

WVAEA Constitution

Article I

Name

The name of the organization shall be the West Virginia Art Education Association or WVAEA.

Article II

Purpose

The purpose of this organization shall be:

1. To promote aesthetic and creative art education for the development of the individual at all levels in the state of West Virginia.
2. To assist teachers in improving the quality of art education.
3. To organize and conduct panels, forums, lectures, and tours for art educators and the general public on art and art instruction.
4. To keep the public informed of the arts through whatever means are available.

Article III

Membership

1. Art educators and other interested persons are eligible for membership in the association which is professionally unified with the National Art Education Association or the NAEA.
2. The categories of membership shall correspond with those of the NAEA.

Article IV

Organization and Governance

1. The officers of this association, also known as the Executive Committee, shall be President, Vice President, Past President, Secretary and Treasurer.
2. All officers shall be elected by WVAEA members in good standing. Their term of office shall be for two years, and they may succeed themselves. No officers, with the exception of treasurer, may be re-elected for a third consecutive term but may hold office again after an interval of one term.
3. All newly elected officers shall take over duties on the first day of the year following their election. Officers specially elected to fill vacancies shall take over immediately.
4. The WVAEA is divided into eight geographic regions: **Region I**-Raleigh, Wyoming, Summers, McDowell, Mercer, and Monroe Counties; **Region II**-Cabell, Wayne, Lincoln, Logan, and Mingo Counties; **Region III**-Boone, Kanawha, Clay, and Putnam counties; **Region IV**-Fayette, Greenbrier, Nicholas, Pocahontas, Webster, and Braxton counties; **Region V**-Roane, Jackson Calhoun, Wirt, Wood, Ritchie, Pleasants, Tyler counties; **Region VI**-Brooke, Ohio, Marshall, Wetzel counties; **Region VII**-Monongalia, Marion, Preston, Taylor, Doddridge, Harrison, Barbour, Tucker, Randolph, Upshire, Lewis, Gilmer counties; **Region VIII**-Pendleton, Grant Hardy, Mineral, Hampshire, Morgan, Berkeley, Jefferson counties
5. The WVAEA Officers. No WVAEA Board member may hold two positions simultaneously.
6. The Division Directors, and the Regional Representatives, as appointed by the President, shall act as advisors to the WVAEA Board. The Division Directors are as follows: Elementary, Middle, Secondary, Higher Education, Supervision/Administration and Museum Education.

Article V Elections

1. Candidates for office in WVAEA must be members in good standing. A majority of the votes cast is required for election. Elections for WVAEA President, Vice President, Secretary and Treasurer shall be held in even-numbered years every two years. Election procedures shall be as follows:

State Level Officers

At least six months prior to the election of the state level officers; the Executive Committee shall appoint a nominating committee composed of one member from each of the eight WVAEA regions. The Past President shall serve as the regional representative of the Past President's region and chair of the committee. The nominating committee shall nominate two (2) candidates for each state level office. The slate of nominees shall be prepared by July 1.

In the event of vacancy in any office of the association, the President may appoint, with the approval of the Executive Committee, an interim officer to fill the vacancy until a special election can be held at the next annual business meeting, or until the next regular election, whichever comes first. Voting for state elections shall be conducted by electronic mail or other authorized means of electronic transmission. All ballots must be distributed before August 15 and must be received by the elections clerk by October 1. All members in good standing of WVAEA may vote for WVAEA President, Vice President, Secretary and Treasurer.

Article VI

Duties of the Executive Committee and WVAEA Board

1. The President shall perform the duties of this office, preside at the annual business meeting and any meeting of the Executive Committee, and be, ex officio, a member of all regions, divisions, and committees. The further duties of the President shall be as listed:
 - a. Opens any general session, conducts proper business procedures, maintains order, and proceeds with any function or responsibility necessary to carry on the business of the session.
 - b. Votes to break a tie in voice or roll call vote if necessary.
 - c. Votes as any other member in a ballot vote and cannot break a tie in a ballot vote.
 - d. Appoints any and all committees vital to the function and welfare of the organization.
 - e. Appoints a member, with the approval of the Executive Committee, to serve as editor of the WVAEA newsletter and for the dissemination of information and news concerning the organization.
 - f. Serves as a WVAEA delegate to the NAEA Delegates Assembly. When the WVAEA meets the NAEA membership criteria for a second delegate, the Vice President or board-approved alternate will serve as the second delegate.
2. The Vice President shall perform the duties of the President during the latter's absence. The Vice President shall become President should the President vacate the office. The Vice President shall act as Conference Chair. The Vice President will be responsible for making conference financial reports to the Treasurer.
3. The Secretary shall keep the minutes of all meetings of the Executive Committee and the general meetings of the WVAEA. The Secretary shall be custodian of the records and papers, prepare or assist in preparing agendas for the meetings, call the roll and notify committees.
4. The Treasurer shall be the custodian of all money belonging to the WVAEA and shall deposit same in a bank approved by the Executive Committee. The further duties of the Treasurer shall be as listed:
 - a. Keeps accurate records of receipts and disbursements,
 - b. Compiles regional fiscal reports,
 - c. Makes annual reports and such others as may be requested by the Executive committee,

- d. Files reports including any federal or state tax reports necessary for the years in office.
 - e. Supervises and coordinates the collection, documentation, and processing of all monies of state meetings. Books concerning all assets and debits shall be fully audited by a designate of the Executive Committee prior to being released to the newly elected Treasurer.
5. Past President shall serve as the chair of the WVAEA nominating committee for WVAEA officers. Serves as custodian of the WVAEA archival records.
6. The Regional Representatives shall coordinate all WVAEA activities in their respective regions. The Regional Representatives shall also call regional meetings; maintain accurate records of all WVAEA money allocated for regional activities; and submit annual financial reports covering all regional financial activities to the WVAEA Treasurer.

Article VII

Time and Place of Meetings

There shall be an annual meeting held of the WVAEA and such other meetings as seem best suited for the interests of the association. Meetings shall be held four times a year.

Article VIII

Advisory Council

1. The following standing committee chairs shall be appointed: Advocacy, Archives, Membership, Newsletter, Research/Curriculum/Grants, Retired Educators, Technology and Youth Art Month. Committee chairs shall be appointed by the President and shall be WVAEA members. Committees so appointed shall serve for two years, concurrent with the President's term of office, or for a period specified with the appointment. They may be reappointed in whole or in part.
2. *Ad hoc* committees to further specific phases of the association's work and to carry on special projects as deemed necessary by the Executive Committee shall be appointed by the President for a term of office determined by duration of the project or the President's term of office. They may be reappointed in whole or in part.
3. The standing and *ad hoc* committee chairs, individually, shall administer activities within their appointed areas and bring relevant issues before the Executive Committee. It is their duty, collectively with the Division Directors, to act as an advisory council for the WVAEA Executive Committee.
4. Committee members may incur no expense for the association unless funds have been allocated by the President or Executive Committee for such purposes.

