



# OAEA

# Policies & Procedures

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## Approved:

The OAEA Policies & Procedures provide a supplement to the Constitution and By-Laws of the organization and summarize the operational policies approved by the Ohio Art Education Association.

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# OAEA Policies & Procedures

## General Association Policy

- OAEA does not and shall not discriminate, nor tolerate harassment, on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to selection of volunteers, vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members.
  - See “Policy Concerning Equity, Diversity, & Inclusion” for more detailed OAEA policy pg. 20-21.
- Any member that fails to follow the General Discrimination policy may have their membership revoked.
- The Leadership Assembly (LA) will address goals and strategies in January each year: prioritize goals, assign responsibilities, and create benchmarks for goals in relationship with any existing Strategic Plan.
- A copy of annual goals and the Strategic Plan shall be given to all LA members. The President shall place a copy of all planning documents in the OAEA blue book.
- All members of OAEA Board of Directors will maintain current membership in the NAEA.
- All members of the Leadership Assembly at the January Leadership Assembly meeting will complete LA Agreement Forms.
- The OAEA logo should be included in all things OAEA.
- Any new digital organizational files will be titled: year\_month\_day\_name of file.

## Policy Concerning NAEA

1. OAEA President will facilitate transfer of contact information for President-Elect with NAEA.
2. OAEA President will maintain all correspondences with NAEA.
  - a. OAEA President is responsible for attending the Western Region Awards Ceremony and presenting Ohio awards recipients' honor.
  - d. OAEA President will keep members apprised of NAEA news items through reports given at Leadership Assembly meetings and forwarding of email announcements received from NAEA.
3. Delegates Assembly:
  - a. Ohio will be represented in Delegates Assembly by the current President and one of the following:
    - i. Past President during first year of the term
    - ii. President Elect during second year of the term
  - b. Duties at Delegates Assembly include:
    - i. Be present for all roll calls
    - ii. Cast Ohio votes at Delegates Assembly functions.

- iii. Delegates may participate in obtaining and distributing Ohio tokens at NAEA Conference and provide Ohio's contribution to any Western Region fundraising activities (expense approval of the Executive committee).
4. For these services, the two OAEA delegates will receive reimbursement for travel expenses, NAEA registration, Western Region ceremony, reasonable hotel accommodations, and meals upon prior approval by the Executive Committee.
5. The President will attend the Western Region Presidents Forum representing Ohio.
6. The Ohio Awards chairperson will be responsible for submitting appropriate paperwork for all Ohio Art Education Association nominees to NAEA in compliance with their requirements that are eligible to receive an NAEA award.
7. The Student Programming Chair will be responsible for submitting appropriate paperwork to NAEA in compliance with their requirements for YAM solicitations.

Update: 1/19

## **Policy Concerning the Executive Committee**

1. Approve the site and chair of any OAEA created professional development including conferences, workshops, Interest Groups, and Summer Symposium.
2. As a member of the Executive Committee, the Parliamentarian will be responsible for updating the Blue Book folder in Google Drive and keeping folders organized for records retention.
3. The President-Elect will give a gift of appreciation of up to \$50.00 to the outgoing President at the annual Conference during a full membership function.
4. In the event of a vacancy on the Executive Committee, the President, with the approval of the Executive Committee, shall appoint a member to complete the remaining term of the vacated position. Re-election for the vacated position will take place at the usual time.
5. In the event the president cannot complete a term, the president elect will succeed. If the President-Elect cannot complete the president's term, the past president will succeed.
6. Articles of statutory agent will be transferred from one president to another as well as bonding to be filed by the treasurer.
7. In the event of a vacancy in the Leadership Assembly, the President, with approval of the Executive Committee, shall appoint a member to fulfill the remainder of the term for the vacated position.
8. In the event of change in an appointed position, the President, with the approval of the Executive Committee, shall appoint a member to fulfill the remainder of the term of the vacated position.
9. The Parliamentarian will be responsible for maintaining records of the LA Agreement Forms and distributing the forms to the Leadership Assembly.
10. The President will set the calendar no later than September for the following year.

11. The President will arrange for meeting space according to the schedule at an appropriate location and make arrangements and hotel for lodging arrangements/dates.
12. A summer annual retreat may be scheduled for the Executive committee by the President as needed.
13. The President shall invite newly elected OAEA officers to the December Executive Committee meeting to ensure a smooth transition.
14. The President Elect shall create a leadership training program to take place prior to the December Executive Committee meeting to prepare new leaders in both Leadership Assembly and Executive Committee positions.
15. The President shall prepare a listing of presidential appointments to be approved at the January Executive Committee meeting.
16. The President may appoint additional members to the Executive Committee upon approval by the Executive Committee.
17. OAEA may sponsor up to two (2) OAEA Members for full registration to School for Art Leaders (SAL) Advanced Leadership training. The attending person(s) are responsible for their own room and board.

