

**SOUTH CAROLINA  
ART EDUCATION  
ASSOCIATION**

**CONSTITUTION**

**AMENDMENTS **UPDATED****

**February 1, 2014**

**CONSTITUTION  
OF THE  
SOUTH CAROLINA ART EDUCATION ASSOCIATION**

**PREAMBLE TO THE CONSTITUTION**

The South Carolina Art Education Association, through the instrumentality of its Constitution, sets forth the means by which the aspirations of those responsible for the programs of art education in this state may be supported and extended.

As an organization, we affirm our faith in the power of art to enable the lives and endeavors of all people. In a highly technological society such as ours, art serves as a humanizing force, giving dignity and a sense of worth to the individual. It provides the means by which aesthetic quality and order derived from the exercise of one's finer sensitivities and creativeness prevail.

We dedicate ourselves to the promotion of aesthetic growth and quality performance in art. With these as our goals, we support art programs that provide depth and breadth of experience in art essential to meet the needs, interests, and abilities of the varied individuals whom we teach.

**ARTICLE I – THE NAME AND THE PURPOSE**

**Section A:** The name of this organization shall be the South Carolina Art Education Association. The organization is unified with the National Art Education Association. (Approved 2/18/95)

**Section B:** The purposes of the association are:

1. To provide instruction and training for art educators in the state of South Carolina through staff development opportunities.
2. To promote and maintain the highest possible degree of quality instruction in art programs throughout the state.
3. To encourage research in art education.
4. To communicate the role and value of art in the schools and community.

**ARTICLE II – MEMBERSHIP**

Individuals professionally interested in or engaged in activities concerned with or related to: art, art education, or education are eligible for membership.

**ARTICLE III – ORGANIZATION AND GOVERNMENT**

**Section A: OFFICERS** The officers of this organization shall be the President, President-Elect, a Past-President, Secretary, and Treasurer.

**Section B: BOARD OF DIRECTORS.** The Board shall be comprised of the President, President-Elect, Past-President, Secretary, Treasurer, Divisional Coordinators, Regional Coordinators, Membership Coordinator, Youth Art Month Coordinator, Conference Chairperson,

Student Representative, Retired Educator, and non-voting members: State Art Consultant, Principal Representative, and Parliamentarian/Historian (7-13-98) (11-13-01)

**Section C: EXECUTIVE COMMITTEE.** The Executive Committee shall be composed of the President, President-Elect, a Past-President, Secretary, and Treasurer. Attendance at the Executive Meetings is open to all SCAEA members.

**Section D: REGIONS.** The state membership shall be divided into four geographical regions designated as Western, Central, Eastern, and Lower. Each region shall have a coordinator. The geographic regions are defined by the following counties:

**WESTERN:** Oconee, Pickens, Greenville, Spartanburg, Cherokee, York, Union, Laurens, Greenwood, McCormick, Abbeville, and Anderson.

**CENTRAL:** Edgefield, Saluda, Newberry, Fairfield, Chester, Lancaster, Kershaw, Lee Sumter, Calhoun, Richland, Lexington, and Aiken.

**EASTERN:** Chesterfield, Marlboro, Dillon, Horry, Georgetown, Williamsburg, Marion, Florence, Clarendon, and Darlington.

**LOWER:** Barnwell, Bamberg, Orangeburg, Dorchester, Berkeley, Charleston, Colleton, Beaufort, Jasper, Hampton, and Allendale.

**Section E: STATE DIVISIONS.** Divisions made up of job-alike groups of the membership shall be the Elementary Education Division, the Middle Level Division, the Secondary Education Division, The Supervision and Administration Division, the Higher Education Division, and the Museum Education Division. Sections may be formed within each Division, i.e., Student Division. Each Division shall have a coordinator.

**Section F: AFFILIATE GROUPS.** Affiliate groups of SCAEA members not covered as Divisions may be organized provided that they meet the criteria established by the Board.

## **ARTICLE IV – ELECTIONS**

**Section A: TIME TABLES.** The President-Elect shall be appointed every two years by the Executive Board. The Treasurer shall be elected every even numbered year and the Secretary every odd numbered year. The Elementary, Secondary, and Administrator/Supervisor Coordinators shall be elected even numbered years. Middle, Higher Education, and Museum Education Coordinators shall be elected odd numbered years. Central and Easter Regional coordinators shall be elected odd numbered years and Western and Lower Regional Coordinators elected even years. (02-01-14)

All officers, Regional Coordinators and State Divisional Coordinators shall be elected from a slate prepared by the nominating committee and announced to the membership in the SCAEA newsletter or conference program. (Approved 2-18-95).

