



POLICIES AND PROCEDURES

Revised, January 2013

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I. TAEA Mission Statement

The purpose of TAEA is to promote quality visual arts education in Texas by promoting visual arts education as an integral part of the State of Texas' curriculum. This support will be through professional development of knowledge and skills, representation of the arts educators of Texas, service and leadership opportunities, and research and development of policies and decisions relative to practices and directions in visual arts education. Concurrent purposes are to sustain and advance professional development and to encourage and promote the advancement of knowledge and skills in the art field.

TAEA Goals

- Provide and support quality art instruction based on the TEKS and National Standards
- Encourage strong art education programs in school districts
- Provide assistance and support for new art teachers
- Provide events for students that allow for education and recognition
- Provide resources for schools that serve as models in art education
- Support art education in city and state government
- Utilize the expertise of Retired Art Educators and Fellows
- Seek partnerships and grants

TAEA Policy on Policies

All proposed policies or proposed changes to existing policies in all TAEA organizations and events must be approved by the Executive Board.

Belief Statements

We Believe...

Every student deserves a quality visual art education.

When expertly taught by visual art educators, and authentically assessed, the visual arts curriculum will be part of a high quality, effective and balanced education of all students.

TAEA Tools

- * A Principal's Guide to Hiring a Quality Visual Art Specialist: Ten Questions to Ask Every Prospective Art Teacher
- * Adapting the Visual Arts Curriculum for Special Needs Learners
- * Meeting a Higher Standard: Student Examples of Quality Art (Gold Seal VASE images, Jr. VASE, TEAM examples –TAEA.org)

Every student deserves a visual art education that is supported with sufficient resources, facilities, and certified instructors.

Quality visual art instruction is vital to the development of individuals, communities, and society through creative expression and critical processes. Visual arts programs must be adequately supported.

TAEA Tools

- * Facilities Recommendations for the Art Classroom
- * Sample Budgets for the Art Classroom
- * Starting a New Art Program: Recommended Supplies and Equipment
- * The Art Teacher's Teaching E-Portfolio: A Template for Assessment

Every student deserves to be assessed using assessment tools, which measure student growth and performance.

A variety of authentic assessments, which are developmentally appropriate for all learners are vital to best practices in art education.

TAEA Tools

- * Position Statement on 21st Century Skills and Visual Arts Education
- * Sample Rubrics for the Art Classroom Pre-K through 12
- * The VASE Student Intent Form/VASE Juror Rating Form

Every art educator deserves to receive quality in-service which contributes to continued growth throughout their career.

Every art educator needs to be supported by their campus and school district with current proven pedagogy based on the latest research leading to best practices in the classroom.

TAEA Tools to Support What We Believe

- * TAEA Annual Conference
- * Local, regional, and area conferences
- * Distance learning through online courses
- * Online access through the TAEA website

Every art educator deserves the opportunity to network with a community of other art educators.

Connections with other art educators provide teachers with support and the opportunities for growth through sharing of ideas, encouragement, challenge, accountability and mentorship.

TAEA Tools to Support What We Believe

- * TAEA Annual Conference
- * Local, regional, and area conferences
- * Extensive contact databases
- * Online access through the TAEA website

(adopted by TAEA in 2010; to be reviewed in 3 years, revised in 5 years)

STRATEGIC PLAN

The purpose of a Strategic Plan is to chart the direction of TAEA to meet the challenges of the future. The Council-at-Large has identified three audiences who will benefit from the actions of the organization – Members, Students, and Professional Community. Under each group are listed areas of concentration, each having specific goals.

I. Members

- Communication
Goal: Provide open, effective, and interactive communication.
- Membership
Goal: Develop a campaign to increase membership and broaden the membership base.
- Professional Development
Goal: Provide opportunities for members to train for 21st Century Skills.
- Leadership
Goal: Investigate and create a plan to increase leadership opportunities for all members.
- Organizational Structure
Goal: Examine structural components of TAEA with regard to relevance, complexity, and financial ramifications.

II. Students

- Programs and Competitions
Goal: Create a plan to increase opportunities for students to enter programs and standards-based competitions designed to promote student growth.

III. Professional Community

- Advocacy
Goal: Design an advocacy program to assist teachers in promoting their program.
- Research & Knowledge
Goal: Collaborate and develop trends and emerging ideas in art education.
- Community-Based Programs
Goal: Expand community-based programs to meet the needs of students and members.

ACTION PLAN

Members

- **Communication**
Goal: Provide open, effective, and interactive communication.

<i>Action</i>	<i>By When</i>	<i>Responsibility</i>	<i>Measure of Success</i>
Disseminate information and opportunities via the website, blasts,	As needed and in a timely fashion	TAEA Executive Board Council-at-Large	Member feedback Surveys Attendance at

<i>Action</i>	<i>By When</i>	<i>Responsibility</i>	<i>Measure of Success</i>
publications, video conferencing, and other electronic means			meetings, workshops, and conferences
Present and discuss relevant topics, changes, and innovations in the field of art education	Ongoing	TAEA Executive Board Council-at-Large (Division Chairs & Area Reps) Conference, Mini Conference, & Workshop Committees	Member feedback Surveys TRENDS STAR Conference & workshop agendas

- **Membership**

Goal: Develop a campaign to increase membership and broaden the membership base.

<i>Action</i>	<i>By When</i>	<i>Responsibility</i>	<i>Measure of Success</i>
Develop a membership campaign designed to attract new members	Annually	Vice President / Membership	Campaign information
Provide opportunities for entry- level involvement in TAEA	Ongoing	TAEA Executive Board Council-at-Large (Division Chairs & Area Reps) Conference, Mini Conference, & Workshop Committees	Committee rosters Website, blogs, & other electronic and personal interactions
Continue to enhance a supportive environment to increase diversity in membership and leadership	Ongoing	TAEA Executive Board Council-at-Large (Division Chairs & Area Reps) All conference & Workshop Committees Members at large	Membership numbers Agendas

- **Professional Development**

Goal: Provide opportunities for members to train for 21st Century Skills.

<i>Action</i>	<i>By When</i>	<i>Responsibility</i>	<i>Measure of Success</i>
Conduct leadership orientation sessions, boot camps, and workshop opportunities	During: Fall conference Spring meeting Mini Conferences Workshops	TAEA Executive Board Council-at-Large (Division Chairs & Area Reps) Conference, Mini Conference, & Workshop Committees	Agendas Conference & workshop feedback and surveys

<i>Action</i>	<i>By When</i>	<i>Responsibility</i>	<i>Measure of Success</i>
Provide online resources to teachers: virtual field trips, scholarship opportunities, tips for teachers, etc	Ongoing	TAEA Executive Board Council-at-Large	Website content
Network with NAEA to support related activities, projects, events, and membership opportunities	Ongoing	TAEA Executive Board Council-at-Large Members at large	Appointments to committees Conference participation

- **Leadership**

Goal: Investigate and create a plan to increase leadership opportunities for all members.

<i>Action</i>	<i>By When</i>	<i>Responsibility</i>	<i>Measure of Success</i>
Conduct leadership orientation sessions, boot camps, and workshop opportunities	During: Fall conference Spring meeting Mini Conferences Workshops	TAEA Executive Board Council-at-Large (Division Chairs & Area Reps) Conference, Mini Conference, & Workshop Committees	Agendas for sessions, feedback, and surveys
Provide mentors for emerging leaders and newly elected officers	Ongoing	TAEA Executive Board Council-at-Large	Mentor Roster
Network with NAEA to support related activities, projects, events, and membership opportunities	Ongoing	TAEA Executive Board Council-at-Large Members at large	Appointments to committees Conference participation
Provide opportunities for emerging leaders to attend NAEA's Western Region Leadership Conference	Bi-Annually	TAEA Executive Board	Conference attendance

- **Organizational Structure**

Goal: Examine structural components of TAEA with regard to relevance, complexity and financial ramifications.

<i>Action</i>	<i>By When</i>	<i>Responsibility</i>	<i>Measure of Success</i>
Review guidelines for overlap of responsibilities and functions	Annually	TAEA Executive Board Council-at-Large	Streamlined and updated policies and procedures
Review financial implications of all programs	Annually	TAEA Executive Board Council-at-Large	Financial reports Budgets
Take VASE nationally	2015	TAEA Executive Board VASE Director	A national VASE program

Students

- **Competitions and Programs**

Goal: Create a plan to increase opportunities for students to enter programs and standards-based competitions designed to promote student growth.

<i>Action</i>	<i>By When</i>	<i>Responsibility</i>	<i>Measure of Success</i>
Design a plan to increase opportunities for students and teachers at the Visual Arts Scholastic Event (VASE)	Annually	TAEA Executive Board VASE Director	VASE schedule of events
Design a plan to increase opportunities for students and teachers at the Junior VASE event	Annually	TAEA Executive Board Junior VASE Director	Junior VASE schedule of events
Design a plan to increase participation in the Texas Elementary Art Meet (TEAM)	Annually	TAEA Executive Board TEAM Director	Campaign ads Attendance numbers
Design a plan to increase participation in Youth Art Month (YAM)	Annually	TAEA Executive Board Vice President / YAM	YAM Booklet YAM schedule of events
Raise awareness of art careers and services through programs such as the AP Strand, Shoe Project, Sketchbook Initiative, and Memory Project	Ongoing	TAEA Executive Board Council-at-Large (Division Chairs & Area Reps) Specific Committees	Participation numbers

Professional Community

- **Advocacy**

Goal: Design an advocacy program to assist teachers in promoting their program.

<i>Action</i>	<i>By When</i>	<i>Responsibility</i>	<i>Measure of Success</i>
Design an advocacy program specific to the public, administration, & parents	Bi-annually	TAEA Executive Board Council-at-Large (Advocacy Chair)	Campaign materials
Develop and distribute TAEA “Talking Points” and additional resources for members	Annually	TAEA Executive Board Council-at-Large (Advocacy Chair)	Talking Points Resource index on website

- **Research & Knowledge**

Goal: Collaborate and develop trends and emerging ideas in art education.

<i>Action</i>	<i>By When</i>	<i>Responsibility</i>	<i>Measure of Success</i>
Continue to publish TRENDS and the STAR (online)	Annually	TAEA Executive Board (Executive Director) TRENDS editors STAR editor	TRENDS publication STAR online
Develop TAEA Position Statements on relevant and art related topics	Ongoing	TAEA Executive Board Council-at-Large Ad Hoc Committees	Publication of Position Statements
Offer research grants	Ongoing	TAEA Executive Board	Grant research given back to the association and members

- **Community-Based Programs**

Goal: Expand community-based programs to meet the needs of students and members.

<i>Action</i>	<i>By When</i>	<i>Responsibility</i>	<i>Measure of Success</i>
Offer community-based forums, round table talks, and dialogue sessions on art education topics	Annually	TAEA Executive Board Council-at-Large	

II. History

History of TAEA

The oldest records available show that art teachers have met as an Art Section of the Texas State Teachers Association since 1919. Officers for the Art Section included a chairman, vice-chairman, and secretary. The first Chairman on record was Miss Margaret Culbertson of Dallas.

Programs in those early years included a number of outstanding speakers such as Miss Jessie Todd, Director of Art, University of Chicago; Dr. A.J. Stoddard, Superintendent of schools, Philadelphia, Pennsylvania; Mr. C. Valentine Kirby, Director of Drawing for the State of Pennsylvania; Maholy-Nagy, School of Design, Chicago; and Ray Faulkner, Department of Art, Teachers College, Columbia University. The program of that first meeting held in Houston in November 1919 was as follows:

Opening remarks by Chairman, Miss Margaret Culbertson, Dallas Applied Art in Elementary Schools, Miss Hattie Willing, Galveston, The Cultural Value of Fine Arts, Miss Mattie Lacy, C.I.A., Denton, Art in Industry, N.S. Hudson, Department of Education, Austin, Art in High School, Miss Nellie D. Clements, Dallas, Recent Development in Art Education, Miss Gladys Anderson, San Antonio, General Discussion, Election of Officers.

