



## New York State Art Teachers Association

# Bylaws

Updated 3/2000  
Updated 10/2012  
Updated 4/2013

### Table of Contents

#### ARTICLE I - GENERAL INITIATIVES

#### ARTICLE II - MEMBERSHIP

- Section 1 • Definition
- Section 2 - Categories
- Section 3 – Dues

#### ARTICLE III- GOVERNANCE

- Section 1 - Vote
- Section 2 - Representatives to Affiliate Organizations
- Section 3 - Duties of Executive Officers
- Section 4 - Duties Of the Board of Trustees
- Section 5 - Region Representatives on the Executive Committee
- Section 6 – Parliamentarian

#### ARTICLE IV – REGIONS

- Section 1 - Definition and Membership
- Section 2 - Geographic Division

#### ARTICLE V - POLICY MANUAL

- Section 1 - Distribution
- Section 2 - Definition of "Policy"
- Section 3 - Establishment of Policy

#### ARTICLE VI - FINANCE

- Section 1 - Annual Association Budget
- Section 2 - Dues Disbursement and Region Budget
- Section 3 - Reimbursement
- Section 4 - Bank Accounts

#### ARTICLE VII – COMMITTEES

- Section 1 - Responsibilities of Committee Chairs
- Section 2 - Standing Committees
- Section 3 - Ad Hoc Committees

#### ARTICLE VIII – AMENDMENTS

#### ARTICLE IX - PUBLICATION OF CONSTITUTION AND BYLAWS

## **ARTICLE I - GENERAL INITIATIVES**

The General Initiatives for the New York State Art Teachers Association shall be the following:

### Instructional Development

Strengthen art programs across the state by providing quality training in educational methodologies geared to the visual arts.

### Advocacy

Monitor and influence regulations and policies that have an impact on art education.

### Public Relations and Service

Promote and secure wider recognition of the vital importance of art education and stimulate interest in the study of art in public, private and parochial schools and colleges, as well as institutions of higher learning.

### Professional Advancement

Provide personal and professional development opportunities for the NYSATA membership.

### Communication

Collect, analyze and disseminate information in a timely manner about artistic, health, legal and educational issues and opportunities that affect the NYSATA membership.

## **ARTICLE II - MEMBERSHIP**

### **Section 1 - Definition**

A member in good standing is any person or group with Life Membership status and/or whose dues are paid up-to-date. Membership shall begin upon payment of the prescribed dues as per Article II, section 3.

### **Section 2 - Categories**

#### a. Active

Active membership shall be open to art educators, art coordinators, art supervisors and art specialists employed on a half time to full time basis in public and private elementary, secondary, higher education, museum education, school administrators, classroom teachers, representatives of commercial firms in New York State and to other individuals whose purposes are consistent with those of the Association. Each active member shall be entitled to all privileges of the Association, including, but not limited to the right to vote, the right to hold office and subscription to statewide NYSATA publications. A membership of 12 months or 24 months shall begin on the day the membership form is received.

#### b. District or School

District or School Membership offers districts and/or individual public or private schools the opportunity to join NYSATA on behalf of the students in their respective schools. District or School Membership provides all teachers in the district or school with the full benefits listed under Active Membership (see category a. Active). District or School membership will be based on a September 1st through August 31st school year and must be renewed annually for benefits to be sustained.

#### c. Student

Student membership shall be open to any art or education student enrolled in an accredited college or university in the state of New York on a full time basis. The student member shall be entitled to all the privileges of the Association excluding the right to hold a state level executive office. The privileges shall include, but not be limited to, the right to vote and subscription to statewide NYSATA publications.

