



POLICY MANUAL

Last approved: January 2025

ART EDUCATORS OF NEW JERSEY, Inc.

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.

ARTICLE I. 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 4-5 meetings for the 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 1st 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.



- actively attend and engage, or delegate a representative from the executive committee, in all events to ensure leadership presence and support for organizational initiatives.

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 Chair 2nd year in office (*updated 1/28/21*) 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 (2nd 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.
- Maintain an updated calendar of events and meetings
- Organize minutes and make them available upon request by any AENJ member.

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 the 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 1st year as Immediate Past President;
- Assist Conference Chair and Coordinator with conference;
- Be responsible for oversight of the Scholarship/Grants Chair and committee;
- Assume the duties of the President-Elect in the event of vacancy in that office and;
- Assume other duties as determined by the President.

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.

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.

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 Coordinator(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.

Attendance at a minimum of 3-4 meetings for Board of Directors, 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.

If a board member resigns from their position prior to the end of their term or opts not to continue in their role at the end of their term, that board member is asked to complete the [Exit Interview Form](#). This form is designed to assist the leadership team.

II. APPOINTED OFFICERS

A. Membership & Communications Working Group Chair(s):

Chairs of this working group shall be responsible for suggesting qualified members of the organization to serve in non-voting appointed positions for Scholarships / Grants, and ArtBeat.

The Chair(s) shall be responsible for:



1. Membership

The Membership Chair shall:

- Serve as a liaison to the membership;
 - * Answer questions about functionality of the membership portal
 - * Respond to questions related to expiration dates and pricing
- Conduct membership drives;
- Provide an updated list of members to the Board of Directors, monthly;
- Provide a list of members by county to the YAM Chairs by last week of November, annually;
- Verify 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;
 - * Communicate with individuals whose membership has lapsed in relation to awards, publications, presenting, exhibitions, scholarships, etc.
- Accept applications and make recommendations to the Board of Directors for the awards, grants and scholarships programs.

2. Communications

The Communications Chair shall:

- Coordinate and disseminate information to members in the form of WebBeats, emails, and other communications;
- Maintain the organization's website and coordinate AENJ's social media presence across all social media platforms and all publications and;
 - * The Communications Chair can delegate tasks related to the website and social media to approved members in their working group
- Share coverage, including photography of events and 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*.

B. Advocacy & Outreach Working Group Chair(s)

The Chair(s) shall:

- Coordinate all Advocacy & 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, and NJ Governor Awards programs;
- Oversee the development of advocacy materials and local/state exhibitions and;
- Coordinate 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.
- Coordinate coverage, including photography of events, and prepare and coordinate press releases to be distributed by the Communications Chair.



C. Advisory Council Chair(s)

The Chair(s) shall oversee a group of members who represent the regions and divisions of our organization. Their tasks are as follows:

- Serve as a liaison between the Board of Directors and the general membership of AENJ.
 - * *Share ideas and concerns from the membership with the board?*
 - * *Take the temperature of the membership related to events, offerings, benefits of membership?*
- Coordinate professional development activities for the organization's membership throughout the year;
- Ensure there is regional and divisional representation throughout all aspects of the organization's work;
- Recruit members for leadership opportunities within the organization;
- Schedule 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.(i.e. a meeting after annual "Breakfast & a Workshop" counts toward the yearly in-person meeting).
- Plan 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.
- Create Event 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:
 - (i) The planner shall serve as lead for the event and must attend the event.
 - (ii) 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.
 - (iii) The planner must provide photos from the event to be shared with the Communications Chair for distribution to appropriate outlets.
 - (iv) The event must serve to further the mission of AENJ.
 - (v) The event should aim to break even or provide nominal income for the organization.

D. 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 (see Section XIV) and;



- Nominate County YAM Chairs for appointment to the President for board approval;
- Plan and coordinate luncheon for county chairs during the annual AENJ conference;
- Maintain communication with CFAE as AENJ's liaison to their Youth Art Month program;
- Complete and submit annual report information to CFAE.

E. Annual Conference Coordinator(s)

With the Conference Chair (President or President-Elect) the Coordinator (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.
- Maintain the conference budget and presenting this to the Board of Directors;
- Recruit and manage the conference planning committee and volunteers to assist with tasks at/or related to the conference and;
- Partner with school districts, arts organizations, and other institutions to promote the conference as the premier professional development activity for the sector.

F. Administration Working Group Chair(s)

The Immediate Past President shall serve as the Chair; responsibilities include:

- Manage all the administrative tasks and functions of the board of directors, including but not limited to finance, governance, by-laws and nominations and;
- Ensure all reporting and compliance with local state and federal authorities are adhered to and;
- Work to suggest an annual fund development plan to support the organization's work;
- The Working Group will include the Treasurer and Historian.

G. Historian

The Historian shall:

- Suggest a member to serve as the Awards Chair and maintain communication with this individual;
- Make recommendations to the board for awards and coordinate/delegate the President's Awards Celebration during the annual conference;
- Advise the Executive Committee and Board of Directors on parliamentary procedures and assist with AENJ business.
- 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*

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



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

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.

I. 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.



- i. 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.
- ii. Retired: Active members who have retired and have been a member of the Organization. Retired active membership provides all the privileges of active membership.
- iii. First year teachers: Individuals who are in their first year of their professional teaching career.
- iv. Student: Undergraduate students and full-time graduate students. Student membership provides the privileges of active membership.
- v. 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.
- vi. Institutional: One person representing an established group, who have paid Institutional dues, may attend the annual conference and vote in the general elections.
- vii. 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 30th.

- II. **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.

