



Constitution

New York State Art Teachers Association

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New York State Art Teachers Association (NYSATA) Constitution (rev. 2023)

Article I—Name

The organization shall be known as the New York State Art Teachers Association (NYSATA or the Association) under section 501(c)(3) of the Internal Revenue Service code. It is a New York State Educational Corporation chartered by the Regents for the State and is tax exempt.

Article II—Mission

The mission of NYSATA is to promote and advocate for excellence in art education throughout New York State.

Article III—Purpose

The Association shall focus on the following purposes in support of its mission:

- Secure wider recognition of the importance of art education for all.
- Develop and implement strategies for statewide advocacy.
- Research, analyze and inform the membership about current policy and practice, as well as social, legal, educational, health-related, and economic issues that affect art education.
- Provide high quality professional growth opportunities for the membership.
- Recognize the achievements of students and art educators in New York State.
- Foster leadership among members of the Association and within the profession of art education.
- Monitor and influence policies and legislation that affect art education at state and local levels.
- Eliminate discrimination; cultivate values of equity, diversity and inclusion; promote equal access, opportunity, and voice across groups of people of diverse backgrounds and with diverse needs.

Article IV—Membership

Section 1—Eligibility

Membership in the Association shall be open to art educators and other individuals or groups whose purposes are consistent with those of the Association.

Section 2—Voting

Members shall have voting privileges as defined in the Bylaws.

Section 3—Dues and Categories

Membership dues and categories shall be established by the Board of Trustees (BOT) in accordance with the Bylaws.

Article V—Governance

Section 1—Governing Body

The Association shall be governed by a panel of executive officers elected by membership and a Board of Trustees (BOT) elected by individual regions.

Section 2—Executive Officers

The officers of the Association shall include the President, Vice President, Secretary, Treasurer and in alternating years, the President Elect or Immediate Past President.

a. Duties of Executive Officers

Executive Officers shall perform duties as specified in the Bylaws and as implied by the title of each office.

b. Eligibility

1. Candidates for executive office must be members in good standing of the Association.
2. The qualifications of all candidates for executive offices shall be reviewed by the nominating committee prior to presentation of the candidates to the BOT for approval.
3. Candidates for President must have served in a position on the BOT within the three years immediately preceding their candidacy.

c. Terms of Office

1. Terms of office shall begin on July 1 and end on June 30.
2. The term of office of the President shall constitute a four-year commitment, including one year as President Elect, two years as President, and one year as Immediate Past President. A president may not succeed themselves but may be reelected following a one-term absence (two years following the term as Immediate Past President).
3. Terms of office for Vice President, Treasurer, and Secretary shall be two years with a three-term limit. Candidates who have served three terms may choose to run again for office after a one-year term of absence.
4. Executive officers shall be bonded by the Association for the duration of their term of office.

d. Elections

1. No later than the March/April meeting in even numbered years, nominations for the offices of President-Elect and Treasurer shall be presented to the BOT.
2. No later than the March/April meeting in odd numbered years, nominations for the offices of Vice President and Secretary shall be presented to the BOT.
3. All NYSATA members in good standing and with voting privileges as defined in the Bylaws may participate in the election of state officers.
4. Executive officers shall be elected by a plurality of votes cast by the membership.

e. Office Vacancy

In the event of a vacancy in any executive office of the Association, the Executive Committee shall recommend a candidate to the BOT for approval. The recommended candidate must meet the eligibility requirement for the vacant office. Upon approval, the candidate shall complete the unfinished term of office.

f. Removal from Executive Office

Any person elected to executive office, upon presentation of sufficient evidence that their action or inaction is detrimental to the Association, may be removed from office by a 2/3 vote of no confidence by the BOT.

Section 3—Executive Committee

The Executive Committee shall administer, implement, and expedite the policies and decisions of the BOT. The Executive Committee shall further discharge the duties and responsibilities defined within the Bylaws.

a. Membership

The Executive Committee shall be comprised of the executive officers and two Region Representatives. The two Region Representatives shall be rotated annually as outlined in the Bylaws.

b. Voting Privileges

Each member of the Executive Committee may cast one vote in committee deliberations.