**Section B: NOMINATING COMMITTEE.** The Nominating Committee and chair shall be appointed by the Board.

**Section C: QUALIFICATIONS FOR CANDIDATES.** Candidates for officers and coordinators shall have been NAEA members for one year.

**Section D: TERMS OF OFFICE.** Section D: TERMS OF OFFICE. No officers or coordinators may serve more than two consecutive terms at any one time in the same office with the exception of the Treasurer, or appointed positions. The office of President rotates automatically. (Approved 02-01-14).

**Section E: VOTING.** Voting shall take place at the Annual Conference. Division Coordinators and Regional Coordinators shall be elected by their respective divisions and regions, this being so designated on the ballots. One student representative to represent all the Student Chapters shall be voted on by the Student Chapters. A simple majority vote will determine the winners in elections.

## **ARTICLE V – MEETINGS**

**Section A: GENERAL ASSEMBLY.** One meeting shall be held each year. Other meetings may be called at the discretion of the Board.

**Section B: BOARD.** The Board shall meet a minimum of four times a year. Other meetings may be called at the discretion of the President and/or a majority of the Board members.

## **ARTICLE VI – COMMITTEES**

**Section A: EXECUTIVE COMMITTEE.** The President may call for an Executive Committee meeting at anytime. Executive Committee members may request a meeting at anytime.

**Section B: STANDING COMMITTEES.** The SCAEA shall have the following standing committees: Nominating Committee, Awards and Scholarship Committee. (11-13-01)

**Section C: OTHER COMMITTEES.** Special committees may be appointed by the President, with Board approval, as necessary for the work of the Association.

## **ARTICLE VII – INCOME AND BENEFITS**

1. No part of the net earnings of the Association shall insure to the benefit of any members, sponsors, donor, creator, trustee, officer, employee, or without limitation, any other private individuals, or to the benefit of any corporation, organizations, any part of the net earnings of which insure to the benefit of any private individuals or any substantial part of the activities of which is carrying on propaganda or otherwise attempting to influence legislation, proved, this shall

prevent payment of reasonable compensation for service actually rendered or to the Association in 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) (6) of the Internal Revenue Code of 1954 or any successor provision thereto as the final Board of Directors of the Association shall select.
3. The Association shall not divert any part of its income or corpus to any member, sponsor, donor, creator, trustee, officer, employee; 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 making any purchase or security of other property for more than 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. The Association shall not make any accumulation of its income unreasonable in amount or duration, or use any income for purposes other than the objects hereinbefore set forth or invest income in any manner as to jeopardize the fulfillment or carrying out of its objectives. In general, the Association 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 the Association to full tax deduction of their contributions to the Association, and the Association shall be so operated as to be entitled to and receive all tax exemptions, federal and local, which from time to time be granted to charitable, scientific, or educational associations or foundations.

#### **ARTICLE VIII – AMENDMENTS**

Amendments to the Constitution shall be voted on by the membership, balloting to be conducted at the Annual Conference. Absentee ballots will be available on request. Two-thirds majority vote of the votes cast is required for passage of an amendment. All proposals for amendments shall be considered by the Board and presented to the general membership at any general business meeting. Such proposals shall be put in writing and submitted to the membership thirty days prior to consideration and action.

# **SOUTH CAROLINA ART EDUCATION ASSOCIATION**

## **BY-LAWS**

**REVISED**

**February 1, 2014**

## BY-LAWS

### ARTICLE I – DUTIES OF OFFICERS

**Section A: PRESIDENT.** It shall be the duty of the President to preside at all meetings of the Association, the Board, and the Executive Committee; to appoint the members of standing and special committees, and coordinators of any committees which have not been constitutionally designated, after Board approval; to serve as ex officio member of all committees, except the Executive Committee; to establish through the Board the professional goals and programs for the Association; to inform the membership of Board activities and the concerns of the Association; to coordinate the SCAEA Staff Development Conference with the Local Conference Chairperson who will be appointed annually by the Board; and to perform such other duties as usually pertain to the office of the President. The President, President-Elect and/or a Past-President are the official SCAEA representatives to the NAEA Delegates Assembly. (02-01-14)

