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| dELAWARE ART EDUCATION ASSOCIATION |
| CONSTITUTION AND BY LAWS |
| (ART EDUCATORS OF DELAWARE INC.) |
| **ADOPTED BY EXECUTIVE BOARD: March 2001** |
| **ADOPTED BY MEMBERSHIP: June 2001** |
| **AMENDED BY EXECUTIVE BOARD: September 2013** |
| **AMENDED BY MEMBERSHIP: October 2013** |

# DELAWARE ART EDUCATION ASSOCIATION

# CONSTITUTION AND BYLAWS

# ARTICLE I

# NAME

**SECTION 1:**

**The association shall be known as the Delaware Art Education Association (DAEA).**

ARTICLE II

# PURPOSE

**SECTION 1:**

The purposes of the association shall be:

* To represent and serve the needs of Delaware art educators.
* To promote a philosophy of art education, which establishes, maintains and integrates art learning as an essential part of education.
* To clarify the goals and purposes of art education to the public.
* To encourage research and experimentation in art education.
* To provide stimulus for the individual member as a creative artist.
* To recognize excellence in art and art education, and to support the arts in the community at large.
* **To hold art education related conferences, workshops, and programs.**
* **To publish articles, reports, and surveys.**
* **To work with other arts related organizations at the national, state, public and private agency level.**

**The mission of this association is to be a non profit organization that promotes visual arts education in the State of Delaware. It shall only engage in activities consistent with its status as defined in our 501(c)(6) status of the Internal Revenue Code of 1954. We are eligible for 501(c)(3) status based on our mission statement and association affiliation.**

ARTICLE III

MEMBERSHIP AND DUES

SECTION 1: ELIGIBILITY

Individuals professionally engaged in or interested in activities in Delaware concerning art education or related to art or education, are eligible for membership.

SECTION 2: REQUIREMENTS

Individuals requesting membership must pay annual dues to the National Art Education Association (NAEA). Remittance of dues establishes an individual as a member in good standing for the current year.

SECTION 3: DUES

The National Art Education Association shall determine the dues for all classes of membership in DAEA.

DAEA reserves the right to affiliate state dues with the NAEA dues or separate state affiliated dues from the NAEA dues.

SECTION 4: CLASSES OF MEMBERSHIP

Unless otherwise specified, all classes of membership are for a period of one year, and are consistent with the NAEA Membership classifications: Active, Associate, Student, Institutional, Retired, and Honorary.

ARTICLE IV

ORGANIZATION AND GOVERNMENT

**SECTION 1: ORGANIZATION**

The Delaware Art Education Association shall be organized to include elected state officers, an executive board, committees chairpersons, affiliate groups, and the membership.

**SECTION 2: ELECTED OFFICERS**

**The elected officers of the Delaware Art Education Association shall include:**

* **Past President (elected 1st as President-Elect)**
* **President (elected 1st as President-Elect)**
* **President-Elect**
* **Secretary**
* **Treasurer**

**If the Past President or President is unable to fulfill their 6 year term commitment, elections for those offices can be held following Article V: Elections.**

**SECTION 3: EXECUTIVE BOARD MEMBERSHIP**

**The Executive Board shall include the elected officers and:**

* **Elementary Representative**
* **Middle Representative**
* **Secondary Representative**
* **Higher Level Representative**
* **Private School Representative**
* **Charter School Representative**
* **Diocesan School Representative**
* **Retired Representative**
* **Student Representative**
* **Museum Representative**
* **Newsletter Representative Webmaster**
* **State Associate for Visual and Performing Arts (DOE)**

**(The State Associate for Visual and Performing Arts shall be an automatic member of the Executive Board, needing neither election nor appointment.)**

The President has the authority to appoint further representatives to the Executive Board when and where needed.