Section 4—Board of Trustees (BOT)

The BOT is the governing body of the Association. It shall establish and maintain policy, monitor and evaluate procedures, deliberate and approve expenditures of the Association, and guide the Association in fulfilling its mission and purpose statements.

a. Membership

1. The BOT shall consist of the Executive Officers and the Region Representatives.
2. The President serves as chairperson of the BOT. In the absence of the President, the President Elect or Immediate Past President shall assume the duties of chairperson.

b. Voting Privileges

Only members of the BOT have voting privileges in BOT deliberations. Each member receives one vote. No member shall hold more than one voting position on the BOT.

c. Responsibilities of the BOT shall include, but not be limited to:

1. Vote to approve the annual budget, rates for membership dues and rates for all state level Association revenue generating programs as specified in the Policies and Procedures manual for the organization.
2. Monitor and support the activity of all NYSATA programs and maintain focus on the mission and purpose of the Association when deliberating on issues presented for voting.
3. Ensure the development of high-quality professional development opportunities for the membership.
4. Vote on recommendations for conference sites and dates.
5. Approving additional expenses not included in the annual budget.
6. Review and approve changes to the Bylaws, Policies and Procedures of the Association.
7. Actively recruit members towards the goal of ensuring equity in representation to reflect the diverse voices and concerns of all teachers and students across New York State; especially those who are disenfranchised, marginalized, and underrepresented.

d. Elected Region Representatives

1. Each Region shall elect to the BOT two Region Representatives to carry out the business of the Association at the state level. They shall also elect up to two Alternate Representatives.

2. Region Representatives and Alternate Representatives must be elected by their to vote on the BOT.
3. Term of office shall be two years beginning on July 1 and ending on June 30 of the second year, with no term limits.

Section 5— State Level Positions

Members holding state level positions shall advise the BOT on matters related to their assigned functions as defined in the Policies and Procedures Manual for the.

State level positions consist of:

- All positions on the BOT
- Chairs of Standing and Ad Hoc Committees
- Program Chairs
- Representatives of affiliate and advisory groups
- NYSATA representatives to the New York State Council of Education Associations (NYSCEA) and the National Art Education Association (NAEA).

a. Committees

1. Standing Committees

Standing committees shall be established by vote of the BOT. The rationale and purpose of each standing committee shall be included in the Policies and Procedures Manual. Standing committees are provided an allocation in the annual budget. Terms of standing committee chairs shall be for one year beginning on July 1 or January 1, depending on the timeline of the committee as outlined in the Bylaws and the Policy and Procedures Manual. There shall be no limit on the number of successive terms served. Appointments of standing committee chairs shall be made by the President or the President Elect at the BOT meeting immediately preceding the start of the term of the appointment, and shall be subject to the approval of the BOT.

2. Ad Hoc Committees

Ad Hoc committees shall be established by the BOT on an as-needed basis and shall be disbanded upon completion of their specific goals or at such time as the BOT determines appropriate. Ad Hoc committees may be provided funds in an amount determined by the BOT. Ad Hoc committees may be required to develop a plan of action, timeline, and budget to complete their mission and goals. Ad hoc committee chairs shall be appointed by the President subject to the approval of the BOT.

