



CALIFORNIA ART EDUCATION ASSOCIATION

Constitution & Bylaws

Ratified by State Council Vote March 14 , 2023

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CALIFORNIA ART EDUCATION ASSOCIATION CONSTITUTION

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PREAMBLE TO THE CAEA CONSTITUTION

The California Art Education Association through this Constitution sets forth the means by which the Association can and will support art educators and their professional goals and aspirations. As an organization, we affirm our faith in the power of the visual arts to enrich the lives and endeavors of all. In this highly technological society, the visual arts serve as a humanizing force, giving dignity and a sense of worth to the individual. They provide the means by which both cultural and aesthetic understanding are derived from the exercise of an individual's creativity and critical investigation.

It is our purpose to promote and maintain the highest possible quality of instruction in visual arts programs under whatever auspices they are fostered. CAEA actively seeks to support art educators in learning and utilizing contemporary best practices in the field of art education. We dedicate ourselves to providing students with inclusive, accessible, and culturally responsive visual arts education that fosters critical visual thinking and creativity. CAEA acknowledges the power within professional arts organizations to advocate for our students, our profession, and the communities we serve. Our ongoing efforts will promote and maintain the highest possible quality of instruction in visual arts programs, and we commit to working alongside other arts organizations across the State to work toward these goals.

We dedicate ourselves to aesthetic and humanistic growth and quality performance in art. With these as our goals, we support visual arts programs that provide depth and breadth of experience in art to meet the needs, interests, and abilities of all learners.

CALIFORNIA ART EDUCATION ASSOCIATION CONSTITUTION

Article I – NAME

The organization shall be known as the California Art Education Association, aka CAEA (Association).

Article II – PURPOSE

The purpose of the Association shall be to promote the advancement and improvement of visual arts education in the State of California.

The Association will promote equitable visual arts education that enriches the lives of all learners and communities, *including those who are members of historically marginalized groups*. We are committed to serve as a catalyst for developing creative and culturally competent future generations.

The Association will promote art education through professional development,

service, research, advancement of knowledge, and leadership. To that end, the Association will support comprehensive instruction in visual arts education conducted by certified teachers of art, facilitate public discourse, sponsor conferences and programs, and work with other related agencies in support of arts education advocacy.

The Association is a non-profit education organization and shall only engage in activities consistent with its status as defined in section §501(c)(3) of the Internal Revenue Code.

Article III – MEMBERSHIP

Individuals and institutions professionally interested or engaged in activities concerned with, or related to, art education are eligible for membership. CAEA is an affiliate with the CAEA (CAEA). The categories of CAEA membership shall correspond with those of CAEA.

Article IV – ORGANIZATION AND GOVERNANCE

Section 1: Organization

CAEA shall be organized to include:

- General Membership
- Executive Board
 - Executive Officers
 - Area Directors
- State Council
 - Executive Board
 - Commission Chairs
 - Standing Committee Chairs
- Ad Hoc Committees

Section 2: Executive Officers

The Board officers shall be President, Past-President, President-elect, Treasurer, and Secretary. The CAEA Executive Officers shall be the authority of CAEA.

Section 2.1: Terms of Executive Officers

1. Terms of office for President, President-Elect, Past-President, and Secretary shall begin on January 1 and end on December 31.
2. The term of office of the President constitutes a four year commitment, including one year as President Elect, two years as President, and one year as Past-President.
3. A president may not succeed themselves, but may be reelected following a one term absence (two years following the term as Past-President).
4. Terms of office for Treasurer shall begin on June 1 and end on May

- 31.
5. The 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.
6. Executive officers shall be bonded and insured by the Association for the duration of their term of office

Section 2.2: Elections of Executive Officers

1. No later than three months before a State Council meeting, nominations for the offices of President-Elect and Treasurer shall be presented to the State Council for approval on the ballot.
2. No later than three months prior to elections, the State Council will review nominations for officers for approval on the ballot.
3. All CAEA 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

Section 2.3: Office Vacancy

In the event of a vacancy in any executive office of the Association, the Executive Board shall appoint a candidate for State Council approval. The recommended candidates must meet the eligibility requirement for the vacant office. Upon approval, the candidate shall complete the unfinished term of office and be eligible to run for additional.

Section 2.4: Removal from Executive Officers

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 Board.

Section 3: Executive Board

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

Section 3.1: Membership

The Executive Board shall be composed of the Executive Officers and Director from each Area.

Section 3.2: Voting Privileges

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

Section 4: State Council

The State Council 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 purpose.

Section 4.1: Membership of State Council

The State Council shall consist of the Executive Officers, Area Directors, Commission Chairs and Standing Committee Chairs.

The President serves as chairperson of the State Council. In the absence of the President, the President Elect or Past-President shall assume the duties of chairperson.