**SECTION 4: COMMITTEES**

* **STANDING COMMITTEES are permanent committees that exist to carry out the purposes and various goals of the association. Each of these committees has a chairperson.**

**These Include:**

* **The Awards/Banquet Committee**
* **The Membership Committee**
* **The Youth Art Month Committee**
* **The Scholarship Committee**
* **The Conference Committee**
* **The Professional Development Committee**
* **The Public Relations Committee**
* **The Research Group**

**Standing Committees shall:**

* **Report the activities of the committee to the Executive Committee.**
* **Seek approval for all activities from the Executive Committee.**

**SPECIAL COMMITTEES shall be appointed by the president to undertake special assignments. The term of said committees shall expire no later than the expiration of the term of service of the president.**

**SECTION 5: AFFILIATE GROUPS**

**Affiliate groups of association members, and non-members may be organized provided that they meet the goals, purposes, and approval of the Delaware Art Education Association (i.e. Student groups, community arts organizations, and business organizations).**

**Affiliate Groups shall:**

* **Report the activities of the group to the Executive Committee.**
* **Seek approval for all activities from the Executive Committee.**

**Affiliate groups do not have voting power unless designated executive board status in any given presidential term.**

**SECTION 6: QUALIFICATIONS**

**All elected officers and the executive board must be members in good standing with an active, paid membership in the NAEA. Elected officers and the executive board are not required to have a teaching certificate, but must be active members of the group that they represent.**

**SECTION 7: TERMS OF OFFICE**

**The term of office for the Past President, President, and President-Elect will be 6 years, 2 years in each office with a rotation. The Secretary and Treasurer’s term shall be two years. The terms of office shall begin on August 1 of the election year and end on July 31 of the next election.**

**The executive board, with the exception of the State Associate for Visual and Performing Arts will serve for a minimum of two years to insure continuity and service, and there is no limit to their term of service.**

# ARTICLE V

ELECTIONS

## SECTION 1: ELIGIBILITY

**Candidates for elected officers in the Delaware Art Education Association must be members in good standing who have held active membership in the association during the past year. In addition, candidates must either reside in Delaware or be employed in Delaware in an arts related capacity.**

**Members may nominate other members in good standing, and members in good standing may nominate themselves.**

**SECTION 2: NOMINATION PROCESS**

**The January prior to elections, the president shall appoint a nominating committee.**

**Nominations for elected officers must be solicited from the membership in March, prior to an election. An explanation of the requirements, and process, as well as a list of members in good standing will be made available at that time. The nomination form must be sent directly to members in an email and/or posted on the DAEA website.**

**SECTION 3: VOTING IN ELECTIONS**

**The nominating committee shall prepare a slate of a minimum of two candidates per office (if necessary the second candidate can be a write-in). The election may be done in person, at a time and place determined by the executive board or ballots may be sent directly to the membership in an email. Results of the elections will be posted on the DAEA website.**

**Officers are elected by a majority of the voting membership.**

## ARTICLE VI

DUTIES

**SECTION 1:**

**All officers are subject to recall by the executive board. If a concern a raises an emergency meeting of the executive board will be called at a neutral location to discuss the situation and come to a mutual agreement that is signed by all parties involved.**

**SECTION 2: PRESIDENT**

**The president of DAEA leads and directs our association in its activities; helps carry out its purposes/mission; and serves as its representative to other organizations.**

* **It shall be the duty of the president to follow ARTICLE XIII APPENDIX: The President’s timeline**
* **This is a timeline that can be added too throughout the year, but not reduced.**
* **If changes, permanent additions and reductions, to the timeline need to be made they should be presented at an August meeting to be approved for the following year.**

**SECTION 3: PRESIDENT-ELECT**

The President-elect is to assume the duties of the president in the event of absence or vacancy in that office, and to assume other duties as determined by the executive board.

