

## ORGANIZATION AND GOVERNANCE

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

(Adopted October 2011 revised October 2013, revised October 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.

#### **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 Core Arts Standards and the New Jersey Core Curriculum Content Standards for the Visual Arts K-12 and the national and state content standards for the Visual Arts.

C. to encourage teacher training programs to include information about current national arts standards and New Jersey Core Curriculum Content Standards for the Visual Arts K-12 OR national and state content standards for the Visual Arts.

D. to work to maintain the requirement of a minimum of one year of the visual arts requirement for New Jersey high school graduation.

E. to continue to maintain support for the position of Visual Arts Program Coordinator in the New Jersey State Department of Education.

F. 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.

G. 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.

H. to encourage research and exploration in art education.

I. to hold public discussions, sponsor meetings, workshops and conferences.

J. to maintain a web site, prepare publications, articles, reports, research findings, and surveys relating to current issues of concern to visual art educators.

K. to support professional growth initiative of the state department of education.

L. 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. Executive Committee: 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. 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 Chair(s) of Working Groups and Committees: Membership & Communications, Advocacy & Outreach, Advisory Council, Youth Art Month, Annual Conference and Administration.

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

BALLOTS Votes may be cast by electronic mail ballot or other authorized means of electronic transmission.

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 Board of Directors.

**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 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 Chair(s) of the Membership & Communications, Advocacy & Outreach, Advisory Council, Youth Art Month and the Administration Working Groups and the Chair(s) Annual Conference Committee.

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.

#### A. Elected Officers:

##### President

The President shall:

- Serve as the Executive Officer of the organization, and preside over meetings of the Board and the General Assembly;
- Appoint Chair(s) of Working Groups/Committees, and Ad Hoc Committees;
- Work with the Treasurer and Secretary, for the annual review of the organization's finances, and preparation of state and federal filings 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.

##### 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 his/her absence;
- Coordinate with and support working groups and committees on special projects and initiatives related to membership, communications and finance 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.

##### Secretary

The Secretary shall:

- Be responsible for the preparation of the minutes of all board meetings 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;
- Additionally, serve as a member of the membership and communications working group, and the administration working group.

##### 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 and;
- Work with the President and Secretary to ensure accurate and timely filing of forms and compliance with all authorities having jurisdiction over the organization.

### **Immediate Past President**

The Immediate Past President shall:

- Serve as Chair of the Administration and Finance Committee;
- Serve as the Nominations Committee Chair;
- Assume the duties of the President-Elect in the event of vacancy in that office and;
- Assume other duties as determined by the President.

**B. Term 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 Chair, Communications Chair, Advocacy & Outreach Chair(s), Youth Art Month Chair(s), Advisory Council and Administration Working Group Chair(s) and Annual Conference Committee Chair(s).

1. Membership Working Group Chair: The Chair shall be responsible for:

- serving as a liaison to the membership;
- conducting membership drives;
- coordinating and disseminating information and;
- accepting applications and making recommendation to the board for the awards, grants and scholarships program.

2. Communications Working Group Chair: The Chair shall be responsible for:

- maintaining the organization's website and coordinate 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.

3. Advocacy Working Group Chair(s): The Chair(s) shall be responsible for:

- coordinating all Advocacy and Outreach (internally and externally) activities;
- overseeing the development of advocacy materials and exhibitions;

- 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 and;
4. Outreach Working Group Chair(s): The Chair(s) shall be responsible for:
- coordinating outreach and events with AENJ partners.
5. Advisory Council Chair(s): The Chair(s) 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 and;
  - the recruitment and outreach of members for leadership opportunities within the organization.
6. 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 and;
  - nominating County YAM Chairs for appointment to the President for board approval.
7. Annual Conference Chair(s): The Chair(s) 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 and;
  - partnering with school districts, arts organizations, and other institutions to promote the conference as the premier professional development activity for the sector.
8. 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, and 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.

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

**F. 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 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 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.

### **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.

### **ARTICLE IV. MANUAL OF POLICIES AND PROCEDURES**

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

### **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. 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.

### **Article VI. 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 VII. 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 and the 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 VIII. FISCAL YEAR**

The fiscal year shall be from July 1st to June 30th

### **Article IX. 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 a qualified distribute, 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.)