#### d. Retired

Retired status membership shall be open to art educators who are retired at the time of membership

application. Retired members are entitled to all privileges of the Association including, but not limited to, the right to vote, the right to hold state level executive office and subscription to statewide NYSATA publications.

e. Unemployed

Unemployed status membership is open to art educators, art coordinators, art supervisors and art specialists who are unemployed at the time of membership application. Unemployed members are entitled to all privileges of the Association including, but not limited to the right to vote, the right to hold state level executive office and subscription to statewide NYSATA publications.

f. Life Membership

Life membership is available to retirees for an amount to be determined by the BOT. Life members have all of the privileges of active members. It is also given to past-presidents of the Association upon the completion of their term.

g. Multi Region Membership

1. Shall be open to any member.
2. Provides members an opportunity to receive some benefits from designated additional regions such as newsletters, workshop attendance, etc.
3. Multiple region members shall hold office in only one region.

**Section 3 - Dues**

- a. Dues for all categories of membership shall be decided by a vote of the BOT.
- b. There shall be no dues for Life Members.
- c. Dues may be paid for more than one year at a time.

**ARTICLE III - GOVERNANCE**

**Section I – Vote**

- a. Life members and all currently enrolled Active, Retired, Unemployed and Student members of NYSATA are voting members for the purposes of conducting the business of the Association.
- b. All duly constituted members of the Executive Committee are entitled to one vote in Committee deliberations.
- c. All duly constituted members of the BOT are entitled to one vote in BOT deliberations.
- d. No member shall have or cast more than one vote regardless of how many positions for which the representative has responsibilities.

**Section 2 - Representatives to Affiliate Organizations**

- a. NAEA - The President and the President-Elect or Immediate Past President shall serve as representatives to the NAEA Delegates Assembly. If the President and/or President-Elect or Immediate Past President are unable to attend the NAEA Delegates Assembly the President may appoint another officer(s) to represent NYSATA contingent upon BOT approval.
- b. The Advocacy Chair shall serve as a NYSATA representative to committees and/or to additional organizations with the purpose of advocating for the visual arts, in educational institutions of New York State.
- c. All official representatives of NYSATA to affiliate organizations shall be appointed by the President upon approval of the BOT for a term of one year. The NYSATA President may appoint substitutes and/or temporary representatives as necessary.

### **Section 3 - Duties of Executive Officers**

Duties of the officers of NYSATA shall be those usual to the responsibilities of the office, unless otherwise designated in the Constitution and/or in the Bylaws. Responsibilities include, but are not limited to:

#### **a. President**

As Chair, shall plan and arrange for all business of the organization to be conducted at meetings of the Executive Committee, BOT, and special meetings.

- Shall ensure that the obligations and responsibilities of the Executive Committee, as outlined in the Constitution and Bylaws, are met.
  - Shall serve as Chair of the Budget Committee during his/her first year in office to prepare for the budget of his/her second year in office.
  - Shall recommend appointments of Standing Committee and Ad Hoc Chairs for the duration of his/her term.
  - Shall work directly with the Advocacy Committee to promote excellence in art education in New York State.
  - Shall be one of the delegates to the NAEA Delegates Assembly.
  - May choose to serve as a NYSATA representative to NYSCEA.
  - Shall succeed to Immediate Past President on the completion of his/her term of office.
- Shall outline a plan of action for the current year in the first year of his/her term to be posted on the Association website and published in the Conference (Fall) edition of the NYSATA News.
- Shall prepare a "State of the Association" report of the preceding year in the second year of his/her term in the Conference (Fall) edition of the NYSATA News.

#### **b. President Elect**

- Shall act as liaison for Standing and Ad Hoc Committees, communicating with the committee chairs and providing for their representation at meetings of the BOT whenever deemed necessary and/or beneficial.
- Shall create a two year Plan of Action for the Association based on the General Initiatives as outlined in these Bylaws and input from NYSATA members. Said plan will be presented to the Board of Trustees for approval at the March/April BOT meeting.
- Shall chair the Budget Committee to prepare a budget for his/her first year as President that will support the Plan of Action, and which will be presented to the BOT at the same time as the Plan of Action.
- Shall succeed to the office of President upon completion of his/her term as President-Elect.
- Shall assume the duties of Chair in the absence of the President.
- Shall outline a plan of action for the current year to be posted on the Association website and published in the Conference (Fall) edition of the NYSATA News.
- Shall be one of the delegates to the NAEA Delegates Assembly.

