AENJ membership. The Communications Chair shall recommend an editor and staff to the Executive Committee for appointment by the President.

Considerations for publishing:

- Space limitations and printing costs prohibit acceptance of free advertisements and announcements which involve fees, prices or other monetary gain, for the promotion of programs materials or services of institutions or individuals, except for those co-sponsored by NAEA
- *ArtBeat* May not be used for personal gain
- A disclaimer must be included on the "call for requests" and website stating that AENJ is not responsible for the content of materials submitted by individual art educators.

The editor shall:

- Put forth a "call for requests" for submissions from AENJ members such as: articles, columns and, high resolution photographs focused on facts related to who, what, where, when, how, etc. aimed at the interest of our membership;
- Establish due date for submissions from AENJ members and;
- Organize collection of submissions (articles, advertisements, images, etc.) to share with the Communications Chair and designated "editor(s)"

### B. Webeat

Webeat is the AENJ monthly e-newsletter/e-announcement that serves to inform current and future AENJ membership population of the happenings within the organization through content with the following considerations:

- May not be used for personal gain;
- Presents content consisting of: images, articles, columns focusing on facts about upcoming events (workshops, exhibits, deadlines), people, programs, etc. information regarding AENJ;
- Content must include a disclaimer on any "call for requests" stating, "AENJ is not responsible for the content of materials submitted by individual art educators".
- Webeat is sent by the end of the first week of each month and;
- Supplemental email communications may be made as needed to announce information to the art education community of NJ.

### **C. Website AENJ.org**

The website shall include announcement information about AENJ activities/happenings including the following considerations:

- May not be used for personal gain;
- Updated content includes: About Us, Events Calendar, Advocacy/Learning, Join Now/Membership (including membership form), Scholarship/Grants, Conference, Members' Spotlight;
- Student artwork must be accompanied with a release form signed by a parent and/or guardian before publication/posting;
- Member's Spotlight: Only members will be featured with member nomination and supporting materials;
- A disclaimer must be included on the website stating, "AENJ is not responsible for the content of materials submitted by individual art educators".
- Sponsors – Levels of sponsorship to be determined.

### **D. Social Media**

**Twitter (@arteducatorsNJ), Facebook Page (Art Educators of NJ - AENJ), Facebook Group (Art Educators of NJ), Instagram (arteducators\_of\_nj), LinkedIn (Art Educators of New Jersey [AENJ])**

Social Media shall include announcement information about AENJ Activities including the following considerations:

- May not be used for personal gain;
- Student artwork must be accompanied by a release form signed by a parent and/or guardian before publication;
- Reposting content from related organizations is permitted;
- Positive comments/feedback for followers;
- Sharing of art education, general education, and art related articles as well as, inspiration from reputable sites/ sources;
- Disclaimer stating, "AENJ is not responsible for the content of materials submitted by individual art educators" and;
- Any approved member can post on Facebook group (Art Educators of NJ). The Communications Chair or a designee may remove the content deemed inappropriate.

## **VII. MEMBERSHIP**

### **A. Membership Lists**

Membership lists will be distributed to members of the Board of Directors annually and on request, to any individual approved by the Board of Directors. Membership lists are restricted for use by board members for the purpose of correspondence with members regarding AENJ business and event offerings such as YAM, PD and conference, or other related matters. No membership list will be sold or given to other than the approved members without the prior approval of the Board of Directors. Updated lists shall be given to the President on a monthly basis.

### **B. Membership List Inclusions**

In preparing complete membership lists the chairperson shall include the following information:

1. Member's First and Last Name
2. Job Title
3. Primary level of responsibility: Elementary, Secondary, High School, Higher Education, Student, Retired
4. Work/School Name

5. Work/school address: street, city, state, zip+4
6. Home address: street, city, state, zip + 4
7. Phone numbers: work, mobile and other
8. E-mail address(es): work, home and other
9. County: work/school county (or home county for retired members)
10. Membership number

**NOTE:** With the inception of Membership Numbers (as of May 2019) a current list can be generated at any time.

### **C. Membership Reports**

The chair shall be prepared to provide membership information on request of the Board of Directors:

1. Membership by job classification
2. Student membership by college
3. Membership by work county (or home county for retired)
4. Past-Presidents/Fellows

An updated membership count shall be presented to the Board of Directors at each meeting.