**SECTION 4: PAST PRESIDENT**

**The past president advises the president and the executive board on how the organization has worked in the past. They may assume other duties as determined by the executive board.**

**SECTION 5: SECRETARY**

**The secretary is to keep a permanent record of all association proceedings. The Secretary shall keep complete and accurate minutes of all meetings of the association.**

* **It shall be the duty of the secretary to follow ARTICLE XIII APPENDIX: The Secretary’s timeline**
* **This is a timeline that can be added too throughout the year, but not reduced.**
* **If changes, permanent additions and reductions, to the timeline need to be made they should be presented at an August meeting to be approved for the following year.**

### SECTION 6: TREASURER

**The treasurer is to keep a permanent record of all association income and expenses and report them to the association at the executive board meetings.**

* **It shall be the duty of the treasurer to follow ARTICLE XIII APPENDIX: The Treasurer’s timeline**
* **This is a timeline that can be added too throughout the year, but not reduced.**
* **If changes, permanent additions and reductions, to the timeline need to be made they should be presented at an August meeting to be approved for the following year.**

**SECTION 7: EXECUTIVE BOARD**

**The executive board shall serve as the executive authority of the association. Each member should have a broad understanding of the constitution and ongoing policy. The executive board formulates policies, attends to the concerns ofthe membership, promotes the best interest of the association, and provides supervision of the associations goals and programs. It shall approve all expenditures and present a financial report to the membership. The executive board shall develop a fiscal budget for the association.**

**Each board member should:**

* **Attend meetings.**
* **Ask discerning questions.**
* **Listen to other members.**
* **Come prepared to discuss items on the agenda.**
* **Get information and opinions from the subgroup of members they represent**
* **Vote according to his/her personal conviction.**

## SECTION 8: COMMITTEE CHAIRPERSONS

**Each standing committee has a chairperson who periodically reports the activities of the committee to the executive board and seeks approval for these activities from the executive board.**

* **It shall be the duty of each chairperson to follow ARTICLE XIII APPENDIX: and follow the timeline for their committee.**
* **This is a timeline that can be added too throughout the year, but not reduced.**
* **If changes, permanent additions and reductions, to the timeline need to be made they should be presented at an August meeting to be approved for the following year.**

## SECTION 9: AFFILIATED GROUPS

**Affiliated groups may make suggestions and give input into matters before the executive board. They are primarily concerned with the specifics of their group and should make timely reports to the executive board about the policies or programs of those groups they represent.**

**ARTICLE VII**

POLICY AND VOTING

**SECTION 1: POLICY**

**It is proper for policy changes to be formally introduced by a member of the executive board, as they are charged to have a broader understanding of the constitution, the association’s purpose, and ongoing policy. However any member or affiliate group member may introduce such suggestions for policy changes to appropriate executive board members for consideration.**

###### SECTION 2: VOTING

**Voting on policy and financial matters is limited to the executive board. For either of these issues to be voted upon, a quorum of three-fourths of the elected officers must be present. All issues are passed by a majority of the executive board. However, the president has the authority to approve financial expenditures under $50.00.**

**ARTICLE IX**

MEETINGS

**SECTION 1: EXECUTIVE BOARD MEETINGS**

**The meetings of the executive board shall be held in accordance with an adopted annual calendar. The annual calendar will be made available to the Membership annually to whom all executive board meetings are open.**

SECTION 2: SPECIAL EXECUTIVE COMMITTEE MEETINGS

The President may call special executive board meetings. The President, or the President’s designee, is responsible for contacting members of the executive board for special meetings.

## ARTICLE X

FISCAL AND ADMINISTRATIVE YEAR

**SECTION 1: FISCAL AND ADMINISTRATIVE YEAR**

**The fiscal and administrative year shall extend from September 1 to August 31.**

**ARTICLE XI**

## RULES OF ORDER

**SECTION 1: 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 Bylaws. The past president shall act in the capacity of a Parliamentarian.**

**ARTICLE XII**

# ADOPTION OF CONSTITUTION AND BYLAWS

**SECTION 1: CONSTITUTION AND BYLAWS**

**After presentation of the proposals for reorganization to the membership and upon the majority approval of the votes cast from the current active membership, the Constitution and Bylaws becomes operative within one month of voting.**