#### **c. Vice President**

- Shall ensure that all new Region Representatives to the BOT are informed of current Board concerns and are instructed in the duties and responsibilities of their positions.
- Shall work with inactive Regions to develop Region leadership and activities and provide for Region representation at meetings of the BOT.
- Shall serve on the Budget Committee.
- Shall serve as Chair of the Financial Review Committee.

#### **d. Immediate Past President**

- Shall mentor the president in his/her first year of office as needed to ensure a smooth transition in conducting the business of the organization.

- Shall act as liaison for Standing and Ad Hoc Committees, communicating with the committee chairs and providing for their representation at meetings of the BOT whenever deemed necessary and/or beneficial.
- Shall serve on the Budget Committee.
- Shall prepare a "State of the Association" Report of the preceding year.
- Shall be one of the delegates to the NAEA Delegates Assembly.

e. Secretary

- Shall keep minutes of official meetings of the Executive Committee and the BOT and post a digital copy to the Association website as soon as possible but within four (4) weeks maximum following the meetings.
- Shall keep at least one official copy of all minutes for the permanent records of the Association.
- Shall keep the recordings of the official meetings of the Association for a period of no less than seven years.
- Shall send electronic notices of meeting dates and locations and make all arrangements for food and accommodations.
- Shall have responsibility for correspondence as directed by the President.
- Shall keep current a working notebook, spelling out the duties and ongoing responsibilities of all officers, committees and representatives.

f. Treasurer

- Shall act as financial manager of the Association.
- Shall monitor and oversee paid financial service personnel.
- Shall oversee receipts and disbursements.
- Shall ensure an accurate record of incoming and outgoing funds.
- Shall ensure that the record books are kept current.
- Shall work with paid financial services personnel to prepare and submit financial reports to the Executive Committee and BOT at official meetings and as the President may direct.
- Shall prepare and submit an annual financial report to the membership for posting on the Association website and in the Fall Conference NYSATA News edition.
- Shall serve on the Budget Committee and work with other committees and individuals as needed.
- Shall provide appropriate forms as needed for conducting the business of the Association.
- May recommend for hiring a bookkeeper/financial advisor upon approval of the BOT. The bookkeeper/financial advisor need not be a member of NYSATA.

Executive Committee Annual Reports

The Immediate Past President or the President in the second year of his/her term shall prepare a "State of the Association" report of the preceding year. The State of the Association Report shall be posted on the website and published in the Conference (Fall) edition of the NYSATA News.

The President-Elect or Prseident in the first year of his/her term shall outline a plan of action for the current year. This report shall be posted on the Association website and published in the Conference (Fall) edition of the NYSATA News.

The Treasurer shall prepare a financial report of the Association of the preceding year. This report should contain major budget expenditures, comparisons of proposed budget to actual expenditures and the financial health of the Association. This report shall be posted on the Association website.

**Section 4 - Duties of the Board of Trustees**

- Shall establish and maintain policy.
- Shall enunciate and evaluate procedures.

- Shall deliberate and approve expenditures of the Association.
- Shall guide the Association in fulfilling the mission statement.
- Shall vote on appointments made by the President or the President-Elect at the BOT meeting preceding the beginning of his/her term.

**Section 5 – Region Representatives on the Executive Committee**

Each year two representatives shall serve on the Executive Committee. These representatives will be from two different Regions, as described in Article V of the Constitution, and follow the rotation outlined below. Individual Regions shall determine which of their representatives will serve. The other representative may serve as a substitute as needed.

- (1) Region 1, Region 6
- (2) Region 2, Region 7
- (3) Region 3, Region 8
- (4) Region 4, Region 9
- (5) Region 5, Region 10

**Section 6 - Parliamentarian**

This is an optional position which shall be established when requested by a majority of the members of the BOT. He/she shall be appointed by the President upon approval of the BOT.