Section 4.2: Voting Privileges of State Council

Only members of the State Council have voting privileges in State Council deliberations. The Executive Officers, Area Directors and Chairs are afforded one vote. No member shall hold more than one voting position on the State Council.

Section 4.3: Responsibilities

Responsibilities of the State Council shall include, but not be limited to:

- Voting 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.
- Ensuring the organization of an annual State conference.
- Voting on recommendations for conference sites and dates
- Approving additional expenses not included in the annual budget.
- Reviewing and approving changes to the Bylaws, policies and procedures of the Association.

Section 4.4: Elected Area Directors

Terms of office shall begin on June 1 and end on May 31. The term of office of the Area Director constitutes a two year commitment, including their first year as Area Associate Director, and second year as Area Director.

Area Directors must be elected by their Area in order to retain their privilege to vote on the State Council.

Term of office shall be two years beginning on June 1 and ending on May 31 of the second year, with no term limits.

State Council Position	Years of Term	Start and End of Terms	# of Votes
President	2	January 1 - December 31	1
President-Elect	1	January 1 - December 31	1
Past-President	1	January 1 - December 31	1
Secretary	2	January 1 - December 31	1
Treasurer	2	June 1 - May 31	1
Northern Area Director	1	June 1 - May 31	1
Northern Area Associate Director	1	June 1 - May 31	*
Central Area Director	1	June 1 - May 31	1
Central Area Associate Director	1	June 1 - May 31	*
Southern/San Diego Area Directors	1	June 1 - May 31	1
Southern/San Diego Area Associate Directors	1	June 1 - May 31	*
ED&I Chair	2	June 1 - May 31	1
Events Chair Standing Events Committee Includes: Representation from Divisions: Museum, High Ed, Pre-Service, Elementary, Middle, Secondary, Supervisory; and Awards	2	June 1 - May 31	1
Communications Chair YAM and Social Media Representation	2	June 1 - May 31	1

* proxy vote

Total: 11

Section 5: Standing Committees and Commissions

Standing Committees and Commissions are provided an allocation in the annual Budget. Standing Committees shall include the following:

- ED&I
- Communications Committee to include Communications, YAM and Social Media Representation
- Events Committee to include representation from Awards and Divisions: Museum, High Ed, Pre-Service, Elementary, Middle, Secondary, Supervisory.

Terms of standing Committee chairs shall be for two years beginning in June.

There shall be no limit on the number of successive terms served.

Standing Committee chairs shall be nominated and voted upon by the general membership. Open Call Process defined in the CAEA Policies and Procedures Handbook.

Section 6: Ad Hoc Committees

Ad Hoc Committees shall be established by the State Council on an as-needed basis and shall be disbanded upon completion of their specific goals or at such time as the State Council determines appropriate. Ad hoc Committees may be provided funds in an amount determined by the State Council.

All Ad hoc Committees shall 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 State Council.

Section 7: Other Positions

Advisory

- Advisory positions may be established as deemed necessary by the Council, ie Divisions.
- Persons in advisory positions have no voting rights.
- Groups seeking advisory status may apply to the State Council for a renewable one year term.

Affiliates

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

Representatives and Delegates to other Organizations

CAEA shall maintain representation in related organizations including but not limited to CAEA. The President and President-Elect or Immediate Past President shall serve as delegates to the CAEA. In the event that one of these delegates cannot attend the CAEA annual convention, the President shall appoint an alternate delegate.

Section 8: Contracted Positions

The State Council has the right to determine whether payment for

professional services is appropriate and whether those contracted individuals should be responsible to report to the State Council.

ARTICLE V - AREA ORGANIZATION

Section 1: Definition and Membership

The Association shall be divided geographically into Areas. Area membership shall be determined by the State Council.

Section 2: Subdivisions

Areas may be subdivided as determined by each Area, but shall maintain representation on the State Council as defined in this Constitution.

Section 3: Area Directors

1. Election of Area Directors

- a. No later than three months prior to elections, the State Council will conduct an open call for nominations for Area Associate Directors.
- b. Nominations will be presented to the State Council for approval for inclusion on the Area ballot.
- c. All CAEA Area members in good standing and with voting privileges as defined in the Bylaws may participate in the election.
- d. Associate Directors shall be elected by a plurality of votes cast by the membership.
- e. In the event that no Associate Director is elected in a particular Area, the State President may appoint one for that Area until an election is held and elected.

2. Responsibilities

- a. Responsibilities of Area Directors shall include but not be limited to the following:
 - i. Shall serve as a member of the State Council and entitled to one vote in deliberations.
 - ii. Shall represent the membership of his/her Area at State Council meetings.
 - iii. Shall submit a written/electronic report of Area activities, concerns, plans, etc. prior to each State Council meeting.
 - iv. Shall communicate pertinent information from State Council meetings to the membership in their Area
 - v. Shall serve as Area Director on the Executive Board as defined in the Constitution.
 - vi. Shall assume other duties as implied by the title of the position or as specified in the policies of the Association and by the State Council.