Minutes of the November 25, 1927, Art Section meeting in Houston reveal that it was voted to charge dues of \$1.00 and also voted that the duties of Treasurer would be added to that of Secretary. The dues remained \$1.00 for 27 years or until 1954 when raised to \$1.50. A subsequent raise at some indeterminate date made it \$2.00; another in 1961 made it \$3.00. Dues continued to be raised. They rose to \$5.00 in 1964, to \$10.00 in 1974, and \$35.00 in 1975 when Texas became a unified State. A person now joining TAEA must also become a member of NAEA.

The Art Section continued to meet and the exact date this group organized that Associated Art Instructors of Texas is not known. It was probably in the late thirties. When organized, the stated purpose of AAIT was three-fold:

1. To coordinate the art instruction of the schools of the State of Texas and to develop a greater interest and love of art in the pupil as a consumer and producer so that art will become a vital part of his daily living.
2. To define and encourage studies and research related to art education.
3. To act as a spokesman for art in total education and to promote a coordinate program of public relations.

From the time of its organization, the Association retained the name Associated Art Instructors of Texas (AAIT) until it was changed in 1950 to the Texas Art Educators Association. In 1966 the present name was adopted: Texas Art Education Association.

In the September 1927 issue of the Texas Outlook, art supervisors and others interested in promoting art in Texas Expressed their appreciation to the editor of the Outlook for giving the art educators an art page in each issue. In reference to this art page is found the following: J.L. Long, often referred to as the "Father of Art" in Texas, has offered \$25 for an accepted illustrated title for the art page. The Art Page or Art Section, as both names were used, continued to be a regular part of each issue for ten years or until 1937. Mrs. Runnels, art supervisor in Fort Worth Public

Schools, was editor for the entire time. However, during these ten years she became Mrs. Lucy Runnels Wright and her address changed from Fort Worth to Waco to Taylor.

To celebrate the Texas Centennial, a series of articles were written by the editor on Texas artists. Throughout the ten years the Art Section appeared in the Outlook, various members were urged to submit articles and photographs. In addition to articles by members, there appeared articles reprinted from art magazines and speeches given at the art section meetings.

The Art Teacher was being published in 1942 as the official publication of the Associated Art Instructors of Texas. The exact date of its first edition is not known. Newsletters were published by the presidents as needed. When *The Art Teacher* became *Texas Trends* is also unknown, but it was possible in the late forties as a 1951 issue bears the title *Texas Trends*.

The magazine gained national recognition when Suella Lacy was editor. She served two terms of office. During her terms as editor she served on a national committee for state publications and appeared on panels discussing state publications at NAEA conference. For many years two issues of *Trends* were published each year. In 1967 a decision was made to print only one issue each year on a trial basis and several issues of newsletters. This practice has been continued to date.

During the World War II years, the organization did not meet; neither did Texas State Teachers Association (TSTA). When TSTA resumed its meeting on November 29, 1946, in Houston, Grace Smith called a meeting of all art teachers for the purpose of recognizing the AAIT. At the meeting, Ivan Johnson was elected President and a resolution was passed emphasizing that the organization was to be a democratic one with equal participation between classroom art teachers and those of college level. It was also decided that the official publication *The Texas Art Teacher* would be published again in February.

From 1919 until 1966 officers assumed duties in November at the Art Section meeting of the TSTA convention. Since 1966 the Constitution has been changed several times and also the time officers assume office. They now assume duties on immediately following the conference. A constitutional change in 1969 provided that officers be elected by mail with two names for each office on the ballot. New offices were also created. The Vice President became the President-Elect.

Five art classroom teachers have served as presidents of the organization: Mary Free, 1948-50; Ida Nell Williams, 1964-67; Lourena Cook, 1973-75; Nancy Miller, 1981-82; and Cynthia Broderick, 1989-91. Ten college professors and five art supervisors have served as presidents.

Past Presidents of TAEA

Margaret Culbertson	1919	Cheryl Evans	2010 – 2011
<i>Information not available</i>	1920	Linda Fleetwood	2012 – 2013
Harriet W. Kritzer	1921		
Lidia Hooe	1922		
Pearl Rucker	1923		
Emma Blanchard	1924		
Jennie Robertson	1925		
Lucy Runnels	1926		
Cora Stafford	1927		
Emma Blanchard	1928		
Etta Harlan	1929		
Julie Hill Ativell	1930		
Blanche Cassidy	1931		
Flossie Kysar	1932		
Mary Marshall	1933		
<i>Information not available</i>	1934		
Jennie Robertson	1935		
Stella LaMond	1935 - 1937		
Elsie Smothers	1938 - 1939		
Grace Smith	1940 - 1941		
Robert W. Talley	1942		
Lucille Land Lacy	1942 - 1944		
<i>Did not meet during WWII</i>	1944 - 1945		
Ivan Johnson	1946 - 1947		
Mary Free	1948 - 1949		
Evelyn Beard	1958 - 1959		
Bill Lockhart	1960 - 1961		
Marjorie Gudgeon	1962 - 1963		
Ida Nell Williams	1964 - 1965		
Mary Pearl Temple	1966 - 1967		
J.B. Smith	1968 - 1969		
Bill Francis	1970 - 1971		
Lourena Cook	1972 - 1973		
Marvin Platten	1974 - 1975		
Scott Darr	1976 - 1977		
Phyllis Miller	1978 - 1979		
Judy Beckam	1980 - 1981		
Nancy Miller	1982 - 1983		
Jeanne Rollins	1984 - 1985		
James Clarke	1986 - 1987		
D. Jack Davis	1988 - 1989		
Cindy Broderick	1990 - 1991		
Sara Chapman	1992 - 1993		
Kay Savay	1994 - 1995		
Keith Arney	1996 - 1997		
Barbara Pratt	1998 - 1999		
Gloria McCoy	2000 - 2001		
Elizabeth Willett	2002 - 2003		
Kristen Marstaller	2004 - 2005		
Nina Boothe	2006 - 2007		
Sarah Sanders	2008 - 2009		

III. TAEA Organization

TAEA Organizational Chart

Executive Board

President	President-elect	Vice-President Membership	Vice-President Youth Art Month	Secretary	Treasurer	Past President
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Ex-officio (non-voting): Executive Director, and Office Manager, Commercial Exhibit Director, and VASE Director

Executive Council

Executive Director*	All Executive Board Members	State Division Chairs	Vice-President-elect Membership	Vice-President-elect-Youth Art Month	Standing Committee Chairs	Ad Hoc Committee Chairs
Office Manager	State Division Chairs-elect				TEA Liaison*	NAEA Liaison*

* Non-voting

Council-at-Large

Executive Board	Executive Council
Area Representatives: I, II, III, IV, V, VI	Local Associations

Ex-officio serve as voting members: Commercial Exhibit Director and VASE Director

Standing & Ad Hoc Committee Chairs

Advocacy	Awards	Credentials	Electronic Gallery	National Art Honor Society	Retired Art Educators	Private School	Community -Based	Historian
Fellows	Parliamentarian	Texas Treasures	Textbook (Ad Hoc)	Conference Evaluator	Technology	TRENDS Editor	Conference Strand	Photography

Descriptor & Specifications

TAEA Executive Board

The TAEA Executive Board shall consist of seven (7) members and three (3) ex-officio members. Two (2) members have automatic positions – TAEA President-elect becomes TAEA President and President becomes Past President. All officers are required to attend the five (5) Executive Board meetings per year as voting members. They meet twice annually at the Annual Fall Conference and during the Spring YAM weekend. The other three are usually held in January, Summer, and Fall. The dates and locations of these three meetings will be determined by the President with the approval of the officers. The ex-officio (non-voting) members are required to attend these five meetings.

Attendance:

Any elected official who has been absent from two consecutive regular meetings of the Executive Board, Executive Council, and/or the Council-at-Large during a single term shall automatically vacate their seat on the Executive Board, Executive Council, and/or Council-at-Large and the vacancy shall be filled by presidential appointment. However, the Executive Board shall consider each absence as a separate circumstance and may expressly waive such absence by affirmative vote of a majority of voting members present.

TAEA Executive Council Highlights

The TAEA Executive Council shall consist of 25 Positions/Members. Two (2) members have automatic positions – Vice President-elect Youth Art Month becomes Vice President Youth Art Month and Vice President-elect Membership becomes Vice President Membership. The elected and appointed Chairs also serve on this council along with all members of the Executive Board. The Executive Council meets at the discretion of the President with no set meeting times.

TAEA Council-at-Large

The Council-at-Large is responsible to the President. It consists of the following voting members: all members of the Executive Board, all members of the Executive Council, the Representatives from the six (6) Areas, two (2) delegates from the local art associations around the state, chairs of all Standing and Ad Hoc Committees. Non-voting members of the Council-at-Large are the Ex-Officio appointees, specified non-voting committee chairs (see organizational chart above), and the Office Manager. The primary purpose of the Council-at-Large is to conduct and vote upon the business of TAEA. They meet twice annually at the Annual Fall Conference and during the Spring YAM weekend. Council-at-Large business may also be conducted electronically at other than the twice-annual meetings. For voting and business transactions to be valid, a quorum must be present (whether at physical meetings or electronically) and a quorum is $\frac{1}{4}$ (a quarter) of the Council-at-Large. Council-at-Large meetings are always open to the full TAEA membership to observe and share opinions on important issues.

IV. Job Descriptions and Responsibilities

DUTIES OR THE EXECUTIVE DIRECTOR (contract)

Reports to: President & Executive Board

Job Description:

- Half-time position
- A committee of TAEA Executive Board members shall hire the Executive Director, with the subsequent contract eligible for annual renewal.
- The Executive Director shall be under the direction of the Executive Board.
- The Executive Director shall have an annual review.

Benefits:

Additional income opportunities through advertising revenue and grant writing.

Job Requirements:

- Art Education Degree with at least 5 years successful classroom experience
- Association background
- A person of integrity
- Ability to develop and maintain positive relationships with membership
- Self Starter
- Has supervised direct reports/personnel
- Fiscally responsible

Duties:

- TAEA Annual Conference
 1. Oversee and chair annual conference planning, including but not limited to city selection, meeting and working with conference chairs, contracts for conference hotels and meeting spaces, general session speakers, and other conference related services.
 2. Oversee relationships with commercial exhibitors and commercial exhibit coordinator.
 3. Work with conference consulting firm for site and hotel selection and management company for registration and scheduling.
 4. Maintaining records of evaluation data, presenter effectiveness, and commercial exhibit evaluation
- **Publications – Final Editor of STAR Newsletter/Trends in Art Education**
 1. Organize, edit, and publish four issues per year
 2. Create a screening committee from the Executive Board for editorial reviews
 3. Work with designees on layout and graphics of the STAR
 4. Work with webmaster concerning content and additional specifications
 5. Assist with production process of Trends
- **Additional Responsibilities**
 1. Maintain a membership in the Texas Art Education Association (TAEA)
 2. Attend all TAEA meetings as specified by the President
 3. Maintain a membership in the National Art Education Association (NAEA)
 4. Attend the NAEA Conference and Western Regional Conference as an advisor and resource.