# ARTICLE XIII

##### AMENDMENTS

**SECTION 1: AMENDMENTS**

**Amendments to the Constitution shall be voted on by the membership at a meeting or by email ballot. Two-thirds of the votes cast are required for passage of an Amendment. All proposals or Amendment changes shall be put in writing and submitted to the membership prior to voting.**

# ARTICLE XIV

##### APPENDIX

**SECTION 1: APPENDIX**

**The appendix includes additional documentation to aid in the running of this organization.**

PRESIDENT/ELECT TIMELINE

August

* Prepare Prelim Revisions for Constitution, if any
* Prepare Prelim for Yearly Budget
* Prepare Prelim for Yearly State goals (form)
* Organize meeting in August for elected officers
* Make arrangements at day job to go to state and national conferences
* President Letter of Request for Conference to administrators for October fall conference
* Prepare for presentation at EXPO
* Email Principals of winners of Art Teacher of the Year personally.

September

* Monthly meeting (place, host, agenda, food, professional development)
* Present at EXPO
* Create and approve calendar of meetings
* Approve Constitution revisions and timeline changes for membership vote
* Approve Yearly Budget
* Approve yearly state goal form
* Prepare speech/intro for in-service day

October

* Monthly meeting (place, host, agenda, food, professional development)
* Present 990n e postcard form to treasurer
* President’s Report
* Go to in-service day and present speech
* Register for National Conference (hotel, travel, etc.)
* Submit Delegates Consent Form

November **(check for parent conferences?)**

* Monthly meeting (place, host, agenda, food, professional development)
* File 990n e postcard with irs

December

* Monthly meeting (place, host, agenda, food, professional development)
* Create an elections committee/membership committee for Officer Elections in 2014

January

* Monthly meeting (place, host, agenda, food)
* President’s Report
* Prepare awards and speech for scholastics awards at DSU
* Present awards a scholastics awards
* File Delaware Paper Work for Incorporation continuation
* Send Financial report and yearly activities to NAEA

February

* Monthly meeting (place, host, agenda, food, professional development)

March

* Banquet: MC event
* Attend delegates assembly and national conference
	+ Present Art educator of year for DE at awards ceremony
* Present Awards at Youth Art Month Ceremony

April

* Monthly meeting (place, host, agenda, food, professional development)
* Complete forms to present at next national conference

May

* Monthly meeting (place, host, agenda, food, professional development)
* Prepare state report from Team East Conference

June

* Monthly meeting (place, host, agenda, food)
* Go to Team East conference and present information about DE
* Review Yearly Goals and set new ones for next year.
* Organize files for next year
* Email out about continued board membership and chair positions
* Update board roster and chair roster

July

* Write recommendation letters for winners
* Ensure they and the award packets are sent to nationals by August 1st