**ARTICLE IV - REGIONS**

**Section 1 - Definition and Membership**

The New York State Art Teachers Association shall be divided geographically into ten NYSATA regions. Generally, region membership shall be determined by county of residence of the NYSATA member unless he/she elects to join a different region.

**Section 2 - Geographic Division**

The NYSATA Regions will follow county boundaries and will include the following counties:

Region 1 - NYSATA - ONE WESTERN

Cattaraugus, Chautauqua, Erie, Genesee, Niagara, Orleans, Wyoming

Region 2 - NYSATA - FINGER LAKES

Allegany, Livingston, Monroe, Ontario, Seneca, Steuben, Wayne, Yates

Region 3 – NYSATA - CENTRAL

Cayuga, Herkimer, Jefferson, Lewis, Madison, Oneida, Onondaga, Oswego, St. Lawrence

Region 4 - NYSATA - SOUTHERN

Broome, Chemung, Chenango, Cortland, Delaware, Otsego, Schuyler, Tioga, Tompkins

Region 5 – NYSATA - ADIRONDACK

Clinton, Essex, Franklin, Hamilton

Region 6 - NYSATA – CAPITAL EASTERN

Albany, Columbia, Fulton, Greene, Montgomery, Rensselaer, Saratoga, Schenectady, Schoharie, Warren, Washington

#### Region 7 - NYSATA - SOUTHEASTERN

Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster, Westchester

#### Region 8 - NYSATA - NYCATA

"New York City" - Bronx, Brooklyn, Manhattan, Queens, Richmond

#### Region 9 - NYSATA - LIATA/NASSAU

Nassau

#### Region 10 - NYSATA - LIATA/SUFFOLK

Suffolk

The NYSATA Regions may be subdivided into chapters as determined by each Region, but shall maintain representation on the Board of Trustees as defined in these Bylaws.

### **ARTICLE V - POLICY MANUAL**

#### **Section 1 - Distribution**

A Policy Manual for conducting NYSATA business shall be provided to all members of the BOT and those holding state level positions.

#### **Section 2 - Definition of "Policy"**

Policies are written statements that communicate clear positions on Association business to which all members must adhere.

#### **Section 3 - Establishment of Policy**

New policies may be established by two thirds (2/3) majority vote of the BOT. Upon approval of new policies, the Executive Committee shall be responsible for having the Policy Manual published in its revised form, via the website, and available to all members BOT.

Proposed policy from the general membership may be presented through Regional BOT Representatives for consideration at the BOT meeting. The BOT shall have ultimate authority on how the proposal proceeds. Proposals determined to move forward by the BOT shall be presented on the Association website for membership viewing and/or discussion. A vote shall occur at the next BOT meeting.

### **ARTICLE VI - FINANCE**

#### **Section 1 - Annual Association Budget**

a. A practical budget for each administration shall be submitted to the BOT by the Budget Committee at each June meeting.

b. Upon approval of the BOT such budget shall be adhered to as far as proposed expenditures are concerned subject to commensurate income.

c. Members holding state level positions may apply in advance to the BOT for funds to cover anticipated operating expenses.

d. Payments of authorized expenditures shall be made by the NYSATA treasurer or others designated by the Executive Committee as necessary upon receipt of approved invoices. The Financial Advisor must receive written approval by fax, email or mail from the President and/or Treasurer for any Association expenditure of \$1,500.00 or more.



## **Section 2 - Dues Disbursement and Region Budget**

- a. In regions where members pay full dues to the state treasury, twenty-five per cent (25%) of Active, District or School, Student, Retired and Unemployed membership dues shall be returned to the Region treasuries while seventy-five per cent (75%) shall be retained in the NYSATA state treasury.
- b. All dues must be processed by the state Membership Coordinator before being distributed to the region treasuries.
- c. Regions with insufficient funds for region activities due to low numbers of members may request funds from the state treasury, subject to the approval of the Executive Committee.
- d. The rate of dues disbursement for multiple region Membership shall be equal to a region's usual percentage of Active, District or School, Student, Retired and Unemployed membership dues. The additional dues shall be reimbursed to the appropriate region's treasury so indicated.