1. **Conference Event Coordinator**

The Conference Event Coordinator shall:

- Serve as liaison with hotel and conference staff and;
- Attend all coordinated events and be reimbursed accordingly.

2. **Remote Staff Position**

The Remote Staff shall:



- Manage event platform registration and;
- Input data entry.

3. Website Manager

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.

4. Graphic Designer

The Graphic Designer shall:

- Be responsible for the visual design and production of printed materials (i.e. *Artbeat*, conference booklet, logos etc.).

5. 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 QuickBooks 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.

6. 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;
- Prepare a Charitable Organization Annual Report for the New Jersey Attorney General – Charities’ Bureau and;
- Prepare a management letter when requested by the President/Treasurer.

7. 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.

ARTICLE 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.

I. **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

II. **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' Scholarship and the Awards and Recognitions Committees.

Following is a list of all Past Presidents:

1940-41 Evelyn Kallmeyher-Corso

1941-43 Emily Garrison

1943-44 Lillian Acton-Calcia

1944-46 Emma S. Daggett

1946-48 Ethel Patterson

1948-50 Daphne Koenig

1950-52 Mildred Callaway

1952-54 Ruth Trappan

1954-56 Seymour Landsman

1956-58 Colvin Maude Henry

1958-60 Helene Condon

1960-62 Helen Crisson

1962-64 Benjamin Elliot

1964-66 Henry Ahrens

1966-68 George Conrad

1968-70 Harry V. Meinzer

1970-72 Robert Haynes

1972-73 Dr. George Neff

1973-74 David Mackey*

1974-75 John Pappas

1975-76 Joseph Kleinchester

1976-77 George DiBouno*

1977-78 Joan Smith

1978-79 Dr. Ross Beitzel*

1979-80 Rick Lasher*

1980-81 Dr. Gayle Jones Reed

1981-82 David Mackey*

1982-83 Rosemary Blair

1983-84 Barbara Beaulieu

1984-85 Dr. George Trogler

1985-86 Rosa Gloria Pappalardo

1986-87 Lynn Dodson*

1987-88 Gloria Nolan

1988-1989 Gregory Brewington

1989-1990 Judy Gross

1990-1991 Tony Guadadiello

1991-1992 Dr. Paula Valenti*

1992-1993 Helene Boedart*

1993-1994 Carl Hower*

1994-1995 Dr. Ruth Bodek -Kaplan

1995-1996 Diane Fogler

1996-1997 Linda Puliese

1997-1998 Phyllis Annett



1998-1999 Anthony Migliaccio
1999-2000 Nancy Coon
2000-2001 Valerie Negra*
2001-2003 Dr. Debbie Greh
2003-2004 Nancy Knutsen
2004-2006 Dr. Kim Huyler Defibaugh
2006-2008 Susan Bivona

2008-2011 Linda Devlin
2011-2014 Ellen Hargrove
2014-2015 JoAnn Onnembo
2015-2018 Dr. Jane Graziano
2018-2020 Lisa Conklin
2020-2022 Lora Marie Durr
2022-2024 Antonia N. Germanos

III. **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 Nonprofits.

IV. Conferences and conventions AENJ regularly participates in and supports:

- NAEA (Annual National Convention, Leadership Conference, and Team East meetings);
- NJEA (Teachers Convention and Pre-service Conference).

V. **FINANCE**

■ 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.

■ 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.

■ Financial Remuneration:

- 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.



- 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.
- 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 31st, after October 31st will be paid at the discretion of the Board of Directors.
- No expenses may be incurred, outside the prepared line item budget, without prior Executive Committee approval.
- 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).
- Conference Budget
 - The Treasurer, working with the Conference Chair, Conference Coordinator and the President, shall develop a conference budget.
- 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.
- 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.
 - General Guidelines:
 - All expenses must fall within the approved annual budget.
 - Individual reimbursement:
 - ✓ Travel – in general coach airfare not to exceed \$400; Car (mileage per IRS).
 - ✓ Hotel - one half of a double room.
 - ✓ Meals - up to \$50 per day.
 - ✓ AENJ does not pay for tips, gratuities or personal travel other than pertaining to AENJ business.
 - ✓ Individual registration for conference or convention should be paid by the individual.
 - 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;
 - 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.
- AENJ Conference: The conference operates within a budget. That budget must be reviewed and approved annually
 - All participants must register for the conference, paying membership and appropriate registration fees.
 - If a member makes a donation to the organization with their registration fee that donation is non-refundable.
 - Board of Directors members working at the conference will receive 1/2 of a double room at the hotel.
 - The Conference Coordinator, with the Conference Chair (President or President-Elect) will create a list of committee members working on conference, recommended to receive 1/2 of double room for their active involvement in the conference, this list will be submitted to the Board of Directors for approval.
 - The Conference Coordinator, with the Conference Chair (President or President-Elect), may establish a workable remuneration policy for presenters and committee members.
 - 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).
 - The President's Award Ceremony is the responsibility of the Historian. The invited shall include, but not be limited to all Past Presidents of AENJ, the Board of Directors, the Advisory Council, the Conference Committee, the commercial exhibitors, and a limited number of guests of those honored at the ceremony and dinner.
 - Expenditures must fall within the conference guidelines and budget.
- NAEA Convention:
 - 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.
 - Members who must attend as representatives of AENJ at the Delegates Assembly will be reimbursed for expenses in full, with budget approval.
 - 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.
 - 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 (excluding the registration fee), with budget approval.
 - 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.
- Attendance at Other Conventions:



