



Ohio Art Education Association

Constitution And By-Laws

PR v1.3 MWG- August 2021

CONSTITUTION

ARTICLE I - NAME

The organization shall be known as the Ohio Art Education (OAEA.)

ARTICLE II - PURPOSES

The purposes of the Association shall be to:

1. UNITE Ohio art educators in the advancement, promotion, and understanding of visual art in quality education;
2. STIMULATE the personal and professional growth of members;
3. ENCOURAGE participation in visual art education activities;
4. ADVOCATE, ENDORSE and SUPPORT and ADVOCATE visual art education and art educators;
5. INFORM citizens of the values of art education;
6. INFORM the membership of current educational developments in visual art.

ARTICLE III - MEMBERSHIP

Individuals professionally interested in or engaged in activities concerned with, or related to, visual art, visual art education or visual art in education are eligible for membership.

ARTICLE IV - ORGANIZATION AND GOVERNMENT

The OAEA shall be organized to include a State Executive Committee of the elected Executive Committee, appointed State Advisory Council, and a Leadership Assembly that includes elected Regional Directors, Public Relations and Advocacy Chairs, Division Chairs, Appointed Chairs and Distinguished Fellows Chair.

Section 1: ELECTED STATE BOARD OF DIRECTORS

Elected state officers shall be elected by the full membership to serve on the Board of Directors. The elected state officers shall be President, Past President, President Elect, Vice President of Regions, Vice President of PR/Advocacy, Vice President of Divisions, Secretary, and Treasurer. Officers shall hold membership in the National Art Education Association. The Elected Assembly Member is elected from among the Leadership Assembly to serve on the Board of Directors with vote.

Section 2: STATE EXECUTIVE COMMITTEE

This committee shall have the executive authority of the Association. The State Executive Committee shall consist of the Board of Directors and the Advisory Council. The Board of Directors shall consist of the elected Secretary, Treasurer, President, President Elect, Vice President of Regions, Vice President of PR/Advocacy, Vice President of Divisions, Past President, and one other member elected from and by the Leadership Assembly. These officers shall have a vote on the executive committee. Two-thirds of the elected officers of the Board of Directors shall constitute a quorum. The appointed offices of Conference Chair, Membership Chair, Student Programming Chair, Communications Chair, the Ohio Art

Education Foundation President and the Parliamentarian shall sit ex-officio (without vote) as the Advisory Council on the Executive Committee.

Section 3: LEADERSHIP ASSEMBLY

The Leadership Assembly advises the Executive Committee and implements the purposes of the organization. Assembly Leaders shall hold membership in the Ohio Art Education Association. A majority of the members of the Assembly shall constitute a quorum. Presidential appointments to the Leadership Assembly shall not exceed the number of the membership-elected members of the assembly. The Leadership Assembly shall consist of the State Executive Committee, Regional Directors Committee, Divisions Committee, Nominations Committee, Communications Committee, State Conference Committee, Student Programming Committee, Public Relations / Advocacy Committee, Foundation President, and Archive Committee. The Ohio Department of Education (ODE) Visual Art Consultant and Ohio Alliance for Arts Education Executive Director (OAAE) serve without vote as our partners.

Section 4: STATE REGIONS.

The State Executive Committee will make recommendations on geographic boundaries of regions to be voted on by the Leadership Assembly.

Section 5: REGIONAL LEADERSHIP.

Each region shall have a Regional Director, Regional Director-Elect, and Advocacy/Public Relations Chairperson elected by the regional membership at the annual conference meeting and serving on the Leadership Assembly committees. Other regional officers may include Art Exhibitions Chair, Membership, Newsletter Editor, Student Division Chairpersons and others if needed as determined by regional needs.

Section 6: STATE DIVISIONS

Divisions shall be made up of job-alike groups of membership as determined by the State Executive Committee and approved by the Leadership Assembly. Each Division shall have a chairperson elected by the divisional membership. The chairperson of each Division shall serve as a member of the Divisions Committee.

Section 7: DISTINGUISHED FELLOWS

Fellows shall consist of members who have been awarded this title for their long term marked contributions to the work of the Association and to the advancement of the visual art education profession. The Fellows Chair shall serve on the Professional Standards Committee.