## **Section 3 – Reimbursement**

### a. Receipts

All expenses charged to NYSATA must have one or more of the following:

- (1) vouchers listing charges
- (2) receipts of expenditures
- (3) travel mileage with toll receipts

All expense receipts incurred *by* members deemed eligible for reimbursement must be submitted no later than 60 days from the date they are incurred. Expenses that are incurred within 30 days of June 30th, the end of the fiscal year, will need to be submitted within 30 days - by June 30th. If receipts are not submitted within the stated time, the NYSATA BOT reserves the right to decline reimbursement.

### b. Travel Expenses

- (1) All Executive Committee members shall receive travel expenses for all required meetings of the Executive Committee and BOT. Reimbursement shall be provided through the state treasury.
- (2) Region representatives shall receive travel expenses for all required meetings of the BOT. Reimbursement shall be provided through both the state and Region treasuries at a rate determined by the BOT.
- (3) Members holding state level positions shall receive travel expenses for all meetings at which their attendance is required by the agenda. Reimbursement shall be provided through the state treasury.
- (4) Representatives of affiliated groups shall submit expenses to their groups for reimbursement.

## **Section 4 - Bank Accounts**

- a. Bank accounts in addition to the NYSATA State Treasury may be authorized by the BOT as needed. Any new account bearing the NYSATA Federal Tax Identification number must be approved in advance by the state level Executive Committee.
- b. All bank accounts containing NYSATA state funds shall include the NYSATA Treasurer's signature and access. Statements are to be provided to the Treasurer on a quarterly basis or as deemed necessary by the Treasurer.
- c. Each NYSATA Region shall have a bank account approved by the Executive Committee. Statements shall be provided to the state treasurer on a monthly basis. The regional treasurer shall submit the monthly statement within 15 days of the monthly statement's ending date. If a region is late in this reporting and the state treasury incurs additional bookkeeping expenses, the region will be charged those additional fees. These added costs will be deducted from the region's quarterly membership disbursement.



## **ARTICLE VII · COMMITTEES**

### **Section 1 - Responsibilities of Committee Chairs**

- Shall coordinate activities of their committees including plans for the year and budget.
- Shall select committee members unless otherwise stated in this Constitution and Bylaws.
- Shall work with the President Elect/Immediate Past President to inform members of the BOT about committee concerns unless committees are requested to work with the President directly.
- Shall provide written reports on committee activities and/or concerns to the BOT.
- Shall request time on the agenda of meetings of the BOT as needed.
- Shall provide financial and progress reports for each official meeting of the BOT.

### **Section 2 - Standing Committees**

#### **a. Conference**

Goal – Shall be responsible for the coordination of the annual state conference.

Membership – The conference committee will be comprised of members willing to assume leadership roles and responsibilities related to the operation of the annual conference and will also act in the best interest of the Association. Membership is open to any member willing to serve in one of these capacities:

One or both of the Conference Coordinators will chair the committee.

#### **1. Conference Coordinator(s)**

- Shall be appointed by the President Elect or the President in his/her first year of office for renewable terms of 3 years.
- Shall oversee the management of the entire conference including but not limited to the following categories of responsibilities:

##### **a. CONFERENCE COMMITTEE CHAIR**

- Shall convene the committee before each BOT meeting and when necessary.
- Shall prepare a report of the planning progress for the BOT for each meeting.

##### **b. EVENT PLANNING**

- Shall work closely with the hotel event manager prior to and during the conference.
- Shall prepare a master bill for the hotel with information regarding those individuals whose conference costs will be paid for by NYSATA.
- Shall review the Banquet Event Orders and daily schedule with the hotel event manager prior to the conference.
- Shall work with the conference sponsors.
- Shall oversee the negotiation of a contract with the convention decorator company.
- Shall be responsible for reporting business transactions between conference related businesses and the Association for which he/she is responsible or initiates.

