

# COLORADO ART EDUCATION ASSOCIATION

## CONSTITUTION

Revised 09/2017

### ARTICLE 1 – NAME

The organization shall be known as the Colorado Art Education Association (CAEA).

### ARTICLE II – PURPOSES

The mission of CAEA is to strengthen, advance, and promote the vital role of visual arts education in the state of Colorado. To achieve this mission, the goals of CAEA are:

~~primary purpose of CAEA shall be to advance, improve, encourage and stimulate the quality of education in the visual arts in the state of Colorado.~~

- Represent and advance the interests of arts educators at the state and national level.
- Advocate and promote the importance of every Colorado student having access to highly qualified visual art education at every grade level.
- Provide leadership and guidance by offering professional development programming, publications, and conferences that model exemplary visual art education practices.
- Collaborate with visual arts related organizations and agencies to provide a comprehensive statewide network of visual arts education resources.
- Maintain an Executive and Representative Council committed to excellence in visual arts education, who are aware of and uphold its responsibilities to members and the community with consistency and integrity.

~~CAEA shall represent the art teachers of the state, to improve the conditions of teaching art; encourage research and experimentation in art education; hold public discussions; sponsor institutes, conferences and programs; publish articles, reports and surveys; and work with other related organizations and agencies.~~ Since it is the purpose of CAEA to be a non-profit educational organization, it shall only engage in activities consistent with its status as defined in Section 501(c)(3) of the Internal Revenue Code of 1954 or any successor provision thereto.

### ARTICLE III – MEMBERSHIP

Individuals professionally interested in or engaged in activities concerned with or related to education, art, or art education, are eligible for membership. The Colorado Art Education Association welcomes all those who are committed to advancing art education through professional development, service, advancement of knowledge, and leadership. In its membership and hiring practices, CAEA does not discriminate based on race, color, ethnicity, religion, gender, age, sexual orientation, disability, or military status.

## ARTICLE IV – ORGANIZATION AND GOVERNANCE

- Section 1: ORGANIZATION. CAEA shall be organized to include State Officers, an Executive Board, a Representative Council, Divisions, Regions and Affiliated Groups.
- Section 2: OFFICERS. The Officers of CAEA shall be a President, President-Elect, Vice President, Secretary, and Treasurer. Officers shall be professionally involved in art education.
- Section 3: EXECUTIVE BOARD. The Executive Board shall be the executive authority of CAEA, and shall have administrative powers only. The Board shall be comprised of the Officers of CAEA. Two thirds of the members of the Board shall constitute a quorum.
- Section 4: TERMS OF OFFICE. The term of office for all Officers shall be 3 years. The term of office for all members of Representative Council shall be 3 years.
- Section 5: REPRESENTATIVE COUNCIL. The Representative Council shall be the policy-making body of CAEA and shall consist of the following elected members:
- a. The Officers
  - b. One (1) representative from higher education.
  - c. One (1) representative from supervisors of art.
  - d. One (1) representative from elementary art educators.
  - e. One (1) representative from junior high/middle school educators.
  - f. One (1) representative from senior high art educators.
  - g. One (1) representative from multi-level art educators.
  - h. One (1) representative from private/independent/charter art educators.
  - i. One (1) representative from museums, galleries and/or art centers.
  - j. One (1) representative from commercial organizations.
  - k. One (1) representative from retired art educators.
  - l. Ten (10) representatives, one from each State Region excepting the Metropolitan Region, which shall have two (2).
- Section 6: DIVISION. Divisions shall be made up of job-alike groups of the membership. These shall be the Elementary Division, Middle School/Junior High Division, High School Division, Multi-Level, Private/Independent/Charter Division, Higher Education Division, Supervision Division, and the Museum Division. Sections may be formed within each Division as determined by the members of the Division. Each Division shall have co-chairs elected by the memberships.
- Section 7: AFFILIATE GROUPS. Affiliate groups of CAEA members not covered as Divisions may be organized provided that they meet the criteria which may be established by the Representative Council.