5. Attend the TSAE (Texas Society of Association Executives) Conference yearly to gather association updates and current trends.
6. The Executive Director makes hotel room block reservations only for the Executive Board for the Fall Conference and the Spring Meeting (unless it is cheaper for each individual to stay at their preferred hotel for the Spring Meeting). Also makes hotel reservations for executive attendees (Executive Director, President, President-elect, and Past President) for the NAEA and Western Division Conferences.
7. Prepare and present an annual report to the Executive Board due by the end of each fiscal year
8. Prepare either paper (including copies for all members) or electronic report for the 2 Council-at-Large meetings and present it to the CAL if requested by the President.
9. Represent TAEA as a liaison with the Texas Education Agency (TEA) which includes but is not limited to Center for Educator Development in the Fine Arts (CEDFA).
10. Maintain effective relationships with other educational organizations
11. Create and maintain association records including but not limited to policies, procedures, motions, communications, meeting minutes, photographs, student art work, Council-at-Large membership
12. Represent TAEA as a Liaison with TCQAE and CEDFA
13. Assist the President with additional association business as requested
14. Regularly communicate with the board-updated information of association activities
15. Maintain communication with association membership and potential members
16. Submit quarterly report to TAEA President and the Executive Board
17. Manage and maintain allocated budget and expenditures
18. Maintain membership and attend meeting/conferences for the state and national Executive Director's Association (Texas Society of Association Directors)
19. Maintain and manage a home office with the following provided by the association: laptop computer, dedicated phone line, dedicated Internet access

Reimbursement:

1. Office supplies with receipt (as budgeted) including paper, ink, stationary
2. Postage
3. Itemized phone bill
4. Internet service fees
5. Computer software and updates as required
6. Travel: mileage (submitted by turning in receipt for gasoline used during the trip and at the conclusion of the trip), hotel bills (with receipt), food costs (with receipts), airfare (with receipts) Travel expenses as related to: Association meetings, Committee meetings as appropriate for State Conferences, National Conventions/ Western Region Summer Meeting, TCQAE Board Meetings, VASE Events, State Board of Education meetings, TASB meetings, Management Meetings and additional meetings as requested by the President

DUTIES OF THE PRESIDENT (elected)

Reports to: President, Executive Director & Executive Board

Purpose:

1. Serves as a voting member on the Executive Board, the Executive Council, and the Council-at-Large.
2. Attends all meetings of the Executive Board, Executive Council, and the Council-at-Large.
3. Provide the vision and the leadership for the TAEA Board, Executive Council and Council-at-Large and work diligently to be the role model for the association.
4. Develop and maintain a plan of operation to accomplish the established goals of the Texas ArtEducation Association.

Responsibilities:

1. Determine the dates, times, and locations for all Executive Board meetings and serve as Chairperson.
2. Notify of and prepare the agenda for all Executive Board, Executive Council and Council-at-Large meetings, receiving input from Board and Council members.
3. Communicate to administrators for Council-at-Large members regarding members' involvement in TAEA, attendance at the annual conference and the spring meeting held in conjunction with the YAM Exhibit.
4. The President sees that an up-to-date record is kept of the names and addresses of the Council-at-Large. The President notifies all TAEA members of the annual conference
5. Appoint all ex-officio members (i.e. VASE Director, Commercial Exhibitors Director, Electronic Gallery Chair, and National Art Honor Society Chair), all standing and special committee chairpersons with the exception of the Conference Planning Committee, Conference Site Committee, and Youth Art Month Committee. Notifies them of Council-at-Large meetings and distributes information pertaining to committee tasks and association business.
6. Maintain communications with other professional associations (such as CEDFA, TCA, TCQAE, NAEA, and TEA).
7. Inform membership of association activities through reports in each issue of the STAR Newsletter.
8. Serve as ex-officio member of all standing and special committees.
9. Work with the Executive Director to solicit and contract future conference sites.
10. Serve as administrator of annual conference during the 1st year term of office. During the 2nd year of office, the President advises the President-elect, who is the operational manager of the annual conference.
11. Prepare a report for the NAEA Western Region meeting and a column in each issue of the NAEA newsletter publication when required.
12. Preside over all meetings for the annual fall conference and at the spring meeting, held in conjunction with the Youth Art Month Exhibit at the Capitol in Austin.
13. Responsible for registering for all conferences & attend: e.g. TAEA State Conference, NAEA Conference, and Western Region Conference
14. The President monitors the election process and notifies all candidates of the election results through email and a written letter of congratulations. The President also sends letters to the candidates who do not win.
15. Attends the National Art Education Association conference yearly and the NAEA Western Region Summer Conference as well.

16. At the National Art Education Association yearly conference, the President provides congratulatory gift for any Texas national Award winner.
17. Serve on VASE Blue Ribbon Board for the term of office.

Reimbursement:

1. Office supplies with receipt (as budgeted) including paper, ink, stationary
2. Postage
3. Itemized phone bill
4. Travel: mileage (submitted by turning in receipt for gasoline used during the trip and at the conclusion of the trip), ½ hotel bills (with receipt), airfare (with receipts)
Travel expenses as related to: Association meetings, Committee meetings as appropriate for State Conferences, National Conventions/ Western Region Summer Meeting, TCQAE Board Meetings, VASE Events as specified by President, additional meetings as requested by the President

DUTIES OF THE PRESIDENT-ELECT (elected)

Reports to: President, Executive Director, & Executive Board

Purpose:

1. Serves as a voting member of the Executive Board, the Executive Council, and the Council-at-Large.
2. Serves as member of the Budget Committee.
3. Attends all meetings of the Executive Board, Executive Council, and the Council-at-Large.

Responsibilities:

1. The first year of the President-elect's term shall be a training year.
2. In the absence of the President, the President-elect performs the duties of the President.
3. Writes a report/column for the STAR newsletter upon return from the national conference and/or writes other articles as requested.
4. Sends copies of all correspondence to the President and Executive Director.
5. Writes a "Summary of Activities" report and sets goals for the following year. These two reports are sent to TAEA Headquarters for the Annual Report, which is presented at the conference.
6. Prepare either paper (including copies for all members) or electronic report for the 2 Council-at-Large meetings and present it to the CAL if requested by the President.
7. Responsible for registering for all conferences attended: e.g. TAEA State Conference, NAEA Conference, and Western Region Conference
8. Assists in determining a host city for upcoming conferences. Generally, two-three years in advance of each conference, the President, Executive Director, and President-elect visit prospective hotels to make selections and recommendations for final selection of a conference site.
9. Works with the President, Executive Director and hotel/convention center management to secure and sign a contract beneficial and conducive to the conference agenda and needs of the association membership.
10. Is responsible for upkeep of the Policies and Procedures Manual. Examines existing policy and procedures and makes recommendations for the Executive Board's consideration and approval, culminating in revisions to policies and procedures that reflect current practices. Accurately updates the Policies & Procedures Manual with Executive Board approve additions, deletions, and edits. Provides the President and Executive Director an updated copy of the Policies & Procedures Manual one month prior to the summer meeting of the Executive Board. After the President's and Executive Director's approval of the updated version of the Policies & Procedures Manual prior to the summer Executive Board meeting, the Chair will present the Manual to the Board for review and acceptance at the summer Executive Board meeting.
11. Orders and presents a gift (\$125 limit) to the President upon completion of the office.
12. Orders and presents a gift (\$75 limit) to the local conference chair(s).

During this first year of office, the President-elect shall:

- observe all activities of the President and Executive Board to learn about the operational procedures of the association.
- be included in on all planning sessions with the local conference committee and all sessions with the hotel/convention center personnel.
- plan the TAEA Spring Meeting in collaboration with the Youth Art Month celebrations.

- serve as an alternate to the Delegate’s Assembly of the National Art Education Association Conference.

During the second year, the President-elect is the Operational Manager of the Fall Conference, and shall:

- organize the annual conference with the help of the President and the Executive Director.
- oversee the conference budget.
- work with the webmaster and TAEA Headquarters concerning online conference registration.
- assist in the selection of a conference chair or co-chairs.
- schedule conference meetings with the conference site chair(s) to stay informed on all matters of the conference.
- work closely with the local chair, local committee, and hotel/convention center management who are responsible for carrying out the mechanics of the conference.
- work with Division chairs to solicit proposals for workshops and presentations from the membership electronically or through the STAR.
- review, for approval, proposed workshops and presentations along with the President, Executive Director and committee members designated for this purpose.
- insure the conference chair(s) accept the following responsibilities for their administrative presidential year:
 - determine the theme of the conference
 - have a theme logo designed
 - appoint committee chairs and select committee members for all conference job categories (or have teachers sign-up for committees).
 - plan and schedule large planning sessions with committees
 - select speakers for the three General Sessions with approval from the Executive Board and secure a “Letter of Understanding” from each.
 - issue invitations to speakers for General Sessions
 - secure conference workshops and other learning events for the conference (off-site experiences, museum tours, etc.)

Reimbursement:

1. Office supplies with receipt (as budgeted) including paper, ink, stationary
2. Travel: mileage (submitted by turning in receipt for gasoline used during the trip and at the conclusion of the trip), ½ hotel bills (with receipt), airfare (with receipts)
Travel expenses as related to: Association meetings, Committee meetings as appropriate for State Conferences, National Conventions/ Western Region Summer Meeting, TCQAE Board Meetings, VASE Events as specified by President, additional meetings as requested by the President

DUTIES OF THE PAST PRESIDENT (elected)

Report to: President, Executive Director, & Executive Board

Purpose:

1. Advises the President/Executive Board as directed by the President.
2. Chairs the Budget Committee.
3. Chairs the Officer Nomination Committee.
4. Delegate at the NAEA Conference for first of the two years.

Responsibilities:

1. Serves as a voting member of the Executive Board, Executive Council, and the Council-at-Large.
2. Attend all meetings of the Executive Board, Executive Council, and the Council-at-Large.
3. Establish a Budget Committee that shall include the Past President, the Treasurer, and three additional members appointed by the President.
4. Request and acknowledge written budget requests from officers and committee chairpersons at the TAEA Spring Council-at-Large meeting.
5. Instruct the Budget Committee to collaborate with the Treasurer to develop a workable annual budget. The Budget Committee shall develop a workable budget that includes requests and projected income information from members of the Council-at Large.
6. The Budget Committee Chairperson and the Treasurer shall prepare and distribute copies of the budget for consideration and initial approval by the Executive Board and the Council-at-Large at the annual fall conference. Final approval of the budget will be established at the spring meeting.
7. Responsible for registering for all conferences attended: e.g. TAEA State Conference, NAEA Conference, and Western Region Conference
8. Establish an Officer Nomination Committee that shall consist of the Past President and active TAEA members from as many TAEA areas as possible. The Officer Nomination Chair shall appoint members for the purpose of preparing a balanced ballot of nominees during the calendar year preceding elections. The Nomination Committee will follow the time table for elections guidelines.
9. Create Nomination Forms requesting the following information:
 - Nominee Forms**
 - a. Commitment to Serve Resume/Vita (list of qualifications)
 - b. Vision Statement
 - c. Digital Photo
 - d. 2 Letters of Recommendation for Executive Board positions only.
10. The Officer Nomination Chairperson shall be responsible for collecting nomination forms before April 1 the year of the election.
11. The Officer Nomination Chairperson shall create a collection of potential officer candidates representing all areas of Texas. This ballot should be completed by the second week in June.
12. The Officer Nomination Chairperson shall insure nominees are provided with all information and forms in a timely manner.
13. The Officer Nomination Chairperson collects all nominee information and prepares the official ballot during the early summer and then submits the ballot to the President and Executive Board for review and approval before the second week of July.