Section 8: OAE FOUNDATION

The Ohio Art Education Foundation is a self-governing, charitable organization. The Foundation serves as an OAEA partner providing grants and scholarships to the OAEA membership and art education students.

ARTICLE V - ELECTIONS – STATE EXECUTIVE OFFICERS

Section 1: TERMS OF OFFICE.

The terms of all elected state officers shall be for two years, including the office of the President-Elect. The President-Elect shall assume the Presidency at the end of that term beginning in an odd year.

Section 2: TERM YEAR

Terms of office shall begin January 1 and end December 31.

Section 3: TERM LENGTH

No elected officer except Treasurer shall serve more than two consecutive terms in the same office.

Section 4: TERM ELECTION YEARS

Elections for the Vice President of Regions, Vice President of Divisions, and Treasurer shall be held in odd numbered years with term beginning in even years and for the President-Elect, Vice President of PR/Advocacy and Secretary in even-numbered years with term beginning in odd years.

Section 5: CANDIDATE QUALIFICATION

Candidates for state elected executive offices in the OAEA shall meet all the qualifications for offices as listed in the by-laws and have been a member at the active/ emeritus levels of the Association for at least five (5) years including two (2) years immediately preceding the election.

Section 6: ELECTION VOTING

Election is by a plurality of the votes cast by the voting membership.

Section 7: OFFICE VACANCY

In the event of a vacancy in any office except the Presidency of the Association which is assumed by the President Elect, the Executive Committee shall appoint an active member of the Association if possible from the regionally elected members of the Leadership Assembly to serve until the next scheduled election.

ARTICLE VI - MEETINGS

Section 1: STATE CONFERENCE MEETINGS

Annual membership meetings of the OAEA shall be held at the annual State Conference. There may be: an open Business Meeting, Regional Meetings, Divisional Meetings, Regional Directors meeting, PR/Advocacy Chairpersons meeting, and Division Committee Chairpersons meeting during the annual State Conference.

Section 2: EXECUTIVE AND ASSEMBLY MEETINGS

The State Executive Committee shall be called to meet at regular intervals as determined by the President and Board of Directors. Special meetings of the State Executive Committee or the Leadership Assembly may be called by the President.

ARTICLE VII - COMMITTEES AND APPOINTMENTS

Section 1: STANDING COMMITTEES.

The OAEA shall have the following committees: Regional Directors, Divisions, Advocacy/Public Relations, Student Programming Committee, State Conference, Communications, Nominations/Elections and Archive Committees.

Section 2: APPOINTMENTS.

Presidential appointments *may* include:

- a. Advisory Council: Membership Chair, Parliamentarian, State Conference Chair, Communications Chair, State Conference Chair, Student Programming Chair
- b. Archive Committee: Historian, Treasurer, Secretary
- c. State Conference Committee: Awards Chair, Booklet Chair, Marketing Chair, Registrar, Workshop Coordinator, State Membership Chair.
- d. Student Programming Committee: Youth Art Month Exhibition Chair, Young People's Art Exhibition Chair, Tollifson Criticism Art Criticism Open Chair, Emerging Artist High School Exhibit Chair, House of Representatives Chair, Youth Art Month Flag and Graphic Design Chair, Youth Art Month Archivist
- e. Communications Committee: Website Chair, Artline Newsletter Editor, Marketing Chair, Online Process Chair, Social Media and Contact Chair.

Presidential appointments will have a seat and vote on the Leadership Assembly.

Section 3: SPECIAL COMMITTEES AND APPOINTMENTS.

Special Committees and appointments may be designated by the President with approval by the Executive Committee. Ad Hoc Committees might include finance, conference design, guiding documents review, handbook review and strategic planning. Special committees or appointments do not have a vote on the Board of Directors.

ARTICLE VIII - AMENDMENTS

The Executive Committee shall consider and review any proposal for Constitutional amendment and have the final authority to place the amendment on the ballot. Amendment **notification** shall be distributed to active voting **Leadership Assembly** members 30 days prior to the voting deadline. **A majority** of the votes cast by Leadership Assembly members are required for passage of an amendment. (as voted by membership July 2015)

BY-LAWS

ARTICLE I - DUTIES OF OFFICERS

Section 1: PRESIDENT.