##### **c. RESOURCE MANAGEMENT**

- Shall manage schedules, equipment rental, the storage of conference materials that include but are not limited to: audio-visual equipment, exhibit panels, conference merchandise, and conference signage.
- Shall arrange for the annual rental of a conference storage unit. Location to be determined by the BOT Executive Board with recommendations from the coordinators.

##### **d. GENERAL INFORMATION, SPONSORSHIP INFORMATION AND PROMOTION OF NYSATA AND THE CONFERENCE**

- Shall coordinate the dissemination of conference information through the NYSATA website and publications.
- Shall solicit individuals to assume various responsibilities of holding the conference from the committee and/or from the membership at large.

##### **e. CONTRACT NEGOTIATION AND LOCATION OF CONFERENCE**

- Shall make recommendations to the BOT regarding dates of the conference, hotel and location, rates for the conference, and any other association requirements. These recommendations shall be prepared by the Conference Coordinators and reviewed by the conference committee. Once

reviewed they will be forwarded to the board for final approval before any contracts are signed for NYSATA Conference sites with one exception: if the contracts are still in negotiation when the board is convened, the conference coordinators will petition the board for a vote of confidence to act in the best interest of the association in regards to negotiating a contract.

- The Conference Coordinator, pending approval of the BOT executive board shall sign the contract on behalf of NYSATA.

f. KEYNOTE SPEAKERS

- Shall solicit keynote speakers well in advance of the conference with the assistance of the president elect or president in his/her first year as well as members of the conference committee.
- Shall prepare contracts for keynote speakers in accordance with the proposed conference budget.

g. REGISTRATION

- Shall work with the Conference Registrar to promote attendance.

h. STUDENT VOLUNTEERS

- Shall solicit a Student Volunteer coordinator to schedule and manage pre-service student volunteers at the conference.
- Shall solicit student volunteers from art education pre-service programs across the state with the help of the BOT College Liaison and conference coordinators.
- Shall prepare a work schedule for student volunteers.

i. POST CONFERENCE

- Shall review the final bill from the hotel including all charges to the master bill.
- Shall be responsible for preparing a conference workshop assessment follow-up survey.
- Shall prepare a report for the Conference Committee and the BOT.

2. President-elect or President in first year of office

- Shall develop the conference theme with the assistance of the conference coordinators.
- Shall assist with the procurement of keynote speakers.
- Shall review the master bill.

3. Workshop Coordinator

- Shall request proposals, organize the workshops and monitor workshops at the conference.

4. Conference Registrar

- The NYSATA Accounts receivable clerk shall assume the responsibilities of the Conference Registrar.
- Shall manage conference registration through the NYSATA website.
- Shall coordinate the preparation of conference materials prior to the conference.
- Shall oversee the operation of registration on-site.
- Shall work with the conference treasurer and the association accountant to record all financial transactions prior to the conference, on-site, and post conference.
- Shall prepare a report for the BOT of all pertinent information regarding conference registration.
- Shall be responsible for the accounting of all revenue in accordance with the duties of the position of accounts receivable clerk.
- Shall oversee a conference registration team onsite.
- Shall maintain accurate records of transactions conducted in the execution of his/her duties.
- Shall submit interim and annual reports in a timely fashion.

5. Conference Treasurer

- Shall work on site to process onsite registration revenue and expenditures.
- Shall be responsible for petty cash funds on-site.
- Shall oversee transactions made at the NYSATA store.

6. Members' Exhibit Coordinator

- Shall accept submissions at the conference.

- Shall collect exhibit registration fees.
- Shall oversee the hanging of the members' exhibit.

7. Student Exhibit Coordinator(s)

- Shall coordinate the teacher/school registration and display of student art work at the conference.