14. After review and approval, the ballot is immediately sent to the office manager to be placed online for voting. Electronic notifications are sent out to membership by the office manager inviting them to vote online. Voting deadline is midnight the last day of September.
15. The Officer Nomination Chairperson shall provide the President with the names of elected members within seven days of receiving election results. The Past President shall notify the Executive Board, Executive Director, all nominees, and elected officers within seven days of receiving the official results. The Past President will also contact (through letter or email) all superintendents, principals, and/or supervisors, deans and administrators of the newly elected official to announce their election to the TAEA position and congratulating them.
Possible letter content:

Dear Administrator,

I would like to congratulate you for having an excellent art educator on your staff. *Officer Name* has recently been elected to serve as the Texas Art Education Association's *Officer* for the 2012-2013 term. TAEA is *number of members* members strong statewide and *Officer Name* has shared his/her amazing leadership abilities and his/her outstanding educational skills with the organization and its members. This is evident in his/her election to a state office. We are proud to welcome him/her as an officer and look forward to his/her years of service.

The goal of TAEA is to promote quality visual arts education in Texas. This goal can be achieved by promoting visual arts education as an integral part of educational curriculum, providing professional development in both knowledge and skills, encouraging and promoting the advancement of knowledge and skills, serving as a voice for the art educators of Texas, providing members with service and leadership opportunities, and researching and developing policies and decisions relative to practices and directions in visual arts education. *Officer Name* is an excellent choice to help TAEA achieve these exemplary goals.

Congratulations again. Please pass this congratulation on to any entity within your organization that honors achievement.

16. The Past President notifies the newly elected TAEA officer's school, school district, university or museum of the new honor and prepares a news release for media coverage.

Reimbursement:

1. Office supplies with receipt (as budgeted) including paper, ink, stationary
2. Travel: mileage (submitted by turning in receipt for gasoline used during the trip and at the conclusion of the trip), ½ hotel bills (with receipt), airfare (with receipt)
Travel expenses as related to: Association meetings, Committee meetings as appropriate for State Conferences, National Conventions/ Western Region Summer Meeting, TCQAE Board Meetings, VASE Events and additional meetings as requested by the President.

Timetable for Election of TAEA Officers

The Past President establishes an Officer Nomination committee that shall consist of the Past President and active TAEA members from as many TAEA areas as possible. The Officer Nomination Chair (Past President) shall appoint members for the purpose of preparing a balanced ballot of nominees during the calendar year preceding elections. The actual nomination process begins during the second year of the Past President's term.

- November** During the Council-at-Large (CAL) meeting, the Past President appoints one member from each TAEA Area to the Officer Nomination committee. These committee members shall begin to solicit nominations from their areas.
- January** The Past President/Management Office electronically notifies the general TAEA membership that the officer election process is underway and that nominations are now being accepted. All Nomination and Commitment to Serve forms are sent to the Past President on or before February 15.
- February** Past President compiles nomination forms and consults with nomination committee to determine the draft copy of the final ballot.
- March** The draft of the final ballot is submitted to the President and the Executive Board for review and approval prior to a call for nominations from the floor at the CAL meeting.
- The Past President prepares the final ballot and submits it to the President and Executive Board for approval. After review and approval, the ballot and candidate information is immediately sent to the office manager to be prepared for online voting during September.
- September** Electronic notifications are sent out to membership by the office manager inviting them to vote online. Voting deadline is midnight the last day of September. The Past President shall provide the President with the names of elected members within seven days of receiving election results.
- October** The Past President shall notify the Executive Board, Executive Director, all nominees, and elected officers within seven days of receiving the official results. The Past President will also contact (through letter or email) all superintendents, principals, and/or supervisors, deans and administrators of the newly elected official to announce their election to the TAEA position and congratulating them.
- TAEA President-elect appoints Council-at-Large Representatives to committees and notifies appointees.
- November** Induction of new officers is held at the conclusion of the fall conference.
- December** Update website with new officers.

DUTIES OF OFFICER NOMINATION COMMITTEE (appointed)

Reports to: Past President

Nominating Committee Qualifications:

1. Must be an active member of Texas Art Education Assn.
2. Must be appointed by the Past-President.
3. Must have contributed at both the local and state levels of art education.

Responsibilities & General Guidelines:

1. Committee members must work with the Chair (Past President) to select from the general membership of Texas Art Education Assn. the best possible slate of officers available.
2. Committee members should represent the membership geographically.
3. All past presidents may serve if requested by the current Past President.
4. Committee members meet with the Chair and brainstorm names of possible officer candidates.
5. Candidate Qualifications:
 - a. Look for candidate strengths matching the office.
 - b. Good work ethic.
 - c. Past experience in TAEA activities
 - d. Sound art education philosophy.
6. All names must be submitted on or before February 15 of the year of the election
7. Chair coordinates committee efforts and creates a slate of potential officer candidates that is geographically balanced. (Feb 15 - March).
8. Chair submits the slate of candidates to the Executive Board for review. (July 15).
9. If a person has agreed to be placed on the ballot, they must provide the following electronic copies:
 - a. signed commitment to serve form
 - b. short vision statement (150-200 words)
 - c. resume
 - d. list of qualifications
 - e. photo (jpeg)
 - f. two (2) letters of reference
10. Upon approval by the Executive Board, a camera-ready/electronic slate of officers will be given to TAEA's Office Manager to be placed online.
11. A ballot will be sent to the entire TAEA membership via the TAEA Website no later than September 15.
12. The ballots will be tabulated by the TAEA headquarters and written election results sent to the Past President who in turn notifies the Executive Board. Election results will be published in the TAEA STAR.
13. Ballots will be kept at TAEA Headquarters for a period of five years.

DUTIES OF THE VICE PRESIDENT MEMBERSHIP (elected)

Reports to: President, Executive Director, & Executive Board

Purpose:

1. Create and promote membership campaigns.
2. Promote active participation in Division and Area meetings and activities.
3. Promote TAEA membership and work with TAEA headquarters to maintain accurate lists of the TAEA membership.

Responsibilities:

1. Serves as a voting member of the Executive Board, Executive Council, and the Council-at-Large.
2. Attend all meetings of the Executive Board, Executive Council, and the Council-at-Large.
3. Electronically remind members of when their membership is about to expire. Submit information for prospective members to universities, education department chairs, fine arts and art supervisors.
4. Notify TAEA headquarters of individual membership issues
5. Solicit from state art supervisors a list of potential new members.
6. Prepare either paper (including copies for all members) or electronic report for the 2 Council-at-Large meetings and present it to the CAL if requested by the President.
7. Coordinate with Area Representatives to promote membership and events for their areas.
8. Promote Membership Development.
 - Brainstorm with Area Representatives methods for identifying non-members.
 - Devise long range plans, with assistance from the Area Representatives, for recruitment of new members and retention of existing members.
 - Keep electronic membership forms updated.
 - Work with incoming Vice President/Membership to create special events/promotions for the annual conference.
9. Recognize new members at the Annual Conference who are first-time attendees (special "first-timer" ribbons).
10. Work with the President and President-elect to secure quality presenters.
11. Monitor the progress of ArtVantage promotions such as: drawing for TAEA membership, conference registration, and other ideas as needed.
12. Work with Vice President YAM and YAM Elect at TASB/TASA conference to promote art education in Texas.

Reimbursement:

All above reimbursements are allowed within the total budget allotted to this office.

DUTIES OF THE VICE PRESIDENT-ELECT MEMBERSHIP (elected)

Reports to: President, Executive Director, & Executive Board

Purpose:

1. Assist in the creation and promotion of membership campaigns.
2. Promote active participation in Division and Area meetings and activities.
3. Promote TAEA membership and work with TAEA headquarters to maintain accurate lists of the TAEA membership.

Responsibilities:

1. Serves as a voting member of the Executive Council and the Council-at-Large.
2. Attend all meetings of the Executive Council and the Council-at-Large.
3. Attend Executive Board meetings when requested by the President.
4. Assists the Vice President/Membership in all aspects of coordination of membership activities.
5. Assumes duties of Vice President/Membership in his/her absence or resignation. Upon request, travel to events and have input on membership activities.
6. Support and assist the goals and objectives established by Vice President Membership

Reimbursement:

All above reimbursements are allowed within the total budget allotted to this office.

DUTIES OF VICE PRESIDENT YOUTH ART MONTH (elected)

Reports to: President, Executive Director, & Executive Board

Purpose:

Increase awareness throughout the state promoting the importance of art education and its integral development of a child.

Develops strategies to assist TAEA members to promote art education throughout year and bring recognition to National Youth Art Month.

Select a group of TAEA members who will assist the YAM Chair to organize, select, pack, and exhibit artwork for TAEA sponsored exhibits. This group shall include one representative from the Elementary, Middle School, and High School Division. The YAM Chair shall have the ability to select individuals without Board approval.

Organize, facilitate, and promote the YAM Student Art Capitol and TASB/TASA Exhibits

Promote Youth Art Month observances within the State of Texas.

Represent Texas as Youth Art Month Chair at NAEA conventions.

Responsibilities:

1. Serves as a voting member of the Executive Board, Executive Council, and the Council-at-Large.
2. Attends all meetings of the Executive Board, Executive Council, and the Council-at-Large.
3. Educate Council-at-Large Members to promote and develop an increased awareness of YAM throughout Texas.
4. Keep a comprehensive record electronically and in paper form of all contacts, purchases, and budget items. Inventory consumable and non-consumable materials purchased for YAM events.
5. Submit all written communications to the TAEA President before distributing to the TAEA membership.
6. Prepare either paper (including copies for all members) or electronic report for the 2 Council-at-Large meetings and present it to the CAL if requested by the President.
7. Document increased levels of YAM participation and celebrations for NAEA Annual YAM Report.
8. Develop an annual YAM informational booklet to be placed online.
9. Post YAM informational booklet on the TAEA website.
10. Organize and present current information at the annual YAM meeting held during the TAEA Conference. This meeting shall be a forum to exchange successful YAM ideas, promote YAM celebrations, and recognize outstanding district YAM observances.
11. Promote the YAM Flag Design contest.
12. Select a winning flag representative from each division. Allow a selection of Council-at-Large members to assist in the juror process to select one flag design to represent Texas at the National YAM Ceremony.
13. Recognize the instructor and student that submitted the winning YAM flag design at the TAEA Conference.
14. Two flags shall be created of the selected YAM flag design. This flag will be kept and used by TAEA; including temporarily shipping it for display at the NAEA Flag Ceremony and Conference. Present a school representative with a YAM flag for display on their campus.
15. Ensure funding is provided by TAEA for Texas YAM Flag Designer and teacher to attend the National Award Ceremony. TAEA shall provide a total amount of \$500.00 for travel.
16. Request a Proclamation recognizing March as Youth Art Month in Texas from the Governor.