**Section B: PRESIDENT-ELECT.** It shall be the duty of the President-Elect to preside at meetings in the absence of the President; to serve on the Program Committee; to coordinate the SCAEA Staff Development Conference with the Local Conference Chairperson who will be appointed annually by the Board; if appointed by the President, to be a SCAEA representative to the NAEA Delegates Assembly; and to assume the office of President at the end of a two-year term. (11-13-98)

**Section C: PAST-PRESIDENT.** It shall be the duty of a Past-President to serve on the Executive Committee and serve in an advisory position to the Board. The Past-President will serve as an official SCAEA representative to NAEA Delegates Assembly if appointed by the President. The Past-president may assume other responsibilities at the request or discretion of the President, such as to coordinate the SCAEA Staff Development Conference with the Local Conference Chairperson who will be appointed annually by the Board (02-01-14)

**Section D: SECRETARY.** It shall be the duty of the Secretary to keep minutes of all minutes and to conduct the correspondence of the Association.

**Section E: TREASURER.** It shall be the duty of the Treasurer to work with NAEA on financial matters; to keep records of all financial transactions; to handle all receiving and disbursements of monies with the approval of the Board; to give a financial report at Board and general membership meetings (02-01-14).

### ARTICLE II – DUTIES OF COORDINATORS, STUDENT REPRESENTATIVE, AND STATE ART CONSULTANT

**Section A: MEMBERSHIP COORDINATOR.** It shall be the duty of the Membership Coordinator to coordinate efforts with NAEA, Division Coordinators, and Regional Coordinators in recruiting and maintaining Association memberships; to keep an updated membership roster; and to serve as Coordinator of the Membership Committee. The Membership Coordinator shall be appointed by the President with approval of the Board.

**Section B: COMMUNICATION COORDINATOR.** The communication coordinator will be responsible for the content and the supervision of the production of the newsletter. The newsletter will be published four times each year. The communication coordinator is responsible for maintaining the website, social media content, and other public relations matters (02-01-14).

**Section C: DIVISION COORDINATORS.** It shall be the duty of each Division Coordinator to secure and draft newsworthy items pertaining to the respective division to the Communication Coordinator on a regular basis; to serve as divisional membership coordinators; and to facilitate information and professional growth opportunities for division members. Individual budgets will be determined and approved by the board annually (02-01-14).

**Section D: REGIONAL COORDINATORS.** It shall be the duties of each Regional Coordinator to facilitate Association information and professional growth opportunities for the members in each Region; to be the membership contact for their region; to secure and draft newsworthy items pertaining to the respective region to the Communication Coordinator; serve as the Youth Art Month Coordinator for their region. Individual budgets will be determined and approved by the board annually (02-01-14).

**Section E: YOUTH ART MONTH COORDINATOR.** It shall be the duty of the Youth Art Coordinator to direct the planning and implementation of SCAEA's observance of Youth Art Month, to serve as Coordinator of the Youth Art Committee and coordinate with Regional Coordinators on State YAM exhibits. The Youth Art Month Coordinator is responsible for communicating with the region coordinators in preparation for regional shows. The Youth Art Coordinator shall be appointed by the President with approval of the Board. (02-01-14).

**Section F: STUDENT REPRESENTATIVE.** It shall be the duty of the Student Representative to secure and draft newsworthy items; to report on the activities of the various student chapters to the Board; to report on Association activities to the Students Chapters; and to help the Membership Coordinator in the recruiting and maintaining of student memberships.

**Section G: STATE ART CONSULTANT.** It shall be the duty of the State Art Consultant to serve in an advisory capacity on the Board, ex officio.

**Section H: PRINCIPAL REPRESENTATIVE.** It shall be the duty of the Principal Representative to serve in an advisory capacity on the Board, ex officio. The Principal Representative is appointed to the Board by the President with Board approval. This person shall serve on the program committee.

**Section I: VENDOR COORDINATOR.** It shall be the duty of the Vendor Coordinator to send emails and letters to possible vendors as soon as the conference date has been established, to stay in constant contact with vendors and conference coordinators until event date, to help in planning the annual conference, and to assist vendors in monitoring booths each day of the conference.



**Section J: SOUTH CAROLINA DEPARTMENT OF EDUCATION VISUAL AND PERFORMING ARTS EDUCATION ASSOCIATE** The Education Associate for the Visual and Performing Arts Education Associate shall perform the following duties as related to his/her position at the South Carolina Department of Education: take his/her place on the SCAEA Board in an advisory capacity, give updates on current arts education and other education initiatives as they relate to the interests SCAEA Board and membership, recommend action on current arts education and education initiatives, and address concerns or issues of the SCAEA membership and seek information to answer and/or resolve concerns.