The duties of the President shall be:

1. To preside at all meetings of the State Executive Committee, the Leadership Assembly, the annual State Conference Business Meeting.
2. To designate the chairpersons of standing and special committees and the standing appointees with Executive Committee approval.
3. To serve as ex-officio member of all committees except Distinguished Fellows.
4. To serve as, or appoint a representative to the NAEA Delegates Assembly, and other organizations where OAEA representation is appropriate.
5. To approve all budgeted expenditures of the Association.
6. To prepare the budget and secure an annual audit of the financial records of the Association in association with the Treasurer.
7. To perform such duties as usually pertain to the office of the President.
8. To be bonded.

Section 2: PRESIDENT ELECT

It shall be the duty of the President Elect to become familiar with the duties of the office of President and to assume such duties as determined by the Executive Committee or Leadership Assembly. The President Elect shall assume responsibilities of the President in the case the president cannot complete his/her second year of term.

Section 3: PAST PRESIDENT

It shall be the duty of the Past President to maintain mentorship of the current President and to assume such duties as determined by the Executive Committee or Leadership Assembly. The Past President shall assume responsibilities of the President in the case the president cannot complete his/her first year of term. The Past President shall chair the Nominations Committee, and liaison to the Fellows Chair, ODE Fine Arts Consultant, and Foundation President.

Section 4: VICE PRESIDENT OF DIVISIONS

It shall be the duty of the Vice President of Divisions to serve as Chair of the State Divisions, as Chair of the Professional Standards Committee, Chair of the Nominations/Elections Committee, and liaison to the Fellows Chair, ODE Fine Arts Consultant, and Foundation President.

Section 5: VICE PRESIDENT OF REGIONS

It shall be the duty of the Vice President of Regions to serve as Coordinator of the Regional Directors and activities of the Regions.

Section 6: VICE PRESIDENT OF PR/ADVOCACY

It shall be the duty of the Vice President of PR/Advocacy to serve as Chairperson of the Advocacy/Public Relations Committee. The Vice President of PR/ Advocacy serves as a liaison to the Ohio Alliance for Arts Education.

Section 7: SECRETARY

It shall be the duty of the Secretary to maintain a complete record of all meetings of the Association presided at by the President; to distribute the minutes of each meeting at least two weeks prior to the next meeting; to receive the annual audit report and to transfer minutes and other materials to the Historian and to be digitally communicated on the website. The Secretary serves on the Archive Committee.

Section 8: TREASURER

It shall be the duty of the Treasurer to receive all funds of the Association, to keep accounts of the same and to deposit them in a bank in the name of the Ohio Art Education Association; to disburse payments for all bills against the Association and to keep an account of the same; to present periodic and timely financial reports to the State Executive Committee and Leadership Assembly and to make said records available digitally on the website; in consultation with the President prepare an annual budget; secure an annual audit of the financial records of the Association; and to serve on the Archive Committee, Conference Committee and as the financial advisor to the Executive Board. The Treasurer shall be bonded.

Section 9: ELECTED ASSEMBLY MEMBER

It is the duty of the Elected Assembly Member to represent the Leadership Assembly on the State Executive Committee with voting privilege.

ARTICLE II - DUTIES OF THE STATE EXECUTIVE COMMITTEE, LEADERSHIP ASSEMBLY, DISTINGUISHED FELLOWS, REGIONS, DIVISIONS, STANDING COMMITTEES, APPOINTMENTS**Section 1: STATE EXECUTIVE OFFICERS and ADVISORY COUNCIL**

The State Executive Officers and Advisory Council shall receive and act upon recommendations from the Leadership Assembly; prepare policies to recommend to the membership; prepare resolutions; approve the annual proposed budget; and may establish compensation for officers and appointments; approve committees, appointments and all conference plans, costs and registration fees; and provide supervision or exercise executive authority as necessary to promote the best interests of the Association. It shall see that no funds of the Association inure to the benefit of any individual member. Should OAEA ever dissolve, it shall be responsible for turning over any remaining funds to the Ohio Art Education Foundation to be used as the Foundation may deem fitting.