**SECRETARY TIMELINE**

September-August: Keeps an archive of materials

SEPTEMBER

- Records meeting minutes

- Email executive board with proposed minutes from June

- Make copies of proposed minutes and bring to current meeting

- Email final minutes to webmaster for posting on website after meeting

OCTOBER

- write thank-you (email or snail mail) to UofD for housing conference

- Records meeting minutes

- Email executive board with proposed minutes from September

- Make copies of proposed minutes and bring to current meeting

- Email final minutes to webmaster for posting on website after meeting

- write thank-you (email or snail mail) to host of September meeting

NOVEMBER

- write thank-you (email or snail mail) to host of October meeting

- Records meeting minutes

- Email executive board with proposed minutes from October

- Make copies of proposed minutes and bring to current meeting

- Email final minutes to webmaster for posting on website after meeting

DECEMBER

- write thank-you (email or snail mail) to host of November meeting

- Records meeting minutes

- Email executive board with proposed minutes from November

- Make copies of proposed minutes and bring to current meeting

- Email final minutes to webmaster for posting on website after meeting

JANUARY

- write thank-you (email or snail mail) to host of December meeting

- Records meeting minutes

- Email executive board with proposed minutes from December

- Make copies of proposed minutes and bring to current meeting

- Email final minutes to webmaster for posting on website after meeting

FEBRUARY

- write thank-you (email or snail mail) to host of January meeting

- Records meeting minutes

- Email executive board with proposed minutes from January

- Make copies of proposed minutes and bring to current meeting

- Email final minutes to webmaster for posting on website after meeting

MARCH

- write thank-you (email or snail mail) to host of February meeting

APRIL

- write thank-you (email or snail mail) to house of banquet

- Records meeting minutes

- Email executive board with proposed minutes from February

- Make copies of proposed minutes and bring to current meeting

- Email final minutes to webmaster for posting on website after meeting

MAY

- write thank-you (email or snail mail) to host April of meeting

- Records meeting minutes

- Email executive board with proposed minutes from April

- Make copies of proposed minutes and bring to current meeting

- Email final minutes to webmaster for posting on website after meeting

JUNE

- Records meeting minutes

- Email executive board with proposed minutes from May

- Make copies of proposed minutes and bring to current meeting

- Email final minutes to webmaster for posting on website after meeting

JULY

AUGUST

**TREASURER TIMELINE**

SEPTEMBER

* Create budget with executive board
* Collect and deposit monies for DAEA fall conference
* Monthly treasures report
* Deposit monthly rebate checks for NAEA membership

OCTOBER

* Fill out Tax paper received from President for non-profit status
* Monthly treasures report
* Deposit monthly rebate checks for NAEA membership
* Pay for fall conference

NOVEMBER

* Monthly treasures report
* Website payment
* Deposit monthly rebate checks for NAEA membership

DECEMBER

* Monthly treasures report
* Deposit monthly rebate checks for NAEA membership
* Prepare financial report for NAEA

JANUARY

* Pay corporation fees
* Youth Art month flag pmt.---288.00 last year
* Deposit for location of AEY Banquet
* Monthly treasures report
* Deposit monthly rebate checks for NAEA membership
* Present financial report for NAEA at meeting

FEBRUARY

* Collect and deposit monies for Art Educator of the Year Banquet
* Scholastic Scholarship payments (100, 100, 1000)
* Monthly treasures report
* Deposit monthly rebate checks for NAEA membership

MARCH

* Collect and deposit monies for Art Educator of the Year Banquet
* Pay for banquet
* Monthly treasures report
* Deposit monthly rebate checks for NAEA membership

APRIL

* Monthly treasures report
* Deposit monthly rebate checks for NAEA membership

MAY

* Monthly treasures report
* Deposit monthly rebate checks for NAEA membership

JUNE

* Monthly treasures report
* Deposit monthly rebate checks for NAEA membership

JULY

* Monthly treasures report
* Deposit monthly rebate checks for NAEA membership

AUGUST

* Annual fiscal report
* Start collecting and depositing monies for DAEA fall conference
* Monthly treasures report
* Deposit monthly rebate checks for NAEA membership

**WEBMASTER CHAIRPERSON TIMELINE**

SEPTEMBER

* Update Membership list and double check on Board and Chair status.
* Add August minutes after approval.
* Add Fall Conference registration form to web

OCTOBER

* Update Membership list and double check on Board and Chair status.
* Add September minutes after approval.
* Add new Constitution and timelines
* Update Youth Art Month Page

NOVEMBER

* Update Membership list and double check on Board and Chair status.
* Add October minutes after approval.
* Add National Conference button to web

DECEMBER

* Update Membership list and double check on Board and Chair status.
* Add November minutes after approval.

JANUARY

* Update Membership list and double check on Board and Chair status.
* Add December minutes after approval.

FEBRUARY

* Update Membership list and double check on Board and Chair status.
* Add January minutes after approval.
* Add Youth Art Month Winners to YAM page and Home page

MARCH

* Update Membership list and double check on Board and Chair status.
* Add conference photos to web
* Add Banquet photos to web

APRIL

* Update Membership list and double check on Board and Chair status.
* Add February minutes after approval
* Add Team East link to web
* Review and update vita forms for ATOY
* Add Youth Art Month Conclusion Photos and Information

MAY

* Update Membership list and double check on Board and Chair status.
* Add April minutes after approval.