Section 8: STATE REGIONS. A State Region shall be composed of a group of counties as approved by the Representative Council. Each Region shall have an elected member on the Representative Council. The state shall be divided into Nine (9) Regions, and designated as the Northwest Region, the West Central Region, the Southwest Region, the North Central Region, the South Central Region, the Northeast Region, the Central East Region, the Southeast Region and the Metropolitan Region. The following are county groupings:

- NW-Northwest Region – Counties: Moffat, Routt, Rio Blanco, Garfield, Eagle Pitkin
- NC-North Central Region – Counties: Larimer, Jackson, Grand, Gilpin, Clear Creek, Summit, Park
- NE-Northeast Region – Counties: Weld, Morgan, Logan, Sedgwick, Phillips, Yuma, Washington
- M-Metro Region – Counties: Boulder, Broomfield, Denver, Adams, Jefferson, Arapahoe, Douglas
- CE-Central East Region – Counties: Teller, El Paso, Elbert, Lincoln, Kit Carson, Cheyenne, Kiowa
- SE-Southeast Region – Counties: Fremont, Custer, Pueblo, Huerfano, Las Animas, Crowley, Otero, Bent, Powers, Baca
- SC-South Central Region – Counties: Lake, Chaffee, Saguache, Mineral, Rio Grande, Alamosa, Conejos, Costilla
- SW-Southwest Region – Counties: San Miguel, Delores, Montezuma, La Plata, Archuleta, San Juan, Hinsdale
- WC-West Central Region – Counties: Mesa, Delta, Montrose, Ouray, Gunnison

ARTICLE V – ELECTIONS

Section 1: ELECTION OF OFFICERS AND REPRESENTATIVES SHALL BE AS FOLLOWS: 3 Year Cycle

Year 1	Year 2	Year 3
President	Regional Representatives	No Elections
President Elect		
Vice President		
Secretary		
Treasurer		
Division Representatives		

Candidates for any elective position in CAEA must be members in good standing at the time of their nomination. To run for a CAEA elected office, the member must be a resident of the state of Colorado.

A majority of the votes cast is required for election.

Section 2: NOMINATIONS

Prior to an election, members shall actively seek suggestions for names of possible candidates on an ongoing basis and then appointed by agreement of the Executive Council.

The Committee shall prepare a slate of two (2) candidates for each position to be filled. The Committee Chairperson shall report this slate to the Board at least thirty (30) days prior to the scheduled election.

Section 3: VOTING. All active members of CAEA shall vote for the President-Elect, the Vice President, the Secretary, the Treasurer and Representative Council members.  
Voting shall be conducted by electronic means with appropriate security measures.

All elected Officers and Representative Council members shall assume office at the second meeting of the next fiscal year. The President-Elect will assume duties as President at the first meeting of the next fiscal year.

#### ARTICLE VI – MEETINGS

Meetings of CAEA shall be determined by the Representative Council. The Board and Representative Council shall meet regularly, with each group determining the frequency and dates for such meetings. Special meetings of the Board or of the Council may be called by the President.

#### ARTICLE VII – COMMITTEES

Section 1: STANDING Committees. CAEA shall have the following standing committees: Conference Committee, Publications Committee, Membership Committee, Policy Development and Standards Committee, Professional Development Fund Committee, Public Information Committee, Youth Arts Celebration Committee and Professional Development Team.

Except where otherwise noted in the Bylaws, all committees shall be appointed by the Representative Council. All committees shall have a structure which provides for broad representation of CAEA membership and for continuity.

Section 2: SPECIAL COMMITTEES. Special committees may be appointed by the Executive Board, the Representative Council, or the general membership to undertake special assignments. Such committees shall be appointed on an ad hoc basis and shall serve no longer than the term for which they were appointed.

#### ARTICLE VIII – INCOME AND BENEFITS

No part of the net earnings of CAEA 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 CAEA in its purposes.