### **D. Membership Dues**

Memberships dues are collected on a rolling year to year basis, from the date of initial sign up.

Upon receipt of dues (other than with conference registration) a membership card and a letter of acknowledgment will immediately be sent. Dues are established by the Board of Directors. It is important that we remind our members that membership in professional organizations. Check with your tax preparer for possible tax deductions related to attending professional meetings and travel related costs. Membership dues are not refunded.

1. Active Membership Dues - \$50
2. Retired Membership Dues - \$20
3. Student Membership Dues - \$20 (full time undergraduate students with I.D. or first year post-graduates)
4. New Professional First Year College/University graduate Dues - \$20.00
5. Institutional/Corporate Membership Dues - \$150 (includes 3 members)
6. Museum/Non-Profit Membership Dues - \$50

### **E. Membership Recruitment:**

1. AENJ Renewal - Following the fall conference, the Membership Chair shall solicit membership renewal from all AENJ members who did not attend conference or renew their membership.
2. NAEA Members – the membership chair shall contact NAEA to request a list of NJ Members if NAEA permits.
3. General Recruitment - Members will also be solicited by sending recruitment materials to art professionals who are recommended to us, or whose names appear in the press, or by placing membership recruitment information at the NJEA conventions and in NJEA Review, and at other recruitment opportunities such as Art Ed NJ, Teen Arts etc.

### **F. Information on Membership Forms:**

Data requested on all registration forms shall be the same as section B, above.



**G. Refund Policy:**

A full refund is granted given only when notification is received 10 days prior to an event. AENJ's Refund Policy must be stated on ALL registration forms for All AENJ events.

**H. Conference Registration Fees:**

The following conference fees do not include membership dues.

1. Conference Pre-Registration (Early-bird) \$135
2. Conference On-Site Registration \$185
3. Museum/Non-Profit \$100.00
4. Full-Time Undergraduate Student Registration \$90.00
5. Non-Members \$185
6. Pre-Registration/Early Bird Conference fees will be discounted by waiving the appropriate membership dues. Member must register before the determined deadline.
7. Cancellation/Refund Policy –Refunds will be issued minus a \$25 cancellation fee, ONLY if cancellation is received fifteen (10) days before the first day of the conference. If less than ten (10) days refunds will not be issued.

**VIII. AWARDS AND RECOGNITIONS**

Established to honor those members who are actively involved in teaching visual art and whose teaching methodology and results are exceptional. An award may be presented to a teacher from each of the divisions: Elementary, Middle, High School and Higher Education.

**NOTE:** Division Award Recipients are expected to share their best practices/lesson with the membership at the Advisory Council's Breakfast and a Workshop. Division Award Recipients will also be invited to lead a round table session for the division at our annual conference.

All descriptions, guidelines and application forms for Awards, Scholarships, Grants and Youth Art Month, are located at the end of this document in the Appendix.

**A. AWARDS**

- The New Jersey Art Educator of the Year Award for Distinguished Achievement
- The Anthony A. Guadadiello Award
- The John J. Pappas Recognition Award
- The George DiBouno Recognition Award
- The Professional Artist Award
- Divisional Awards (Elementary, Middle, High School, Higher Education)
- National Art Honor Society Award
- National Jr. Art Honor Society Award
- Linda Lora Pugliese YAM Award
- Lynn Dodson YAM Award of Excellence

**IX. SCHOLARSHIPS**

The Art Educators of New Jersey tuition scholarships are awarded to high school, college and graduate students (see criteria and guidelines in appendices). Monetary awards will be presented to those students who exemplify the qualities of outstanding scholarship, service, and visual ability within their area of specialization. The Art Educators of New Jersey will grant scholarships when sufficient funds and qualified candidates are available.

All scholarships must be used within 12 months of receiving the acceptance letter from AENJ and must be used only for tuition reimbursement by the Treasurer. See appendix for details.