- 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:
 - NAEA Team East/Eastern Region Summer Meeting: The President, President-Elect, and Immediate Past-President should be encouraged to attend (10/04);
 - New Jersey Education Association (NJEA) Convention;
 - NAEA Leadership Conference;
 - Other Conventions where attendance is requested by the President or Board of Directors.
- 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).
- 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 representatives.
- 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.
- AENJ Grants, Scholarships and Awards monies
 - AENJ Grants monies - AENJ monies will be reimbursed as per grant criteria; amount determined by budget.
 - AENJ Scholarships monies - AENJ Scholarships monies will be reimbursed as per scholarship criteria; amount determined by budget.
 - Awards - Award winners honored at the conference will receive a commemorative certificate or other appropriate item.
- 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

- **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).”
- **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.
- **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.
- **Social Media:** Social Media shall include announcement information about AENJ Activities including the following considerations:
 - Share on the following social media accounts: 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]);
 - Not to be used for personal gain;
 - Student artwork must be accompanied by a release form signed by a parent and/or guardian before publication;
 - Repost content from related organizations is permitted;
 - Positive comments/feedback for followers;



- Share 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

■ Membership Lists

- Distributed to members of the Board of Directors annually and on request, to any individual approved by the Board of Directors;
- 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.

■ Membership List Inclusions

- In preparing complete membership lists the chairperson shall include the following information:
 - Member’s First and Last Name;
 - Job Title;
 - Primary level of responsibility: Elementary, Secondary, High School, Higher Education, Student, Retired;
 - Work/School Name;
 - Work/school address: street, city, state, zip+4;
 - Home address: street, city, state, zip + 4;
 - Phone numbers: work, mobile and other;
 - E-mail address(es): work, home and other;
 - County: work/school county (or home county for retired members);
 - Membership number;
 - Demographic information in service of future grant possibilities.

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

■ Membership Reports

- The chair shall be prepared to provide membership information on request of the Board of Directors:
 - Membership by job classification;
 - Student membership by college;
 - Membership by work county (or home county for retired);
 - Past-Presidents/Fellows;



- An updated membership count shall be presented to the Board of Directors at each meeting.
- **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 (upon request) 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 is tax deductible and that the cost of attendance at professional meetings (hotel, travel, meal costs with receipts) is claimable. Membership dues are not refunded.
 - Active Membership Dues - \$50;
 - Retired Membership Dues - \$20;
 - Student Membership Dues - \$20 (full time undergraduate students with I.D. or first year post-graduates);
 - New Professional First Year College/University graduate Dues - \$20.00;
 - Institutional/Corporate Membership Dues - \$150 (includes 3 members);
 - Museum/Non-Profit Membership Dues - \$50.
 - GIFT MEMBERSHIP details...?
- **Membership Recruitment:**
 - AENJ Renewal - Following the fall conference, the Membership Chair shall solicit membership renewal from all AENJ members who did not attend the conference or renew their membership;
 - NAEA Members – the membership chair shall contact NAEA to request a list of NJ Members if NAEA permits;
 - 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.
- **Information on Membership Forms**
 - Data requested on all registration forms shall be the same as section B, above.
- **Refund Policy**
 - A full refund, excluding transaction fees and donations, is granted 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.
- **Conference Registration Fees**
 - The following conference fees do not include membership dues.
 - Conference Pre-Registration (Early-bird) \$165;
 - Conference Regular or On-Site Registration \$215;
 - Full-Time Undergraduate Student Registration \$60 (early bird), Regular or On-Site \$75 .00;
 - Non-Members \$215 (early Bird) , Regular / On-site \$315;
 - The Early Bird rate shall be a reduction of the Membership fee from the Registration fee, ie: \$50 less than registration fee (2024)



- Cancellation/Refund Policy –Refunds will be issued minus a \$25 cancellation fee, ONLY if cancellation is received ten (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 practices and results are exceptional. An award may be presented to a teacher from each of the divisions: Elementary, Middle, High School and Higher Education.

The President shall appoint an individual to chair the awards program as suggested by the Historian. This individual shall be responsible for:

- Seeking / encouraging nominations;
- Providing content to be shared with the Communications Chair for promotion of the program;
- Organizing the nominations;
- Confirming membership where applicable;
- Presenting nominations to the board;
- Communicating with the awards recipients to obtain necessary promotional materials from each, and
- Communicating with awards recipients in relation to the awards program at the annual conference.

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 roundtable 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.

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 Junior 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.



The President shall appoint an individual to chair the scholarship program. This individual shall be responsible for:

- Seeking / encouraging applications;
- Providing content to be shared with the Communications Chair for promotion of the program;
- Organizing the applications;
- Confirming membership where applicable;
- Organizing a review committee to judge each application using the established rubric (***should be linked here somehow**);
- Presenting a slate of eligible applicants with scores to the board;
- Communicating with the scholarship recipients to connect them with the Treasurer and;
- Acquire the necessary information from each scholarship recipient to ensure they are recognized through the Governor’s Awards in Arts Education (when running).

This individual shall also be responsible for grant applications (see below).

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 Pre-service 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.

■ 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.

■ AENJ Community Grants

- AENJ Student Art Enrichment Grant;
- AENJ Special Events Grant.

■ 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.

- Site Selection - The site selection shall be determined two years in advance by the Board of Directors upon the recommendation of the Conference Committee;
- Contract Review Committee: A committee to review the contract should be established. The contract must be reviewed by an attorney when possible;
- Final Bill Review Committee - The final hotel bill shall be reviewed and approved by the Conference Coordinator, Conference Chair and the Treasurer;
- 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);
- Selection of keynotes – the President-Elect selects the conference keynotes;
- Development of theme;
- Selection of merchandise;
- 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.