Upon dissolution all of the assets of CAEA shall be turned over to such nonprofit, tax-exempt, charitable, scientific, or educational organization exempt from federal income taxation under Section 502 (c)(3) of the Internal Revenue Code of 1954 or any successor provision thereto as the final Representative Council of CAEA shall select.

CAEA shall not divert any part of its income or corpus to any member, sponsor, donor, creator, trustee, officers, or employees; by lending any part of its income or corpus without the receipt of adequate security and a reasonable rate of interest; by paying any compensation in excess of reasonable allowance for salaries, or other compensation for personal services actually rendered; by making adequate consideration for money or money's worth; or by engaging in any other transaction which either directly or indirectly results in such diversion of its income or corpus.

CAEA shall not make any accumulation of its income unreasonable in amount or duration or use any income for purpose other than the objects herein before set forth or invest income in any manner as to jeopardize the fulfillment or carrying out of its objectives.

In general, CAEA shall not act in any way or engage in any activity which might affect its right to full tax exemption or the right of donors to CAEA to full tax deduction of their contributions to CAEA, and CAEA shall be so operated as to be entitled to and receive all tax exemptions, federal or local, which may from time to time be granted to charitable, scientific or educational associations or foundations.

## ARTICLE IX – AMENDMENTS

Amendments to the Constitution shall be voted on by the membership. Such voting shall be conducted by electronic means with appropriate security measures. Two-thirds of the votes cast is required for passage of an amendment.

All proposals for amendment shall be in writing and submitted at least thirty (30) days prior to consideration and action by the Council.

**BYLAWS**  
Revised 5/2015

ARTICLE I - DUTIES OF OFFICERS

Section 1:     **PRESIDENT.** It shall be the duty of the President to preside at all meetings of the Executive Board, the Representative Council, and the general membership.

S/he shall appoint the chairperson and members of all special and standing committees with Board approval. S/he shall establish through the Board and the Council the professional goals and program for CAEA, and shall inform the membership of the activities and concerns of the Board, the Council and NAEA. S/he shall appoint the Annual Conference Committee Chair and be responsible for overseeing and managing the organization.

S/he shall be responsible for the preparation of the agenda for all CAEA business meetings and shall distribute such to appropriate officers and members. S/he shall be, or at his/her option shall appoint CAEA's representative to the NAEA States Assembly. S/he shall appoint CAEA members to fill office vacancies for the remainder of terms of office on the Representative Council.

In addition, s/he shall perform such other duties as usually pertain to the office of President, and shall not succeed him/herself in office.

Section 2:     **PRESIDENT-ELECT.** It shall be the duty of the President-Elect to assume the duties of the President in the event of absence or vacancy in that office. S/he will assume other duties as determined by the President, elect shall automatically assume the office of President upon the completion of his/her term as President-Elect.

Section 3:     **PAST PRESIDENT.** It shall be the duty of the Past President to serve the organization in an advisory role and may at her/his own discretion continue to be active in the organization.

Section 4:     **VICE PRESIDENT.** The vice president shall assist the President in coordinating meetings and conferences. S/he shall monitor and update the information on the CAEA website in the capacity of liaison with the website designer. S/he shall supervise the transition of Rep Council. S/he will assume other duties as determined by the President, Board, or Council.

Section 5: SECRETARY. The secretary shall notify Representative Council members of all meetings. S/he shall record the minutes of the Council, Board and general membership meetings, and prepare such summaries or copies of minutes for dissemination as the President shall direct. S/he shall conduct CAEA correspondence and carry out other such duties at the direction of the Board or Council.

Section 6: TREASURER. The Treasurer shall receive all dues and monies of CAEA and shall maintain written records thereof. Under the direction of the Board and/or Representative Council, the Treasurer shall disburse all monies for which CAEA is liable, and shall prepare financial reports for presentation to the Board and Council.