## **Policy Concerning Leadership Assembly and Executive Committee Meetings**

1. The President shall notify each LA member either by email notification of the LA meetings at least 14 days prior to the meeting.
2. All speakers need pre-approval of the President to be placed on the meeting agenda.
3. The President may invite non-LA members to the LA meetings and Executive Committee meetings as needed or as deemed appropriate.
4. It is suggested that RD-elects be invited to the January and September Leadership Assembly meeting, Regional Exhibition chairs be invited to the September LA meeting, and regional membership chairs be invited to the May Leadership Assembly meeting.
5. Attendance at Executive Board meetings and Leadership Assembly meetings is expected. Report absences as follows:
  - a. Regional Directors report attendance status to Vice-President of Regions; PR/Advocacy chairs report to Vice-President of Advocacy
  - b. Divisions report to the Vice President of Divisions.
  - c. All others report directly to the President.
  - d. Vice Presidents and Past Presidents report their findings to the President.
  - e. In the event of an absence, stress the importance of having a representative fill the position and cast votes on behalf of the absent member.
6. Co-chairing of positions on the Leadership Assembly is acceptable. However, co-chairs must be reminded that they are holding one position on the Leadership

Assembly and will share responsibilities and benefits of that one position on the LA, i.e., one vote on the LA, 1 mileage reimbursement to be shared between the two people, division of the job responsibilities.

7. Ride sharing to meetings is highly encouraged. Mileage will be paid to drivers based on the current zone system schedule established and voted in by the Executive Committee.
8. LA members are encouraged to attend all OAEA functions including Conference, New Leader Orientation, art exhibitions, and regional activities as appropriate.
9. Leadership Assembly minutes are to be in the OAEA Blue Book two weeks after the meeting by the Secretary.
  - a. Include motions, who made and seconded them and the vote count in the minutes.
10. LA minutes will be completed and stored in the bluebook by the secretary and it will be the responsibility of the committee chair and the absent member to follow up within one week of the absence.
11. Current reports are copied into the appropriate meeting folder and the Historian will collect them for inclusion in the archives after each meeting.
12. Reports need to be saved into the Executive Reports folder.
13. Lunch for the LA meetings is the responsibility of the Elected LA member. A voucher/receipt not to exceed a reasonable amount, to be determined at the annual budget meeting, will be submitted by the Elected LA member to cover the costs.
14. It is the responsibility of the President to inform interested parties of the result of a proposal addressed to the Executive Committee.

## **Policy Concerning Officer Nominations and Elections**

1. Immediate Past President chairs the nominations committee.
2. Two additional members are appointed to the committee by the President.
  - a. Membership Chair
  - b. Parliamentarian.
3. The Parliamentarian calls for nominations in the summer/spring issue of the *Artline* with a reminder notice in the fall issue.
4. The office rotation includes Vice-President of Regions, VP Divisions, and Treasurer in odd numbered years; the President Elect, Secretary and Vice-President of Advocacy in even numbered years.
5. The Parliamentarian will prepare the candidate statements to be placed on the ballot.
6. The information will be presented in a fair and equal manner according to the following outline:
  - a. Nominee: Name you wish to have on the ballot
  - b. OAEA Position for which you are nominated

- c. Current Position / Title
  - d. Education (Degrees, schools, and dates, plus any additional training) Number of Years as OAEA Member
  - e. OAEA Offices Held (with dates)
  - f. NAEA Offices Held (with dates)
  - g. OAEA Honors/Awards (with dates) Education Honors/Awards (with dates) Exhibitions/Publications (with dates)
  - h. OAEA Office Goals (for your term of service)
7. The Parliamentarian will report election results to the President. The election results will be placed into the archives folder by the Parliamentarian. The President will inform each candidate of the results of the election.
  8. Actual ballot counts will not be announced to anyone besides the Nominating Committee and the President.

OAEA will accept the policy of NAEA with regard to elections and nominating procedures.