- **National Art Education Association (NAEA)**

- The Art Educators of New Jersey have a close and strong affiliation with the NAEA.
 - Delegates Assembly – The AENJ sends the following representatives: 1st year Immediate Past President and 1st year President; 2nd year President and 1st 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.
 - Dues Collection Contract - The AENJ does not participate in the NAEA dues collection contract program. AENJ members must separately pay NAEA dues.
 - 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.
 - Team East Functions - AENJ sends the President and President-Elect as representatives to participate in NAEA's Eastern Regional Team East summer meetings.
 - 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.

- **New Jersey Education Association (NJEA)**



- The Art Educators of New Jersey is affiliated with the NJEA.
 - 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.
 - 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.
- **Arts Ed New Jersey (ArtsEDNJ)**
 - The Art Educators of New Jersey is affiliated with Arts Ed New Jersey.
 - 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;
 - 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;
 - AENJ Program at the NJ Governor’s Award in Arts Education – The AENJ Awards Committee is responsible for submitting the 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.
- **Other Organizations whose primary aim is to further quality Arts Education**
 - Other organizations we support/sponsor/partner 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, NJPSA-FEA.

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.

- **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:
 - Schedule the dates of the exhibitions including set-up, reception, and takedown;
 - Correspond with participating teachers;
 - Coordinate with the Membership Chair to verify the membership status of all participating teachers who submit student artwork for exhibitions;
 - Send all pertinent information, including invitations to exhibit artwork to Communications Chair and;



- Confirm participating members have complied with label requirements.
- **Additional Site Exhibitions for Students:**
 - The Advocacy & Outreach Chair(s) is responsible for future additional site exhibitions.
- **Youth Art Month Exhibition**
 - The State YAM Chair(s) are responsible for coordinating this exhibition;
 - See below and Policy Appendix for details.
- **NJEA Art Exhibition at the convention**
 - The Advocacy & Outreach Chair(s) and AENJ's NJEA liaison is responsible for:
 - Coordinate the event;
 - Schedule space with NJEA and;
 - Identify volunteers for hanging the artwork.
- **Members' Exhibitions**
 - The Advocacy & Outreach Chair(s) is responsible for overseeing and delegating the tasks for this exhibition. Responsibilities include:
 - Schedule space, setting exhibition dates for set-up, reception, and takedown;
 - Purchase food for reception(s);
 - Verify membership of participating teachers with Membership Chair;
 - Send all pertinent information, including invitation to exhibit artwork to Communications Chair;
 - Identify volunteers for drop-off and installation of artwork and;
 - Correspond with participating members and;
 - Write press releases for AENJ publications and/or newsletters from other arts organizations.
- **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 artwork. 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.

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.

■ **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.



■ 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, or other suitable location;
 - 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. Details of each include:
 - ✓ Billboard Designs: are solicited from members' students in the Design Contest. The Board of Directors selects a student design to be printed in 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.

■ 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;
- High School and Elementary / Middle events can be combined if needed and practical;



- Design Winners will be recognized during their respective ceremony.
- **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.
- **Pre & Post YAM:**
 - Pre-YAM: County Chairs (and Board Members 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 the 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 the County Chairs submissions for the Annual Report to Council for Art Education (CFAE).
- **Governor’s Proclamation**
 - AENJ shall pursue obtaining a Governor’s proclamation.
- **Invitation to elected officials**
 - County and state level representatives should be formally invited to attend YAM Receptions
 - Proclamations should be sought from these individuals
 - SEE Bonnie Watson Coleman re: past practice for giving certificates to students
- **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.



APPENDIX

TABLE OF CONTENTS

Board Member Statement of Agreement

Awards Guidelines, nomination form

Scholarships Guidelines, application form

Grants Guidelines, application form

Youth Art Month Grant Guidelines, application form

Conference

Advisory Council

Exhibitions (NJPAC, YAM, Members) Guidelines, application forms

Exhibition Labels and Permission/Release Forms

Distinguished Fellows Info

CAENJ



www.aenj.org

Board Member Statement of Agreement

Name:

Position:

Dates of term:

As a board member of The Art Educators of NJ, I understand that my duties and responsibilities include the following:

1. I am fiscally responsible, with the other board members, for this organization. It is my duty to know what our budget is and to take an active part in planning the budget and implementing the fundraising to meet it. I am legally responsible to this organization. I am responsible to know and approve all policies and programs and to oversee their implementation.
2. I am morally responsible for the health and wellbeing of this organization. As a member of the board, I have pledged myself to carry out this organization's mission: *"To support New Jersey's Visual Arts educators, the students they instruct and the communities they enrich."*
3. I am required to serve in a leadership capacity for the committee I chair and work to develop member participation and engagement with that committee's work. I am welcome, and encouraged, to attend the meetings of any board committee.
4. I am required to attend the annual conference or other major events sponsored by the organization and serve as a volunteer for said event(s).
5. It is my responsibility to annually renew my AENJ membership and register for and attend the annual conference. My membership and registration fees will serve as an acceptable financial donation to the organization each year. If I am able, I will give what is for me a significant financial donation to further support the goals of the organization.
6. I will actively engage in fundraising for this organization in whatever ways I can. These may include individual solicitation, special events, or writing mail appeals and the like.
7. I will prepare for and attend a minimum of 3 or 4 board meetings every year, with the options of virtual attendance. I understand that my attendance is mandatory for the May/June and December board meetings due to the critical nature of these gatherings. In addition to these meetings, I will be available for phone consultation. I understand that commitment to this board will involve a good deal of time, likely no less than five (5) hours per month.
8. I understand no quotas have been set and no rigid standards of measurement and achievement have been formed. Every board member is making a statement of faith about every other board member. We trust each other to carry out the above agreements to the best of our ability, each in our own way, with knowledge, support and approval of all. I know if I fail to act in good faith I must resign, or someone from the board may ask me to resign.

