



FLORIDA ART EDUCATION ASSOCIATION (FAEA)

BYLAWS (As Amended October 2015)

ARTICLE I – Mission

The mission of the Association is to promote art education in Florida through professional development, service, advancement of knowledge, and leadership.

ARTICLE II – Organization

Section 1: **Organization.** The Florida Art Education Association (FAEA) shall be organized to include State Officers, Board of Directors, Executive Committee, Finance Committee, Divisions, a Districts Assembly, Member(s) at Large and Retired Representative and affiliated groups.

Section 2. **State Officers.** The State Officers of the Florida Art Education Association shall be a President, President-Elect, Past-President, and Secretary.

Section 3. **Board of Directors.** The Board of Directors, hereinafter referred to as the FAEA Board of Directors, shall be composed of the President, President-Elect, Past President, Secretary, Division Directors, Members-at-Large, and appointed board representatives.

Section 4. **Executive Committee.** The Executive Committee shall be composed of the President, President-Elect, Past President, Secretary, and a Board Member elected from and by the elected FAEA Board of Directors.

Section 5. **Finance Committee.** The Finance Committee shall be composed of the President, President-Elect, Past-President, Secretary, and a Board Member elected from and by the elected FAEA Board of Directors.

Section 6. **Divisions.** The Association shall be comprised of Divisions representing corresponding groups of members. These shall be the Division of Elementary Education, Division of Middle School Education, Division of High School Education, Division of Higher Education, Division of Supervision and Administration, and Division of Museum Education.

Section 7. **Districts Assembly.** The Association shall have a Districts Assembly composed of the Presidents or designated representatives of affiliate district art education associations or a school district.

Section 8. **Members-at-Large and Retired Representative.** The Association shall have appointed Member(s)-at-Large and a Retired Representative.

Section 9: **Special Interest Groups.** The FAEA Board of Directors may approve the formation of Special Interest Groups.

Section 10. **National Art Education Association.** The Association shall be an affiliate of the National Art Education Association.

ARTICLE III – Membership

Section 1. **Membership Year.** The membership year of the FAEA shall be July 1 through June 30.

Section 2. **Active Membership.** Active membership in the FAEA shall be granted to those individuals engaged in the teaching of art or the direction of art education programs or in pursuits closely related to the field.

A. Active membership shall grant participation in the activities of the FAEA, the right to hold elective office, and vote.

B. For purposes of voting at the annual membership meeting, active membership will be recognized for individuals in good standing whose membership dues are paid for the current membership year.

Section 3. **Associate Membership.** Associate membership in the FAEA will be granted to any individual, organization, institution or business firm interested in the general advancement of art education in the state, state of Florida or State but not actively engaged in the teaching of art. Associate members shall have all the privileges afforded to active members except the right to hold elective office or vote.

Section 4. **Retired Membership.** Active members who retire may remain an active member or become a retired member. Retired members shall have the same privileges as active members except the right to hold elective office.

Section 5. **Collegiate Membership.** Student membership shall be open only to full-time undergraduate and graduate students who are not employed full-time as educators. Student members shall have the same privileges as active members except the right to hold elective office or vote.

Section 6. **Corporate and Academic Membership.** Corporate and Academic membership in FAEA shall be granted to any corporate or educational institution interested in the general advancement of art in education in the state of Florida. Corporate and Academic members shall have the same privileges as active members except the right to hold elective office or vote.

ARTICLE IV – Fees and Dues

Section 1. **Annual Membership Dues.** The FAEA Board of Directors shall set the amount of annual dues for all membership categories. Changes in the amount of dues may not be enacted more frequently than once per year. The FAEA Board of Directors may approve an increase in dues not to exceed \$5.00 from the current dues level. Any dues increase in excess of that amount shall be approved by a majority vote of the active members of the FAEA present and voting at the annual membership business meeting.

Section 2. **Fees.** The FAEA Board of Directors shall approve the amount of all other fees assessed by the Association.

ARTICLE V – Governance

Section 1. **Authority and Responsibility.** The authority and responsibility for the policies, management, and actions of the FAEA are vested in the FAEA Board of Directors, which shall perform all duties as specified in the Constitution and Bylaws.

Section 2. **Meetings.** The FAEA Board of Directors shall hold business meetings pursuant to current *Robert's Rules of Order*. These may be face-to-face or virtual.

Section 3. **Executive Committee.** The Executive Committee shall be comprised of the President, President-Elect, Past President, Secretary, and a Board Member appointed from and by the elected FAEA Board of Directors, and the Board Consultant (ex-officio without vote).