3. Committee Chair Position Vacancy

In the case of a vacancy of the chair position of either a standing committee or ad hoc committee, the President shall make a temporary appointment to take effect immediately if the committee needs to remain active. Such temporary appointments shall be subject to the approval of the BOT at the next meeting of the BOT.

b. Advisory Positions

1. Advisory positions may be established as deemed necessary by the BOT.
2. Persons in advisory positions have no voting rights.
3. Groups seeking advisory status may apply to the BOT for a renewable one-year term.

c. Affiliates

1. The Association shall maintain affiliate relationship roles with appropriate professional organizations.
2. Affiliate positions shall include representatives from organizations outside of NYSATA that have purposes consistent with those of the Association.
3. Groups seeking affiliate status may apply to the BOT for a renewable one-year term.

d. Representatives and Delegates to other Organizations

1. NYSATA shall maintain representation in related organizations including but not limited to
 - (a) National Art Education Association (NAEA)
The President and President Elect or Immediate Past President shall serve as delegates to the NAEA. If one of these delegates cannot attend the NAEA annual convention, the President shall appoint and alternate delegate.
 - (b) New York State Council of Education Associations (NYSCEA)
The President shall appoint at least two representatives to NYSCEA, subject to approval of the BOT.
- e. Removal from a State Level Position
Any person elected or appointed to a position, upon presentation of sufficient evidence that his/her action or inaction is detrimental to the Association, may be removed from that position by a 2/3 vote of no confidence by the BOT.

Section 6— Contracted Positions

The BOT has the right to determine whether payment for professional services is appropriate and whether those contracted individuals should be responsible to report to the BOT.

Article VI—Regional Organization

Section 1— Definition and Membership

The Association shall be divided geographically into Regions. Region membership shall be determined by county of residence or county of workplace of the NYSATA member unless they elect to join a different region.

Section 2—Subdivisions

The NYSATA Regions may be subdivided into chapters as determined by each Region but shall maintain representation on the BOT as defined in this Constitution.

Section 3—Region Representatives

- a. Election of Region Representatives
 1. Two Region Representatives shall be elected from each Region to serve on the BOT. One or both Region Representatives may be the Region Chair(s) and/or Vice Chair if indicated as such on the ballot at the time of election.
 2. A Region may also choose to elect up to two alternate representatives who may vote only when the regular representatives cannot attend the BOT meeting.
 3. If no representative is elected in a particular Region, the state President may appoint one or two representatives for that Region until an election is held and representatives are duly elected. Appointed representatives may participate in BOT discussions but have no voting rights on the BOT.

- b. Responsibilities of Region Representatives shall include but not be limited to the following:
 - 1. Serve as a member of the BOT and entitled to one vote in deliberations.
 - 2. Represent the membership of their Region at BOT meetings.
 - 3. Submit a written report of Region activities, concerns, plans, etc. prior to each BOT meeting.
 - 4. Communicate pertinent information from BOT meetings to the membership in his/her Region.
 - 5. Serve as a Region representative on the Executive Committee as defined in Article V, Section 3.a.
 - 6. Assume other duties as implied by the title of the position or as specified in the policies of the Association and by the BOT.

Section 4—Region Governance

The BOT shall establish appropriate election procedures for all Regions. Elections procedures shall abide by the Constitution and Bylaws. The Executive Committee may request evidence of appropriate election procedures from each Region.

- a. Elected Officers for each Region shall include but not be limited to the following:
 - 1. Region Chair
 - 2. Optional Vice Chair or Co-Chair
 - 3. Two Region BOT Representatives
 - 4. Treasurer
 - 5. Secretary
 - 6. Up to two Alternate Region BOT Representatives
- b. Terms of Office
Terms of office shall be two years with no term limits, beginning on July 1 and ending on June 30 of the second year.
- c. Appointed Region Positions
Region Chairs may appoint additional positions according to the needs of the Region. Terms of appointments shall be two years with no term limits, beginning July 1 and ending on June 30 of the second year. Additional positions may include such roles as:
 - 1. Portfolio Project Coordinator
 - 2. Awards Coordinator
 - 3. Exhibits/Workshops/Events Coordinator(s)
- d. Elections in odd numbered regions (1, 3, 5, 7, 9) will be conducted in odd numbered years and elections in even numbered regions (2, 4, 6, 8, 10) will be conducted in even numbered years.