In this turn, this organization is responsible to me in a number of ways:

1. I will be sent, without request, quarterly financial reports which allow me to meet the prudent person section of the law.
2. I can call on the organization's chairs to discuss programs and policies, goals and objectives as appropriate.
3. Board members will respond in a straightforward and thorough fashion to any question I have that I feel necessary to carry out my fiscal, legal, and moral responsibilities to this organization.



As a member of this board team, I will:

1. Listen carefully to my teammates.
2. Respect the opinion of my fellow board members.
3. Respect and support the majority decisions of the board.
4. Recognize all authority is vested in the full board only when it meets in legal session.
5. Keep well-informed of developments related to issues that may come before the board.
6. Participate actively in board meetings and actions; this includes submitting reports prior to Board Meetings documenting committee progress; contributing my time to the annual conference in planning, programming, and attendance; contributing to both Web Beat and Art Beat publications to share the accomplishments and offerings of my area; actively connecting with members and non-members to further the development of the organization; participating in the nomination process for our awards programs.
7. Bring to the attention of the board any issues I believe will have an adverse effect on The Art Educators of NJ or those we serve.
8. Refer complaints to the proper level on the chain of command.
9. Recognize my job is to ensure The Art Educators of NJ is well managed, rather than attempt to directly manage the organization myself.
10. Represent everyone that this organization serves; not a particular geographic area or interest group.
11. Consider myself a trustee of The Art Educators of NJ and do my best to ensure it is well-maintained, financially secure, growing and always operating in the best interests of our mission and those we serve.

Signature _____ Date _____



AWARDS

AENJ believes the rationale for conferring awards is twofold. First, to recognize those individuals within the membership who have achieved the highest level of professionalism in the field of visual arts education. Second, to show appreciation to those individuals and/or organizations who have contributed their services in an exemplary manner to the Art Educators of New Jersey and to the goals espoused for the profession.

Award Categories

■ The New Jersey Art Educator of the Year Award for Distinguished Achievement

- Established to honor a member of the association whose long term dedication to the visual art profession and dedication to AENJ goals, leadership and teaching experiences are recognized as exemplary;
- Criteria:
 - Must be current member of NAEA by five (5) or more consecutive years and a current member in good standing;
 - Must have ten or more years of outstanding service and leadership to AENJ (i.e. Youth Art Month, conference, or other AENJ activities);
 - Must be or have been a teacher, supervisor, coordinator or administrator of the Visual Arts.

■ The Anthony A. Guadadiello Award

- Established to honor former President, Anthony Guadadiello, whose dedication to the joy of service was a major part of his tenure in office. It recognizes outstanding contribution and service to AENJ;
- Criteria:
 - Must be a member of AENJ, minimum of five (5) years and a current member in good standing;
 - Must be or have been a teacher, supervisor, coordinator or administrator of the Visual Arts;
 - Must have demonstrated active committee service and leadership during a minimum period of two years.

■ The John J. Pappas Recognition Award

- Established to honor former President John J. Pappas, whose dedication to the idea that arts education is universal and inclusive involving those who support arts experiences from a wider perspective. This Award is appropriate for supporters of the arts who are in the commercial or corporate fields OR in art related organizations that are not specifically educational by nature;
- Criteria:
 - Must demonstrate strong support of visual arts education at the local and/or state levels;
 - The recipient must be someone other than an art educator (i.e. an Arts Association, a representative of a commercial enterprise that has been supportive of the Arts, or a member of an Arts council).

■ The George DiBouno Recognition Award

- Established to honor former President, George DiBouno, whose dedication to arts education in New Jersey was marked by a realization of the power of leadership in education to move the arts to the forefront. This award is for those who are “within” the field of education, but not Art Educators;
- Criteria:
 - Must demonstrate strong support of visual arts education at the local and/or state levels;
 - Recipient must be someone other than an art educator and;



- Must demonstrate dedication to arts education and go beyond what is required to encourage and promote arts education within their school or district (i.e. individuals in administration of a school such as principals, supervisors who are NOT visual arts supervisors) or a district (a superintendent or a school board).

■ **The Professional Artist Award**

- Established to acknowledge New Jersey artists whose body of work is recognized as significant;
- Criteria:
 - Must be a professional artist, residing in New Jersey, and deriving a livelihood from the creative production of a visual art form;
 - Must have contributed service and/or talent to the community and;
 - Must be outside the teaching profession.

■ **Division Awards**

- 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 practice-lesson with the membership at the Advisory Council's Breakfast and a Workshop and at conference during a roundtable session planned by the conference chair.
- Recipients who are also NAEA members will have the opportunity to pursue a nomination for the NAEA Division Award in the following year's award cycle with the support of AENJ.

■ **National Art Honor Society Award (NAHS)**

- Established to recognize the dedication of an AENJ member who sponsors an outstanding NAHS Chapter. Eligibility: Sponsors of active NAHS Chapters;
- Recipients will have the opportunity to pursue nomination for the NAEA NAHS Award in the following year's award cycle with the support of AENJ.

■ **National Junior Art Honor Society Award (NJAHS)**

- Established to recognize the dedication of an AENJ member who sponsors an outstanding NJAHS Chapter. Eligibility: Sponsors of active NJAHS Chapters. Recipients will have the opportunity to pursue a nomination for the NAEA NJAHS Award in the following year's award cycle with the support of AENJ.

■ **Linda Lora Pugliese YAM Award**

- Established to honor former President, Linda Pugliese, whose dedication to Youth Art Month was rewarded with the first National Claire Flanagan Grand Award. This award recognizes a current county YAM chair or the leadership team who has done the most to increase support for quality art programs and exhibits through the medium of Youth Art Month. This award will be presented at the YAM Luncheon during the annual conference.