17. Sponsor a State YAM Exhibit in which active TAEA members shall be invited to participate.
18. Secure a State Representative to sponsor YAM exhibit and reception
19. Complete required form required to utilize exhibit and reception space in the Capitol Building
20. Disseminate YAM Capitol Exhibit information and requirements through the TAEA website and *STAR* Publication.
21. Invite YAM members to select, prepare, and setup YAM Capitol Student Art Exhibit
22. Notify student exhibitors within 10 days of the selection process of TAEA YAM sponsored exhibit, by sending an official letter to teacher, student, principal, YAM district rep, and superintendent
23. Send all registration fees to TAEA management office within 10 days of exhibits
24. Work closely with the State Preservation Society to coordinate the selection of the Governor's 10 works to be exhibited for one year in the Governor's Business Office.
25. Ensure funding is provided by TAEA for framing of the Governor's 10 works of art.
26. Develop a system to ensure artwork is returned to student after exhibition in the Governor's Office
27. Request donations from vendors to give to students at the YAM Capitol Reception
28. Publish articles that promote YAM through newspapers, radio, and television. Contact local media to cover TAEA student exhibits and promote student art.
29. Return all artwork within 30 days after TAEA YAM sponsored exhibition is taken down
30. Create a certificate of participation for each student that had artwork exhibited in a TAEA YAM sponsored event.
31. Contribute articles and reports to the TAEA Newsletter.
32. Compile and submit the State YAM Report and scrapbook to the National Council of Art Education for consideration of NAEA YAM awards.
33. Coordinate with the State VASE Director to make sure display panels are available for TAEA YAM sponsored student exhibits
34. Perform all duties outlined in the TAEA Constitution and Bylaws.
35. Contact TASB/TASA Exhibit Hall representative in advance to coordinate TAEA Student Exhibit display space and protocol for setup and take down of artwork
36. Disseminate TASB/TASA information and requirements through the TAEA website and *STAR* Publication to membership.
37. Invite YAM members to select, prepare, and setup TASB/TASA Student Art Exhibit
38. Archive all student release forms for all exhibits. Deliver to TAEA management office every two years.
39. Educate YAM-elect Chair in all aspects of YAM duties. Request YAM-elect Chair to travel to events and have input on YAM activities.

Reimbursement:

All above reimbursements are allowed within the total budget allotted to this office.

DUTIES OF VICE PRESIDENT-ELECT YOUTH ART MONTH (elected)

Reports to: President, Executive Director, & Executive Board

Purpose:

Increase awareness throughout the state promoting the importance of youth art education and its integral development of a child.

Responsibilities:

1. Serves as a voting member of the Executive Council and the Council-at-Large.
2. Attends all meetings of the Executive Council and the Council-at-Large.
3. Attend Executive Board meetings upon request of the President.
4. Assists the Vice President/YAM in all aspects of coordination of YAM activities.
5. Assumes duties of Vice President/YAM in his/her absence or resignation.
6. Assists the Vice President/YAM in all aspects of coordination of the TASB show.
7. Upon request, travel to events and have input on YAM/TASB activities.

Reimbursement:

All above reimbursements are allowed within the total budget allotted to this office.

DUTIES OF THE SECRETARY (elected)

Reports to: President, Executive Director, & Executive Board

Purpose:

1. Record all minutes of Executive Board, Executive Council, and Council-at-Large meetings.
2. Document all motions presented (Credential Chair will distribute and collect motions forms from the floor).
3. Record all motions and resolutions (received from the Credentials Chair). Forward to the President and Executive Board for review.
4. Provide copies of current minutes at all Council-at-Large at meetings.
5. Archive original documents at TAEA Headquarters

Responsibilities:

1. Serves as a voting member of the Executive Board, Executive Council, and the Council-at-Large.
2. Attends all meeting of the Executive Board, Executive Council, and the Council-at-Large.
3. Transcribe all minutes. Electronically submit a draft for review to the respective members within three weeks of each meeting.
4. Inform the President of motions that include items to be acted upon.
5. Present minutes from prior meetings at annual conferences and spring meetings. In addition, submit minutes of all Executive Board meetings for approval (TAEA headquarters generates copies). Minutes should be corrected and resubmitted to members in a timely manner.
6. Keep a comprehensive record electronically and in paper form of all contacts, purchases, and budget items. Inventory consumable and non-consumable materials purchased.
7. Submit all written communications to the TAEA President before distributing to the TAEA membership.

Reimbursement:

All above reimbursements are allowed within the total budget allotted to this office.

DUTIES OF THE TREASURER (elected)

Reports to: Executive Director, President, & Executive Board

Purpose:

1. Report to the Executive Board, Executive Council, and the Council-at-Large on the financial status of TAEA.
2. Update all officers and chairs of their budget status.
3. Monitor records and present a detailed report at all Executive Board, Executive Council, and Council-at-Large meetings.
4. Monitor all budget regulations and assume the responsibility that all TAEA debts are paid.

Responsibilities:

1. Serves as a voting member of the Executive Board, Executive Council, and the Council-at-Large.
2. Serves as member of the Budget Committee.
3. Attends all meetings of the Executive Board, Executive Council, and the Council-at-Large.
4. Submit all written communications to the TAEA President before distributing to the TAEA membership.
5. Teach all officers about the budget and how to monitor and spend their individual budgets.
6. Distribute Budget Expense Statements to the Executive Board within 2 weeks after receiving them from TAEA Management.
7. Notify the Executive and Council-at-Large of budget updates and account balances at all meetings.
8. Notify the Board of any budget line item that is over approved amount during a fiscal year.
9. Facilitate the "Pass the Hat" activity at the Fall Conference during the First General Session and at the Spring Meeting during lunch for the Scholarship Funds.
10. Ensure at the end of the fiscal year, Board determined profits are transferred to the Building Fund/Permanent Art Fund.
11. Performs all duties as outlined in the Constitution and directed by the President.

Reimbursement:

All above reimbursements are allowed within the total budget allotted to this office.

Timetable for TAEA Treasurer

The TAEA Treasurer serves as a member of the Budget Committee. As Treasurer, you are responsible for TAEA Treasurer Notebook, monthly financial reports, update members of the Executive Committee and Council-at-Large on balance of committee amounts. In addition, the treasurer will monitor all budget items and make sure all budget items are being adhered to and all TAEA debts are paid.

Monthly budget information from headquarters is to be forwarded immediately to the Executive Director, President, President-elect, and Past President. The treasurer will read updates and balances at meetings, along with providing hardcopies.

- November** As newly elected position you will spend time at state conference with current TAEA Treasurer to obtain detailed outline of duties TAEA Treasurer Manual, and Digital format of Budget. October will be the first monthly statement you will work with. As New Treasurer-Work with TAEA Management Company to review budget lined items and inquire about areas that need clarification.
- December** Complete the November monthly statement and send electronically to Board Members. Remind CAL and Board Members to submit all reimbursements for payment. Do this twice a month to meet the 30day deadline (15th and 30th).
- January** Complete the December monthly statement and send electronically to Board Members. Remind CAL and Board Members to submit all reimbursements for payment. Attend Board meeting if scheduled and provide hardcopies of Balance Sheets for TAEA and VASE, place on one page. Pay close attention to VASE budget as this is the beginning of active reports for VASE.
- February** Complete the January monthly statement and send electronically to Board Members. Remind CAL and Board Members to submit all reimbursements for payment.
- March** Attend March Board Meeting and Spring Meeting - TBA. Provide CAL a detailed report of records along with copy of VASE and TAEA Balance Sheet. Complete the February monthly statement and send electronically to Board Members. Remind CAL and Board Members to submit all reimbursements for payment. Provide a proposed budget sheet to CAL members. Bring coffee supplies for meeting.
- April** Complete the March monthly statement and send electronically to Board Members. Remind CAL and Board Members to submit all reimbursements for payment.
Make sure insurance is paid in April, contact Management Office for this. Begin making formatting notes for new budget, to include such items as deleting old line items, combining line items, and adding new line items. Remind the Board and CAL members that proposed budget sheets are due for consideration.

- May** Complete the April monthly statement and send electronically to Board Members. Remind CAL and Board Members to submit all reimbursements for payment. Plan contact process with Budget Committee, doing this by email, phone, or meeting.
- June** Work closely with Budget committee to develop new budget for upcoming fiscal year (Begins August 1st). Complete the May monthly statement and send electronically to Board Members. Remind CAL and Board Members to submit all reimbursements for payment. Also remind Board and CAL members that all budgets with income must be used by July 31. Notify TAEA Management to pay stipends to Commercial Exhibit and VASE Directors. If proposed budget is complete, present to Board for approval.
- July 15** If proposed budget has not been approved from previous month, it must be submitted to Board for approval and forwarded to Management office. Inform TAEA Management to pay Building the Future fund if we have enough profits after paying savings and all bills. This money is for building only. Complete the June monthly statement and send electronically to Board Members. Remind CAL and Board Members to submit all reimbursements for payment.
- August** Inform TAEA Management to pay CEDFA, TCQAE, and TMEA. Complete the July monthly statement and send electronically to Board Members. This is the last statement for the fiscal year. Remind CAL and Board Members to submit all reimbursements for payment.
- September** Attend the September Board meeting if scheduled prior to upcoming conference. Complete the August monthly statement and send electronically to Board Members. Remind CAL and Board Members to submit all reimbursements for payment.
- October** Complete the September monthly statement and send electronically to Board Members. Remind CAL and Board Members to submit all reimbursements for payment. Prepare reports for the upcoming Conference Board meeting and CAL meeting.
- November** TAEA Annual Conference will be held. Report to CAL the new budget process, review their budgets, and explain the process of spending. Provide CAL a detailed report of records along with copy of VASE and TAEA Balance Sheet.
Assist with registration of Members for Conference and other duties as assigned. Pass the Bag at General Sessions. Bring coffee supplies for meetings.
- Election Year** - Mentor newly elected TAEA Treasurer during election year. Pass the manual to newly elected Treasurer along with digital statements on pen drive. Provide assistance on the different statements, how to read, and special considerations that should be noted. Introduce the newly elected officer to those who they will be working with.

DUTIES OF VISUAL ART SCHOLASTIC EVENT STATE DIRECTOR (VASE) (appointed by the President)

Reports to: President, Executive Director, and Executive Board

Primary Purpose: The VASE State Director facilitates the operations of the Annual VASE Regional and State events, chairs the VASE Committee and appoints the Regional VASE Directors

Responsibilities:

1. Serves as an ex officio non-voting member of the Executive Board and Executive Council; a voting member of the Council-at-Large.
2. Attends all meetings of the Executive Board, Executive Council, and the Council-at-Large.
3. Articulates the policies and guidelines of TAEA / VASE.
4. Promotes the mission and goals of the VASE.
5. Collaborates with the Regional Directors in their efforts to effectively facilitate the Regional Events.
6. Bring all new recommended rules, procedures & policies (from the Blue Ribbon Board) to the Executive Board for discussion and approval.
7. **Blue Ribbon Board:** a group of TAEA members specified by the TAEA Policies and Procedures. The Board meets once a year to consider program effectiveness, recommend changes to current VASE Rules and Guidelines, review and set new VASE policies, and make recommendations for the VASE budget and State VASE sites. The Blue Ribbon Board will consist of: all members of the TAEA Executive Board, 5 VASE regional directors, TAEA High School and Middle School Division Chairs, and 3 other TAEA appointed members.
8. Works with the State VASE Site Director to facilitate the State Event, awards, scholarships and workshops.
9. Maintains records and files of VASE.
10. Updates, reproduces, and distributes the VASE Regional Director Resource Guide. Reports the findings of VASE in a bi-annual report to TAEA Council-at-Large (both CAL meetings).
11. Maintains an effective timely communication system through electronic mail, telephone, fax and mail to facilitate VASE information and assist Regional Directors.
12. Facilitates the jurors' training statewide to develop and ensure consistency with both philosophy and practice.
13. Provides workshops at the annual TAEA Conference to promote VASE.
14. Provides leadership in the State of Texas to promote this excellent art opportunity for art students.
15. Continues to work towards an increase in the VASE Student Scholarship Fund.
16. Maintains in conjunction with the TAEA Office Manager, the financial records of the VASE program, Regional and State.
17. In working with the TAEA Office Manager & TAEA Treasurer, provides to the TAEA President a projected State VASE budget by March 1 and provides final cost spreadsheet by June 1.
18. Oversees and assists with the development of VASE promotional materials
19. Oversees the VASE website.
20. Oversees the selection of venues, transportation and installation of the VASE Gold Seal Exhibit.

Reimbursement:

All above reimbursements are allowed within the total budget allotted to this office.