Section 2: LEADERSHIP ASSEMBLY

The Assembly shall solicit recommendations from the membership, suggest policies and resolutions for consideration by the Executive Officers and Advisory Council and approve special activities. At the first board meeting of the calendar year, the Assembly shall elect one

of its members to serve on the Executive Officers for a one year term serving no more than two consecutive terms as Elected Assembly Member.

Section 3: DISTINGUISHED FELLOWS

Rules and regulations for membership in the OAEA Distinguished Fellows are controlled by the membership of the Fellows. The Fellows will elect a Chairperson who will serve on the Leadership Assembly. They will act in an advisory capacity for policy questions such as: OAEA history, continuity of the Association goals, long-term financial development, motivation of emerging leaders, and promotion of OAEA. The OAEA President shall attend meetings at the invitation of the Fellows at which time he/she reports on the State of the Association and may seek advice from the Fellows.

Section 4: STATE REGIONS

Each Region shall:

1. Conduct no less than two membership meetings within the Region each year, including one professional development workshop.
2. Conduct an official annual meeting held at the State Conference.
3. Communicate concerns and interests to the Leadership Assembly.
4. Elect, for a two year term, a Regional Director, and an Advocacy/Public Relations Chairperson serving no more than two (2) consecutive terms for the same executive elected office. A Regional Director-Elect must be elected to serve at minimum one year.
5. Elect or appoint the following committee chairpersons as needed such as: Art Exhibitions, Awards Coordinator, Membership and Newsletter Editor.
6. Conduct nominations for regional offices by a regional nominating committee, letter of intent, or nominations from the floor at the State Conference Regional meeting.
7. Abide by the schedule created by the Executive Officers as recorded in the Policies and Procedures whereby approximately half of the regions conduct Regional Director-Elect elections during even-numbered years while the other half of the regions shall conduct elections during odd-numbered years. Elections for Advocacy/Public Relations Chairperson shall be conducted on the alternate years from the Regional Director-Elect.
8. Not maintain a regional treasury separate from the State OAEA Treasury.
9. Be represented by Regional Directors and -Elects at the scheduled meeting at the annual state conference.
10. Be represented by Regional Advocacy/Public Relations Chairs at the scheduled meeting at the annual state Conference.

Section 5: STATE DIVISIONS

Each Division shall:

1. Conduct no less than one membership meeting to be held at the Annual State Conference and other meetings as needed.
2. Identify problems and developments relevant to job roles of each and make recommendations for study to the Chairpersons who serve as the Professional Standards Committee.

3. Elect at the annual Conference a Chairperson for a two (2) year term and submit the name to the Parliamentarian and the Vice President of Divisions. No Divisional Chairperson shall serve more than two consecutive terms.
4. Abide by the schedule created by the Executive Officers as recorded in the Policies and Procedures whereby approximately half of the divisions hold elections during even-numbered years while the other half of the divisions conduct elections during odd-numbered years. (See Page 7 Policies & Procedures.)

Section 6: STANDING COMMITTEES.

A. The Divisions Committee shall consist of the Divisional Chairpersons, Fellows Chair, State Professional Development Chair, and be chaired by the OAEA Vice President of Divisions. The Vice President of Divisions shall serve as liaison from the Executive Committee. The Ohio Department of Education Representative may serve as a member of this committee.

It shall:

1. Study the issues identified by the Executive Officers, Leadership Assembly, Divisions, or member(s).
2. Conduct research, interpret trends and make recommendations concerning policies, programs, and resolutions.
3. Study the various aspects of the visual art education profession including teacher education, licensure/ certification, standards, and professional ethics as specified by the Code of Ethics of the Education Profession.
4. Provide leadership in the planning and implementation of Professional Development opportunities for the Association, including Professional Development related to the state conference.
5. Make recommendations to the Executive Officers on issues concerning student scholarship and grants in cooperation with the Ohio Art Education Foundation.
6. Coordinate with the State Awards Chair in the selection and presentation of the Divisional awards at the annual conference.