## ARTICLE II – DUTIES OF THE REPRESENTATIVE COUNCIL

Section 1: DUTIES. The Representative Council shall approve the budget, and shall study and approve legislative and policy matters for CAEA. It shall attend to matters relating to the strengthening of the organization, shall consider proposals for changes in the Constitution and Bylaws, shall determine all policy and procedural matters not otherwise delegated, and shall authorize all program content of CAEA. The Council shall act upon reports of committees and approve resolutions and other policy statements. It shall be the final judge of the qualifications and elections of Officers and Representatives.

Powers not delegated to the Executive Board, the Officers, the Committees or the General Membership shall be vested in the Representative Council.

Section 2: PROCEDURES. One-half of the membership of the Representative Council shall constitute a quorum.

Any member of CAEA who is not a member of the Council may attend its meetings, may receive permission to speak, but may not vote.

Council members unable to attend scheduled meetings of that body shall appoint an alternate to represent them. Two consecutive absences from Council meetings without notification to the Executive Council, a representative of the Executive Council will contact you to determine your ability to serve in your position.

Representatives shall be eligible for re-election to the same office, but not for more than two (2) consecutive terms, unless viable candidates cannot be identified by the elections committee.

## ARTICLE III – DUTIES OF THE EXECUTIVE BOARD

Section 1: The Board shall provide such supervision as may be necessary to promote the best interests of CAEA's goals and programs.

Section 2: The Board shall be responsible for the management of CAEA and may approve expenditures and carry out policies established by the Representative Council. It shall report its transactions to the Council, and may suggest policies and programs for consideration by the Council.

#### ARTICLE IV – NAEA DELEGATES ASSEMBLY REPRESENTATIVE

Section 1: The REPRESENTATIVE(S). The President of CAEA and/or his/her designee shall represent the state of Colorado at the annual meeting of the NAEA Delegates Assembly.

Section 2: PROCEDURES. The Delegates Assembly Representative(s) shall adhere to guidelines established by the NAEA Delegates Assembly.

Section 3: DIRECTION. The Delegates Assembly Representative(s) shall share all information s/he receives relative to that position with the Council and Board. The Council may, at its option, direct the Delegates Assembly Representative to vote in a given way on specific issues. The Representative shall report his/her voting record to the Council and shall communicate pertinent information to the Council and members in the CAEA newsletter.

Section 4: EXPENSES. The CAEA will support the full expense for the representative(s) attending the NAEA Delegates Assembly.

#### ARTICLE V – DIVISIONS

The recognized Divisions shall study problems relating to members of the group which the Division represents, and shall propose publications, institutes, and conferences which will assist members, and shall identify problems and recommend programs to meet the problems. The Division shall determine and implement any organizational pattern it desires, so long as such pattern is keeping with the Constitution and Bylaws of CAEA. Division Representatives shall consult the current Management Action Plan for any additional duties.

#### ARTICLE VI – AFFILIATED GROUPS

It shall be the duty of recognized affiliated groups to study problems relating to their area(s) of concern, conduct a program of professional activities, and to inform the Council of concerns, needs and proposals relating to their particular interest.

#### ARTICLE VII – STATE REGIONS

State Regions are designated to assure geographic representation on the Representative Council. Regional Council Representatives shall, in addition to the regular duties of the Council, plan for communication of CAEA programs and concerns to members who live in their respective



regions, regardless of Division affiliation. It is assumed that such representatives shall also communicate the concerns and needs of their constituents to the Council and Board, and recommend appropriate policies and programs when necessary. Regional Representatives shall consult the current Management Action Plan for any additional duties.