■ **Lynn Dodson YAM Award of Excellence**



- The Lynn Dodson Award of Excellence was established to honor Lynn Dodson who was the first New Jersey recipient of the Youth Art Month NAEA Award of Excellence. This award recognizes a county YAM chair, co-chair or an individual AENJ member who has demonstrated outstanding support for Youth Art Month activities. This award will be presented at the YAM Luncheon during the annual conference.

Guidelines/Checklist for Awards

- Nomination forms are submitted online;
- Nominee must be a current active member of AENJ and submit:
 - A completed nomination form;
 - A letter stating reason for nomination;
 - Two (2) Letters of Support;
- For NAHS include the above and:
 - one-page typed summary of NAHS activities and;
 - a presentation portfolio/notebook of activities.
- We strongly encourage candidates to submit a photo for public relations purposes;
- Final decisions in the selection of the award recipients will be made by the Award Committee with the ratification of the AENJ Executive Committee. Please note that this committee is not bound to present any and/or all awards annually;
- All Award nomination forms and accompanying letters of support **MUST** be submitted online no later than April 15, 11:59PM or they will be ineligible;
- [Award Nomination Form](#).
- Contact awards@aenj.org for more information.



Governor's Awards*

- The following awards are also honored by the NJ Governor's 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;
 - The NJ winners of the CFAE Awards (YAM).

*NOTE: As per NJ Arts Education NJ, Governor's awards will not be granted those who have received awards in prior years.

SCHOLARSHIPS

■ Senior High School Student Scholarship

- Candidates for this award include high school seniors interested in pursuing the study of Fine Arts or Art Education in any public or private institution of higher learning. It is our intention to select a student whose submission is diversified. The person recommending the student must be an active member of AENJ for a period of at least two consecutive years.
- WE NEED TO LINK THE RUBRIC HERE

■ College Scholarship

- Candidates for this award include; college students entering their sophomore, junior or senior year, majoring in Art Education or Studio Art in any public or private 4-yr institution of higher learning OR; a graduate student at the beginning of their program or prior to their last tuition payment;
- Candidates **MUST** have been an AENJ member for at least one (1) full year to apply for one of two categories Art Education or Studio Art.

■ Past Presidents Graduate Scholarship

- Candidates for this award include AENJ members pursuing a masters or doctoral degree in Art Education or an art-related field such as Museum Education, Art History or Studio Art; or an advanced degree/certificate in Art Administration or Art Supervision;
- Candidates **MUST** have been an AENJ member for at least one (1) full year (to be checked by AENJ's Membership Chair) and will choose either ART EDUCATION or STUDIO ART as a focus of study.

Guidelines/Checklist for Scholarships

Please review the following guidelines to familiarize yourself with the questions required for each scholarship as you complete the application online.

- Scholarship Application Forms to be completed online;
 - [High School Scholarship Application form](#)
 - [College Scholarship & Past Presidents Graduate Scholarship Application form](#)
- Submit all supplemental portfolio and teacher recommendation letter to scholarship@aenj.org;
- Essays and statements can be typed separately then copied and pasted into the application form or they can be typed directly on the form. Note: there is no spell check on the form;



- The recommendation letter must come from an active member of AENJ who has been a member for a period of **at least two (2) “consecutive” years** (checked by AENJ Membership Chair);
- This award is paid directly to the student’s school **ONLY** upon receipt of the student’s tuition bill by AENJ’s Treasurer. Tuition bills will **NOT** be paid to individuals;
- Scholarship must be used within one year of the date it is granted;
- Applications submitted by mail and/or incomplete applications will be automatically disqualified;
- **ALL application materials are DUE February 22, 11:59 PM.**

GRANTS

■ AENJ Personal Grants

- **The RICK LASHER Professional Growth Grant**

- This Grant, named after former President Rick Lasher (1979-80) for her dedication and commitment to Professional Growth and Development of all art teachers in New Jersey, provides money to attend the NAEA convention as part of professional development and is offered when the organization is financially capable of offering grants;
- The Art Educators of New Jersey recognizes that attendance at the annual National Art Education Association (NAEA) Convention is important to the professional growth of its members, thus furthering AENJ goals;
- NAEA provides New Jersey Professional Development credits for conference attendance.

- **AENJ Conference Residency Grant**

- The Art Educators of New Jersey recognizes that attendance at the annual AENJ Conference is important to the professional growth of its members, thus furthering AENJ goals. This grant was established to encourage full attendance at the AENJ convention, including the evening programs and activities, as a part of professional development and is offered when the organization is financially capable of offering grants.

- **AENJ Summer Workshop Grant**

- The Art Educators of New Jersey recognizes that art teachers have a strong ongoing commitment to their practice as artists and teachers. This grant was established to encourage art teachers to attend summer workshops to invigorate their craft as artists and enhance their skills as educators and is offered when the organization is financially capable of offering grants.

- **NAEA Convention Preservice Teacher/Student Professional Growth Grant**

- This Grant exemplifies AENJ’s dedication and commitment to the professional growth and development of preservice and inservice art teachers in New Jersey by providing money to attend the annual National Art Education Association Convention, thus furthering AENJ’s goals and is offered when the organization is financially capable of offering grants;
- NAEA provides New Jersey Professional Development credits for conference attendance.

Guidelines/Checklist for Personal Grants

Please review the following guidelines to familiarize yourself with the questions required for each grant as you complete the application online.