### **ARTICLE III – VACANCY IN OFFICE**

Upon vacancy in any office except President-Elect, the President, after approval by the Board, shall appoint a qualified SCAEA member to fill the unexpired term of the particular office.

### **ARTICLE IV – REMOVAL FROM OFFICE**

An officer or board member may be removed from office for non-performance of duties as outlined within the Constitution, or for behavior detrimental to the Association, by a two-thirds majority vote of the Board of Directors at any special meeting called for such a purpose. The officer or Board member in question shall be given thirty days notice and an opportunity to be heard by the Board preceding the vote.

### **ARTICLE V – DUTIES OF THE BOARD, EXECUTIVE COMMITTEE, AND STANDING COMMITTEES.**

**Section A: THE BOARD.** The Board shall serve as the executive authority of the SCAEA. It shall suggest policies for consideration, carry out policies, and provide such supervision as may be necessary to promote the best interests of the Association. The Board shall develop Association goals and programs, and shall approve all Association expenditures.

**Section B: THE EXECUTIVE COMMITTEE.** The Executive Committee shall have authority to represent and act for the Board in the interval between meetings of that body except where noted. Attendance at Executive Board meetings shall be open to all SCAEA members. (Approved 2/18/95).

#### **Section C: STANDING COMMITTEES.**

1. **NOMINATING COMMITTEE.** The Nominating Committee and its chair shall be appointed annually by the Board. The Nominating Committee shall choose nominee(s) to fill all executive, division, and coordinator positions as noted in the Article IV, Section A of the SCAEA Constitution.
2. **AWARDS AND SCHOLARSHIP COMMITTEE.** The Nominating Committee shall be appointed by the Board and will be responsible for the implementation of all awards and scholarships.

3. **SPECIAL PROJECTS.** The Special Projects Committee shall be in charge of planning and implementing activities relative to the wishes of the Board which have not already been designated as a responsibility of another committee.

## **ARTICLE VI – MEMBERSHIP AND DUES**

**Section A: DUES.** The dues for all classes of membership in SCAEA shall be determined by NAEA guidelines.

**Section B: CLASSES OF MEMBERSHIP.** Unless otherwise specified, all classes of membership are for a period of one year. The following classes of membership are established:

1. **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.
2. **ASSOCIATE.** For personnel not actively engaged in the teaching of art, for all persons interested in art education, and individual full-time undergraduate and full-time graduate students. Associate membership provides all the privileges of membership except the right to vote and to hold office.
3. **STUDENT.** For undergraduate students and full-time students who are members of an NAEA Student Chapter. Student membership provides all the privileges of active membership except the right to vote and hold office.
4. **INSTITUTIONAL AND AFFILIATE.** For institutions and affiliate groups directly or indirectly involved in art education. This membership provides all the privileges of membership except the right to vote and to hold office, and entitles any one representative to register at conferences of the Association.
5. **RETIRED.** For retirees who have been a member of NAEA for a minimum of five years. Affords you all of the benefits of membership. Membership is nontransferable.
6. **FIRST YEAR PROFESSIONAL.** For recent graduates entering their first year of teaching art. Valid for one year only. Affords you all of the benefits of membership except the right to hold national office. Membership is nontransferable.

## **ARTICLE VII – HANDBOOK OF POLICIES AND PROCEDURES**

The Board shall adopt a handbook as an operational guide, which outlines policies and procedures of the Association. Material shall be reviewed periodically by the Board and changes made as necessary.

## **ARTICLE VIII – FISCAL AND ADMINISTRATIVE YEAR**

The fiscal and administrative year shall extend from July 1 to June 30. Upon dissolution, all of the assets of the Association shall be turned over to the NAEA. (11-30-01)

## **ARTICLE IX – RULES OF ORDER**

Robert's Rules of Order (revised) shall be the reference on all questions of procedure not otherwise covered in the Constitution and By-Laws. The President shall appoint one member of the Board to serve as Parliamentarian.

## **ARTICLE X – AMENDMENTS**

The By-Laws may be amended by a two-thirds majority of the votes cast by the general membership provided that any proposed amendment has been previously studied by the Board at a regular Board meeting, and that copies have been sent to all members of the Association at least thirty days prior to consideration and action.

Date of Approved Constitutional Changes: November 15, 1992  
February 18, 1995  
November 13, 1998  
November 13, 2001  
October 14, 2007  
February 01, 2014