That is:

- No member of the Nominating/Elections Committee may be a nominee for a position. If that member's name is submitted as a nominee, that person will resign from the Nomination/Elections Committee. The President will name another member for the committee at that time.
- It is the policy of OAEA that candidates refrain from participation in or support of campaigning practices. No "campaigning" by the nominee is permitted. Nominees may not contact members by phone, email, or letter regarding the election, except to respond to inquiries. That includes emails, phone calls, or mailings to members of the region or from a Board roster.
- A "Get out the Vote" campaign is prohibited unless the materials present all candidates for the office equally and are sent to all members eligible to vote for that office.

## **Policy Concerning Election of Regional Directors, PR Chairs and Division Chairs**

1. Central, East, North Central and Northwest shall conduct Regional Director elections during even-numbered years, with terms beginning in odd-numbered years.
2. Northeast, Southeast, Southwest, and West shall conduct Regional Director elections during odd-numbered years, with terms beginning in even numbered years.
3. Central, East, North Central and Northwest shall conduct PR Chair elections during odd-numbered years, with terms beginning in even numbered years.
4. Northeast, Southeast, Southwest, and West shall conduct PR Chair elections during even-numbered years, with terms beginning in odd numbered years. Division Chairs.
5. Division Chairs will be elected during their division meetings held at the annual OAEA Conference. Elections will take place during even-numbered years for:

Middle, Secondary, Museum, and Pre-Service divisions. Elections will take place during odd-numbered years for: Elementary, Supervision, Higher Education and Emeritus divisions.

6. Regional Directors, PR Chairs and Division Chairs may choose to run for the elect position if interested in a second term. Limit for each position is two terms (2 years each term).

## **Policy Concerning Awards**

1. Awards chair is appointed by the OAEA president with approval of the Executive Committee and shall oversee all awards including Ohio Art Educator of the Year, OAEA Service Awards, OAEA Division Awards, Advocacy Awards, and Regional Outstanding Art Teacher Awards.
2. Awards chair shall update all awards forms annually and provide them to the Regional Directors and put them on the OAEA website for the membership by the September meeting.
3. Awards nominations are online and due by the end of the conference. Awards packets are also due online by February 14th or as designated by the awards chair.
4. Award chair is responsible for checking the nominee's credentials for each award category. If required criteria is not met the Award Chair will notify both nominator and nominee of the discrepancy and the nominee will forfeit award rights.
5. The Awards Chair will prepare a bio of each service award nominee and a ballot for the March meeting.
6. Ohio Art Educator of the Year nominee bios and ballot will be sent to all members through email.
7. The Awards chair will report results to the President and membership and post on the website.
8. The Awards Chair will work with the Divisions Committee in collecting nominations for Division Awards, selecting award winners, and presenting the awards at the Annual Conference. The PR/Advocacy committee will work with the Awards Chair in collecting nominations for Advocacy Awards, selecting award winners, and presenting the awards at the annual conference.
9. The Awards Chair will oversee the awards process during the Annual Conference. This will include preparing bios and supplying photos for the Conference brochure, preparing the PowerPoint, and orchestrating the presentation of the awards in cooperation with the Conference Coordinator.

### **Regional Outstanding Art Teacher (OAT)**

Each region is responsible for the annual selection process for the OAT award. The number of OATS for each region will be determined based on the membership total for the region as of **January 1** of the previous year using the following table:



1-125 members	1 OAT
126-250 members	2 OATs
250 or more members	3 OATs

As an example: The membership totals for each region in January would be announced to the regions to determine their OAT numbers awarded at the OAEA conference in November

Revised Procedure Approved: August 4, 2014

### **Ohio Art Educator of the Year**

Nominations for OAEA Educator of the Year Award are the responsibility of the Awards Chairperson of OAEA. The following procedures should be maintained:

1. Accept nominations from the membership i.e., official nomination form and support letters.
2. Meet with the Nominations/Elections Committee for initial approval of the nominees.
3. Awards committee will present the names of approved nominees to the Divisions Committee for their official acceptance in the event that there is more than one.
4. Prepare biographical sketches of the nominees to be included in the *Artline* after the March Board meeting.
5. Prepare electronic ballots after the March board meeting. Communication & Awards Chairpersons work together to accomplish this task.
6. Awards Chairperson will report results to the involved nominees and President.
7. The results will be placed in the archives by the Awards Chairperson.

