

**Accepted (April 12, 2012) Constitution and Bylaws of the Community Arts Caucus
National Art Education Association**

Article I: Name

The organization shall be known as the Community Arts Caucus of the National Art Education Association.

Article II: Purpose

The purpose of this organization shall be to further discuss issues concerning community arts theories and practices and build a community of community arts practitioners, artists, educators, students, and researchers. We aim to promote dialogue, research, curriculum development, and programming through this organization by convening the broad array of practitioners, artists, educators, students, and researchers interested in the topic and practice of community arts.

Article II: Mission

The Community Arts Caucus mission is to advance community arts within the field of art education.

Article III: Objectives

To accomplish its mission, the Community Arts Caucus:

- A. Fosters a diverse and inclusive national network of Community Arts practitioners, including practitioners, artists, educators, students, and researchers, that works to represent and advance the concerns of members and the field.
- B. Encourages the development of relationships among those who teach art during school and outside of school within their communities.
- C. Advocates for the recognition of Community Arts.
- D. Assists in providing leadership in the professional development of Community Arts practitioners and researchers.
- E. Works for the greater support for the work of Community Arts practitioners and researchers within the field of art education.
- F. Works to encourage the advancement of art education outside of schools, in community settings, and for school-community partnerships.

Article IV: Membership

All persons belonging to the National Art Education Association are eligible to become members of the Community Arts Caucus. NAEA members who pay Community Arts Caucus dues will be granted membership. This fee shall be determined by the Executive Committee. All dues collected shall be used to support the mission of the Community Arts Caucus as defined by these by-laws. Payment of dues entitles each member access to the listserv and other forms of communication and activities. Membership in the Community Arts Caucus runs from April to April.

Article V: Governance

The Community Arts Caucus will be governed by an Executive Committee made up of elected: President (who also serves as Delegate), Vice President, Immediate Past President, and an appointed: Communications Liaison. The term of office for each President position is one year. (Vice president elected in year one, will serve as president in year two, and past president in year three). The new **President** nominates the Communications Liaison who is then approved by the Executive Committee. Newly elected officers assume offices at the close of the Community Arts Caucus annual meeting. Nominations are accepted at the annual business meeting. Election of officers will be held during the annual business meeting by secret ballot with a simple majority rule. The Community Arts Caucus will hold an annual business meeting at the NAEA annual conference. Time and agenda will be announced via e-mail and Facebook at least two weeks prior to the annual meeting. Additional Community Arts Caucus meetings may be scheduled during the annual conference. Such meetings will be announced via e-mail and Facebook prior to the annual convention. A quorum for meetings shall be a majority of the membership. Robert's Rules of Order (revised) shall govern

the proceedings of the Community Arts Caucus, except as otherwise provided for in the bylaws or by the NAEA.

Article VI: Officers

PAST PRESIDENT

Eligibility: Individuals who were the most recent President of the Community Arts Caucus. **Term:** ONE year following term as PRESIDENT.

Responsibilities: Member of the Executive Committee. Advisor to the current President.

Responsible for all public relations, including new membership. Attends the NAEA conference (With other officers, solicits new members, attends the Community Arts Caucus sessions at the NAEA conference, introduces the presenters, distributes Community Arts Caucus literature, and speaks to the purpose and significance of the Community Arts Caucus). Establishes standing and ad hoc committees on the advice of the Executive Committee.

To be well informed of current concerns, interests, and activities of the Community Arts Caucus. To write and submit a column for the NAEA News which will be timely, relevant, and informative of Community Arts Caucus issues and concerns but which conforms to NAEA guidelines with respect to length, due date, content and style. To maintain a record of all submitted columns, all printed material, and all correspondence with NAEA officials with respect to the column. To name and train a temporary columnist if unable to submit the column, with approval of the Executive Committee.

Performs other duties as assigned at the discretion of the current President.

PRESIDENT

Eligibility: Any current Community Arts Caucus member who is currently an NAEA member, does not hold other Community Arts Caucus positions, and *has been a member for at least two years*.

Term: Serves for a one-year term following term as VICE PRESIDENT.