DUTIES OF THE CHAIRPERSON OF THE COMMERCIAL EXHIBITS COMMITTEE

(appointed by the President)

Reports to: President, Executive Director, & Executive Board

Primary Purpose: The chair is a voting member of the Council-at-Large and is a non-voting member of the Executive Board. The chair & committee shall arrange for displays of appropriate art materials, equipment and products by vendors and institutions at the annual conference. They sell booth space and keep in constant communication with commercial vendors to serve needs of the vendors.

Responsibilities:

1. Serves as an ex officio non-voting member of the Executive Board and Executive Council; a voting member of the Council-at-Large.
2. Attends all meetings of the Executive Board, Executive Council, and the Council-at-Large.
3. Prepare either paper (including copies for all members) or electronic report for the 2 Council-at-Large meetings and present it to the CAL if requested by the President.
4. Compiles a list of prospective exhibitors.
5. Solicits new prospective exhibitors and nurtures an on-going relationship with them.
6. Offers conference exhibit space to these exhibitors on a contract basis. All exhibitors that wish to conduct a workshop must also book a booth.
7. Arranges for exhibit space at the conference site along with the President & Executive Director.
8. Arranges – with scheduling and space guidance from the TAEA President – a reception for all exhibitors one evening of the Fall Conference.
9. **Commercial Vendor's Reception:** the Commercial Exhibitor Director and/or the Executive Director will be responsible for submitting the names of those vendors attending the reception. They will also be responsible for printing and sending out the invitations. The TAEA Executive Board, the Commercial Exhibitor Director & Director's Assistants and all Commercial Vendors will be the only people who shall officially attend the reception.
10. Supervises the set-up and breakdown of all exhibits.
11. Collects funds (exhibit contracts) and remits said monies to the TAEA Office Manager for deposit into the bank. Authorizes payment of funds pertaining to the exhibit portion of the conference.
12. Furnishes the Treasurer of TAEA with any profit from above transactions.
13. Attends the NAEA yearly conference to solicit prospective exhibitors for the TAEA Fall Conference.
14. Sends copies of all contracts (prior to signing) and other correspondence to President and President-Elect.
15. Creates the floor plan diagram of the layout of all booths for the STAR, Conference Program, and for the Convention Center Management.

Minimum Requirements for Exhibit Space:

1. Accommodates at least forty 8'x10' booth spaces preferably in the ballroom close to registration and workshop presentations.
2. Spaces should be without cost based on other occupancy considerations.

3. Spaces must be carpeted (if needed).
4. If not handled by contracted exhibit company, chairperson negotiates with hotel for electrical hook-up in exhibit space. Cost to the association should be free if hotel negotiates labor. Exhibitor can contract for additional electrical needs.
5. Confirms security availability to association on a contractual basis.
6. Makes all site selection trips possible and is consulted before contract is signed.

Policy Statement Pertaining to Quality of Commercial Exhibits:

The character of exhibits must be acceptable to the Commercial Exhibits Committee. TAEA endorses the creative use of art materials and does not condone products and processes which encourage limitation, allow for no individuality, or are known to be harmful to the growth and development of children. Examples of specific products which cannot be approved because they are contrary to present beliefs in art education, are paint-by-number sets, coloring books, molds and kits which provide for no individuality. Exhibitors having merchandise in no way related to art or art education, i.e. luggage, wallets, etc. will not be allowed.

Note: In the January 1998 meeting this was discussed and it was decided that art related products can be sold. It is to be decided by the Commercial Exhibit Committee that the objects to be sold are in good taste and relate to valid art processes.

Reimbursement:

All above reimbursements are allowed within the total budget allotted to this office.

DUTIES OF OFFICE MANAGER (contract)

Reports to: Management Company, Executive Director, President, & Executive Board

Purpose:

1. Communication and management liaison between management company and TAEA.
2. Promote accountability for all parties.
3. Support and promote TAEA within and outside the organization.

Responsibilities:

1. Serves as an ex-officio non-voting member of the Executive Board, Executive Council, and the Council-at-Large.
2. Attends all meetings of the Executive Board, Executive Council, and the Council-at-Large.
3. Is a hired official from TAEA management company.
4. Maintain and store all documents (written and electronic) for the organization: financial, membership, history, etc.
5. Liaison between TAEA and webmaster including sending out electronic notifications.
6. From the management office and then at the Fall Conference; work with TAEA Executive Director and officers, conference chairs and committee members, and the general TAEA membership for the Fall Conference. Conference jobs include but are not limited to membership, registration, scheduling of workshops, and bookkeeping.
7. Work on all aspects of VASE along with the VASE Director.
8. Attend as many of the following as possible: Executive Board Meetings, Fall Conference, Council-at-Large meetings, YAM, meetings between management and TAEA, and State VASE.
9. Provide Executive Director and other TAEA officers timely and pertinent information related to finances, meeting notes, and membership information.

Reimbursement:

All above reimbursements are allowed within the total budget allotted to this office.

DUTIES OF THE DIVISIONS (elected)

Reports to: President, Executive Director, & Executive Board

Chairpersons will be elected in the following divisions.

- Elementary
- Middle School/Junior High
- Senior High School
- Supervision/Administration
- Higher Education
- Museum Education
- Student

Purpose:

Plan, implement, and lead all events, activities, and actions that pertain to their group.

Responsibilities:

1. Serves as a voting member of the Executive Council and the Council-at-Large.
2. Attends all meetings of the Executive Council and the Council-at-Large.
3. Prepare either paper (including copies for all members) or electronic report for the 2 Council-at-Large meetings and present it to the CAL if requested by the President.
4. Assist the Membership Committee by recruiting new members, maintaining an accurate and current membership list, and encouraging greater participation in divisional meetings.
5. Develop long and short-term divisional goals for inclusion in the annual TAEA Report.
6. Prepare a column for each Star publication detailing information and activities related to the Division.
7. Plan, attend, and chair the Division Meeting at the annual TAEA conference.
8. Obtain Conference Presenters
 - a. Elementary, Middle, and High School division - Solicit 10 presenters
 - b. Supervision/Administration, Higher Ed. And Museum Division-3 presenters
9. Maintain a Division notebook including the following:
 - Membership directory
 - Long and short term goals
 - Policy and meeting minutes
 - Star articles
 - TAEA Constitution
 - Division budget
 - Projects and miscellaneous correspondence
10. Serve as a voting member of the Awards and Nomination Committees.
11. Assist the President in the selection of the Signature Series presenters, arrange the event and monitor the progress of the event. This is for the Elementary, Middle Level and High School Divisions only.

Reimbursement:

All above reimbursements are allowed within the total budget allotted to this office.

DUTIES OF THE DIVISION-ELECT (elected)

Reports to: President, Executive Director, & Chairperson of their Division

Chair-elects will be elected in the following divisions.

- Elementary
- Middle School/Junior High
- Senior High School
- Supervision/Administration
- Higher Education
- Museum Education
- Student

Purpose:

1. Assist the chairperson in order to learn the responsibilities of the division.
2. Serve for two years as Chairperson-elect and then two years as Chair of the division.

Responsibilities:

1. Attend the TAEA fall conference and spring meeting.
2. Review established goals and initiative planning for the Division.
3. Attends all meetings of the Executive Council and the Council-at-Large.
4. Serves as a voting member of the Executive Council and Council-at-Large.
5. Plan and co-chair the Division meeting at the fall conference.
6. Assist in planning and implementing Divisional Professional Development Retreats (retreat must be self-supporting).
7. Assume the Chairperson's responsibilities in her/his absence or resignation.

Reimbursement:

All above reimbursements are allowed within the total budget allotted to this office.

DUTIES OF THE AREA REPRESENTATIVES (elected)

Reports to: President, Executive Director, & Executive Board

Four (4) Area Representatives are elected from each of the six (6) TAEA areas to serve a two-year term Area:

- Area 1
- Area 2
- Area 3
- Area 4
- Area 5
- Area 6

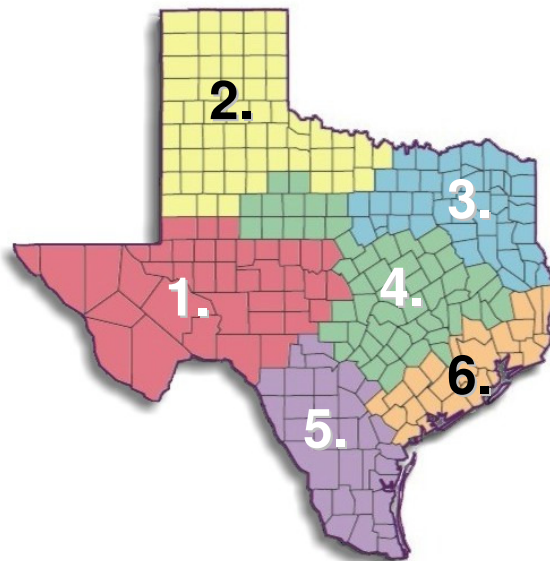
Purpose:

Increase awareness within their area by promoting the importance of art education and its integral development of children.

Develop strategies to assist TAEA members to promote art education in their area.

Organize, facilitate, and promote the opportunities for professional development activities within their area.

Promote Youth Art Month observances within their area.



Responsibilities:

1. Serve as a voting member of the Council-at-Large.
2. Attend all meetings of the Council-at-Large.
3. Submit all written communications to the TAEA President before distributing to the TAEA membership.
4. One Area Rep prepares either paper (including copies for all members) or electronic report for the 2 Council-at-Large meetings and present it to the CAL if requested by the President.
5. Serve on the Membership Committee. Work with the Membership Chair at the annual fall conference to recruit new members. Continue to recruit and communicate with potential members about TAEA.
6. Promote growth in art education and unite area art educators by developing new area associations, soliciting presenters/proposals for the annual fall conference, and setting up area mini-workshops. Fees may be charged for attendance at Area Mini Conferences to cover the cost of the mini conference. Remaining balances from mini conference fees should be used for mini conference-related items and may not be carried over to the next fiscal year.
7. Share concerns from their area with the President, Executive Board, Executive Council, and Council-at-Large.
8. Submit an annual report to the TAEA Management prior to the conference each year. This report should briefly outline the year's past activities and future goals of the area.
9. Contribute articles and reports to the TAEA STAR Newsletter and distribute area flyers.
10. Communicate regularly with local area associations and student chapters at colleges and universities within the area, if needed.
11. Communicate Youth Art Month deadlines to area teachers and activities to the YAM-Vice President.

12. Attend and assist YAM VP at YAM Capitol Event.
13. Serve as an advisory member of the Awards and Nomination Committees if requested.

Reimbursement:

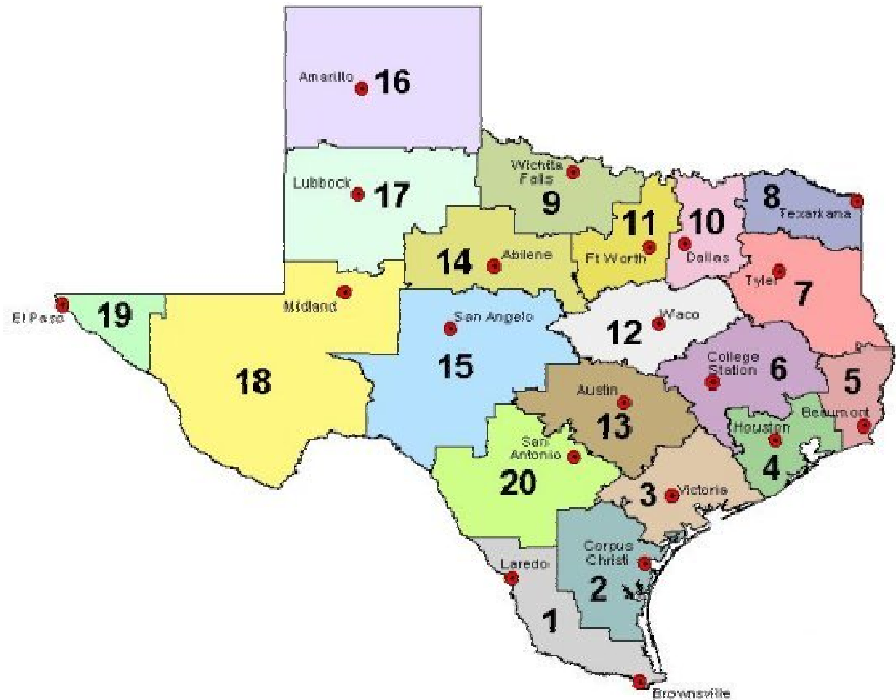
All above reimbursements are allowed within the total budget allotted to this office.