### **Policy Concerning Finances**

1. Mileage will be reimbursed for Leadership Assembly and Executive Committee members to attend LA and Executive committee meetings. (.32/mile as of 2018). Reimbursement will be paid once at the end of november.
2. Mileage will be paid from Fund C.
  - a. Mileage will be reimbursed to Fellows attending the December meeting.
  - b. Mileage may be paid to speakers or guests at Board meetings who have been invited / approved by the president.
3. Co-chairs will divide the mileage reimbursement for the attendance at Leadership Assembly meetings.
4. Mileage may be paid to the President upon attendance at events to officially represent OAEA, such as Conference planning meetings, exhibitions and award receptions. Attendance by the President (in the capacity of a member only and not presiding as President) at events sponsored by OAEA will not be reimbursed, i.e., attending a workshop in another region as a participant.
5. A voucher/receipt not to exceed a reasonable amount will be submitted by the Elected Leadership Assembly member to cover the costs of LA meeting luncheons.

6. An honorarium pre-approved at the budget meeting **may** be given to the following positions for the extraordinary time commitment of these positions:
  - a. Treasurer
  - b. Conference Coordinator
  - c. Conference Registrar
  - d. Artline
  - e. Membership Chair
  - f. Awards Chair
  - g. Workshop Chair
7. Conference registration and lodging **may** be paid for the State Conference Committee and the Executive Committee.
8. The Local Conference Committee may register for Conference at the reduced Conference rate. In addition, lodging for the Local Conference Chair may be paid based on available funds.
9. Travel funds within the region for regional activities will be at the discretion of the Regional Directors.
10. All vouchers over \$500 must be approved by the President before payment by the Treasurer.
11. Equipment purchased with Association monies costing \$250.00 or more will be cataloged by the Treasurer. Reports of purchase of these items will be made to the IRS as necessary. Records for these items will be maintained by the Treasurer for a period of at least 5 years, at which time, value, and condition will be determined. User and/or Equipment agreement form must be filled out by the borrower and filed with the treasurer.
12. Regional Directors should take a yearly inventory of all OAEA equipment and register that inventory with the treasurer. The Treasurer shall compile a spreadsheet of all inventories.
13. Monies made by the local Conference committee as Conference proceeds must be spent by the end of the next calendar year.
14. Annual regional subsidies will be \$300.00 PLUS \$9.00 of the active dues x regional membership during each membership year. Membership numbers will be calculated by the 1st of January and amounts added to regional accounts for that year.
15. For accounting and IRS purposes, OAEA maintains the following categories as top priority:
  - a. Supplies - awards - stationary
  - b. Postage
  - c. Printing - newsletters - communications
  - d. Meeting expenses - refreshments - workshop leader fees (other than an OAEA member)
  - e. Travel .32
  - f. Rental - space - equipment for special meetings / activities
  - g. Legal and accounting fees

16. Make sure that regional monies are benefiting the majority of the total membership within the region.
17. Regional monies can be appropriated for exhibition use.
18. Regional awards activities (as sponsored by OAEA - OAT, Service Awards, etc...) may be paid for with regional monies.
19. Credit cards will be distributed to the President, Treasurer, and Conference Coordinator.
  - a. Credit cards are to be used for OAEA requirements only.
  - b. When using the OAEA credit card the expense must be allowed under Policies and Procedures.
  - c. Credit Card holders shall be mindful of the limit set on the card amount and plan your expenses accordingly.
  - d. The Treasurer must be contacted for the limit to be changed.
  - e. The Treasurer will be responsible for setting limits on all cards.
  - f. Keep the credit card and number and physical card secure.
  - g. Vouchers for all credit card purchases must be turned into the treasurer in a timely manner.
20. **All receipts and vouchers must be sent to the treasurer by the first of each month.**

Update 3/21/18

## **Policy Concerning Membership**

1. Upon joining OAEA members will be expected to agree to the following:
  - a. I understand and support the OAEA mission.
  - b. I understand OAEA is a non-discriminatory organization.
  - c. I will adhere to OAEA meeting norms.
  - d. I agree with OAEA policies and procedures.
  - e. I will abide by all ODE professional standards.
  - f. I understand that failure to abide by the aforementioned guidelines may result in revoking OAEA membership without refund.
2. OAEA Membership Chair shall make available the membership list to current Leadership Assembly members and additional lists shall be made available only on prior approval of the Executive Committee.
3. OAEA membership lists will not be made available to outside parties unless specific approval is given by the Executive Committee.
4. Each region shall be notified of their membership count at the January Board meeting (for budget purposes) and at the May/June Meeting (for the purpose of OAT numbers).
5. The Secretary shall have a copy of the Leadership Assembly roster available to LA members by the January meeting.
6. Membership Chair organizes data, membership records and maintains contact with Honorary and Lifetime Members.