8. Conference Commercial Exhibitor Coordinator

- Shall coordinate all arrangements prior to the conference and on-site for Commercial Exhibitors and College Exhibitors for the annual conference in accordance with rates established by the conference-committee.
- Shall solicit bids and negotiate contracts with the convention hall decorator company and shall submit final reports of these contracts to the conference committee for approval. The contract shall be signed on behalf of NYSATA by the conference coordinator or conference Commercial Exhibitor Coordinator with the approval of the BOT Executive Board.

9. Merchandise Store/Sales Coordinator

- Shall organize NYSATA merchandise for sale at the conference onsite.
- Shall maintain inventory of merchandise and provide a report at the end of the conference as to sales and remaining merchandise.

10. Scholarship Silent Auction Coordinator

- Shall solicit donations from members and regions for a silent auction to be held during the conference.

11. Conference Special Event Coordinator

- Shall plan and organize special events held during the conference with assistance from the coordinators and other committee members.

12. NYSATA Member Audio-Visual Technicians

- Shall be responsible for the set-up of NYSATA owned projectors, screens, computers, and any other AV equipment for workshops and keynote speakers.
- Shall work with the hotel AV staff to make certain they meet the needs of NYSATA during the conference.

The committee members shall follow any additional procedures outlined in the NYSATA Policy Manual.

b. Advocacy

Goal - Shall work with the President to advocate for the visual arts in educational institutions in New York State. The chair may serve as a NYSATA representative to organizations and committees with this purpose.

c. Public Relations & Promotions

Goals - Shall be responsible for publicity regarding NYSATA goals, products and events.

Be responsible for networking with other committees to prepare advisories for publication.

Shall provide educational materials to Region chairs for public relations at the Region level such as brochures, newspaper articles, electronic media, television and radio announcements.

d. NEWS Publications & Website

Goals - Shall be responsible for the publication and distribution of the NYSATA NEWS.

Shall be responsible for the maintenance, professionalism, and security of the NYSATA Website.

Membership - Shall consist of the editorial staff of the NYSATA NEWS, the Website Coordinator and other positions as deemed necessary or appropriate.

#### e. Awards and Honors

Goal - Shall organize publication of awards materials and coordinate the awards ceremonies.

Operations - The Awards and Honors Committee shall follow the procedures outlined in the NYSATA Policy Manual. The committee is responsible for the dissemination of award criteria, collection of nominations and regional winners, selection of awardees and presentations at the annual conference.

Membership - The President shall appoint as chair of the Awards and Honors Committee one NYSATA member. The chair shall select at least two other NYSATA members to serve on the Awards and Honors Committee. The Committee members, who will evaluate each award, must be members of at least three different NYSATA regions and should not be current awards/honors nominees. The chair will notify the Executive Committee of the members appointed.

#### f. Student Scholarship

Goal - Shall be responsible for selection and notification of NYSATA Scholarship awardees.

Operations – Oversee Awards and Scholarships - Certificates of Achievement, plaques denoting Awards of Excellence in the Visual Arts, the Zara B. Kimmey, Elaine Goldman and Aida Snow, Barry Hopkins, and Bill Milliken Scholarships.

Membership – Appointed by the President and approved by the BOT.

### **Section 3 – Ad Hoc Committees**

#### a. Nominations and Elections

Goal - Shall be responsible for ensuring nomination and election procedures are followed as stated in these Bylaws.

#### Membership

The President shall appoint, with the approval of the Board of Trustees, a chair to the Nominations & Elections Committee. The chair appointment should be made by the September meeting. The President shall appoint at least two other members to the Nominations & Elections Committee. The Nominations & Elections Committee members must be from at least three different NYSATA Regions. The committee members must be approved by the BOT.