Article VII—Operations

Section 1—Planning Goals

A two-year plan for the Association (i.e. Plan of Action), based on the mission statement and purposes described in the Constitution, shall be researched and organized by the President Elect prior to taking office as President. Input shall be requested from members in state level positions and the general membership. The plan must be presented for approval at the June BOT meeting.

Section 2—Finance

- a. The fiscal year shall be from July 1 to June 30.
- b. By November 15 of each year, appropriate tax forms shall be filed with the Internal Revenue Service by the President and the Treasurer who were in office during the previous fiscal year as per the requirements of section 501(c)(3) of the Internal Revenue Service.
- c. Proposed Association budget for upcoming fiscal year shall be presented for approval at the June BOT meeting.

Section 3—Insurance

- a. Liability insurance for NYSATA shall be maintained at all times in such an amount that has been determined appropriate by the BOT.
- b. A fidelity bond shall be maintained at all times for the Business Manager and Executive Officers. The amount of money set aside for fidelity bonds shall be determined by BOT.

Section 4—Dues

Dues shall be established by the BOT as described in the Bylaws of the Association.

Article VIII—Meetings

The Association shall conduct meetings at various levels of membership, including the Executive Committee, the BOT and the general membership as needed.

Section 1—General Membership

Meetings of the general membership shall be scheduled and conducted as the BOT determines is appropriate and necessary.

Section 2—Meetings of the Board of Trustees

- a. Schedule
 1. The BOT shall meet four times during the year - once in September, once at the state conference, once in March or the first two weeks of April, and once in June or July.
 2. In the case of an emergency, the Executive Committee may convene an additional meeting of the BOT.
- b. Distance Meeting
 1. In case of a cancellation of a BOT meeting due to a weather or other emergency beyond its control, the Executive Committee may conduct BOT business online (i.e. through email or video conferencing) or by conference call.
 2. The Executive Committee may conduct votes of the BOT, online or by conference call, on items that require immediate action and when the next BOT meeting is determined to be too late for such action or when the BOT moves in advance that such a vote be taken. Any such vote requires the notification of all the BOT voting members. The results will be shared with the BOT within two days of the conclusion of any such vote.

c. Procedures

1. The quorum of the BOT shall be the majority, or half of the eligible members plus one.
2. Robert's Rules of Order Newly Revised shall be the authority for legislative and parliamentary procedures for the Association.

Section 3—Meetings of the Executive Committee

a. Schedule

1. The Executive Committee shall meet prior to each BOT meeting and additionally as need is determined by the Executive Committee.

b. Procedures

1. The quorum of the Executive Committee shall be the majority, or half of the eligible members plus one.
2. Robert's Rules of Order Newly Revised shall be the authority for legislative and parliamentary procedures for the Association.

Article IX—Amendments

Section 1—Preliminary Procedure

- a. Amendments to the Constitution shall be originated by the Executive Committee or petition of ten members in good standing and shall be submitted to the BOT.
- b. If the BOT approves the proposed amendment(s), the BOT shall publish the changes and disseminate to the membership with a ballot.

Section 2—Voting and Tabulation

- a. The President shall establish an impartial process for communicating the proposed changes and collecting and tabulating votes in compliance with the Bylaws and Policy and Procedures Manual.
- b. The deadline for receipt of ballots must be within thirty days following the official publication of the proposed amendment(s).
- c. Upon the count of affirming votes from 2/3 of the returned ballots, the President shall declare the amendment(s) duly adopted.
- e. The results of the vote shall be published to the membership within 30 days of the vote tally.

Section 3—Publication

- a. The Constitution of this Association shall be published on the NYSATA website membership section.
- b. Upon ratification of amendments to the Constitution, the Executive Committee shall be responsible for ensuring the publication of the revised Constitution and shall be empowered to make grammatical corrections and renumber paragraphs or other subdivisions of the document to ensure a consistent and logical presentation. The date of such publication shall be clearly visible on each page of said Constitution. The cover page shall list the dates of all Constitutional updates.