7. Honorary Life Members: Additions to this group may be considered at the Executive Committee meeting each January. Honorary members are considered active members of the OAEA.
8. Criteria for Honorary membership selection may include:
  - a. OAEA Emeritus member
  - b. Longtime membership in the Association
  - c. Considerable contributions to the Association
9. Names of Honorary Lifetime members are listed in the Summer *Artline*, (including any newly designated members).
10. Membership Chair shall coordinate Circa Award membership list. Chair will also be responsible for Circa Society presentations and announcements at the annual Conference. An *Artline* article may be included in the January *Artline*.
11. Up-to-date membership records will be available upon request to regions to determine validity of participants in regional exhibitions and activities. It will be the responsibility of Regional Exhibition Chairs to verify the membership status of participants in their regions. Non-members and their students will be disqualified for participation in any OAEA sponsored events, including but not limited to Pre-service Scholarship competition, YAM/YPAE/HS Art Exhibitions, JTACO Competition, annual Conference, Summer Symposium, regional workshops, and regional and state leadership positions.
12. At the September meeting, a list of members, membership forms, and a digital file of the membership database should be placed into the archives for the previous year.
13. The Historian will keep a membership listing in the archives at the end of the membership year (October).

## **Policy Concerning the OAEA Archives**

The archives are officially maintained and organized by the OAEA Historian and the OAEA Secretary. OAEA archives will be kept digitally and updated yearly by the Historian.

Items to be included in the archives:

1. Regional newsletters, collected by year through the Vice-President of Regions
2. Strategic Plan and Goal Statements
3. Agendas, meeting minutes, correspondence conducted by the President in the name of the organization
4. Membership list, board roster
5. Annual calendars of OAEA
6. *Artline* issues
7. Exhibition catalogs, invitations, and participant lists
8. Financial records
9. Past Blue Books
10. Conference booklets
11. Awards programs

## **Policy Concerning Scholarships**

1. Scholarships will be awarded through the Ohio Art Education Foundation (OAEF).
2. Scholarship monies awarded by the OAEF must be assigned directly to the university/college of the winner's choice and not to the winner personally.
3. The Chair of the Student Scholarship Committee will be the Higher Education Division Chair.
4. The Student Scholarship Committee shall consist of the following chairs: Distinguished Fellows Chair, Emeritus Division Chair, and Museum Division Chair.
5. Scholarship recipients will be recognized at the Annual Conference and will be provided free one-day conference registration.
6. OAEF and OAEA will partner to award a \$700 scholarship to one of the top 300 students and a \$300 grant to their art teacher at the Ohio Governor's Youth Exhibit.

## **Policy Concerning Divisions Committee**

1. The Vice President of Divisions shall chair the Divisions Committee and act as liaison to the Executive Committee.
2. For the purposes of organizational goal setting the ODE Visual Arts Consultant, Fellows Chair, Professional Development Chair, and Interest Group Chair(s) may be included on the committee.
3. Division Chairs will plan conference divisional meetings and coordinate the collection of updated roster and awards information.
4. Division Chairs will collaborate with the State Awards Chair in selecting Division Award Winners at the March meeting and provide nominations to NAEA in September.
5. Division chairs will vet conference workshop proposals at the May meeting.
6. By the end of the Annual Conference, it is the responsibility of the current divisional chair to report the updated roster information to the immediate Past President of OAEA.

## **Policy Concerning Student Programming**

1. The Student Programming Chair acts as the chair of this committee and acts as liaison to the Executive committee.
2. The Student Programming Committee shall consist of YAM Chair, YPAE Chair, YAM Coordinator, JTACO Chair, Emerging Artist Chair, and Ohio House of Representatives Exhibit Chair.
3. The Student Programming Chair is responsible for overseeing the collection and hanging of all shows.

## **Policy Concerning Regional Director Committee**

1. The Vice President of Regions shall chair the Regional Director Committee and act as liaison to the Executive Committee.
2. The RD Committee will be responsible for creating regional activities to meet the needs of each region. Regional activities/events should be advertised and distributed to include anyone from any region who may be interested in the topic.
3. The RD Committee will work with Membership Chair to contact non-renewed members and to create appropriate membership drives for their region.
4. Regional Directors will plan conference regional meetings and coordinate the nomination and voting of regional awards: Regional OAT and Service Awards.
5. Regional Directors must assist in completion of online nominations/ nominee submissions prior to the end of conference.