Article IX

Income and Benefits

1. No part of the net earnings of the association shall inure to the benefit of any members, sponsor, donor, creator, trustee, officer, employee, or without limitation, any other private individual, or to the benefit of any corporation, any private individual or any substantial part of the activities of which is carrying on propaganda or otherwise attempting to influence legislation; provided, this shall not prevent payment of reasonable compensation for service actually rendered to or for the association and its purposes.
2. Upon dissolution, all of the assets of the association shall be turned over to such nonprofit, tax-exempt, charitable, scientific, or educational organization exempt from federal income taxation

under section 501(c)(3) of the Internal Revenue Code of 1954 or any successor provision thereto as the final Board of Directors of the association shall direct. Any assets not so disposed of shall be disposed by the appropriate Court of the County or City in which the principle office of the corporation is then located exclusively for such purposes or to such organization as said Court shall determine which are organized and operated exclusively for such purposes.

Article X

By-Laws and Amendments

1. By-Laws consistent with the Constitution may be adopted, modified, or repealed by a two-thirds vote of the active members present at any regular meeting of the association or by mail by a two-thirds vote of ballots received from active members.
2. The Executive Committee shall review and consider proposals for amendments of the Constitution. After review and approval by the Executive Committee, the proposed amendments shall be published in the WVAEA Newsletter at least one month prior to the annual meeting. The Constitution may be amended at any annual meeting of the association by a two-thirds vote of the active members present.

By-Laws

1. Dues for all classes of membership within the NAEA shall be determined by the NAEA Delegates Assembly with the advice and counsel of the NAEA Board of Directors.
2. Dues for all classes of membership within the WVAEA shall be determined by the WVAEA Executive Committee.

WVAEA BYLAWS

SECTION I: ORGANIZATION, PLANNING, AND OPERATIONS

MEMBERSHIP

Article I

Name

The name of the organization shall be the West Virginia Art Education Association or WVAEA.

Article II

Purpose

The purpose of this organization shall be:

5. To promote aesthetic and creative art education for the development of the individual at all levels in the state of West Virginia.
6. To assist teachers in improving the quality of art education.
7. To organize and conduct panels, forums, lectures, and tours for art educators and the general public on art and art instruction.
8. To keep the public informed of the arts through whatever means are available.

Article III

Membership

1. Art educators and other interested persons are eligible for membership in the association which is professionally unified with the National Art Education Association or the NAEA.
2. The categories of membership shall correspond with those of the NAEA.

By-Laws

1. Dues for all classes of membership within the NAEA shall be determined by the NAEA Delegates Assembly with the advice and counsel of the NAEA Board of Directors.
2. Dues for all classes of membership within the WVAEA shall be determined by the WVAEA Executive Committee.

Membership Categories

The following classes of membership are established:

- a. **ACTIVE** For those individuals engaged in the teaching of art, or the direction of programs of art education, or in pursuits closely related to the field. Active membership provides all the privileges of membership including the right to vote and hold office.

b. **FIRST YEAR PROFESSIONAL** For new graduates entering their first year of teaching art. Membership is good for one year only. First year professional membership provides all privileges of Active membership except the right to hold national Association office.

c. **ASSOCIATE** For individuals not actively engaged in the teaching of art. Associate membership provides all the privileges of membership except the right to vote and hold office.

d. **RETIRED ACTIVE** For individuals who have retired and have been a member of the Association for a minimum of five (5) years. Retired Active membership provides all the privileges of Active membership.

e. **STUDENTS** For undergraduate students and full-time graduate students. Student membership provides the privileges of Active membership except the right to hold national office.

f. **INSTITUTIONAL** For institutions directly or indirectly involved in art education. Institutional membership provides all the privileges of membership except the right to vote or hold office.

g. **HONORARY** Honorary memberships may be conferred upon persons who have made some outstanding contribution to art education and whose names have been approved by the WVAEA Board. This membership is conferred for the life of the member and carries full privileges of Active membership.

h. **LIFE** membership is a limited membership category established to be active between 1972 and 1975, to recognize members who made significant financial contributions to the Association. This category carries full privileges of Active membership. (No longer open for enrollment.)

Membership Information

Membership contact information shall not be distributed to outside companies.

WVAEA ORGANIZATION AND GOVERNANCE

Policy

CONSTITUTION

Article IV

Organization and Governance

1. The officers of this association, also known as the Executive Committee, shall be President, Vice President, Past President, Secretary and Treasurer.
2. All officers shall be elected by WVAEA members in good standing. Their term of office shall be for two years, and they may succeed themselves. No officers may be re-elected for a third consecutive term but may hold office again after an interval of one year.
3. All newly elected officers shall take over duties on the first day of the year following their election. Officers specially elected to fill vacancies shall take over immediately.
4. The WVAEA is divided into eight geographic regions: **Region I**-Raleigh, Wyoming, Summers, McDowell, Mercer, and Monroe Counties; **Region II**-Cabell, Wayne, Lincoln, Logan, and Mingo Counties; **Region III**-Boone, Kanawha, Clay, and Putnam Counties; **Region IV**-Fayette, Greenbrier, Nicholas, Pocahontas, Webster, and Braxton counties; **Region V**-Roane, Jackson Calhoun, Wirt, Wood, Ritchie, Pleasants, Tyler; **Region VI**-Brooke, Ohio, Marshall, Wetzel; **Region VII**-Monongalia, Marion, Preston, Taylor, Doddridge, Harrison, Barbour, Tucker,

Randolph, Upshire, Lewis, Gilmer; **Region VIII**-Pendleton, Grant Hardy, Mineral, Hampshire, Morgan, Berkeley, Jefferson

5. The WVAEA Officers shall constitute the WVAEA Board. No WVAEA Board member may hold two positions simultaneously.
6. The Division Directors and Regional Representatives, as appointed by the President, shall act as advisors to the WVAEA Board. The Division Directors are as follows: Elementary, Middle, Secondary, Higher Education, Supervision/Administration and Museum Education.

