



FLORIDA ART EDUCATION ASSOCIATION (FAEA)

BYLAWS (As Amended November 2019)

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 Local Art Education Assembly, Member(s)-at-Large, Retired Representative, and affiliated groups.

Section 2. **State Officers.** The State Officers of the Florida Art Education Association shall be the 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, a Board Member elected from among the elected FAEA Board of Directors, and a Senior Management Staff member. The appointed Board Member shall be a different individual than the appointee to the Finance Committee.

Section 5. **Finance Committee.** The Finance Committee shall be composed of the President, President-Elect, Past-President, Secretary, and a Board Member appointed from among the elected FAEA Board of Directors. The appointed Board Member shall be a different individual than the appointee to the Executive Committee.

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

Section 7. **Local Art Education Assembly.** The Association shall have a Local Art Education Assembly composed of the Presidents or designated representatives of affiliated local art education associations or school districts.

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

Section 9. **Appointed Board Representatives.** The Association shall have an appointed Retired Representative and a Local Art Education Assembly Representative.

Section 10. **Special Interest Groups.** The FAEA Board of Directors may approve the formation of Special Interest Groups.

Section 11. **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 of Florida 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 as full-time art 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 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 in accordance with the guiding principles of the current *Robert's Rules of Order*.

Section 3. **Executive Committee.** The Executive Committee shall be comprised of the following officers of the Association: President, President-Elect, Past-President, Secretary, one Division Director elected from the FAEA Board of Directors, and a Senior Management Staff (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 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. The President will be a member of NAEA and serve as a national and regional representative.

B. President-Elect

The President-Elect shall perform all the duties of the office of the President in their 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 an 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 appointed.

D. Secretary

The Secretary shall record the official minutes of each Executive Committee, Finance Committee, 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 Directors

At the first board meeting, in addition to the Division Director responsibilities, the elected Division Directors shall have duties as assigned by the Executive Committee and approved by the FAEA Board. Assigned duties include but are not limited to, committee and/or task force involvement and membership, and leadership 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, Local Art Education Assembly Representative, and Division Directors (Elementary Division, Middle School Division, High School Division, Higher Education Division, Supervision and Administration Division, and Museum Education Division).

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.** The 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.** 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 each Division Director. In the event that a Division Director cannot serve, the President will appoint a representative from within that division. The Secretary shall also serve on the Nominations Committee, but does not need to be replaced if unable to serve on the committee.

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 Division, Middle School Division, High School Division, Higher Education Division, Supervision and Administration Division, and Museum Education Division).

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 or 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. **Local Art Education Assembly Representative.** The Local Art Education Assembly Representative, selected from among members of the Local Art Education 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.

Section 7. **Retired Representative.** The Retired Representative will be appointed by the Executive Committee and approved by the FAEA Board of Directors. All candidates must be retired 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, Local Art Education 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 a Board Member appointed from among the elected FAEA Board of Directors. 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. The association management company and/or staff 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 chief staff executive 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 chief staff executive 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 management company or chief staff executive.

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 – Board of Directors' Handbook

Section 1. **Board of Directors' Handbook.** The FAEA Board of Directors shall adopt and publish a *Board of Directors' Handbook* outlining the processes governing the Association. The FAEA Board of Directors shall review the handbook at the entrance and exit of each board. The handbook may include but is not limited to the FAEA Constitution, Bylaws,

board job descriptions, and committee guidelines. 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 10th day of November, 2019, by a majority vote of the FAEA Board of Directors.

Steve Miller
Secretary, Florida Art Education Association