B. The Regional Directors shall be made up of elected members chaired by the Vice President of Regions. They shall:

1. Represent regional needs to the Vice President of Regions and Regions Committee.
2. Communicate regional information to the Vice President of Regions and Regions Committee.
Communicate information from the state leadership to regional members.
3. Develop programs that benefit OAEA membership at the regional level.
4. Coordinate with the Advocacy/Public Relations Committee.
5. Oversee regional participation in OAEA student and awards programs.

C. The Advocacy/Public Relations Committee shall be made up of the elected regional Advocacy/Public Relations Chairpersons, and Ohio Alliance Representative and be chaired by the Vice President of PR/Advocacy. They shall:

1. Identify and promote state legislation having to do with or affecting visual art education.
2. Identify and propose regional programs in response to the needs of visual art education.
3. Nurture advocates for the visual arts within education and political groups.

4. Coordinate with the Regional Director to communicate advocacy issues with regional members.
5. Contact news media to promote activities which demonstrate the values of visual art education.
6. Participate in and promote Youth Art Month activities and other OAEA sponsored exhibitions.
7. Be responsible for the Annual Conference PR/Advocacy regional displays.
8. Choose Advocate of Honor and Merit award winners and coordinate with the State Awards Chair to present the awards at the annual conference.

D. The Student Programming Committee will consist of the chairpersons of all the exhibition, writing and student activities as sponsored by the OAEA and chaired by the Student Programming Chair. Programming Chairs include YAM Exhibition, YAM Flag/ Graphic Design, YPAE, JTACO, Emerging Artists, and House of Representatives Chairs. The committee sets policies and procedures and coordinates dates for all exhibition related activities.

E. The State Conference Committee shall be chaired by the State Conference Coordinator. The State Conference Committee consists of the State Speakers Chair, Local Conference Chair, Marketing Chair, Awards Chair, Treasurer, Membership Chair, Professional Development Chair, Grant Writer, Workshop Chair, and the Conference Registrar. They shall designate and advise local conference committees.

F. The Nominations/Election Committee shall be chaired by the Immediate Past President plus two (2) other members appointed by the President and approved by the Executive Committee. Nominations for officers may be accomplished:

1. By means of a written declaration of intent by a candidate which shall be sent to the chairperson of the Nominating Committee in accordance with the committee's timeline.
2. By nomination by the Nominating Committee.
3. By nomination from the floor of the OAEA Annual Conference Business Meeting if the nominator has the consent of the nominee.

The Nominations/Election Committee shall:

1. Develop, in consultation with the Executive Committee, a timeline for the nomination and election process.
2. Prepare an announcement about the upcoming election for the summer issue of the OAEA newsletter and website, identifying the positions open, describing the major responsibilities of each office, and how one may have his/her name placed on the ballot.
3. Review the qualifications for each nominee. Only the names of members who meet the minimum qualifications may be included on the ballot. The minimum qualifications for anyone running for executive office in the Association shall include:
 - a. Five years of art education experience and five years active/ retired membership in OAEA. Two years must be immediately prior to nomination.
 - b. In addition, for the office of OAEA President, a candidate shall have had at least five (5) years of service to the Association on the OAEA

- Leadership Assembly, or have served on a Conference planning committee, for a total minimum of 5 years service.
- c. If elected, all elected State Executive Officers must become members of the National Art Education Association.
4. Contact each nominee, requesting a resume which will be used in describing the candidate's qualifications.
 5. Present the slate of nominees to the membership through digital or print communication but there shall be an opportunity for nominations from the floor at the Annual Conference Business Meeting.
 6. Conduct the election.
 - a. Ballots shall be sent to all eligible voting members (active and emeritus members) within the two (2) weeks following the annual Conference.
 - b. The ballot packet distributed to each member will include a brief description of qualifications of each candidate and a returnable ballot.
 - c. A date for return of the ballots should be established so results can be tabulated prior to the December Executive Committee meeting. Those elected shall be invited to attend the December Executive Committee Meeting to facilitate the smooth transition of officers.
 - d. Election is by a plurality of votes cast.
 - e. In the event of a tie vote the Executive Committee shall determine a method to break such a tie.
 - f. In the event all candidates run unopposed, no ballots will be distributed.