CONSTITUTION

Article V

Duties of the Executive Committee and WVAEA Board

1. The President shall perform the duties of this office, preside at the annual business meeting and any meeting of the Executive Committee, and be, ex officio, a member of all regions, divisions, and committees. The further duties of the President shall be as listed:
 - a. Opens any general session, conducts proper business procedures, maintains order, and proceeds with any function or responsibility necessary to carry on the business of the session.
 - b. Votes to break a tie in voice or roll call vote if necessary.
 - c. Votes as any other member in a ballot vote and cannot break a tie in a ballot vote.
 - d. Appoints any and all committees vital to the function and welfare of the organization.
 - e. Appoints a member, with the approval of the Executive Committee, to serve as editor of the WVAEA newsletter and for the dissemination of information and news concerning the organization.
 - f. Serves as a WVAEA delegate to the NAEA Delegates Assembly when the WVAEA meets the NAEA membership criteria for a second delegate.
2. The Vice President shall perform the duties of the President during the latter's absence. The Vice President shall become President should the President vacate the office. The Vice President shall act as Conference Chair. The Vice President will be responsible for making a quarterly conference financial report to the Treasurer.
3. The Secretary shall keep the minutes of all meetings of the Executive Committee and the general meetings of the WVAEA. The Secretary shall be custodian of the records and papers, prepare or assist in preparing agendas for the meetings, call the roll and notify committees.
4. The Treasurer shall be the custodian of all money belonging to the WVAEA and shall
5. deposit same in a bank approved by the Executive Committee. The further duties of the Treasurer shall be as listed:
 - a. Keeps accurate records of receipts and disbursements,
 - b. Compiles Regional fiscal reports,
 - c. Makes annual reports and such others as may be requested by the Executive committee,
 - d. Files reports including any federal or state tax reports necessary for the years in office.
 - e. Supervises and coordinates the collection, documentation, and processing of all monies of state meetings. Books concerning all assets and debits shall be fully audited by a designate of the Executive Committee prior to being release to the newly elected Treasurer.
6. The Past President shall serve as the WVAEA representative to the NAEA Delegates Assembly and as the chair of the WVAEA nominating committee for WVAEA officers.

Article VI

Advisory Council

1. The following standing committee chairs shall be appointed: Advocacy, Historian, Membership, Newsletter, Research/Curriculum/Grants, Retired Educators, Technology and Youth Art Month. Committee chairs shall be appointed by the President and shall be WVAEA members. Committees so appointed shall serve for two years, concurrent with the President's term of office, or for a period specified with the appointment. They may be reappointed in whole or in part.
2. *Ad hoc* committees to further specific phases of the association's work and to carry on special projects as deemed necessary by the Executive Committee shall be appointed by the President for a term of office determined by duration of the project or the President's term of office. They may be reappointed in whole or in part.
3. The standing and *ad hoc* committee chairs, individually, shall administer activities within their appointed areas and bring relevant issues before the Executive Committee. It is their duty, collectively with the Division Directors, to act as an advisory council for the WVAEA Executive Committee.
4. Committee members may incur no expense for the association unless funds have been allocated by the President or Executive Committee for such purposes.

REGIONAL MAP



WVAEA Organizational Chart

WVAEA Executive Committee

Serve for 2 years, elected by WVAEA membership in even years				
President	Past President	Vice President	Secretary	**Treasurer
**Treasurer shall serve for 4 year term with option for renewal.				

Advisory Council

Serve for 2 years, concurrent with appointing President, non-voting			
Division Directors			
Elementary	Middle	Secondary	
Higher Education	Supervision/Administration	Museum Education	
Standing Committee Chairs			
Advocacy	Archives	Membership	Newsletter
Research/ Curriculum/Grants	Retired Educators	Technology	Youth Art Month
Ex-officio – Department of Education, Coordinator of Fine Arts			
The President has the authority to appoint other standing or ad hoc committee chairs during his/her term of office.			

Officer/Appointee Descriptors & Specifications

WVAEA Executive Committee

The WVAEA Executive Committee shall consist of five voting members (President, Past President, Vice President, Secretary and Treasurer) and one ex-officio member. All officers are required to attend the four Executive Board meetings per year as voting members. Between meetings, the Executive Committee may act for the Executive Board on matters of urgency.

WVAEA Executive Board

The WVAEA Executive Board shall consist of 5 voting positions.

WVAEA Advisory Council

The Advisory Council is responsible to the President. The appointed members serve as advisors in their respective areas. The Advisory Council serves in an advisory capacity and aids in the completion of the mission of the WVAEA. The Division Directors and other members of the Advisory Council report needs as recommended from their work with and on behalf of the membership.

Appointed Positions

Appointed positions may be reappointed in whole or in part, at the discretion of the President.

Board Member Rotation Date

The official change of the WVAEA Executive Board members takes place January 1 of the year following their election.

Terms of Office

Members may only be elected for two consecutive terms in any office but may run again after a period of one year, with the exception of the treasurer who serves a six year term.

Executive Board and Advisory Council Meetings

The WVAEA Executive Board meets 4 times annually: at the WVAEA Leadership Retreat held in Summer, either June or July, the Professional Development Conference in the fall, and in April/May and September. The dates and locations of these meetings will be determined by the President with the approval of the officers.

Voting Procedures

For voting and business transactions to be valid, a quorum must be present (whether at physical meetings or electronically) and a quorum is one more than half (5) of the voting members of the Executive Board. 9/14

Board Member Inaction

In the absence or inability of a Board member to act or bring closure to business on an action with a time deadline within a reasonable time frame, as determined by the President, then the President will act on behalf of the Board member.

Attendance

Any elected or appointed official who has been absent from two consecutive regular meetings of the WVAEA Executive Board during a single term shall automatically vacate their seat. However, the Executive Committee shall consider each absence as a separate circumstance and may expressly waive such absence by affirmative vote of a majority of voting members present.

Policy for Removal of a Board Member

Any member may be removed from the Executive Board or Advisory Council for cause (*) and by a majority of votes of the Executive Board. The President, with approval of the Executive Committee, shall appoint a WVAEA member to fulfill the duties of the vacated office, in the case of elected members until the next WVAEA election.

(*) Cause shall be defined as the neglect of duties outlined in the WVAEA Policy Manual, failure to respond to communications or attend Executive Board or Advisory Council meetings and such other situations as the Board deems reasonable.

Dismissal Procedures

- The President will issue a written communication concerning failure to perform job responsibilities.
- If the situation does not improve, the President will send a registered letter announcing removal from office.
- The President shall request the Executive Committee's approval of the appointment to fill the vacant office.

Committees

Special committees may be appointed as needed by the Executive Committee and Regional Chair to undertake special assignments. Special committees shall be appointed on an ad hoc basis and shall serve no longer than the term for which they were appointed.

WVAEA PURPOSE AND PLANNING

Policy

Mission

To promote, support and advance visual arts education through leadership, professional development, research, and service.

Strategic Planning

The WVAEA Board of Directors shall regularly engage in strategic planning to review WVAEA's mission, to ensure a relevant organizational vision and to identify organizational goals.

MISSION STATEMENT

The purpose of West Virginia Art Education is to advance WV art education and to promote the arts as essential elements in education programs. To that end, WVAEA sponsors conferences, programs, and exhibits; produces a newsletter, maintains a website; provides means for addressing common problems of art educators; seeks to educate the public about aims, purposes and issues about arts education; and works with other related agencies and organizations in support of art education.

Position Statement Review

WVAEA position statements and platform documents are developed to address issues related to quality art education. Any WVAEA member or constituency may submit a policy statement or request to the WVAEA Executive Board which has final approval. All position statements or platform documents are reviewed every 3 years by a committee or other appointed WVAEA entity and recommendations for any changes are submitted to the Executive Board.