#### ARTICLE VIII – STANDING COMMITTEES

- Section 1: FINANCE COMMITTEE. The Finance Committee shall review the financial operation of the CAEA and prepare the budget. The Committee shall consist of the President, President-Elect, Treasurer, Vice-President and Secretary of the Representative Council. The committee shall make recommendation for policies and procedures.
- Section 2: CONFERENCE COMMITTEE. The duties of the Conference Committee shall be to plan, organize and supervise the annual membership meeting(s) of the CAEA. They shall work under the direction of the Council, and shall report plans and progress to the Council. The President, President-Elect, Vice President and the Conference Coordinator and or appointed Representative Council members shall serve as Co-Chairpersons.
- Section 3: PUBLICATIONS/PUBLIC INFORMATION COMMITTEE. The President shall appoint a CAEA member to serve as Editor of Publications. The Editor shall serve as Chairperson of the Publications Committee and shall select his/her staff. The committee shall prepare and distribute any CAEA journals and/or newsletters under the direction of the Council.
- Section 4: MEMBERSHIP COMMITTEE. The Committee shall carry on a continuous program of promotion and evaluation of membership in CAEA with the express purpose of building and maintaining a strong membership. The Committee shall consist of the President, President-Elect, Treasurer, Vice-President and Secretary of the Representative Council. The committee shall make recommendation for policies and procedures.
- Section 5: POLICY DEVELOPMENT AND STANDARDS COMMITTEE. The Committee shall investigate and evaluate various aspects of the art teaching profession including teacher preparation, certification, teacher load, salary, graduate education, advocacy, and professional ethics with the purpose of encouraging and maintaining high standards throughout the profession. The Council may delegate specific tasks.
- Section 6: PROFESSIONAL DEVELOPMENT FUND COMMITTEE. A Professional Development Fund to promote and encourage individual professional development shall be administered by this committee according to policies set by the Representative Council. The Committee shall consist of the President, President-Elect, Treasurer, Vice-President and Secretary of the Representative Council. The committee shall make

recommendation for policies and procedures. The Executive Board shall then grant or reject the fellowships.

Section 7: YOUTH ARTS MONTH COMMITTEE. The committee shall plan and coordinate the annual Youth Arts Celebration activities in conjunction with the Colorado Alliance for Arts Education.

Members of the Youth Arts Month Committee shall consist of a Chair appointed by the President, one Higher Education Representative, one Supervisor Representative, one representative from each of the other Divisions (High School, Middle/Junior High School, Elementary, Private/Independent/Charter Schools, and Museum), and members selected from the Regional Representatives. The YAM Chair may appoint additional subcommittee or ad hoc committee members as necessary.

Section 8: PROFESSIONAL DEVELOPMENT TEAM shall serve as a liaison for the promotion and improvement of art education and professional development and leadership opportunities for art educators in Colorado. The Committee shall consist of the President, President-Elect, Treasurer, Vice-President and Secretary of the Representative Council.

#### ARTICLE X – ADOPTION OF CONSTITUTION AND BYLAWS

After presentation of this proposal for revision of the Constitution and Bylaws to the Membership, and upon the majority approval by the votes cast from the current CAEA active membership, this Constitution and Bylaws shall become operative immediately.

#### ARTICLE XI – FISCAL YEAR

The fiscal and administrative year shall extend from January 1 to December 31.

#### ARTICLE XII – RULES OF ORDER

Parliamentary procedure as set forth in **Roberts Rules of Order, Revised Edition**, shall govern all meetings of CAEA.

#### ARTICLE XII – AMENDMENTS

Amendments to the Bylaws shall be voted on by the Membership. Such voting shall be conducted by by electronic means with appropriate security measures. Two-thirds of the votes cast are required for passage of an amendment.

All proposals for amendments shall first be approved by the Representative Council. Such proposals shall be in writing and submitted at least thirty (30) days prior to consideration and action by the Council.

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THE FOLLOWING WAS OMITTED FROM THE CONSTITUTION, PERHAPS  
WHEN WE DROPPED OUR AFFILIATION WITH NAEA.

ARTICLE IX – MEMBERSHIP AND DUES

Section 1: DUES. The dues for all classes of membership shall be consistent with the requirements of the unification agreement with the NAEA.

Section 2: CLASSES OF MEMBERSHIP. Classes of membership shall be consistent with the Bylaws of NAEA.