A. President

It shall be the duty of the President to preside at meetings of the FAEA, to enforce observances of the FAEA Constitution and Bylaws, to order the execution of resolutions, to call meetings of the FAEA, to exercise supervision over the affairs of the Association, to make decisions in cases of emergency when an immediate action is necessary, to appoint all committees for which no provision has been made, and to be a member ex-officio of all committees and task forces. The President shall make all appointments for, which no other provision is made in these Bylaws in consultation and approval by the Executive Committee. The President shall serve a term of two years or until their successor is elected. The President shall then automatically assume the office of Past-President for a term of two years or until their successor is elected.

B. President-Elect

The President-Elect shall perform all the duties of the office of the President in his/her absence, shall carry out other duties as may be assigned by the President or the Executive Board. The President-Elect shall serve a term of two years or until their successor is elected. The President-Elect shall then automatically assume the office of President for a term of two years or until their successor is elected.

C. Past-President

The Past-President shall serve as advisor to the President, and shall have other duties as may be assigned by the Executive Committee. The Past-President shall serve a term of two years or until their successor is named.

D. Secretary

The Secretary shall record the official minutes of each Executive Committee and FAEA Board of Directors meetings, and other meetings as the President may determine. The Secretary shall serve a term of two years or until their successor is elected.

E. Elected Division Director

A Division Director elected from and by the current FAEA Board at the first board meeting shall have duties as assigned by the Executive Committee, in addition to the Division Director responsibilities.

Section 4. **Board of Directors.** The FAEA Board of Directors consists of elected and appointed positions designated as either voting or non-voting members.

A. Voting Positions

The voting positions of the FAEA Board of Directors shall be the President, President-Elect, Past-President, Secretary, Districts Assembly Representative, and Division Directors (Elementary Education, Middle School Education, High School Education, Higher Education, Supervision and Administration, and Museum Education).

B. Non-Voting Positions

All other members of the FAEA Board of Directors are in non-voting positions.

Section 5. **National Art Education Association Delegates Assembly**

Delegates Assembly shall be composed of the President, President-Elect, and/or Past-President or designee of the FAEA Board of Directors.

Section 6. **Succession**

A. Vacancies in Elected Positions

1. In the event the President cannot fulfill a term of office, the President-Elect shall assume the position of President fulfilling the presidential term in addition to his/her own term.
2. In the event the President-Elect cannot fulfill a term of office, or has assumed the position of the President through vacancy, a new President-Elect shall be appointed by the Executive Committee. The President-Elect so appointed shall serve until the next annual conference, at which time an election shall be held to fill the vacancy.
3. In the event the immediate Past-President cannot fulfill a term of office, another Past-President shall be appointed by the Executive Committee.
4. In the event the Secretary cannot fulfill a term of office, a qualified individual shall be appointed by the Executive Committee. The Secretary so appointed shall serve until the next annual conference, at which time an election shall be held to fill the vacancy.
5. In the event a Division Director cannot fulfill a term of office, a qualified individual shall be appointed by the Executive Committee. The Division Director so appointed shall serve until the next annual conference, at which time an election shall be held to fill the vacancy.

B. Vacancies in Appointed Positions. The Executive Committee shall have the authority to select qualified individuals for appointed positions when vacancies occur. These appointments must subsequently be approved by the FAEA Board of Directors.

Section 7. **Removal from Office**

A. Removal from Elected Position. Individuals in elected positions shall be removed from office when fiduciary responsibility is not met. Officers in elected positions shall always act for the good of the Association and shall exercise responsibility in all decision-making.

B. Removal from Appointed Position. Individuals in appointed positions shall be removed from office when fiduciary responsibility is not met.

Section 8. **Limitation of Responsibility of the Officers**

A. The authority and responsibility for the management and for the maintenance of the good will and credit of the Association is vested in the FAEA Board of Directors, but it is expressly understood that neither the Board, nor any member thereof, nor any staff member, nor any member of the Association shall be required to accept personal financial responsibility for duly authorized bills or obligations, or for litigation that may develop from authorized activities of the organization carried on in good faith and in pursuit of the objectives, purposes, and activities prescribed or authorized by the Constitution and Bylaws of the Association.

ARTICLE VI – Nominations and Elections

Section 1. Nominations Committee. The Nominations Committee shall be composed of the President-Elect, who shall serve as chair of the committee, and one member from each Division (Elementary Education, Middle School Education, High School Education, Higher Education, Supervision and Administration, and Museum Education).

Section 2. Slate of Candidates. The committee shall prepare an election slate of candidates for the office of President-Elect, Secretary, and for each Division Director position (Elementary Education, Middle School Education, High School Education, Higher Education, Supervision and Administration, and Museum Education).

Section 3. Elected Candidate Eligibility. The candidates for President-Elect must have previously served on the FAEA Board of Directors either as an elected member or appointed member for at least one term. The candidates for Division Director must be a member of the division they will represent. Eligible candidates shall not simultaneously hold more than one office nor succeed themselves. All candidates must be active members of the FAEA and provide written confirmation agreeing to serve in the position for which they were nominated.