OPERATIONS POLICIES AND PROCEDURES

WVAEA Calendar of Events

	Meetings	Due Dates	Membership Constant Contact
January	Winter Board meeting	1 - New terms of office begin Winter WVAEA News distributed	General Assembly news
February	Day in the Studio	Feb 19	1 - Call for state/regional officer Nominations
March	NAEA Convention	Regional budget reports	1 - Call for conference proposals YAM flag winners announced YAM Exhibit
April	Board Meeting		Post NAEA Convention announcements Award Winners/information Call for conference proposals Arts Alive
May			May 1 Call for Award Nominations Summer Activities/Offerings
June	Summer Leadership Retreat	YAM books/reports 15 - Conference Proposals Regional budget reports	Call for conference proposals
July	NAEA Eastern Leadership Summit	1 - Slate of state nominees in even years	Call for Conference Proposals
August		Nominations for WVAEA Art Educator of the Year	Electronic Ballot Conference Registration
September	Board Meeting	Fall WVAEA News Distributed 30 - Electronic ballots close Regional budget reports	Electronic Ballot Conference Registration
October		Regional Award winners due to Membership Chair	Conference Registration Conference
November	Professional Development Conference Board meeting		Conference Evaluation Division/Regional Meetings
December		31 - Regional Treasurer Reports/ Fund Requests 31 - End of fiscal year YAM Flag Designs Due	Post Conference Announcement – Election/Award Winners

Section I: Organization, Planning, and Operations

MEETINGS

Policy

ARTICLE VII

Time and Place of Meetings

There shall be an annual meeting held of the WVAEA members.

Board Operations

All board reports shall be distributed by email, or uploaded on google docs one week in advance of the board meeting.

Publication of Board Action/Distribution of Board Minutes

A summary of actions taken by the Board shall be communicated and made available to the membership through the website.

Meeting Procedures

Roberts Rules of Order are followed at WVAEA Board meetings and WVAEA Annual meetings.

FINANCES

Policy

CONSTITUTION

ARTICLE VIII

1. Committee members may incur no expense for the association unless funds have been allocated by the President or Executive Committee for such purposes.

ARTICLE IX

Income and Benefits

1. No part of the net earnings of the Association shall inure to the benefit of any members, sponsor, donor, creator, trustee, officer, employee, or without limitation, any other private individual, or to the benefit of any corporation, any private individual or any substantial part of the activities of which is carrying on propaganda or otherwise attempting to influence legislation; provided, this shall not prevent payment of reasonable compensation for service actually rendered to or for the Association and its purposes.
2. Upon dissolution, all of the assets of the Association shall be turned over to such nonprofit, tax-exempt, charitable, scientific, or educational organization exempt from federal income taxation under section 501(c)(3) of the Internal Revenue Code or 1954 or any successor provision thereto as the final Board of Directors of the Association shall direct. Any assets not so disposed of shall be disposed by the appropriate Court of the County or City in which the principal office of the corporation is then located exclusively for such purposes or to such organization as said Court shall determine, which are organized and operated exclusively for such purposes.

IRS Regulations

The WVAEA has qualified as a 501(c)(3), commonly referred to as a *charitable organization* and is eligible for tax-deductible contributions.

Tax Status - 501(c)(3) - (from irs.gov)

To be tax-exempt under section 501(c)(3) of the Internal Revenue Code, an organization must be organized and operated exclusively for exempt purposes set forth in section 501(c)(3), and none of its earnings may inure to any private shareholder or individual. In addition, it may not be an action organization, *i.e.*, it may not attempt to influence legislation as a substantial part of its activities and it may not participate in any campaign activity for or against political candidates.

The organization must not be organized or operated for the benefit of private interests, and no part of a section 501(c)(3) organization's net earnings may inure to the benefit of any private shareholder or individual. If the organization engages in an excess benefit transaction with a person having substantial influence over the organization, an excise tax may be imposed on the person and any organization managers agreeing to the transaction.

IRS Filing

An IRS form must be filed if income exceeds \$25,000.

Fiscal Year

The fiscal year runs from July 1- June 30.

NAEA Affiliation

The WVAEA has a longstanding formal professional affiliation with the NAEA. As part of that relationship, the WVAEA Executive Board voted to be a part of the 'unified membership dues agreement' with NAEA where WVAEA and NAEA dues are required. NAEA collects both state and national dues, processes membership records, and reimburses membership dues to states and provides membership reports to states. All such agreements and revisions shall be subject to the approval of the WVAEA Executive Board.

The WVAEA agrees with and has adopted the NAEA Professional Code for Art Educators. (For text, see Appendix D.)

Budget Responsibility/Exceptions

That each office be accountable for working within their budget and that they are required to obtain the permission of the board to exceed the budget.

That the President and Treasurer would approve regional proposals for special activities. Regions or Divisions may submit requests to additional funds or special projects outside of allotted budgetary funds. Fiscal and association impact will be assessed and the request will be granted or denied.

Regional Reporting/Accountability

Regional Operating Budget Accounts

Each region can host its own operating fund in a regional account. The regions will be accountable for reporting all of their fiscal activity on quarterly and annual bases and will submit a complete accounting accompanied by receipts and vouchers. For WVAEA tax preparation a year-end report of the actions of that fund are required to be submitted to the WVAEA Treasurer by June 1 of the fiscal year.

Signatures

In addition to the signature of the issuer, all checks issued by the WVAEA in amounts over \$1,000 must have electronic approval of a second person which will be one of the following: Treasurer, President, or Secretary. A record of that approval will be maintained with the Treasurer's paper.

Mailing Permit

To allow regions to use the state non-profit permit for mailing.

Reimbursements

For reimbursement, the Reimbursement Request Form and receipts are submitted to the Treasurer within 30 days of the expense.

Delegate Support

Registration fees and housing for the NAEA Convention. Also covered are airline travel or mileage (IRS rate) and meals (IRS per diem).

WVAEA Budget Procedure Highlights

- The budget is developed by the Treasurer for recommendation to the WVAEA Executive Board for approval. WVAEA Operates on a balanced budget - Planned Expenditures equal the Planned Incomes. Surplus funds are housed in an official bank account overseen by the treasurer, which provides for special projects and a support fund should conference or other expected incomes fall short.
- The Budget is presented to the Executive Board during the Leadership Retreat for approval.

Annual Professional Conference Finances and Budget

Annual Professional Development Conference finances are handled by the Treasurer. All conference expenses are due by Oct 31 following the close of the conference.

The Treasurer, with the consultation of the Vice President, is responsible for conference financial commitments. Neither regional hosts nor committee chairs or members may make financial commitments for the WVAEA.

ANTI-DISCRIMINATION/CONFLICT OF INTEREST POLICIES/PROFESSIONAL CODES

Anti-Discrimination Statement

To accept as WVAEA policy the standard anti-discrimination policy as worded by NAEA.

Non-discrimination Policy

The WVAEA does not discriminate in its membership or hiring practices, based on race, ethnicity, color, gender, age, sexual orientation, military status, or disability. The WVAEA Board affirms its commitment to non-discrimination for any reason.

Conflict of Interest Disclosure Statement

All WVAEA Board members, committee members, staff, and volunteers review the Conflict of Interest Policy and sign the Conflict of Interest Disclosure Statement.