DUTIES OF THE REGIONAL REPRESENTATIVES (elected)

Reports to: President, Executive Director, & Executive Board

One (1) Regional Representative is elected from each of the twenty (20) TAEA/VASE Regions to serve a two-year term:

- Region 1
- Region 2
- Region 3
- Region 4
- Region 5
- Region 6
- Region 7
- Region 8
- Region 9
- Region 10
- Region 11
- Region 12
- Region 13
- Region 14
- Region 15
- Region 16
- Region 17
- Region 18
- Region 19
- Region 20



Purpose:

Increase awareness within their region by promoting the importance of art education and its integral development of children.

Develop strategies to assist TAEA members to promote art education in their region.

Organize, facilitate, and promote the opportunities for professional development activities within their region.

Actively promote, lead and participate in TAEA Programs: Membership, Youth Art Month, Conference, and VASE/TEAM.

Responsibilities:

1. Serve as a voting member of the Council-at-Large.
2. Attend all meetings of the Council-at-Large.
3. Submit all communications to the TAEA President before distributing to the TAEA membership.
4. Submits report for the 2 Council-at-Large meetings and presents it to the CAL if requested by the President.
5. Work with the VP of Membership to recruit new members.
6. Promote growth in art education and unite area art educators by developing new local associations, soliciting presenters/proposals for the annual fall conference, and setting up mini-conferences. Fees may be charged for attendance at mini conferences to cover the cost of the mini conference. Remaining balances from mini conference fees should be used for mini conference-related items and may not be carried over to the next fiscal year.

7. Share concerns from their region with the President, Executive Board and Council-at-Large.
8. Submit an annual report to the TAEA Management prior to the conference each year. This report should briefly outline the year's past activities and future goals of the region.
9. Contribute articles and reports to the TAEA STAR Newsletter and distribute regional flyers.
10. Communicate regularly with local area associations and student chapters at colleges and universities within the region.
11. Communicate Youth Art Month deadlines to regional teachers to promote participation in the YAM flag and scrapbook programs. Report all YAM activities to the YAM-Vice President.
12. Attend and assist YAM VP at YAM Capitol Event.
13. Network and collaborate with regional VASE/TEAM leadership.
14. Serve as an advisory member of the Awards and Nomination Committees if requested.
15. Actively serve as a regional chair for designated conference job assignment given by the President or President-elect.
16. Must exhibit proficiency in electronic communication.
17. For the benefit of TAEA membership, non-performance of duties and/or responsibilities may prompt review and/or replacement by TAEA Executive Board.

Reimbursement:

All above reimbursements are allowed within the total budget allotted to this office.

DUTIES OF THE ADVOCACY COMMITTEE CHAIR (appointed) Standing Committee

Reports to: President, Executive Director, & Executive Board

Chairpersons will be appointed by the President for a two year term.

Purpose:

To promote quality art education for all students throughout Texas.

Responsibilities:

1. Serves as a voting member of the Executive Council and the Council-at-Large.
2. Attends all meetings of the Executive Council and the Council-at-Large.
3. Prepare either paper (including copies for all members) or electronic report for the 2 Council-at-Large meetings and present it to the CAL if requested by the President.
4. Remain aware of state legislation and activities which affect visual arts programs in Texas.
5. Develop a process of communication to inform TAEA members when action is necessary.
6. Work with the President and the Executive Director to write letters on behalf of TAEA and/or testify before legislative committees, the State Board of Education, etc. to improve art programs for Texas students.
7. Attend Texas Coalition for Quality Arts Education (TCQAE) board meetings.
8. Meet with groups of TAEA members upon request to share pro-active strategies for creating and maintaining quality art programs throughout Texas.
9. Make presentations at conferences such as Texas Elementary Principals & Supervisors Association (TEPSA), Texas Association of School Administrators (TASA), and the Association for Supervision & Curriculum Development (ASCD) as directed by the Executive Board.
10. Periodically develop printed materials and brochures on advocacy with approval of the Executive Board.
11. Write and send advocacy articles to the STAR Newsletter editor prior to the publication deadline.
12. Keep the President and the Executive Director informed of ongoing events.

Reimbursement:

All above reimbursements are allowed within the total budget allotted to this office.

DUTIES OF THE AWARDS CHAIR (appointed) Standing Committee

Reports to: President, Executive Director, & Executive Board

Chairpersons will be appointed by the President for a two year term.

Purpose:

To recognize and honor members of TAEA for outstanding work and dedication to the education of students through art; and honor Honorary Principals and Friends of Art for furthering education for students through the visual arts.

Responsibilities:

1. Serves as a voting member of the Executive Council and the Council-at-Large.
2. Attends all meetings of the Executive Council and the Council-at-Large.
3. Select an Awards Voting Committee representative of the TAEA membership (see Awards Policy).
4. Prepare either paper (including copies for all members) or electronic report for the 2 Council-at-Large meetings and present it to the CAL if requested by the President.
5. Responsible for timely deliverance of all electronic awards information to the TAEA webmaster (with prior approval of Executive Director)
6. Sends all necessary awards information to the STAR Newsletter editor prior to the publication deadline.
7. Plan, organize and conduct the awards process and ceremony each year contingent on Presidential approval due to conference schedule and location.
8. Inform the President and Executive Director of all plans during the planning process.
9. Collect and disseminate a packet of information electronically for each nominee (except Friends & Principals) including a ballot, nominee vita, letters of recommendation, photo, etc.
10. For Friends and Principals, the nominator will be responsible for collecting and providing the Chair with all documents.
11. Non-winning nominees from previous years may be resubmitted for consideration.
12. Receives completed nominee packets on or before the designated deadline.
13. Copy and send by mail or electronically packets with a ballot (including a return deadline) to the voting members of the committee.
14. Voting procedures:
 - The committee members may vote for one nominee in each category. If there is no nominee in an individual category, the award for that category will not be given. If a committee member is a nominee, he or she may not vote in that one category. The voting ballot is to be returned to the TAEA headquarters on the designated date.
 - The ballots are counted at TAEA headquarters and the results are given to the Awards Chair, the President, Executive Director, the President-elect, & Executive Board.
 - If there were 3 or more candidates and there was no clear majority vote, then there would be a run-off election between the top candidates.
 - Awards Chair will keep on file all nomination information from the preceding years.
14. Make a list of the official winners and send it to the President, Executive Board, and the Executive Director.
15. Notify by letter the award winners, those nominees who did not win their nominations, and the voting committee.

16. Notify by letter and issue a press release to the award winners' immediate supervisor and school/institution.
17. **Awards Reception:** the Awards Chairperson and /or the Executive Director will be responsible for submitting the names of those persons who will be attending the awards reception. They will also be responsible for printing and sending the awards invitations for the reception. The TAEA Executive Board, the Awards Chair, Award Winners and their guests will be the only people who shall officially attend the reception. The guests need not be members of TAEA or paid attendees of the conference to attend the reception.

Awards Ceremony Responsibilities:

1. Prepare for the awards ceremony and create the awards booklet. The award winner's information and photos are given to the STAR editor in October for publication in the STAR.
2. If there is a luncheon or any ticketed event as a part of the ceremony, arrange for each award winner to receive two free Awards Luncheon tickets.
3. Arrange for the award winner's names to be printed in the official conference program.
4. Prepare an electronic presentation for the ceremony and arrange for plaques and flowers for the winners.
5. The President is the official speaker for any awards event.
6. Keep an on-going list of award winners for archive and list them on the TAEA website.
7. If there is to be an awards reception, invitations go to the award winners, their immediate supervisor, the nominator, the awards committee and the Executive Board.

Reimbursement:

All above reimbursements are allowed within the total budget allotted to this office.

DUTIES OF THE CREDENTIALS CHAIR (appointed) Standing Committee

Reports to: President, Executive Director, & Executive Board

Chairpersons will be appointed by the President for a two year term.

Purpose:

Maintain accuracy of official Council-at-Large membership list. Ensure all voting council members are official TAEA members. Ensure official sign-in sheets and all official motion and resolution forms are distributed, completed correctly, and collected and maintained at all Council-at-Large meetings.

Responsibilities:

1. Serves as a voting member of the Executive Council and the Council-at-Large.
2. Attends all meetings of the Executive Council and the Council-at-Large.
3. Prepare either paper (including copies for all members) or electronic report for the 2 Council-at-Large meetings and present it to the CAL if requested by the President.
4. Obtain a current list of Executive Council members from the TAEA Office Manager.
5. Obtain a current list of Official Representatives and Presidents of local art associations (or alternates) from the Executive Assistant.
6. Verify that all council members are qualified to vote on motions and resolutions.
7. Assist presenters in the proper completion of the official Motion and Resolution form.
8. Assist the Secretary in collecting and recording all actions regarding motions/resolutions.
9. Create, distribute, and collect at the end of the meeting the voting cards as well as name placards for all Council-at-Large members.

Reimbursement:

All above reimbursements are allowed within the total budget allotted to this office.

**DUTIES OF THE MEMBERSHIP SHOW/ELECTRONIC GALLERY CHAIR
(appointed)
Standing Committee**

Reports to: President, Executive Director, & Executive Board

Chairpersons will be appointed by the President for a two year term.

Purpose:

Advertise, solicit work, and organize and produce a juried electronic show of members' works to be presented at the TAEA's annual conference.

Responsibilities:

1. Serves as a voting member of the Executive Council and the Council-at-Large.
2. Attends all meetings of the Executive Council and the Council-at-Large.
3. Prepare either paper (including copies for all members) or electronic report for the 2 Council-at-Large meetings and present it to the CAL if requested by the President.
4. Plan the process for advertising and collecting electronic images.
5. Arrange for work to be juried prior to the conference.
6. Produce an electronic exhibit of winning works to be shown at the annual TAEA conference.
7. Write an article for the STAR and/or TAEA website about the artists and their works.
8. Make the Electronic Gallery winning artwork available for the TAEA website each year.

Reimbursement:

All above reimbursements are allowed within the total budget allotted to this office.

DUTIES OF THE NATIONAL ART HONOR SOCIETY CHAIR (appointed) Standing Committee

Reports to: President, Executive Director, & Executive Board

Chairpersons will be appointed by the President for a two year term.

Purpose:

To inspire and recognize those students who have shown an outstanding ability in art. The NAHS also strives to aid members in working toward the attainment of the highest potential in art areas and to bring art education to the attention of school and community.

Responsibilities:

1. Serves as a voting member of the Executive Council and the Council-at-Large.
2. Attends all meetings of the Executive Council and the Council-at-Large.
3. Prepare either paper (including copies for all members) or electronic report for the 2 Council-at-Large meetings and present it to the CAL if requested by the President.
4. Advocate for art education through service oriented activities and events.
5. Coordinate museum visits with area representatives for NAHS members.
6. Organize the annual National Art Honor Society Blue Ribbon Slide Registry through members of TAEA and NAHS.
7. Plan, conduct, and keep the President and the Executive Director informed of the ongoing events.
8. Send all information and results of competitions to the STAR Newsletter editor prior to the publication deadline.