- AENJ Personal Grants to be completed online;
 - [AENJ Personal Grants application form](#)
- Eligible only to active members of AENJ who have been a member for a period of **at least two (2) “consecutive” years** (checked by AENJ Membership Chair);



- Essays and statements can be typed separately then copied and pasted into the application form or they can be typed directly on the form. Note: there is no spell check on the form;
- Submit recommendation letter(s) from an administrator, colleague or college/university professor to scholarship@aenj.org;
 - This letter must include the full name and title of the person the letter is written for.
- Applications submitted by mail and/or incomplete applications will be automatically disqualified;
- **ALL application materials are DUE April 15, 11:59 PM.**
- AENJ Summer Workshop Grant ONLY: URL for the class/program or the school where you will attend.
- NAEA Pre-service Teacher/Student Professional Growth Grant ONLY: Name of college/university/art institute and, Year: freshman, sophomore, junior, senior/other.

■ AENJ Community Grants

- **AENJ Student Art Enrichment Grant (Grades 1-11)**

This grant is intended to provide AENJ art teachers an opportunity to encourage their students entering grades 1 through 11 to participate in art classes beyond those offered by the regular school curriculum. The beginning grade level of first grade has been selected because the grants will be evaluated in the Spring and given out in June; the earliest the grant could be used is the summer after the student's first year at school. Therefore, Kindergarten students entering the 1st grade in September are eligible and students completing 11th grade are eligible because the grant could then be used the summer before a student's senior year. This grant may be used for tuition and/or supplies needed for the proposed class and is offered when the organization is financially capable of offering grants.

A minimum of one (1) grant will be given in each Grade Category that receives applications.

A student cannot receive more than one (1) grant per GRADE CATEGORY.

Grade Categories are:

- Grades 1 - 4
- Grades 5 - 8
- Grades 9 – 11

- **AENJ Special Events Grant**

The Art Educators of New Jersey recognizes that bringing art education to our communities is an integral part of our organization's commitment. This grant was established to support events that promote quality art education outside the traditional school setting and into the local community and is offered when the organization is financially capable of offering grants.

Guidelines/Checklists for AENJ Community Grants

Please review the following guidelines to familiarize yourself with the questions required for each grant as you complete the application online.

- AENJ Community Grant applications to be completed online;
 - [AENJ Community Grant Application Form](#)
- Statements/ Essays can be typed separately then copied and pasted into the application form or they can be typed directly on the form. Note: there is no spell check on the form;
 - **Student Enrichment Grant** requires a statement of 50-75 words;



- **Special Event Grant** requires a brief essay (intent, benefit to community, targeted audience, projected educational outcomes).
- Nomination letter must come from the teacher who is an active member of AENJ for a period of **at least two (2) “consecutive” years** (checked by AENJ Membership Chair);
 - Submit nomination letter to scholarship@aenj.org
- Four (4) digital images (jpg) of non-altered student work must be uploaded to the application form;
 - Image File should be titled: Year_Student Last Name_Student First Name_ImageNumber (1,2,3,4)
- This grant is paid directly to the organization hosting the enrichment program upon receipt of the student’s tuition bill by AENJ’s Treasurer for the current program. Tuition bills will NOT be paid to individuals;
- URL for the class/program that the student will attend;
- Applications submitted by mail and/or incomplete applications will be automatically disqualified;
- **All applications and supporting materials are DUE April 15, 11:59 PM.**

■ **AENJ Board of Directors Youth Art Month (YAM) Grant**

The Art Educators of New Jersey recognizes that Youth Art Month is our members’ greatest tool for advocacy. This grant was established in 2006 to encourage creative Youth Art Month celebrations throughout the state. Funding up to \$500 will be awarded to offset the costs of the project or event when the organization is financially capable of offering grants.

Guidelines/Criteria for Youth Art Month (YAM) Grant

Please review the following guidelines to familiarize yourself with the questions required for each grant as you complete the application online.

- Youth Art Month (YAM) Grant applications to be completed online;
 - [Youth Art Month \(YAM\) Grant Application Form](#)
 - The following questions are asked on the application form:
 - ✓ How will this project benefit art students, art teachers, and the community in your county?
 - ✓ Will this program target any special populations? Please describe.
 - ✓ Indicate how you will promote and publicize the project.
 - Responses to the questions can be typed separately then copied and pasted into the application or they can be typed directly. Note: there is no spell check on the form.
- The recipient will give a short presentation at the subsequent AENJ conference’s YAM breakfast explaining the purpose, execution and results of the project;
- Funds must be used to support a culturally enriching program that is held at the same site and time as a county Youth Art Month exhibition;
- No proposal will be considered unless submitted by a current AENJ member (2 years consecutive membership);
- The recipient must be able to document increased support for quality Art Education programs through Youth Art Month;



- This award is a maximum of \$500.00. One quarter of the funds will be paid upon acceptance of the proposal. One half will be paid upon the submission of the documented growth and support with receipts given to the State YAM Chair on or before May 31st. The final quarter will be paid after the YAM Luncheon presentation at the conference.
- Submit all receipts for reimbursement to the State YAM Chair(s) no later than May 31st (amount not to exceed \$500 or grant amount awarded);
- **Applications DUE Dec 31, 11:59 PM.**