WVAEA Conflict of Interest Policy

WVAEA directors, officers, committee members, staff, and other volunteers, while acting on behalf of WVAEA, 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 WVAEA, 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 WVAEA. A conflict of interest also occurs whenever an individual has a relationship with other parties to the transaction or matter in a manner adverse to WVAEA.

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 board or committee member 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 board, 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 generally 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 board or committee member's ethics, commitment to WVAEA, or judgment.

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

Professional Code for Art Educators

The WVAEA agrees with and has adopted the NAEA Professional Code for Art Educators. Reference NAEA policy.

NOMINATIONS AND ELECTIONS

Policy

Article V

Elections

1. Candidates for office in WVAEA must be members in good standing. A majority of the votes cast is required for election. Elections for WVAEA President, Vice President, Secretary and Treasurer shall be held in even-numbered years every two years and for Regional Chairs in even-numbered years every two years.
2. Election procedures shall be as follows:
 - a. State Level Officers

At least six months prior to the election of the state level officers; the Executive

Committee shall appoint a nominating committee composed of one member from each of the eight WVAEA regions. The Past President shall serve as the regional representative of the regions and chair of the committee. The nominating committee shall nominate two (2) candidates for each state level office. The slate of nominees shall be prepared by July 1.

3. In the event of vacancy in any office of the association, the President may appoint, with the approval of the Executive Committee, an interim officer to fill the vacancy until a special election can be held at the next annual business meeting, or until the next regular election, whichever comes first.

4. Voting for State elections shall be conducted by electronic mail or other authorized means of electronic transmission. All ballots must be distributed before August 15 and must be received by the elections clerk by October 1. All members in good standing of WVAEA may vote for WVAEA President, Vice President, Secretary and Treasurer.

Eligibility of Committee Members

Individuals serving on the Nominating Committee cannot be considered as candidates.

Ballot Count Confidentiality Policy

The ballot count is held in confidentiality to minimize any embarrassment to those candidates not winning the election. Only under special circumstances, if the Board so requests, the actual count is provided to the Board. Any request for the actual count by a candidate must be made in writing to the President explaining why and any intended use of the results; a request does not ensure the receipt of information.

Candidate Residency

Nominees for WVAEA elected state must either be a West Virginia resident or work in West Virginia.

Campaigning

WVAEA prohibits political action on behalf of state candidates that involve campaigning or requires campaign funding. WVAEA members and other individuals including commercial exhibitors, are expected to refrain from support of, or participation in, such campaign practices. Candidates for state offices are prohibited from soliciting or accepting funds for campaigning.

The following activities by candidates or by others, on behalf of candidates, including state associations, interest groups, companies, or other groups violate election policies and jeopardize the candidacy:

- Appearance at regional events or workshops outside the candidate’s region except when specifically invited to serve as a speaker.
- Contacting WVAEA members by telephone, mail, e-mail, or other electronic or social media, about the election, except for responding to inquiries.
- Organizing, either directly or indirectly, a "get out the vote" campaign, unless the materials present all candidates for an office equally and are sent to all WVAEA members eligible to vote for that office.

Procedure

Timetable for Election of WVAEA Executive Board

The Past President (or Presidential appointee) establishes an Officer Nomination Committee that shall consist of the Past President and active WVAEA members from each WVAEA Region. The Nominations Chair (Past President/appointee) shall appoint members for the purpose of preparing a balanced slate of nominees during the calendar year preceding elections.

November	The Past President appoints one member from each WVAEA Region to the Nomination committee. These committee members shall begin to solicit nominations from their areas by February 15.
January	The Past President electronically notifies the general WVAEA membership that the officer election process is underway and that nominations are now being accepted. All Nomination and Commitment to Serve forms are sent to the Past President on or before February 15.
February	Past President compiles nomination forms and consults with the Nomination Committee to determine the draft copy of the final ballot.
June	The draft of the final ballot is submitted to the President and the Executive Board for review and approval. After review and approval, the ballot and candidate information is immediately sent out for online voting during September.
July	Slate of Nominees due. Electronic notifications are sent out to membership by the Past President inviting them to vote online.
August 15	Ballot distribution deadline. Electronic notifications are sent out to membership by the Past President inviting them to vote online.
September 30	Voting deadline at midnight.
October 8	The Past President/Nominating Committee Chair shall provide the President with the names of elected members within seven days of receiving election results.
October 15	The President shall notify the Executive Board, all nominees, and elected officers within seven days of receiving the official results. Preparation of press releases for school districts for submission pre/post conference.
November	Introduction and Induction of new officers is held during the General Business meeting and Awards Banquet of the fall Professional Development Conference.
December 31	Update website with new officers.

PUBLICATIONS

Policy

Newsletter

WVAEA will create and distribute bi-annual newsletters.

Student Artwork

Teachers whose students have artwork in the Newsletter must be current WVAEA members.

All student artwork published on the web by the WVAEA be identified by the student's first name.

A "permission to publish" is required, signed by parent/guardian to accompany all WVAEA published student work.

Vendors

Send newsletter to vendors who have ads in the newsletter and to advertising prospects.

Procedures

Newsletter Statement of Purpose:

The purpose of the WVAEA Newsletter is to provide current news, commentary, and information from all sectors of the field of visual arts education to WVAEA members, institutions, agencies and other organizations.

Newsletter Columns

The editorial purpose of the WVAEA Newsletter is news i.e., information, facts, announcements about people, events, and programs regarding the division, region, or affiliate. This can include images; highlights of recent events; special topics of interest; and goals, progress, and accomplishments.

Column must be no longer than **750 words** and will be edited or returned if longer. If you send photos, please adjust the length of your column for their inclusion (about 50 words per photo). Photo resolution should be 300 dpi or higher. Columnists are responsible for the factual accuracy of the material, including correct spelling of names.

Deadlines

Deadlines are as follows: Fall – August 15; Winter – December 15; A reminder will be sent about 2 weeks prior to each deadline.

RESEARCH

Any WVAEA member who requests contact with the WVAEA membership to conduct research:

- 1) The researcher(s) shall submit a letter of approval from the higher education institution research , an abstract of the study, and, in the case of a student, the name of and the contact information for the faculty advisor.
- 2) Notification to the membership of the study shall be included in a regular communication with the notification [there] will be a disclaimer which disassociates WVAEA from the study content.

AWARDS

Qualifications

In all categories the nominee must be an active member of WVAEA. Any person who has won a specific award is not eligible for that same award for three consecutive years.

Disqualifiers

- Immediate family members (spouses, children, parents, siblings) may not nominate other family members for awards.
- Elected state officers are ineligible for WVAEA national or regional awards, WVAEA state awards, while in office.

Standardized Criteria

The WVAEA standardized criteria is compatible with the National standard. Rubrics, which are posted on the WVAEA website, will be used for judging.

Division and Art Educator Awards

Award Nominators

All members may nominate any qualified candidate. Members may only write one nomination or recommendation letter per awards category.