Section 7: STANDING APPOINTMENTS

These positions shall be appointed by the President with concurrence by the Executive Officers and Advisory Council. Appointments will be for a one-year term and may be renewed, with the exception of the Membership Chair. Board agreements detail duties.

A. The Membership Chair shall be appointed for a three year term and maintain a current membership file with the assistance of the Communications Chair. The Membership Chair will liaison with OEA concerning payroll deduction members and with the Treasurer concerning direct pay members. The Membership Chair shall have a seat on the Advisory Council and a seat with vote on the Leadership Assembly. The Membership Chair will provide regular updates to the Executive Officers, Advisory Council, and Leadership Assembly on a monthly basis. He/she shall maintain records and inform membership of Circa Society information. He/she shall sit on the Advisory Council, ex-officio without vote.

B. The OAEA Newsletter Editor shall be appointed and may be renewed annually, solicit and edit materials and see that a minimum of three (3) newsletters are published on a regular basis.

C. The State Conference Coordinator shall be appointed and may be renewed annually, coordinate and be responsible for the Annual State Conference with the assistance of the Local Conference Chair and the state and local Conference Committees. The Conference Chair shall have a seat on the Advisory Council and a seat with vote on the Leadership Assembly. He/she shall work closely with the Marketing Chair, State Conference Registrar

and Treasurer, and upon approval of the Executive Officers shall secure sites for the annual Conference at least two (2) years prior to a state Conference.

D. The Student Programming Chair shall be appointed and may be renewed annually, and direct and organize association exhibitions with the assistance of the Student Programming Committee. The Student Programming Chair shall have a seat on the Advisory Council and a seat with vote on the Leadership Assembly. The Student Programming Chair shall oversee the exhibition budget and serve on the Advisory Council.

E. The Marketing Chair shall be appointed and may be renewed annually, serve on the State Conference Committee, solicit and coordinate the commercial exhibitors for the State Conference and work with the State Conference Coordinator.

F. The Historian shall be appointed and may be renewed annually, receive and review material, maintain the OAEA Archives, and inform the membership of its history. The Historian serves on the Archive Committee in the Leadership Assembly.

G. The YAM Archivist shall be appointed and may be renewed annually. Youth Art Month Archivist shall submit appropriate materials and information from regions and members to NAEA on Ohio's behalf.

H. The Parliamentarian shall attend all official meetings ex-officio (without vote) of the Association where any business takes place and see that the proper parliamentary procedures are followed. The Parliamentarian shall have a seat on the Advisory Council and a seat with vote on the Leadership Assembly. The parliamentarian shall maintain and update Association blue books and recommend and oversee Constitutional revisions.

I. The Conference Registrar shall be appointed by the President for an indefinite term, renewed annually, and shall receive, record and process all Conference registrations, record and send all funds received with Conference registrations to the Treasurer in a timely fashion. He/she shall communicate statistics to the Conference Coordinator in a timely fashion.

J. The Communications Chair shall be appointed by the President for an indefinite term, renewed annually, and shall have a seat on the Advisory Council and a seat with vote on the Leadership Assembly. The Communications Chair will work with the Marketing Chair, Newsletter Editor, Website Chair, Online Process Chair, and Social Media and Email Chair to maintain good communications and keep our membership informed.

K. The Jerry Tollifson Criticism Open Chairperson shall be appointed by the President for an indefinite term, renewed annually, and shall organize and conduct the annual criticism open. He/she shall serve on the Student Programming Committee and have a seat and vote on the Leadership Assembly.

L. The YPAE, YAM, Emerging Artist, and House of Representatives Exhibit Chairs shall be appointed by the President for an indefinite term, renewed annually, shall organize and

conduct the annual appointed exhibits and shall serve on the Student Programming Committee and have a seat and vote on the Leadership Team.

M. The State Award Chairperson shall be appointed by the President for an indefinite term, renewed annually, shall organize the awards program as designated the Executive Officers. The State Awards Chair shall serve on the State Conference Committee and have a seat and vote on the Leadership Assembly.