#### Nominations

#### Procedures

It shall be the responsibility of the members of the Nominations Committee to:

1. Prepare a list of nominees for all Executive Office Positions to be vacated on July 1 of the following year.
2. Ensure that the nominees meet all of the requirements of the offices as specified in the NYSATA Constitution and Bylaws.
3. Obtain an appropriate photo from each of the nominees immediately following the March/April meeting.
4. Obtain a completed standardized vita from each of the nominees immediately following the March/April meeting.

The standardized vita shall contain the following information:

- + Name
- + Present professional position
- + Education

The following information shall also be requested and shall not exceed 250 words:

- + Related experience
  - + Other significant professional experiences
  - + Vision for NYSATA, art education and/or the office for which the person is a candidate.
5. Inform each of the nominees that if a candidate chooses to send election materials out to the

membership, it must have *“Not an official publication of the New York State Art Teachers Association - Privately funded”* written clearly on the material.

6. Submit the list of nominees to the BOT at the March/April meeting for approval. Individual nominations may be denied if the requirements of the office are not met.

#### Additional Nominations

Members of the BOT may make nominations for the executive offices at the March/April meeting provided that all required materials (i.e., standardized vita) are also presented at that time.

#### Procedures

1. Elections shall be conducted in May so that election results can be published in the summer issue of the NYSATA News, and the President for the following year can make appointments at the June BOT meeting.
2. Descriptions of the candidates for publication to the membership shall be prepared from the standardized vita (and photo if available) as described in #4 under procedures for Nominations. The Nominations & Elections Committee shall ensure that all candidates are presented to the membership in an equitable manner.
3. All voting procedures shall be clearly stated in an email sent to all members.
4. Counting the votes - The chairperson of the Nominations & Elections Committee shall receive the vote results from the website coordinator. The names of voters shall be verified as having current memberships at the time the vote was cast. The winning candidates shall be those receiving a plurality of votes for that office.

#### Notification

##### 1. Candidates

The chairperson of the Nominations & Elections Committee shall notify the President of the results. The President will notify candidates of the results. If the President is unable to do so, the President Elect, Immediate Past President or Vice President in that order of choice shall notify the candidates.

##### 2. Board of Trustees

The election procedures and results shall be reported in written form to each member of the BOT by the Nominations & Elections Committee within two weeks of the election or at the June BOT meeting whichever comes first.

##### 3. Membership

The names of the new officers shall be included in the next issue of the NYSATA News as well as sent to the membership in an electronic notification. A tally of votes shall be available to members upon request but shall not be reported in the NYSATA News or the aforementioned electronic notification.

#### b. Budget

Goal - Shall be responsible for establishing a yearly budget that supports the Plan of Action.

Membership - The chair shall be the President Elect or the President in his/her first year of office. Other members shall be the Treasurer, Vice President, Conference Business Manager, Immediate Past President and a Region Representative from the BOT appointed by the Budget Committee Chair.

#### c. Financial Review Committee

Goal - Shall be responsible for conducting an internal review of the financial accounts of the Association on an annual basis.

Membership - The Vice President, who shall be the chair, a Region representative from the BOT, a Past President.

## **ARTICLE VIII – AMENDMENTS**

These Bylaws shall be amended by a simple majority vote of the BOT, provided that the proposed amendment be considered by the BOT at a regular meeting and the amendments have been disseminated to all members of the BOT at least fifteen (15) days prior to the vote. All changes take effect immediately upon the close of any amendment vote unless otherwise stated in the amendment vote.

## **ARTICLE IX - PUBLICATION OF CONSTITUTION AND BYLAWS**

### **Section 1**

The Constitution and Bylaws of the New York State Art Teachers Association shall be maintained by both the association secretary and made available to all members on the NYSATA website.

### **Section 2**

Upon ratification of amendments to the Constitution and/or adoption, repeal or modification of the Bylaws, the Executive Committee shall be responsible for having the entire Constitution and Bylaws published in its revised form, and shall be empowered to renumber paragraphs or other subdivisions of the Constitution and Bylaws in order to assure a consistent and logical presentation. The date of such publication shall be clearly visible on each page of said Constitution and Bylaws.