Senior High School Student Scholarship

College Scholarship

Past Presidents Graduate Scholarship

NAEA School for Art Leaders (SAL) Scholarship: Open to AENJ Board of Directors members or other recognized leaders in the state playing an active role in AENJ (County YAM Chair, Working Group Committee member, etc.)

## **X. GRANTS**

The Art Educators of New Jersey grants are awarded to AENJ members who have maintained membership for at least two (2) consecutive years with the exception of the NAEA Preservice Teacher/Student Professional Growth Grant which is one (1) year of membership. Monetary awards will be presented to those candidates who exemplify the qualities of outstanding teaching, advocacy and professional growth. The Art Educators of New Jersey will distribute grants when sufficient funds and qualified candidates are available.

All grants must be used within 12 months of receiving the acceptance letter from AENJ.

### **A. AENJ Personal Grants**

The RICK LASHER Professional Growth Grant

AENJ Conference Residency Grant

AENJ Summer Workshop Grant

NAEA Convention Preservice Teacher/Student Professional Growth Grant

### **B. AENJ Community Grants**

AENJ Student Art Enrichment Grant

AENJ Special Events Grant

### **C. AENJ Youth Art Month Grant**

## **XI. ANNUAL CONFERENCE**

It is the policy of the AENJ Board of Directors to schedule the annual conference. This Conference shall be held in the most central location available to accommodate the membership.

1. Site Selection - The site selection shall be determined two years in advance by the Board of Directors upon the recommendation of the Conference Committee.
2. Contract Review Committee: A committee to review the contract should be established. The contract must be reviewed by an attorney when possible.
3. Final Bill Review Committee - The final hotel bill shall be reviewed and approved by the Conference Coordinator, Conference Chair and the Treasurer.
4. The Conference Chair shall conduct a Pre-conference Committee meeting (within 1 month of the start of conference) and Post-conference Committee Meeting (within 1 month at the conclusion of conference).
5. Selection of keynotes – the President-Elect selects the conference keynotes
6. Development of theme
7. Selection of merchandise
8. Related/special off-site events

## **XII. AFFILIATIONS**

The Art Educators of New Jersey is affiliated with organizations whose main aim is to further quality education. These associations do not have aims that conflict with purposes as set forth in the AENJ Constitution, By-Laws and Policies.

### **A. National Art Education Association (NAEA)**

The Art Educators of New Jersey have a close and strong affiliation with the NAEA.

1. Delegates Assembly – The AENJ sends the following representatives: 1<sup>st</sup> year Immediate Past President and 1<sup>st</sup> year President; 2<sup>nd</sup> year President and 1<sup>st</sup> year President-Elect with the Immediate Past President serving as an alternate. To participate, all officers of the AENJ must be members of NAEA. Dues will be paid by the individual officer. Currently AENJ is entitled to two voting delegates because New Jersey NAEA membership exceeds 300.
2. Dues Collection Contract - The AENJ does not participate in the NAEA dues collection contract program. AENJ members must separately pay NAEA dues.
3. Awards Program - AENJ participates in the NAEA Awards program by nominating eligible member candidates for awards. Five years of NAEA membership are prerequisites to nomination. The year's recipient of the AENJ Distinguished Achievement Award is the recipient of the NAEA New Jersey Art Educator of the Year Award. NAEA criteria for other NAEA Awards are listed on NAEA website.
4. Team East Functions - AENJ sends the President and President-Elect as representatives to participate in NAEA's Eastern Regional Team East summer meetings.
5. Leadership Conference – AENJ sends the following representatives to NAEA's Leadership Conference, the President and the President-Elect. The President may choose to invite other board members if the budget allows or if that board member agrees to pay for their own travel and accommodations.

### **B. New Jersey Education Association (NJEA)**

The Art Educators of New Jersey is affiliated with the NJEA.

1. AENJ Liaison to NJEA - A representative, appointed by the President with the approval of the Board of Directors, is the AENJ liaison to the NJEA affiliate group.
2. AENJ Program at NJEA Convention - The Treasurer shall also be responsible for making room reservations and completing necessary forms for the NJEA convention in Atlantic City.

### **C. Arts Education New Jersey (AE NJ)**

The Art Educators of New Jersey is affiliated with Arts Ed New Jersey.