JUNE

* Update Membership list and double check on Board and Chair status.
* Add May minutes after approval.
* Add award winners and new officers to homepage
* Update board and chair information on the member list page

JULY

* Update Membership list and double check on Board and Chair status.
* Clean out web files

AUGUST

* Update Membership list and double check on Board and Chair status.

2013-2014 Goals:

* + Establish a committee of 2 or more people
	+ Awards Banquet in March 2014 to honor Art Educators of the year
	+ Incorporate DAEA Logo into program, invites, and signage

**AWARDS/BANQUET CHAIRPERSON TIMELINE**

**September** – discuss banquet venue, review information to send

 Call around for venue information

**October** – Choose a venue; think about name tag activity and center pieces (other award winners)

**November**- Approve emails to send to nominees about intro, approve email for Art Teacher of the year presentation

 Send out information to nominators about giving a mini intro for their winner

 Send out email to Art Teacher of the year about a power point presentation

 Send out other center piece, name tag info to other winners

**December**- Approve special guest invites (for winner friends, principals, and supers)

 Send guest invites to winners for distribution to family and friends

 President sends guest invites to winners, principals and supers

**January**- Approve program, email invitations

 Print programs

 Email invites to membership

**February**- Review final guest lists,

 Make awards for winners

**March**- BANQUET!

**April** - email members about nominating an art teacher for art educator of the year. Complete nomination form and one recommendation letter by May 1st.

**May**- email out nominators- thanks,

 Email out nominee- congrats and complete vita, 1 letters of recommendation, and photo by June 1st

 Create folders for each board member with info and rubrics for each nominee.

**June**- vote using rubrics

 Create a list of winners, nominees, principals, and supers for next year banquet information.

 Notify winners- congratulations

 Notify winners- principal and super congratulations

**July/August** - President completes cover-letter recommendation, new nomination form, and vita form

 Forms sent to national

2013-2014 Goals:

* + Fall Conference, October 4th, 2013- University of Delaware, 50 participates!
	+ Give re-licensure credit through PDMS

**CONFERENCE CHAIRPERSON TIMELINE**

SEPTEMBER- finalize plans for in-service day with University of Delaware Art department; end registrations, provide list of participates to UofD so the facilitators can order supplies and plan; request bill from UofD for materials, room rental, etc.

OCTOBER- run in-service day; take care of last minute changes, breakfast, etc. Pay UofD for services immediately after the conference

NOVEMBER- Write thank you letters to workshop facilitators and UofD staff, speakers, etc.

DECEMBER

JANUARY

FEBRUARY

MARCH

APRIL

MAY- Contact UofD Art Department to confirm the date of in-service and meet with UofD rep to set-up schedule; design flyer and send to DE teacher center for publication

JUNE- Confirm schedule and request rooms for speakers and breakfast; check audio visual requests and request estimate on materials fees with deadline based on registration

JULY- plan and prepare for EXPO: Pre-Conference intro; send registration flyer to membership via email and post on website; begin registration process

AUGUST- continue registration process until capacity for enrollment is reached

2013-2014 Goals:

* + Increase membership communication
	+ Incorporation elections process into timeline

**MEMBERSHIP CHAIRPERSON TIMELINE**

SEPTEMBER

1. Check email for membership list, lapsed members, renewed and new members.
2. Email members who have lapsed to join the organization again. (survey)
3. Email members who have renewed or are new thanking them for their membership. (survey)
4. Update all state, private, and catholic art teacher emails.
5. Email all art teachers to join the organization.

OCTOBER

1. Check email for membership list, lapsed members, renewed and new members.
2. Email members who have lapsed to join the organization again. (survey)
3. Email members who have renewed or are new thanking them for their membership. (survey)
4. Update all state, private, and catholic art teacher emails.
5. Email all art teachers to join the organization.