### **Policy Concerning PR/ Advocacy Committee**

1. The Vice President of Advocacy acts as the chair and acts as the liaison to the Executive Committee.
2. For the purposes of organizational goal setting the OAAE Representative will be included in the committee.
3. PR will work with RD's to promote advocacy for their regions and divisions.
4. The PR/Advocacy Committee will work to create, maintain, and update advocacy related tools and resources for all members and will use the website as a means of distribution of these items.
5. PR/Advocacy Chairs will submit artwork to be included in the annual State House Art Exhibition hosted by the Ohio Alliance for Arts Education.
6. PR/Advocacy Chairs will vet Advocacy Award nominees at the May meeting.
7. PR/Advocacy Chairs will create advocacy tables at conferences to highlight regional award winners and regional news.

### **Policy Concerning OAEA Publications/Communications**

The *Artline* shall be copyrighted (Board Action March 21, 1980).

1. Editorial Board shall consist of OAEA members.
2. The OAEA operating documents will be available on the OAEA Website.
3. OAEA will maintain a [www.ohioarted.com](http://www.ohioarted.com) website
4. An Acceptable Use Policy will be determined by the Communications Committee and approved by the Executive Committee.
5. Acceptable Use Policy and Guidelines for all OAEA Communications (Website, *Artline*, and Digital Communications): Before publication/posting, it is the responsibility of the editor(s) of each publication to check all materials for compliance with the Acceptable Use Policy and Guidelines.

## For All Communication Media

**Content:** Only information related to art education, OAEA events, and advocacy may be included on the Website, *Artline*, and Digital Communications.

- Region and Division columns, web pages and social media pages/posts should only contain region and division information as it relates to OAEA events and advocacy.
- Workshops that relate to professional development will be included in OAEA print and digital publications at the president's discretion. Other items such as camps, children's art classes, etc. will not be included unless they are a paid advertisement.

**Artwork:** Student artwork should only be identified by the first name and school unless they have won a competition such as YAM or JTACO.

**Photographs:** Images of a *teacher* should be identified by full name, school, and region. Images of a *student* should only be identified by first name, school, and region.

## Specifically for the Website

**Publication dates:** Information given to the editor should be uploaded to the Website in a timely fashion.

**Content:** The following should be available for the general membership:

- Constitution and Bylaws
- Leadership Assembly Job Descriptions
- Organizational Structure
- Calendar
- Prevailing Procedures/Policy
- Executive Committee Meeting Minutes
- Leadership Assembly Meeting Minutes
- Membership Information
- Archives/OAEA History
- The following special designations should be listed:
  - Current Leadership Roster
  - Distinguished Fellows
  - Various Award Winners (Ohio Art Educator of the Year, OAT, Divisional awards.)

**Articles:** Information related to regions and divisions can be posted by the region or division on their own page of the Website. This information should not be time sensitive.

**Advertising:** The OAEA Website will include ads from appropriate vendors (art suppliers, art magazines, universities, etc...) to be displayed on the main OAEA Website. The income generated will help support the cost of maintaining the site.

In addition, a Google search option will be available on the main OAEA page to search the site and the web. Depending on the use, this may provide some income to support the cost of maintaining the site.

## Specifically for the *Artline*

**Publication Dates:** The OAEA *Artline* newsletter will be published through print and electronic means at least three times per year. The Editor determines submission deadlines. These deadlines are firm. Submissions received after the deadline date may not be added to the newsletter. Publication will occur approximately eight weeks following the submission deadline.

**Content:** The OAEA *Artline* newsletter shall contain information related to art education, OAEA events, and advocacy. The newsletter shall also contain the President's message, Regional news, Divisional news, OAEA calendar, Student artwork, Advertisements, Honors/Awards, Exhibition Announcements / Workshops, and Book Reviews. Subsequent information may be included at the editor's discretion.

**Articles:** Regional Directors must assist in completion of online nominations/ nominee submissions prior to the end of conference. All submissions must follow the current guidelines designated by the *Artline* editor. The outgoing officer should write January articles.

**Student Artwork:** Student artwork will be used at the Editor's discretion and as space allows. Student's artwork may be sent in jpg format to [artline@ohioarted.com](mailto:artline@ohioarted.com) Student's artwork should be identified by student's first name only, grade level, media, teacher, school, and region.

**Advertising:** The OAEA *Artline* newsletter shall contain advertisements from recognized art suppliers, children's workshops/classes, and/or art affiliated companies at a paid expense. Advertisers may purchase advertising space in the *Artline*. The price shall vary according to the size of the advertisement as well as the frequency of the advertisement publication. All the above advertisement terms are on file with the Marketing Chairperson.