1. AENJ Liaison - A representative, appointed by the President with the approval of the Board of Directors, is the AENJ liaison to the Arts Ed NJ affiliate group.
2. The role of the representative is to attend Arts Ed NJ Steering Committee meetings according to the schedule set forth by the officers of Arts Ed NJ;
3. AENJ Program at the NJ Governor's Award in Arts Education – The AENJ Awards Committee is responsible for submitting names and all required materials to the NJAEP representative for the recipients of the following awards: AENJ's High School Scholarships, Council for Art Education Youth Art Month, Distinguished Achievement, Anthony A. Guadadiello, John J. Pappas Recognition, George DiBouno Recognition, and, Professional Artist who will be honored at the annual New Jersey Governor's Awards.

### **D. Other Organizations whose primary aim is to further quality Arts Education**

Other organizations we support/sponsor include: New Jersey Performing Arts Center (NJPAC) and Council for Art Education (CFAE specifically for YAM); we have in the past supported the NJ School Board Association, NJ Parent-

Teacher Association, NJ Art Therapists Association, NJ Art Pride and, Americans for the Arts.

NOTE: The AENJ YAM Chair(s), appointed by the President with the approval of the Board of Directors, will fulfill all the requirements of CFAE for AENJ's full participation in YAM events.

### **XIII. STUDENT AND MEMBER ART EXHIBITIONS**

The Art Educators of New Jersey will feature and highlight student artwork at every opportunity. Exhibitions should be of high quality and feature exemplary student art which is professionally displayed. We cooperate with the Council for Art Education, Inc. (CFAE) and NAEA by organizing Youth Art Month Celebrations during the month of March. We also cooperate with state and local colleges when scheduling members' exhibitions. All participating teachers must be AENJ members to show in the members' exhibitions.

#### **A. Permanent Site Exhibition: New Jersey Performing Art Center**

The Advocacy & Outreach Chair(s) is responsible for overseeing and delegating the tasks for this exhibition as follows:

- scheduling the dates of the exhibitions including set-up, reception, and takedown;
- corresponding with participating teachers;
- coordinating with the Membership Chair to verify the membership status of all participating teachers who submit student artwork for exhibitions;
- sending all pertinent information, including invitations to exhibit artwork to Communications Chair and;
- confirming participating members have complied with label requirements.

#### **B. Additional Site Exhibitions for Students:**

The Advocacy & Outreach Chair(s) is responsible for future additional site exhibitions.

#### **C. Youth Art Month Exhibition**

The State YAM Chair(s) are responsible for coordinating this exhibition.

See below and Policy Appendix for details

#### **D. NJEA Art Exhibition at the convention**

The Advocacy & Outreach Chair(s) and AENJ's NJEA liaison is responsible for:

- coordinating the event;
- scheduling space with NJEA and;
- identifying volunteers for hanging the artwork

#### **E. Members' Exhibitions**

The Advocacy & Outreach Chair(s) is responsible for overseeing and delegating the tasks for this exhibition.

Responsibilities include:

- scheduling space, setting exhibition dates for set-up, reception, and takedown;
- purchasing food for reception(s);
- verifying membership of participating teachers with Membership Chair;
- sending all pertinent information, including invitation to exhibit artwork to Communications Chair;
- identifying volunteers for drop-off and installation of artwork and;
- corresponding with participating members and;
- writing press releases for AENJ publications and/or newsletters from other arts organizations.

**F. Artwork Labeling**

All AENJ labels MUST be used to identify student artwork shown in any AENJ sponsored exhibitions. The label MUST include the student's name, grade, school district, and art teacher on the front of each piece of art work. All artwork MUST also include the Back Label Student Release Form.

Youth Art Month artwork shall also include a Back Label identifying the exhibition and drop-off site. Labels can be found in the Appendix of policy and on the AENJ website [www.aenj.org](http://www.aenj.org)

**XIV. Youth Art Month**

AENJ endorses the Youth Art Month Program in cooperation with NAEA and the Council for Art Education, Inc. The celebration of March as Youth Art Month is an opportunity to publicize the benefits of the Visual Arts in education.