NOVEMBER

1. Check email for membership list, lapsed members, renewed and new members.
2. Email members who have lapsed to join the organization again. (survey)
3. Email members who have renewed or are new thanking them for their membership. (survey)
4. Update all state, private, and catholic art teacher emails.
5. Email all art teachers to join the organization.

DECEMBER

1. Check email for membership list, lapsed members, renewed and new members.
2. Email members who have lapsed to join the organization again. (survey)
3. Email members who have renewed or are new thanking them for their membership. (survey)
4. Update all state, private, and catholic art teacher emails.
5. Email all art teachers to join the organization.

JANUARY

1. Check email for membership list, lapsed members, renewed and new members.
2. Email members who have lapsed to join the organization again. (survey)
3. Email members who have renewed or are new thanking them for their membership. (survey)
4. Update all state, private, and catholic art teacher emails.
5. Email all art teachers to join the organization.

FEBRUARY

1. Check email for membership list, lapsed members, renewed and new members.
2. Email members who have lapsed to join the organization again.
3. Email members who have renewed or are new thanking them for their membership.
4. Update all state, private, and catholic art teacher emails.
5. Email all art teachers to join the organization.

MARCH

1. Check email for membership list, lapsed members, renewed and new members.
2. Email members who have lapsed to join the organization again. (survey)
3. Email members who have renewed or are new thanking them for their membership. (survey)
4. Update all state, private, and catholic art teacher emails.
5. Email all art teachers to join the organization.
6. **Make a spreadsheet on excel showing yearly membership growth, members by teaching level and school type.**
7. ELECTIONS: solicits for nominations.

APRIL

1. Check email for membership list, lapsed members, renewed and new members.
2. Email members who have lapsed to join the organization again. (survey)
3. Email members who have renewed or are new thanking them for their membership. (survey)
4. Update all state, private, and catholic art teacher emails.
5. Email all art teachers to join the organization.
6. ELECTIONS: Present slate of nominees to board

MAY

1. Check email for membership list, lapsed members, renewed and new members.
2. Email members who have lapsed to join the organization again. (survey)
3. Email members who have renewed or are new thanking them for their membership. (survey)
4. Update all state, private, and catholic art teacher emails.
5. Email all art teachers to join the organization.
6. ELECTIONS: email out a ballet to all members based on constitution

JUNE

1. Check email for membership list, lapsed members, renewed and new members.
2. Email members who have lapsed to join the organization again. (survey)
3. Email members who have renewed or are new thanking for their membership. (survey)
4. Update all state, private, and catholic art teacher emails.
5. Email all art teachers to join the organization.
6. ELECTIONS: Announce new officers!

JULY

1. Check email for membership list, lapsed members, renewed and new members.
2. Email members who have lapsed to join the organization again. (survey)
3. Email members who have renewed or are new thanking them for their membership. (survey)

AUGUST

1. Check email for membership list, lapsed members, renewed and new members.
2. Email members who have lapsed to join the organization again. (survey)
3. Email members who have renewed or are new thanking them for their membership. (survey)

2013-2014 Goals:

* + Print a sign in sheet for each professional development meeting for people to sign
	+ Remind members to register before and then verify after

**PROFESSIONAL DEVELOPMENT CHAIRPERSON TIMELINE**

SEPTEMBER

* Create all courses(6) including fall conference(1), and EXPO (1)
* Remind members to pre-register for meeting and conference
* Present at EXPO about clock hours!

OCTOBER\*

* Print a sign-in sheet for conference
* Verify all conference attendees
* Print a sign-in sheet for PD
* Verify all PD attendees
* Remind members to pre-register for meeting

NOVEMBER\*

* Print a sign-in sheet for PD
* Verify all PD attendees
* Remind members to pre-register for meeting

DECEMBER\*

* Print a sign-in sheet for PD
* Verify all PD attendees

JANUARY

* Remind members to pre-register for meeting

FEBRUARY\*

* Print a sign-in sheet for PD
* Verify all PD attendees

MARCH

* Remind members to pre-register for meeting

APRIL\*

* Print a sign-in sheet for PD
* Verify all PD attendees
* Remind members to pre-register for meeting

MAY\*

* Print a sign-in sheet for PD
* Verify all PD attendee

2013-2014 Goals:

* + Work on ways to get more information in the news
	+ Include more work with Face book and LinkedIn
	+ Expo September Welcoming Members to a new school year!