Conference

AENJ CONFERENCE TIMELINE

TASKS	RESPONSIBILITIES	DUE DATE	COMPLETE
Conference Basics			
Venue Search	Coordinator, Conference Chair	11/1	1/15
Contract Finalized	Coordinator, Conference Chair	1/1	5/21
Create Event Budget		2/1	3/25
Save the Date/Theme (Web Beat)	Chair, Communications		
Call for Proposals (Web Beat)	Chair, Communications	2/28	4/1
Keynote/Presenter Solicitation	Coordinator, Conference Chair	3/15	
Keynote/Presenter Agreements	Coordinator, Conference Chair	4/30	4/30
State Letter/Superintendents & Principals (Letter of support)	Coordinator, Conference Chair	4/30	
Travel Waiver Application	Coordinator, Conference Chair		
Conference Planning Committee established	Coordinator, Conference Chair		
Exhibitors			
Exhibitor Save the Date	Barbara Benton/Jenn O'Brien	3/30	3/24
Exhibitor Solicitation Email	Barbara Benton/Jenn O'Brien	4/30	4/11
Exhibitor Electrical Requirement (Nationwide)	Barbara Benton/Jenn O'Brien		
Exhibitor Reminder Email	Barbara Benton/Jenn O'Brien	6/30	
CVent - Registration Details			



Cvent Set-up	Conference Chair, Coordinator, Graphic Designer	6/30		
Passkey Set-up (Hotel Accommodations)	Coordinator	6/15		3/15
Registration Email (Web Beat)	President, Communications	ongoing		
Event Agenda (GRIDS BY DAY)	Coordinator, Conference Chair	6/15		
Registration Reminder Email (conf. reminder)	Coordinator, Conference Chair			
Event Information for Hotel				
Event Set-up & Preliminary Floor Plans	Coordinator	8/31		
Event Menus	Coordinator, Conference Chair	7/31		
Audio/Visual Requirements	Coordinator, Conference Chair	7/31		
General Session	President	7/31		
YAM Exhibition	YAM Chairs	9/1		
Set-up Pre-Con with Hotel	Coordinator, Conference Chair	9/25-26/17		
Presenter Comp. Luncheon (meal vouchers)	Coordinator	9/19		
Nationwide signage/new signs	Coordinator, Conference Chair	4/30		
Sponsorship/Local Solicitation				
Solicitation (Local contact)	Volunteer			
Local Ads solicitation for catalog	Volunteer	8/15		
Hotel/Program Specifics & Coverage				
Hotel Security Procedures	Coordinator	9/15		
Rooming List Procedure	Coordinator, Conference Chair	8/31		
VIPs' Arrangements	Conference Chair	9/15		
Other Events:				
Tricky Tray	Volunteer	9/30		
Presidents Awards Event	Conference Chair, President-Elect	9/30		



Poster & book signing	Volunteer			
Monday mixer	Conference Chair		7/31	
Creative Marketplace	Volunteer		8/31	
Off-Site Event(s)	N/A			
Information Booth	Volunteer			

NOTE: This skeleton is a guide/based on past conference timelines and can be revised as needed

Badge Checking	Volunteers			
Keynote Speaker Arrangements	Conference Chair		9/10	
Security: Sunday 10-6PM; Monday 8AM-6PM; Tuesday 9:30AM-2:00PM				
Merchandise - Promotional/Sales				
Merchandise Sales	Volunteer		8/15	
Promotional Products	Conference Chair		7/31	
Merchandise	Conference Chair			
Event Program/Printer				
Event Program/description of Gen. Sess. & B.O's			6/1	
Event Program - 1st draft proofread	Conference Chair, Volunteers			
Event Program/proofreading & printing	Volunteers, Regal Printing		9/15	
Final Details & Follow-Up				
Order Event Supplies	Conference Chair		9/30	
Name BadgesNamebadges*	Conference Chair		9/30	
Event Signage	Conference Chair		9/15	
Assemble Attendee Folders	Volunteers		9/30	
Post-Conference w/Hotel	Conference Chair		10/15	
Final Accounting review	Coordinator, Conference Chair		11/1	



Hard copy surveys post conference	Conference Chair	10/10	
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Advisory Council (AC)

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) who is an appointed board member and determine a point of contact as “the planner” for the event. 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 that includes an overview of the event, a list of participating attendees, any verbal feedback that was shared during the event to the Advisory Council Chair(s), and the President-Elect 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 the appropriate outlets.
4. The event must serve to further the mission of AENJ.
5. The event pricing should take into account all costs for running the event in accordance with the information shared by the Treasure or President and President-Elect, as well as any costs charged by host/hosting organization and location. With all this in consideration the event should attempt to break even or provide nominal income for the organization.

Each Advisory Council member will volunteer to serve as a host for at least one event a year. The host will attend the event for free in exchange for responsibilities outlined below:

- Send jpg/scan of sign-in sheet to AC Chair for records;
- Be the contact/point person for the venue/artist doing workshop;
- Create “to-do”/task list that includes:
 - Send promo info to the Communications Chair using appropriate form, as early as possible and no later than four weeks prior (include AENJ email as members’ contact). Keep in mind that school districts typically need three months prior to the event in order to approve reimbursement or pay for the workshop.
 - Be professional, proactive, intentional, grateful and responsive when communicating with and responding to members and nonmembers’ inquiries via email or phone if necessary.
 - Create an email for Communications to send to event registrants one week prior to the event. The email should address attendees as a reminder for the event and provide any necessary information about the event (parking, clothing, lunch).
 - Communicate with the Treasurer to ensure the instructor/host/event location and anyone else requiring payment is paid in a timely manner.

EXHIBITION LABELS AND PERMISSION/RELEASE FORM WEBLINKS

Exhibition labels and permission/release forms can be found on our website. Below are the most recent links to the forms and guidelines. The links included in the policy document are to be updated as necessary/each time policy is reviewed.

- [AENJ Permission and Back label for NJPAC found on the website linked here](#)
- [AENJ Members Exhibition and Permission/Release Forms](#)
- [Youth Art Month Labels and Permission/Release Forms](#)
- ARE THESE ALL CURRENT?