Section 4: Area Governance

The State Council shall establish appropriate election procedures for all Areas.

Elections procedures shall abide by the Constitution and Bylaws. The Executive Board may request evidence of appropriate election procedures from each Area.

Elected Directors for each Area shall include but not be limited to the Area Associate Director.

Terms of office shall be two years with no term limits, beginning on June 1 and ending on May 31 of the second year. Terms of office shall begin on June 1 and end on May 31. The term of office of the Area Director constitutes a two year commitment, including their first year as Area Associate Director, and second year as Area Director.

ARTICLE VI - INCOME AND BENEFITS

Section 1: Use of Association Property

The property of this Association is irrevocably dedicated to **§501(c)(3) exempt charitable and educational** purposes. No part of the income or assets of this Association shall ever inure to the benefit of any of its directors or officers, or to the benefit of any private person, except that this Association is authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in ARTICLE II hereof.

Section 2: Disposal of Association Property

Upon dissolution or winding up of this Association, its assets remaining after payment, or provision for payment, of all debts and liabilities of this Association shall be distributed to a nonprofit fund, foundation, or corporation which is dedicated to **§501(c)(3) exempt charitable and educational** purposes and which has established its tax-exempt status under Section **§501(c)(3)** of the Code.

ARTICLE VII - MEETINGS

The Association shall conduct meetings at various levels of membership, including the Executive Board, the State council and the general membership as needed.

Section 1: General Membership

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

Section 2: Meetings of the State Council

1. Schedule

- a. The State Council shall meet four times during the year - once in September, once at the State conference, once in March or April, and once in June or July.

- b. In the case of an emergency, the State Council may convene an additional meeting as requested by the Executive Board.
- c. One of four required State Council meetings are to be in-person. The Executive Board may conduct business by virtual conference if needed.
- 2. State Council Voting
 - a. can be done by conference call and items that require immediate action by email vote.
- 3. Quorum
 - a. shall be the majority, or half of the eligible members plus one.
- 4. Robert's Rules of Order (Newly Revised)
 - a. shall be the authority for legislative and parliamentary procedures for the Association.

Section 3: Meetings of the Executive Board

- 1. Schedule
 - a. The Executive Board shall meet prior to each State Council meeting and additionally as needed is determined by the Executive Board.
- 2. Quorum
 - a. Shall be the majority, or half of the eligible members plus one.
- 3. Robert's Rules of Order Newly Revised
 - a. shall be the authority for legislative and parliamentary procedures for the Association.

ARTICLE VIII - OPERATIONS

Section 1: Planning Goals

A two year plan for the Association, 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 the State Council and the general membership. The plan must be presented for approval at the May State Council meeting.

Section 2: Finance

- 1. The fiscal year shall be from June 1 to May 31.
- 2. Appropriate tax forms shall be filed with the Internal Revenue 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.
- 3. Proposed Association budget for the upcoming fiscal year shall be presented for approval at the April State Council meeting.

Section 3: Insurance

Liability insurance for CAEA shall be maintained at all times in such an amount that has been determined appropriate by the State Council.

Section 4: Dues

Dues shall be established by the State Council as described in the Bylaws of the Association

ARTICLE IX – AMENDMENTS

Section 1: Preliminary Procedure

1. Amendments to the Constitution shall be originated by the Executive Board or petition by its membership who are in good standing and shall be submitted to the State Council.
2. If the State Council reviews and votes on the proposed amendment(s). If approved, the State Council shall publish the changes and disseminate to the membership with a ballot.

Section 2: Voting and Tabulation

1. The President shall ensure that the Council accounts for the affirming of votes and that 2/3 of the votes is tallied to declare the amendment(s) duly adopted.
2. The results of the vote shall be published to the membership within 30 days of the vote tally.

Section 3: Publication

1. The Constitution of the Association shall be published on the CAEA website governance section.
2. Upon ratification of amendments to the Constitution, the Executive Board shall be responsible for uploading the revised Constitution, and shall be empowered to renumber paragraphs or other subdivisions of the document in order 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.

CAEA BYLAWS

ARTICLE I - DUTIES OF THE OFFICERS

Section 1: PRESIDENT

1. It shall be the duty of the President to preside at all meetings of the CAEA Executive Board and State Council
2. To appoint Chairs with consultation and approval of the CAEA State Council
3. To serve as ex officio member of all Committees
4. To establish through the CAEA Executive Board the professional goals and programs for the Association

5. To inform the membership of the activities of the CAEA State Council and the concerns of the Association
6. To perform such other duties as usually pertain to the office of the President.