## Policy Concerning the OAE Foundation

The Ohio Art Education Foundation was initiated by the Fellows of the Ohio Art Education Association and is designed after the National Art Education Foundation. The Ohio Art Education Foundation was created to serve as the charitable auxiliary to the Ohio Art Education Association. The intent of the Ohio Art Education Foundation is to serve as the grant/scholarship issuing arm of the OAEA. Grants and scholarships will be issued from funds generated from the interest on the principal investments of the Foundation.

Board of Trustees for the OAEF:

- Shall meet on an annual basis
- Additional board members may be selected from the membership of the OAEA Fellows.
- The Past President of OAEA will serve on the Foundation board and the current treasurer of OAEA will serve as an ex-officio member of the Foundation board.



### Fiscal Emergency Funds Request

1. In the event of the need for emergency funds to operate the Ohio Art Education Association (OAEA), the OAEA has the right to request monies from the OAEF.
2. OAEA requests for funds from the Foundation shall be made in writing from the OAEA President, with approval of the OAEA Executive committee, to the OAEF President and notification to the chair of the Fellows.
3. Responses concerning requests to the OAEF should be made within four weeks from the date of the initial request. Discussions regarding the request may be conducted between members of the OAEF Board with the decision being documented. This will provide for a decision to be reached in a timely manner.
4. The OAE Foundation president will notify the Columbus Foundation via a letter stating that two-thirds of the OAE Foundation Trustees approve the release of the requested funds. (Note: funds are not readily available) A check from the Columbus Foundation will be sent to the Ohio Art Education Association.
5. Repayment procedures of monies requested will be determined by a mutual agreement of the OAE Foundation Board of Trustees and the Executive Committee of OAEA.

### **Policy Concerning OAEA Professional Development**

1. OAEA Executive Committee may sponsor Professional Development opportunities for members.
2. OAEA President appoints coordinator of professional development activities with recommendations by the Divisions Committee.

### **Specifically for OAEA Professional Development Conference**

1. This professional development shall focus on engaging the art educator's professional life and is sponsored by OAEA.
2. Executive committee members and State Conference Committee may receive complimentary registration and lodging at the state Conference.
3. Local Committee members pay the student rate at a \$50 discount for Conference registration. Local committee members must be current OAEA members.
4. ODE and OAAE Representatives and Pre-service Scholarship winners may receive complimentary conference registration.
5. Executive committee reports shall be published annually in the Conference Book. All members of the executive committee must prepare a report.
6. The Conference Coordinator will monitor all expenses of the Annual Conference and report directly to the OAEA Treasurer. All vouchers shall be approved through the Conference Coordinator. No reimbursement will be made for expenses sent directly to the Treasurer.

7. The Conference Coordinator will do their best to make sure that the conference location will be held at various locations around the state from year to year to provide equity to all regions to host.
8. Local fundraising at the Annual Conference will be shared equally between the hosting region(s) and OAEF. If more than 1 region hosts, the split will be divided equally between the regions and the OAEF. The OAEA portion of the funds may be donated to the OAEF.
9. Presenters for the Conference must be members of OAEA at the time of submitting the proposal and presenting the workshop at the Conference. Special considerations may be given to non members by the Conference Coordinator.
10. The Conference leadership team will consist of a team led by the Conference Coordinator and Local Committee Chair. Other members include state and local appointed committee members.
11. Non-member volunteers may be utilized for the Conference on a limited basis as determined by the Conference Committee on a yearly basis.
12. In general, OAEA members shall not be paid to be presenters at the Conference.

### **Specifically for OAEA Summer Symposium**

1. This professional development shall focus on nurturing an individual's creative process and is sponsored by the OAEA Fellows.
2. Reports shall be given to the Executive Committee through the Vice President of Divisions.
3. The conference shall take place in different areas around the state taking advantage of community and educational facilities in the summer months.
4. A percentage of the registration shall be a donation to the OAEF.
5. The Summer Symposium Chairs and the Fellows Chair will provide reports to the Executive Committee on the planning progress. A final report will be given after the event.

### **Policy Concerning OAEA Position Statements**

Through active OAEA delegate participation in the ongoing NAEA position statement writing, revision, and approval process, it is unnecessary for the OAEA to duplicate Position Statements that already exist through NAEA. The OAEA may adopt existing NAEA position statements as their own.