WVAEA Division and Art Educator Nominations Packets

WVAEA division and Art Educator awards nominations packets include the NAEA standardized vita and nominations form or a letter of nomination, and 2 letters of support.

West Virginia Art Educator of the Year

Awarded to one WVAEA member who has significantly contributed to the association and to art education on the state, local and/or national levels.

- The awardee should be someone who has rendered service to West Virginia art education over a period of years in various positions at different levels.
- A recipient of the WVAEA Art Educator of the Year Award shall have been an active member in the association for a minimum of the five years preceding the award.
- WVAEA members from any division are eligible.
- The WVAEA Art Educator of the Year is awarded by the WVAEA Executive Board and Advisory Council.

Division Awards

WVAEA state awards may be awarded to one active WVAEA member from each division (Elementary, Middle, Secondary, Higher Education, Supervision/Administration, and Museum Education) who has significantly contributed to the association and to art education on the state, local and/or national levels.

Nominee must currently be employed at least 50% in the appropriate division.

NAEA Eastern Region and National Awards Nominations

WVAEA state awardees will automatically have their names submitted to Eastern Region the year following their state award. WVAEA Eastern Region award winners will automatically be nominated for the NAEA award the year following their Eastern award. WVAEA awards recipients may have letters of nomination or recommendation written by any member of the Executive Board, if they choose. Award nominations for NAEA are due October 1.

AWARDS TIMETABLE AND PROCEDURES

WVAEA Division Awards Nomination Timeline

May	First (1 st) call for award nominations is made via email
August	Second (2 nd) call for award nominations is made via email.
September	Nomination packets for NAEA Eastern and NAEA awards are vetted by Awards Chair and submitted to NAEA office by Awards Chair by the October 1 deadline.
October	Award packets for final candidates from each region are postmarked/electronically submitted by October 1. State awardee names are submitted to the Awards Chair who will make award certificates.
October	WVAEA state awardees announced at annual Professional Development Conference.
December	The Awards Chair develops press releases which are sent to 2 contacts provided by awardees. WVAEA state awardees are announced on our WVAEA website.
December	The Awards Chair submits an article to the WVAEA Newsletter regarding the awardees.

WVAEA Division Awards Adjudication Committees:

The Awards Chair selects 3 or more members of the association to adjudicate the state awards nominees based on the awards rubric. Adjudicators may be board members, previous award winners, or association members.

Awards need not be given in categories for which there are no qualified candidates based on the award rubrics.

Press Releases

Press releases will be sent to 2 contacts listed by awardees.

WVAEA Distinguished Fellows

Distinguished Fellows of the West Virginia Art Education Association are members of the WVAEA who are recognized for their service to the Association and to the profession.

Purpose

- To recognize WVAEA members who have given long and distinguished service and leadership to the Association and to the art education profession.
- To provide for the Association a group of experienced and distinguished leaders who can serve in an advisory capacity for the WVAEA.
- To provide a mechanism for continued professional and scholarly contributions to WVAEA programs and activities.

Criteria for Distinguished Fellows

The following criteria for nomination to be a Distinguished Fellow of the West Virginia Art Education Association are intended to recognize members of WVAEA for their service to the Association and to the profession. The criteria are not intended to be exclusive nor is it anticipated that every Fellow will qualify equally on each of the criteria. Those who are nominated should, however, demonstrate a reasonable profile of accomplishment, which extends across several criteria and a significant span of time.

- WVAEA officer
- WVAEA elected officers and regional presidents may be nominated as Fellows only after retirement from their position.
- Chair or member of WVAEA standing and/or ad hoc committees
- Conference Local Chair (WVAEA or NAEA)
- Conference Local Committee (WVAEA or NAEA)
- WVAEA task force membership or chair
- Major presentations at NAEA national or regional conventions (general sessions, etc.)
- WVAEA or other awards that honor exemplary teaching, research, scholarship or professional service
- Professional publications, research, creative work or related activity which is reported regionally, statewide or nationally, such as:
 - Books
 - Articles
 - Book reviews
 - Exhibitions
- NAEA service and honors, such as:
 - NAEA elected office
 - NAEA award
 - NAEA Delegates Assembly
 - NAEA committee or task force chair
- Service with related professional groups

Fellows Nomination Packets

Fellows nomination packets include the NAEA standardized vita and nominations form and a letter of nomination.

Nomination Procedures for Fellows

- Each Distinguished Fellow is sent a nomination packet consisting of a nomination form, the criteria for Distinguished Fellows, a WVAEA Standardized Vita Form, and a request to make nominations.
- All nominations and all supporting material must be returned to the Fellow designated to conduct the election.
- The Fellow conducting the election prepares the ballot and mails or emails it to each Distinguished Fellow during the late summer with a designated date.
- Votes are tallied. The Fellow conducting the election reviews the ballots with the Chair of the Fellows and the Nominations Committee to determine those names and supporting materials to be forwarded to the WVAEA Executive Board for consideration at the fall WVAEA Board meeting. No name will be recommended to the WVAEA Board unless it has received a minimum of 50% of the votes cast.
- The Executive Secretary of the WVAEA notifies the Chair of the Fellows and the Fellow conducting the election of the actions of the WVAEA Board.
- Fellows are recognized at the WVAEA Annual Meeting or other WVAEA event as deemed appropriate.
- The title, Distinguished Fellow of the West Virginia Art Education Association, is not subject to revocation if not maintained, except by a two-thirds vote of all Fellows, a two-thirds vote of the Executive Board and for cause clearly inimical to the Association.

Appendix A

WVAEA Treasurer Timeline and Procedures

The treasurer is responsible for WVAEA Treasurer Notebook and quarterly financial reports, and to update members of the Executive Committee on balance of committee amounts. In addition, the treasurer will monitor all budget items and make sure all budget items are being adhered to and all WVAEA debits are paid, as well as approved reimbursements and deposits processed in a timely manner.

Important Documents in Treasurer Binder:

- Statement of 501 (c) 3 status
- Bulk Mail account information

Reconcile accounts and remit any necessary payments monthly.