**A. YAM Chair(s)**

State Youth Art Month Chair(s) are appointed by the current AENJ President, and approved by the Board of Directors. County Youth Art Month Chairs are art educators appointed by the State Chair(s), to organize a county student art exhibition and reception within the county they work in. Youth Art Month activities are organized and shared in collaboration with AENJ Communications, Advocacy & Outreach, and Advisory Council.

**B. Design Contest**

**The YAM Design Contest is sponsored by AENJ in support of the following:**

- **Flag Designs:** Are solicited from members' students in the Design Contest. The Board of Directors selects a student design to be printed on a flag. This flag is shipped to the Council for Art Education, Inc. and flown in Washington, DC during March. When the flag is returned it becomes the property of AENJ. The student designer and their teacher are recognized at the State Youth Art Month Exhibition held at the New Jersey Statehouse in Trenton, NJ.
- **Poster Designs:** Are solicited from members' students in the Design Contest. The Board of Directors selects a student design. The poster is reproduced and mailed to all members of the organization with pertinent YAM information on the back of the poster. The student designer and their teacher will be recognized at the YAM State Exhibition/Reception. The poster shall include the name of the student, the art teacher, and the school district.
- **Additional student designs, as funding permits, may be selected to include: A billboard, t-shirt, button and invitation. Past examples include:**
  - **Billboard Designs:** are solicited from members' students in the Design Contest. The Board of Directors selects a student design to be printed on large format in Trenton, NJ and in the Design Winner's hometown. Billboard shall include the name of the student, the art teacher, and the school district.
  - **Button Designs:** are solicited from members' students in the Design Contest. The Board of Directors selects a student design to be printed in bulk, in color, on a standard button. These will be distributed to the students whose work is selected to be in the State Youth Art Month Exhibition.
  - **Invitations Designs:** are solicited from members' students in the Design Contest. The Board of Directors selects a student design to be printed on postcards - one elementary/middle school and one high school. Invitations will be sent to the families and teachers of students whose work is selected to be in the State Youth Art Month Exhibition.
- Design winners will be recognized at the Youth Art Month State Reception.

**C. State Exhibitions and Receptions:**

- County Chairs will submit State Youth Art Month artworks by the selected deadline.
- Students whose artwork was selected to be in the State Youth Art Month Exhibition will be invited by State Chairs to view their artwork and will be awarded certificates at the reception. Teachers and parents will also be invited to attend. County Chairs can celebrate those students separately at their county reception.
- Artworks will be hung in the gallery space, and also uploaded to *Artsonia*.
- High School Reception will have refreshments, a guest speaker, and a ceremony for awardees.
- Elementary/Middle School Reception will have refreshments, art activities, and a ceremony for awardees.
- Design Winners will be recognized during their respective ceremony.

**D. YAM at AENJ Conference:**

- State Youth Art Month Artworks from *Artsonia* will be printed on 11x17 cardstock to be displayed at the AENJ Annual Conference.
- Annual County Chair Luncheon meeting takes place at the AENJ Conference, with a review of the Annual Report and coming theme. Chairs are also invited to share best practices, concerns, and meet new members.

**E. Pre & Post YAM:**

- Pre-YAM: County Chairs (and Board Member welcomed) attend Pre-YAM dinner in February. Artwork is collected, forms are reviewed. Posters are distributed to County Chairs. All forms will be available digitally prior to dinner.
- Post-YAM:
  - County Chairs are required to submit a “YAM Beat” summarizing their county’s Youth Art Month activities, with pictures from event.
  - County Chairs will submit receipts from YAM expenses to State Chairs for reimbursement.
  - State Chairs will submit expense reports from chairs to the AENJ Treasurer for reimbursements to be made directly to County Chairs.
  - County Chairs will submit Proclamations and Endorsements to State Chairs.
  - State Chairs will compile all of County Chairs submissions for the Annual Report to Council for Art Education (CFAE).

**F. Governor’s Proclamation**

AENJ shall pursue obtaining a Governor’s proclamation.

**G. Friends of Youth Art Month**

Names of individuals, groups, and/or corporations will appear in the AENJ Newsletter making monetary contributions to Youth Art Month. The “annual year” shall go from July 1st to June 30th.