**PUBLIC RELATIONS CHAIRPERSON TIMELINE**

September- Send out e-mails and advertise monthly meetings, expo and October conference.

October- Send e-mail on meeting places, and send out Youth Art Month contest, exhibit announcements and any yearly Professional Development planned for the year.

November-

December- Send out reminder on Professional Development opportunities, exhibit opportunities and January meeting for scholarship vote. Send out information about exhibit opportunities for Youth Art Month.

January- Write and send out press release of scholarship winners. Send out invitations to awards banquet.

February- Send out press release on Scholarship winners.

March- Send out press release on Youth Art Month activities and press release on Art Awards banquet event with photos.

April-

May- Send out press release on end of the exhibits though out the state.

June- Fill out Vita for state and regional award winners for NAEA

2013-2014 Goals:

* + Produce three survey and send out to the membership
	+ Interpret data and present on website

**RESEARCH GROUP CHAIRPERSON TIMELINE**

Fall survey Winter survey Spring survey

SEPTEMBER

* Collect Fall Survey questions
* Present Goals at EXPO
* Create survey using Survey Monkey or WuFoo

OCTOBER

* Get Board Approval of Fall Survey
* Send out survey to membership

NOVEMBER

* Collect data and organize for website
* Collect Winter Survey questions
* Create survey using Survey Monkey or WuFoo

DECEMBER

* Present data to Board for Approval
* Get Board Approval of Winter Survey
* Send out survey to membership

JANUARY

* Collect data and organized for website
* Collect Spring Survey questions
* Create survey using Survey Monkey or WuFoo

FEBRUARY

* Present data to Board for Approval
* Get Board Approval of Winter Survey
* Send out survey to membership

MARCH

* Collect data and organized for website

APRIL

* Present data to Board for Approval

MAY

* Create new goals for next year

JUNE

* Approve new goals

2013-2014 Goals:

* + Finish work on Scholastics rubric for award winners and/or scholarship winner
	+ Research and change organization from a 501c6 to a 501c3
	+ Re-establish a committee with a chairperson

**SCHOLARSHIP CHAIRPERSON TIMELINE**

SEPTEMBER

OCTOBER

NOVEMBER

DECEMBER

JANUARY

FEBRUARY

MARCH

APRIL

MAY

JUNE

JULY

AUGUST

2013-2014 Goals:

* + Establish a committee of 2 or more people
	+ State Art Celebration! Have Youth Art Month Ceremony and Show at the Biggs Museum during March
	+ Have at least one art display, with local student artwork, in each county during March

**YOUTH ART MONTH CHAIRPERSON TIMELINE**

SEPTEMBER

* Find venues for art displays for month of March in each county
* Find a sponsor for the price of flag making

OCTOBER

* Chairperson should distribute flag materials to teachers at fall conference
* Announce event in March to honor winner at conference

NOVEMBER

* Email out about various shows for Youth Art Month, including the Biggs and guidelines, NEED ENTRIES!

DECEMBER

* Participating teachers should submit winning flag designs to YAM chair

JANUARY

* One design should be selected to represent Delaware
* Notify winner and teacher
* Order Flag
	+ Company name and address
* Email out about artwork to take to national conference

FEBRUARY

* Prepare, organize, and hang various art displays around state
* Mail flag to
	+ American Art Clay Company

Attn: Jeff Sandoe, Council For Art Education

6060 Guion Road

Indianapolis, IN 46254

MARCH

* Celebrate at National Conference
* Have Youth Art Month Ceremony at Biggs to honor Flag winner
* Have a gallery drive/ scavenger hunt to view other art displays around state

APRIL

* Take down art displays and redistribute artwork to teachers
* Send thank you emails/note out to those who participated and include a survey about experience