OAEA Position Statements will be written, as needed to make available the position or beliefs of the organization regarding matters of *art education* in *Ohio*. Position statements may be suggested by OAEA members and authorized by a committee designated by the President. Position Statements will be evaluated by the OAEA Executive Committee for approval by the Leadership Assembly. Position Statements will be made available to

members and the public to view in our print publication and/or website. Position Statements may be reviewed periodically through the OAEA Executive Committee.

### **Policy Concerning Problem Solving Leadership Performance**

It is the intention of the Board of Directors to support all leaders in professional growth and effectiveness in their voluntary position. In the event an elected or appointed leader is not performing the duties required of that position the President shall conduct or lead a timely investigation to find evidence of the allegations. Findings will be discussed with the Board of Directors to seek resolution. An appropriate intervention along with a mentor or team may be assigned to support the leader to improve performance. Goals and accountability measures may be set. In the case a leader is not able to improve and meet their required duties the leader will be asked to step down and a new interim leader will be appointed to assume duties.

### **Policy Concerning Archiving Positions**

In the event a position is no longer relevant for active practice, within the function of the organization, the position will be voted to be “archived” by the Board of Directors. Archived materials will be kept in digital files.

### **Policy Concerning Archiving Policies & Procedures**

In the event a policy or procedure is no longer relevant for active practice, within the function of the organization, the policy or procedure will be voted to be “archived” by the Board of Directors. Archived materials will be kept in digital files.

### **Document Destruction Prohibited**

No officer, director, employee, or agent of the Association shall knowingly destroy a document with the intent to obstruct or influence the investigation or proper administration of any matter within the jurisdiction of any government department or agency or in relation to or contemplation of any such matter or case.

### **Retaliation Against Whistleblowers Prohibited**

No officer, director, employee, or agent of the Association shall take any harmful action with the intent to retaliate against any person, including interference with employment or livelihood, for providing to a law enforcement officer any truthful information relating to the commission or possible commission of any offense.

## **Conflict of Interest Policy**

OAEA leadership, committee members, staff, and other volunteers, while acting on behalf of OAEA, should avoid conflicts of interest. Even the appearance of a conflict of interest should be avoided. All actions should be based solely on the best interests of OAEA, in accordance with applicable state and federal laws and regulations. Actions should not be influenced by personal considerations.

A conflict of interest occurs whenever an individual has a direct or indirect interest, financial or otherwise, in the outcome of any transaction or matter involving OAEA. A conflict of interest also occurs whenever an individual has a relationship with other parties to the transaction or matters in a manner adverse to OAEA.

Depending upon the immediacy and seriousness of the conflict, a number of resolutions are possible. If the conflict is minimal, it may be cured through nothing more than disclosure of the interest and a pledge to remain objective and neutral to it. Other conflicts are more serious and may require the Leadership Assembly or committee members to remove themselves from any involvement in the association's discussions or decision making on the matter. (This is called recusal.) In rare cases, conflicts are so immediate and serious that resignation from the board, committee, or other association assignment is the only prudent means of avoiding the conflict.

It is the prerogative of the Leadership Assembly, not the individual, to determine how severe a conflict is and the appropriate steps that must be taken to remedy it.

Interests do not often, per se, create actual conflicts. Individuals often have fully legitimate responsibilities to more than one board or organization. It is only when some specific issue arises in which both organizations have a direct interest that an actual conflict exists. It is important to stress that the existence of a conflict of interest and the actions taken to resolve that conflict are **not** punitive or a negative reflection on the affected Leadership Assembly or committee member's ethics, commitment to OAEA, or judgment.

If an individual has a conflict of interest or potential conflict of interest in connection with any OAEA transaction or matter, he or she should immediately notify the President, Executive Director, or other appropriate OAEA representative.

## **Policy Concerning Equity, Diversity, & Inclusion**

OAEA values equity, diversity, inclusion in visual arts and design education. We are committed to cultivating a learning community that is diverse, inclusive and welcoming to all. As the premier professional learning association for visual arts education in Ohio, OAEA strongly believes that proactively nurturing and welcoming a wide range of

backgrounds will contribute to making the field stronger by representing a full spectrum of professionals. Diversity among members who are supportive of the Art education profession acquaints learners with cultures and perspectives different from their own and disrupts a homogeneous voice. OAEA is dedicated to play a more active role in bringing about social transformation to help remove barriers and overcome inequities. OAEA celebrates the role that a diverse workforce plays in effective and transformative visual arts teaching and learning. Therefore OAEA is committed to providing resources to assist art education. Further, OAEA is dedicated to promoting diverse voices and viewpoints that inform professional praxis for social change toward a more equitable future.