January	<ul style="list-style-type: none"> • Attends Winter Meeting and provides emailed copies of year end reports and proposed new budget to Executive Committee at least two days before Winter meeting. Through discussion, makes adjustments to draft budget proposal to reflect any new board goals/activities. Presents the draft budget for approval. Once approved cuts operating fund checks as needed. • Transfers year end surplus to Money Market Account. • Prepares and submits W-2 and Tax forms for years you are treasurer. • Contacts Accountant for prior fiscal year (January 1 – December 31).
February	<ul style="list-style-type: none"> • Confirms that the previous treasurer has submitted necessary documents to WVAEA Tax Accountant for 1st year in office. Treasurers are required to submit taxes for the years they were custodians of account to provide accurate records/answers to issues.
April	<ul style="list-style-type: none"> • Attends the Executive Board meeting, when scheduled. Gives treasurer report on the status of accounts/budget.
May 15	<p>Taxes must be signed and filed by this date.</p> <ul style="list-style-type: none"> • Collects documents from tax accountant. • Labels and store records with tax files, file return in Treasurer binder. Shred documents as scheduled – records are held for 7 years.
July	<ul style="list-style-type: none"> • Attends the Executive Board meeting, • Gives report on the status of accounts/budget.
October	<ul style="list-style-type: none"> • Attends the Executive Board meeting • Prepares a year summary of funds for the annual meeting at the WVAEA Conference. At the annual business meeting reports to membership regarding the state of accounts. • Obtains safe/lock box at conference hotel and works with Vice President/Site chair to secure receipts and checks/cash from registration and merchandise registers. Preps 2 banks for merchandise and registration, at 100 singles each. At close of each day, accounts for and seals in an individual envelope each day's receipts, bank noted. Prepares opening banks for following day.
December	<ul style="list-style-type: none"> • Requests a year-end statement from all regional accounts to help in tax preparations. Compiles necessary documents to submit for tax purposes. Treasurers are responsible for submitting taxes for the years they are in office. Begins review of

	account/budget totals – reviews line items budgets and actual expenses. Works with President to help begin to draft the new budget.
--	---

Additional Responsibilities in Executive Committee Election Year:

- Mentors newly elected WVAEA Treasurer following election.
- Passes the records to newly elected Treasurer along with digital statements on USB drive.
- Provides assistance in understanding the different statements, how to read documents, and special considerations that should be noted.
- Introduces the newly elected officer to those who they will be working with and provide contact emails to regional treasurers.

October & November

- Current treasurer will spend time at state conference with the newly elected WVAEA Treasurer to explain and outline duties, review WVAEA Treasurer Manual, and digital format of budget.
- Contacts the bank and begin the process to add the new treasurer to the WVAEA accounts to allow for a smooth transition before the end of term.

December

- Work with newly elected Treasurer to develop a year-end statement to help in tax preparations.
- Current treasurer will compile necessary documents to submit for tax purposes. Treasurers ***are responsible for submitting taxes for the years they are in office*** even though the office may have transitioned to a new Treasurer.
- Begins review of account/budget totals – reviews line items budgets and actual expenses, accounts for cost of living increases.
- Works with newly-elected treasurer and newly-elected President and assists with drafting the new budget as needed.

APPENDIX B

Annual Conference Procedure and Guidelines

Host City Selection:

Host City and site are selected through the collaboration of Conference Committee Chaired by the Vice President. The Executive Board makes the final decision on conference location.

Rotation order usually follows:

Northern Panhandle, Southern region, Eastern Panhandle, Central region

Conference Special Guests:

Keynote Speaker(s) have free registration, room, travel, food allotment and a stipend

Visitors from Other States/NAEA Leadership get Registration Package B free and pay for any special sessions/events they wish to attend.

Conference Duties of the Vice President and Host Region Conference Chair:

Report to: President & Executive Board

Conference Committee: Vice President, Region Conference Chair, and Treasurer and others selected to serve by the Vice President.

Conference Chair Schedule & Responsibilities:

	Vice President	Host Region Conference Chair	Secretary
October	Check/compile evaluation responses. Write post conference newsletter Article.		Send participant evaluations.
December January	Send individual presenters comments from evaluations Provide Region Chair with "Procedures and Tips for Organizing a WVAEA Professional Development Conference"	Meet and select local conference sub-committees. Provide with "Procedures and Tips for Organizing a WVAEA Professional Development Conference"	Set up meeting time for planning committee.
Discuss Conference theme & potential keynotes during annual Leadership Retreat.			
February	Visit Conference space to view meeting space and preplan.		
	Create proposal request form for upcoming conference		Solicit vendors to participate
March	Send proposal link to all members, deadline usually June 15.	Finalize sub-committees Set schedule to complete tasks	
April May June	Stay in conversation with Host region and secretary. Confirm proposal receipts to presenters. Write Conference article for Newsletter – proposal info.	Monitor progress Write Conference article for Newsletter – local events/plans.	Maintain balanced conference checking account. Communicate with Conference Liaison

			Determine registration costs. Design Registration website
July	Create conference schedule/booklet Send acceptance letter to presenters.		Create conference schedule/booklet. Send acceptance letter to presenters.
August	Start collecting/designing items for merchandise.	Start collecting/designing items for merchandise. Prepare centerpieces.	Go live with registration. Open preregistration to presenters only first (Sept 1).
September	Stay in touch with Host Region and Secretary and Treasurer on conference status.	Meet with sub-committees to finalize plans/needs	Deposit pre-registration checks
October	Pack preregistration packets with designated committee.		Pack preregistration packets with designated committee. Send Purchase order invoices Create vendor packets

Suggested Conference Subcommittees:

- Registration
- Pre-Registration
- Award Breakfast Centerpieces
- Graphics/Logo
- Merchandise
- Vendor Hospitality
- Local Interest/Info
- Evening Event/Special Events
- Transportation (as needed)
- Student Exhibits
- Artisans Gallery
- Silent Auction
- Keynote Speaker Liaisons
- Awards Nominee Reception

Subcommittee Responsibilities:

Registration:

- Sign up a co-chairman to share the time responsibilities for Conference registration.
- Make a time schedule for registration workers.
- Post schedule and communicate with all registration volunteers ahead of time.
- Secure registration and any collected monies nightly and break down completely on Saturday.

Pre-Registration

- Vice President and Conference Chair will call together volunteers to stuff preregistration packets once registration has closed.

Awards Centerpieces

- Work with Conference Chair to secure decorations fit the conference theme.
- Get as many items donated as possible.
- Put together a working committee.
- Store, set up, and break down. Work with Conference Chairs ahead of time to make sure that any storage needed is available.

Graphics/Logo:

Work with the Conference Chairs to produce a Conference Logo that is camera ready.

Evening Event/Special Events (Tours):

- Design a theme-oriented event on or off site. Conference committee members may not incur any costs to WVAEA. Any financial commitments must be made by the WVAEA Treasurer with the consultation of the Vice President.
- Work with local points of interest, if possible.
- Tours must cover transportation expenses and be reasonably priced and self-supporting.
- Do not schedule tours during General Session times.
- Clarify with the tour operators minimum and maximum numbers ahead of time.
- Send Treasurer and Vice President information on contracts, including due dates for deposits and refunds. The Treasurer will enter into the contract agreement on behalf of the WVAEA.
- Provide Conference Chairs with description and times for all tours. These will be posted on the WVAEA website and in the Conference Program.
- Designate a representative to meet the tour group at the hotel to collect tickets, etc.
- Get a list of tour goers from the Treasurer or VP for each tour.

Transportation (as needed)

- If off-site events are planned, transportation needs to be provided to off-site locations.
- Obtain estimates from local companies and submit to Treasurer and Vice President for review and any contractual obligations or expenditures.
- Coordinate and schedule pick-up and drop off times and locations.