Responsibilities: Member of the Executive Committee.

Oversees all of those responsible for various tasks (Facilitates communication, assists officers in carrying out tasks, keeps Community Arts Caucus business on line). Reviews articles for NAEA News. Insures that announcements, call for workshops, names of new officers, membership fees, and other information included in column. Works with Executive Committee in selecting theme, soliciting proposals, securing meeting blocks, filing proposal forms for business meeting, etc. Runs Executive Committee business meeting prior to Annual Business Meeting. Runs General Business Meeting with planned agendas including: acceptance of previous minutes, reports from officers, election/appointment of officers, inclusion of new members, etc. Acts as Delegate, issuing a final report of Community Arts Caucus activities and concerns to deliver at NAEA Board Meeting (This report should include treasurer's report, etc.). Attend to incidental business that arises (conference revisions, etc.)

Maintain liaisons with other Divisions and Regional groups.

Serve as caucus Delegate, review information sent from NAEA during year and send a summary of any pertinent information to Community Arts Caucus members via Facebook or other social network media

Attend the two days of delegate sessions held during the first two days of NAEA annual conference. (Appoint alternate if unable to attend.) Report on actions taken at the Delegate's Assembly at the Community Arts Caucus general business meeting and Complete and return annual Delegate's report solicited from NAEA. Act as Community Arts Caucus representative to Inter-Affiliate Council and attend Council's business meeting. Work with other Community Arts Caucus officers and Inter-Affiliate officers during the year to respond to relevant issues and events as they occur.

Send all pertinent material to new President at the end of their term.

VICE PRESIDENT

Eligibility: Any current Community Arts Caucus member who is currently an NAEA member, does not hold other Community Arts Caucus positions, and *has been members for at least two years*.

Term: Elected annually for a one-year term.

Responsibilities: Member of the Executive Committee.

Fulfills the President's responsibilities in his/her absence. Attends the NAEA annual conference
Coordinates with current President and NAEA financial representatives on all financial matters regarding membership dues and budgets
Maintains all financial records and annual reports as required by NAEA
Solicits nominations for Community Arts Caucus officers
Maintains and provides current membership renewal forms, ballots for new officers, and information for and about those running for Community Arts Caucus offices.
Assumes President's role in year following election to office.

COMMUNICATIONS LIAISON

Eligibility: Any current Community Arts Caucus member who is also currently an NAEA member, does not hold another Community Arts Caucus position, *and has been a member for at least two years.*

Term: Appointed by the **President** (with the approval from the Executive Committee) annually.

Responsibilities:

Member of the Executive Committee.

Attends the NAEA annual conference.

Attends the Community Arts Caucus business meetings during the NAEA conference and takes minutes.

Maintains an up-to-date Facebook or other social network page with all pertinent information to the Community Arts Caucus including organizational mission, membership/renewal forms, and a listing of current executive officers.

Uses Facebook to post all information relevant to Caucus members with regards to NAEA and the annual conference specifically and the field at large, more generally.

Maintains current membership database

Inform Caucus members as to all Community Arts Caucus sessions and activities taking place at NAEA conference

Tallies votes in elections

Article VII: Amendments to the by-laws

Amendments to these bylaws may be proposed by any Community Arts Caucus member. Such amendments must be submitted in writing to a Community Arts Caucus or other Executive Committee member no less than six weeks before the annual meeting. The proposed amendments shall be communicated with the membership via e-mail prior to the annual conference. A discussion of the proposed amendment will take place at the Community Arts Caucus business meeting. All amendments to the bylaws must be approved by the Community Arts Caucus Executive Committee and membership at large.

Article VIII: Guidelines

All policies and activities of the Community Arts Caucus shall comply with the NAEA Affiliate policies and guidelines.

Article IX: Executive Committee Business

Any Community Arts Caucus business conducted outside of the Annual Meeting will be the responsibility of the Executive Committee; A majority vote of Executive Committee Members will be required on any action; All actions are to be initiated and voted upon by e-ballot, with Executive Committee Members being charged with the responsibility of responding to any call to action within 10 days.