Section 2: PRESIDENT-ELECT

1. 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
2. To be an ex officio member of the CAEA Delegates Assembly
3. To assume the duties of Secretary and other duties as determined by the President

Section 3: PAST PRESIDENT

1. It shall be the duty of the Past President to serve as Chair of the Ad Hoc Committees
2. To assume the duties of the President-Elect in the event of vacancy in that office;
3. Assume other duties as determined by the President.

Section 4: AREA DIRECTORS

1. It shall be the duty of the Area Directors to serve on the CAEA Executive Board and State Council.
2. The Area Directors to preside over the meeting of the CAEA Executive Board and State Council when the President, the President-Elect and the Past President are unable.

ARTICLE II - DUTIES OF CAEA EXECUTIVE BOARD, STATE COUNCIL, AND DELEGATES ASSEMBLY, STANDING COMMITTEES, COMMISSIONS, AND AD HOC COMMITTEES

Section 1: The CAEA Executive Board

1. Shall serve as the executive authority of the CAEA.
2. It shall make policies, and provide such supervision as may be necessary to promote the best interests of the Association goals and programs.
3. It shall determine and approve all expenditures and present an annual financial report to the membership.

Section 2: CAEA State Council

1. Shall have authority to represent and to act for the CAEA Board in the interval between meetings of that body.
2. The State Council shall also serve as stewards of the finances of CAEA.

Section 3: Area Directors

1. The Area Directors and Associate Directors in the Regions shall develop a program of Regional activities and programs. They shall assist in planning conferences and other meetings.

Section 4: Standing Committees and Commissions

1. Standing Committees and Commissions are provided an allocation in the annual Budget. Standing Committees shall include the following:
 - a. ED&I
 - b. Communications
 - c. Events

ARTICLE III - MEMBERSHIP AND DUES

Section 1: AMOUNT OF DUES

1. The dues for all classes of membership in the Association shall be determined in accordance with Association published policy.

Section 2: CLASSES OF MEMBERSHIP

1. Unless otherwise specified, all classes of membership are for a period of one year.

The following classes of membership are established:

1. **ACTIVE PROFESSIONAL** For individuals professionally engaged in the field of visual arts and/or who facilitate programs of, or related to, art education. Active Professional membership provides all the privileges of membership including the right to vote and hold State office.
2. **FIRST YEAR PROFESSIONAL** For educators entering their first year in the field of art education. Membership is granted for one year only – on a one-time basis. First Year Professional membership provides all the privileges of Active Professional membership.
3. **ASSOCIATE** For individuals interested in, supporting, or involved with pursuits closely related to the field of art education. Associate membership provides the privileges of Active Professional membership except the right to vote and hold national office.
4. **EMERITUS** For individuals who are retired and no longer professionally employed in the field of art education and have been a member of the Association for a minimum of five (5) years. Emeritus membership provides all the privileges of Active Professional membership.
5. **PRESERVICE** For undergraduate students and full-time graduate students. Preservice membership provides all the privileges of Active Professional membership including the right to vote and hold national office.
6. **INSTITUTIONAL** For colleges/universities/libraries/institutions directly or indirectly involved in art education. Institutional membership provides all the privileges of Active Professional membership except the right to vote or hold national office.
7. **HONORARY** Honorary memberships may be conferred upon persons who have made an outstanding contribution to art education and whose names have been approved by the CAEA Board. This membership is conferred for the life of the member and carries full privileges of Active Professional membership.

8. LIFE Life membership was a limited membership category conferred from 1972 to 1975, to recognize members who made significant financial contributions to the Association. This category carries full privileges of Active Professional membership and is no longer open for enrollment.

ARTICLE IV - MANUAL OF POLICIES AND PROCEDURES

The CAEA Board shall adopt and publish policies which govern the procedures of the Association. Material shall be reviewed biennially by the Delegates Assembly and the CAEA Board and changes made as deemed necessary.

ARTICLE V - ADOPTION OF CONSTITUTION AND BYLAWS

After presentation of the proposals and upon the majority approval of the votes cast from the current CAEA State Council eligible to vote, this Constitution and Bylaws become operative immediately.

ARTICLE VI - FISCAL YEAR

The fiscal year will extend from June 1 to May 31.

ARTICLE VII - RULES OF ORDER

Robert's Rules of Order (revised) shall be the authority on all questions of procedure not otherwise covered in the Constitution and Bylaws.

ARTICLE VIII - AMENDMENTS

The Bylaws may be amended by majority vote of the State Council provided that a proposed amendment has been previously approved by the CAEA Board at a regular CAEA Board meeting and that copies have been sent to all members of the Delegates Assembly thirty days (30) in advance of the meeting.

ARTICLE XI - VOTING

Section 1: BALLOTS

Votes may be cast by electronic mail ballot or other authorized means of electronic transmission.

SECTION 2: QUORUM

A majority of those members entitled to vote who cast ballots shall constitute a quorum for action on any matter submitted to a vote by the membership.