ARTICLE III - MEMBERSHIP AND DUES

Section 1: AMOUNT OF DUES

The dues for membership in the Association shall be recommended by the Executive Officers and Advisory Council and approved by the Leadership Assembly.

Section 2: MEMBERSHIP YEAR

All classes of membership are for the period of October 1 to September 30.

Section 3: BUDGETING DUES FOR REGIONS

Regions shall be budgeted an equal base amount set yearly by the Board of Directors. In addition, each region will receive twenty percent (20%) of the MEMBERSHIP dues amount based on their total regional membership. This shall be based on the total regional membership count on June 30th of the current membership year. See also, Policies and Procedures, Policy Concerning Finances, #16.

Section 4: DEFINITION OF MEMBERSHIP CLASSIFICATIONS

The classifications for membership shall be recommended by the Executive Committee and approved by the Board of Directors. They may include the following:

A. **ACTIVE.** Any individual engaged in or retired from the teaching of visual art or pursuits closely related to the field of visual art education is eligible for active membership with rights to vote and to be a candidate for office or serve as a Presidential Appointment.

B. **EMERITUS.** Any retiree who is a former active OAEA member is eligible for membership at a reduced cost with all privileges of active membership.

C. **HONORARY LIFE.** The Executive Committee may confer honorary life membership to a selected individual who has served OAEA and/or art education with distinction. The dues are waived.

D. **LIFETIME.** Any member who has held membership in the association for 30 years with induction into the Circa Society.

E. **PRE-SERVICE.** Any undergraduate or graduate student, who is enrolled full-time as defined by their accredited college, university, or professional art school, while not employed as a teacher, is eligible for membership with all privileges except the right to vote and to be a candidate for office or serve as a Presidential Appointment, with the exception of the Pre-Service Division Chair.

F. ASSOCIATE/FRIEND. Any friend of visual art education is eligible for associate membership with all privileges to attend and participate in activities of OAEA except the right to vote, be a candidate for office, or serve as a Presidential Appointment.

G. OAEA FAMILY MEMBER: Any family member or household member of a current OAEA member may receive membership at a reduced rate with all privileges to attend and participate in OAEA activities except the right to vote and to be a candidate for office or serve as a Presidential Appointment.

H. AFFILIATE. For institutions and nonprofit organizations directly or indirectly involved in art education (such as visual art organizations, museums, arts councils and arts centers). Affiliate membership provides all the benefits of membership including voting privileges. Affiliate members can be nominated for OAEA awards and may hold a volunteer position on the board. Three transferable memberships are assigned to the affiliate organization.

ARTICLE IV - HANDBOOK OF THE OAEA

The Leadership Assembly shall adopt a handbook (also known as the Blue Book) as an operational guide with outlines of policies, procedures and job descriptions in the Association. Materials shall be reviewed periodically by the Executive Officers and Advisory Council.

ARTICLE V - FISCAL AND ADMINISTRATIVE YEAR

The fiscal and administrative year shall extend from January 1 to December 31.

ARTICLE VI - BUDGET REPORT

The OAEA is designated a 501(c)3 organization.

ARTICLE VII - RULES OF ORDER

Roberts Rules of Order Revised shall be the authority on all questions of procedure not otherwise covered in the Constitution and By-Laws. The President shall appoint a Parliamentarian to monitor order of meeting procedures.

ARTICLE VIII - SPECIAL MEETINGS

The president may call a special meeting of the Executive Officers and Advisory Council. The Executive Officers and Advisory Council will be notified of the agenda and only items pertaining to the stated agenda may be considered. Emergency actions for the good of the organization may be taken as needed. Special meeting minutes will be made available to the membership and will be reported to the Leadership Team at the next scheduled meeting.

ARTICLE IX - AMENDMENTS

The Executive Officers and Advisory Council shall consider and review any proposal to amend the By-Laws and have the final authority to place the amendment on a ballot. Amendments **notification** shall be distributed to voting **Leadership Assembly** members at least 30 days prior to the voting deadline. A majority of the votes cast is required for passage of an amendment.