Section 4. **Elections.** In each odd-numbered year elections will be held by official ballot. Only active and retired members of the FAEA shall have the right to vote. The newly elected President-Elect, Secretary, and Division Directors will be announced prior to the close of the annual conference.

Section 5. **Newly Elected Board Members.** Newly elected Board Members shall assume office on January 1 following their election.

Section 6. **Districts Assembly Representative.** The Districts Assembly Representative, selected from among members of the Districts Assembly, will be appointed by the Executive Committee and approved by the FAEA Board of Directors. All candidates must be active members of the FAEA and provide written confirmation of their intent to serve in the position for which they were appointed.

ARTICLE VII – Quorum

Section 1. **FAEA Board of Directors Meeting.** A quorum for the FAEA Board of Directors meeting shall consist of a majority of the voting members present (President, President-Elect, Past-President, Secretary, Districts Assembly Representative, Elementary Division Director, Middle School Division Director, High School Division Director, Higher Education Division Director, Supervision and Administration Division Director, and Museum Education Division Director). It shall be the duty of the President to verify and declare that a quorum is present before conducting official FAEA business.

Section 2. **Annual Membership Business Meeting.** A quorum for the annual membership business meeting, held during the annual conference, shall consist of a majority of the current Association membership present. It shall be the duty of the President to verify and declare that a quorum is present before conducting official FAEA business.

ARTICLE VIII – Committees and Task Forces

Section 1. **Committees.** Committees are responsible for long-term Association projects or program management. While committee composition may change periodically, the purpose remains constant. The FAEA Board of Directors, without a requirement to amend these Bylaws, may form additional committees. Initially, the following Standing Committees are established:

A. **Finance Committee.** The Finance Committee shall be composed of the President, President-Elect, Past President, Secretary, and Executive Committee Division Director. The committee shall oversee the timely preparation of an annual budget for presentation to the FAEA Board of Directors, make reports at each FAEA Board of Directors meeting on the financial affairs of the Association, and ensure the preparation of a bi-annual certified audit and the timely filing of IRS Form 990 tax returns.

B. **Nominations Committee.** See Article VI - Nominations and Elections

Section 2. **Task Forces.** Task Forces are responsible for short-term, specific projects or goals assigned by the President or the FAEA Board of Directors. Upon completion of the specific assigned task, a task force is dissolved.

Section 3. **Committee and Task Force Chairs.** The President, in consultation with the FAEA Board of Directors, shall appoint each committee and task force chair. Committee and task force chairs, in consultation with the President, shall appoint their members. Committee and task force chairs are responsible for keeping the FAEA Board of Directors and management informed of the composition of their respective committee or task force.

Section 4. **Length of Committee and Task Force Appointments.** All committee and task force appointments end with the term of office of the President of FAEA. The incoming President may reappoint committee chairs to committees and task forces, make new committee appointments, or terminate a committee or task force.

ARTICLE IX – Association Management

Section 1. **Management.** FAEA shall engage an association management company or hire staff directly to manage the daily activities of the Association. FAEA will maintain a named board consultant through the contracted association management company or Executive Director through FAEA employment. The association management company and/or board consultant shall have no powers or duties other than those delegated by the FAEA Board of Directors or set forth in the management or employment contract or the Bylaws of the Association. The FAEA Executive Committee shall conduct a bi-annual performance review of the association management company, if contracted, or the board consultant with input from the FAEA Board of Directors. This review will be provided to the contracted association management company's Board of Directors or directly to the Executive Director when no company has been contracted.

Section 2. **Staff Management.** Management of the daily responsibilities of the Association and supervision of the assigned staff is the responsibility of the board consultant.

ARTICLE X – Fiscal Year

Section 1. **Fiscal Year.** The fiscal year of the Association shall be from July 1st through June 30th of each year.

ARTICLE XI – Handbook of Policies and Procedures

Section 1. **Handbook of Policies and Procedures.** The FAEA Board of Directors shall adopt and publish an *FAEA Handbook of Policies and Procedures* outlining the processes governing the Association. The FAEA Board of Directors shall review the handbook bi-annually. Modifications to the handbook may be recommended.

ARTICLE XII – Amendments

Section 1. **Amendments.** Amendments to the Bylaws shall require reading and approval by a majority vote at two consecutive regular or special meetings of the FAEA Board of Directors. These may be face-to-face or virtual.

Section 2. **Effective Date.** All approved amendments shall take effect immediately after the second approval by the FAEA Board of Directors

Adopted this 8th day of October, 2015, by a majority vote of the FAEA Board of Directors.

Britt Feingold
Secretary, Florida Art Education Association