Merchandise

- A variety of Conference and/or Association logo will be offered.
- Solicit proposals and ideas for merchandise products taking into consideration any member feedback from prior years.
- Contact possible vendors for product information and prices. Forward recommendations to Treasurer and Vice President for review and any contractual obligations or expenditures.
- Choose local committee to staff merchandise table – 1 person should coordinate scheduling.
- Secure merchandise nightly and breakdown completely on Saturday.

Vendor Hospitality

- Provide thank you bags for vendors and be available for assistance during vendor set-up and Vendor Focus.
- Coordinate booth sitting for vendor break.

- Collaborate with vendors to collect door prizes (tickets) raffle.
- Announce the winners during Raffle on Friday.

Local Interest/Info

- Coordinate information table with local points of interest, transportation methods, and restaurants.

Student Exhibits

- Coordinate local school systems with contact person to collect student work that is pre-mounted and display ready.
- Acquire display stands from local school division.
- Coordinate Wednesday delivery to hotel of display stands.
- Hang work prior to conference opening.
- Coordinate pick up of student work and display stands post conference.

Artisans Gallery

Create database and registration forms for potential artisans.

Coordinate payment to Executive Secretary. Create floor plan and assign table locations in Artisan Gallery room.

Provide tent signs for artisans if needed.

Create schedule for set-up/take-down and communicate with Artisans.

Collaborate with conference planners for refreshments.

Check-in with artisans during event.

Silent Auction/Auction

- Plan and coordinate item to use for auction, donated or purchased (aprons, portfolio, tote-bags, sketchbooks, art, etc.).
- Solicit artists (local art teachers/board members) to embellish items.
- Set date for return of items.
- Photograph and prepare silent auction forms.
- Set up display of items pre-conference and monitor throughout conference.
- Review forms pre-Awards breakfast and compile list of winners to announce.
- See that money is collected when items are given.
- Deliver money to Executive Secretary.

Keynote Speaker Liaison(s)

- Be in communication with keynote for arrival time.
- Arrange for pick up and transportation to hotel.
- Communicate information to Secretary for arrive date and time.
- Work with Keynote to view when and where address takes place, time of arrival, technology needs, etc.
- Work with or serve as member introducing Keynote, solicit brief biography.
- Provide keynote with listing of special conference events and coordinate their participation if desired.
- Arrange transportation from hotel to travel home.

Appendix C

The Professional Code for Art Educators

Art Educators

The WVAEA agrees with and has adopted the NAEA Professional Code for Art Educators.

The Professional Code for Art Educators

The Professional Code for Art Educators established standards for the members of the National Art Education Association. The Code will serve as a guide in promoting the goals of the WVAEA. These goals aim to ensure that comprehensive art programs are, or will become, a basic component in the total school enterprise. The Code, together with the goals, will foster the highest degree of quality instruction in the visual arts for all.

The very nature of art and art education require special standards that are in addition to the high professional standards that guide all educators.

Art deals with the most sensitive of human striving. Art is personal. Art is universal. It is a means of communicating and expressing our perceptions in graphic form. It must be available to all students, in all its aspects. The special sensitivities it engenders must be respected and nurtured. In this context, honesty and integrity take on a greater meaning.

Therefore, those responsible for this area of education require special preparation. Once licensed as art teachers, they must continue to grow in knowledge and commitment, both as artists and as educators. The dynamic essence of art requires that they not only continue their formal studies, but that they actively participate in professional activities.

While pursuing excellence in art education, members of the WVAEA confirm their continuing commitment to the highest ethical and moral values. With this in mind, members from all regions of the nation and all levels of education, combined their efforts to create the following Professional Code:

A Professional Art Educator:

- Demonstrates honesty and integrity in all professional endeavors.
- Promotes art as a basic discipline in the education of all students.
- Advocates art instruction by licensed art educators.
- Fosters art instruction that includes the study of aesthetics, art criticism, art history, and art production, and or the larger context of visual culture.
- Respects individual artistic expressions and encourages feelings of self-worth and self-confidence.
- Safeguards against exploitation of art programs and students.
- Makes every effort to provide a safe, hazard-free learning environment.
- Demonstrates effort and commitment to the profession.
- Continues personal and professional development.
- Seeks ways to advance the profession of art education through membership and participation in local, state and national professional associations.
- Contributes actively to the support, planning and programs of the professional organizations.
- Distinguishes between personal and organizational views when representing the art education profession.

APPENDIX D

Professional Code for Art Education Associations of States and Provinces

This code is a declaration of the common philosophical and professional beliefs and practices which unite the National Art Education Association with art education associations of states and provinces and which also serve to link the various state/provincial art education associations to one another nationally and internationally. This Professional Code represents a formal endorsement and enhancement of the professional partnership existing among the national and the state/provincial art education associations.

Professional partnerships encourage a relationship of interdependence. Art education associations of states and provinces and the NAEA contribute to and draw on the strengths and resources of the other. A national association, by virtue of organization, geography, resources and accessibility can offer a broader range of expertise and opportunities than any individual state or province. State/provincial associations both contribute to this body of knowledge and use it to tailor to their own programming on the state/provincial and local levels. The national associations and the greater whole of art education are strengthened by strong state and provincial associations.

Professional partnerships are vital to the development of individual art educators and the state/provincial and national associations through awareness of and links to the people, expertise, knowledge and standards in art education that exist in many places throughout the states and provinces. Shared knowledge and resources are important to the delivery of quality art education.

Professional partnerships strengthen bonds already existing among the state, provincial and the national associations. We have philosophical and professional beliefs and practices which are the reasons we exist. Our mutual aims and goals relate directly to our desire for the highest degree of quality art education.

These professional partnerships mean that we, as state/provincial associations, will undertake special activities which will support our partnership with the National Art Education Association and other art education associations of states and provinces, encourage strong programs for our membership and contribute to the delivery of quality art education.

Primary expectations for any state/provincial art education association and its professional partnership with other art education associations include:

- Promoting art as a basic discipline in the education of all students.
- Working to improve the quality of art education.
- Advocating art instruction by licensed art teachers.
- Fostering art instruction that includes the study of aesthetics, art criticism, art history and art production, and or the larger context of visual culture.
- Contributing to a national and international forum for the advancement of knowledge in art education.
- Sharing information and resources, when feasible, with the National Art Education Association and other state/provincial associations.
- Maintaining regular communications with the National Art Education Association board and the designated regional vice president.

- Developing and carrying out a management plan appropriate to the needs of the state/province.
- Developing and maintaining an organizational structure that advances the mission of the
 - organization; ensures proper and adequate member representation through the leadership; fulfills the requirements set forth in the Constitution/Bylaws; and carries out the business of the association.
- Filing copies of legal documents including the Constitution, officer and staff list with the National Art Education Association office. Revisions to the Constitution or list of officers will be filed within 30 days after the revision takes place.
- Communicating with the state/provincial membership on a regular basis and through two or more publications a year.
- Conducting an annual business meeting.
- Providing membership with opportunities for professional development through workshops or conferences.
- Participating in the National Art Education Association convention and financially supporting state/province delegate(s) to the fullest extent of their ability.