Reimbursement:

All above reimbursements are allowed within the total budget allotted to this office.

DUTIES OF THE PRIVATE SCHOOLS CHAIR (appointed) Standing Committee

Reports to: President, Executive Director, & Executive Board

Chairpersons will be appointed by the President for a two year term.

Purpose:

Representing TAEA members who teach or are affiliated with private schools and encouraging their on-going involvement in TAEA.

Responsibilities:

1. Serves as a voting member of the Council-at-Large.
2. Attends all meetings of the Council-at-Large.
3. Prepare either paper (including copies for all members) or electronic report for the 2 Council-at-Large meetings and present it to the CAL if requested by the President.
4. Obtain a current list of private school members from the TAEA Office Manager.
5. Communicate with private school members inviting them to TAEA events.
6. Chair Private School meeting at annual conference.

Reimbursement:

All above reimbursements are allowed within the total budget allotted to this office.

DUTIES OF THE COMMUNITY-BASED CHAIR (appointed) Standing Committee

Reports to: President, Executive Director, & Executive Board

Chairpersons will be appointed by the President for a two year term.

Purpose:

Representing TAEA members who are involved in art education as it occurs in sites other than schools and museums. He/She may educate others about art in community centers, after-school programs, senior citizen centers, prisons, group homes, etc.

Responsibilities:

1. Serves as a voting member of the Executive Council and the Council-at-Large.
2. Attends all meetings of the Executive Council and the Council-at-Large.
3. Prepare either paper (including copies for all members) or electronic report for the 2 Council-at-Large meetings and present it to the CAL if requested by the President.
4. Obtain a current list of community-based members from the TAEA Office Manager.
5. Maintain the address list and have on-going communication with private school members.
6. Prepare interesting and motivating programs for the fall conference meetings.
7. Chair Community-based meeting at annual conference.

Reimbursement:

All above reimbursements are allowed within the total budget allotted to this office.

DUTIES OF THE RETIRED ART EDUCATORS CHAIR (appointed) Standing Committee

Reports to: President, Executive Director, & Executive Board

Chairpersons will be appointed by the President for a two year term.

Purpose:

Representing retired TAEA members and encouraging their on-going involvement in TAEA.

Responsibilities:

1. Serves as a voting member of the Executive Council and the Council-at-Large.
2. Attends all meetings of the Executive Council and the Council-at-Large.
3. Prepare either paper (including copies for all members) or electronic report for the 2 Council- at-Large meetings and present it to the CAL if requested by the President.
4. Obtain a current list of retired members from the Executive Assistant.
5. Maintain the address list and have on-going communication with retired members.
6. Prepare interesting and motivating programs for the fall conference meetings.
7. Chair Retired Members meeting at annual conference.

Reimbursement:

All above reimbursements are allowed within the total budget allotted to this office.

DUTIES OF THE EDITOR OF TRENDS (appointed)

Reports to: President, Executive Director, & Executive Board

Editor will be appointed by the President for a two year term.

Purpose:

Produce and publish an annual, juried professional journal.

Responsibilities:

1. Serves as a voting member of the Executive Council and the Council-at-Large.
2. Attends all meetings of the Executive Council and the Council-at-Large.
3. Prepare either paper (including copies for all members) or electronic report for the 2 Council-at-Large meetings and present it to the CAL if requested by the President.
4. Prepare and publish an annual, juried professional journal.
5. Select an associate or assistant editor.
6. Solicit relevant manuscripts and illustrative materials (in digital or hardcopy format) dealing with the subjects of art and art education.
7. Monitor that contributors adhere to established deadlines and articles conform to established guidelines.
8. Determine appropriateness of each manuscript submitted.
9. Design and layout publication, proof, and deliver camera-ready copy (electronically) to the Executive Director and President prior to sending to the TAEA Office Manager for printing and mailing.
10. Work with the Executive Director and TAEA Office Manager to select a reliable printer and mail service.
11. Keep expenses within budgeted funds and prepare an annual report of all transactions in connection with the publication. If needed, go out for a minimum of 3 bids on printing.

Reimbursement:

All above reimbursements are allowed within the total budget allotted to this office.

DUTIES OF THE PARLIAMENTARIAN (appointed) Standing Committee

Reports to: President, Executive Director, & Executive Board

Chairperson will be appointed by the President for a two year term.

Purpose:

Ensure orderly meetings.

Responsibilities:

1. Serves as a voting member of the Executive Council and the Council-at-Large.
2. Attends all meetings of the Executive Council and the Council-at-Large.
3. Using the Revised Version of Robert's Rules of Order and Formal Consensus Guide, oversee Council-at-Large meetings to make sure order is maintained. See section XIII.
4. Maintain orderly meetings, making sure that business can be completed without undue interruptions for rules. There should be an orderly flow of discussion and information in all TAEA meetings.
5. Allow for thorough discussion with limited interruptions for rules.
6. Maintain the integrity of the meetings with a friendly and accommodating outlook.

Reimbursement:

All above reimbursements are allowed within the total budget allotted to this office.

DUTIES OF THE CONFERENCE EVALUATOR (appointed) Standing Committee

Reports to: President, Executive Director, & Executive Board

Chairpersons will be appointed by the President for a two year term.

Purpose:

Supervise evaluation (forms and function) for the Annual Fall Conference.

Responsibilities:

1. Serves as a voting member of the Council-at-Large.
2. Attends all meetings of the Council-at-Large and the Annual Fall Conference.
3. Prepare either paper (including copies for all members) or electronic report for the 2 Council-at-Large meetings and present it to the CAL if requested by the President.
4. Creates a Conference Evaluation Form either electronically for the TAEA website or printed to be given out at the conference. If online, works with webmaster to publish this form. Form due online by beginning of conference.
5. Tallies all forms (either electronically or other).
6. Compiles comments other than scores.
7. Reports all findings to the Executive Director, President, and Conference Chairs.
8. Watch for and report all trends in conference participants in regard to likes and dislikes of workshops, exhibitors, general session speakers, space and the facilities, etc.

Reimbursement:

All above reimbursements are allowed within the total budget allotted to this office.

DUTIES OF THE HISTORIAN (appointed) Standing Committee

Reports to: President, Executive Director, & Executive Board

Chairperson will be appointed by the President for a two year term.

Purpose:

Ensure the accuracy of the historical facts on the association.

Responsibilities:

1. Serves as a voting member of the Executive Council and Council-at-Large.
2. Attend all meetings of the Executive Council and the Council-at-Large.
3. Prepare either paper (including copies for all members) or electronic report for the 2 Council-at-Large meetings and present it to the CAL if requested by the President.
4. Attends the Annual Fall Conference.
5. Locate and maintain historical records already compiled about TAEA.
 - Research and record historical facts about TAEA that are missing.
 - Keep statistics on current facts to archive for history: membership and conference totals, election results, minutes of meetings, conference events, award winners, etc.
 - Keep records of current art education trends to archive for history.
 - Keep artifacts that are significant to the membership.

Reimbursement:

All above reimbursements are allowed within the total budget allotted to this office.

DUTIES OF THE PHOTOGRAPHY CHAIR (appointed) Standing Committee

Reports to: President, Executive Director, & Executive Board

Chairpersons will be appointed by the President for a two year term.

Purpose:

Document through photography most TAEA meetings, conferences, and events.

Responsibilities:

1. Serves as a voting member of the Executive Council and the Council-at-Large.
2. Attends all meetings of the Executive Council and the Council-at-Large.
3. Prepare either paper (including copies for all members) or electronic report for the 2 Council-at - Large meetings and present it to the CAL if requested by the President.
4. Attends meetings, conferences, and other events supported or sponsored by TAEA to document through photography.
5. President, Executive Board, and/or Executive Director may request or specify events to be photographed.
6. Make photographs ready for publishing either on the web or in print.
7. Work with the Historian Chair to document TAEA history through photography including names of people in the photographs, date(s) of the event, and what the event was.
8. Work with VASE Director to document VASE events.
9. All photography is subject to the Executive Board for approval.
10. Proper and expected documentation of photography through release forms will be sought and maintained by the Photography Chair when necessary.
11. Chair will provide for electronic storage at the Management Office all documented photographs.

Reimbursement:

All above reimbursements are allowed within the total budget allotted to this office.

DUTIES OF TEXAS TREASURES CHAIR (appointed) Standing Committee

Reports to: President, Executive Director, & Executive Board

Chairperson will be appointed by the President for a two year term.

Purpose:

This group provides an organized structure to allow the artists within our membership to share and sell their artworks at the fall conference each year. The Chair of Texas Treasures has a booth available in the exhibit hall and the members of this team schedule a work force to manage the sell of art items throughout the conference time.

Responsibilities:

1. Serves as a voting member of the Executive Council and the Council-at-Large.
2. Attends all meetings of the Executive Council and the Council-at-Large.
3. Prepare either paper (including copies for all members) or electronic report for the 2 Council-at-Large meetings and present it to the CAL if requested by the President.
4. Solicit artists to sell and schedule a work time for the booth at conference.
5. Provide a money collection process that is self-sustaining.
6. Advertise the sale of artworks to the TAEA membership through the STAR, etc.

Reimbursement:

All above reimbursements are allowed within the total budget allotted to this office.

DUTIES OF THE TECHNOLOGY CHAIR (appointed)

Standing Committee

Reports to: President, Executive Director, & Executive Board

Chairperson will be appointed by the President for a two year term.

Purpose:

Keep the Executive Board and membership informed of new and emerging technologies which may have application in art education.

Responsibilities:

1. Serves as a voting member of the Executive Council and the Council-at-Large.
2. Attends all meetings of the Executive Council and the Council-at-Large.
3. Prepares report for the 2 Council-at-Large meetings and presents it to the CAL if requested by the President.
4. Chairs the Technology Interest Group.
5. Researches topics relating technology to art education.
6. Serves as a resource person to write articles and reviews updating members on current trend in technology as it relates to art and art education.
7. Acts as a liaison between TAEA and other professional organizations on issues of instructional technology related to art.
8. Assists with electronic communications to members.
9. Presents at least one technology workshop at annual conference and advocates / advises for technology workshops at area events.
10. Submits an annual budget, goals, and an annual report concerning technology for TAEA.
11. Solicits and organizes materials for the TAEA Website Technology section.
12. Works with website designer and Executive Director in any way necessary.
13. Serves as a resource for speaker recommendations on technology issues.

Reimbursement:

All above reimbursements are allowed within the total budget allotted to this office.

DUTIES OF THE CONFERENCE STRAND CHAIR (appointed) Standing Committee

Reports to: President, Executive Director, & Executive Board

Chairperson will be appointed by the President for a two year term.

Purpose:

Organize and fills positions for all the different strand professional development offerings at the fall conference. A strand is a series or group of professional development sessions all based on a common theme or thread.

Responsibilities:

1. Serves as a voting member of the Executive Council and the Council-at-Large.
2. Attends all meetings of the Executive Council and the Council-at-Large.
3. Prepare either paper (including copies for all members) or electronic report for the 2 Council-at-Large meetings and present it to the CAL if requested by the President.
4. Chairs the committee formed to work on Conference Strands.
5. Finds, solicits and selects facilitators/presenters to teach the various Conference Strands according to the theme or concept of the strand.
6. Ensures the Conference Strand facilitators/presenters are prepared and ready for presenting – including sending reminders and receiving updates from the presenters.
7. When needed, seeks out support from individuals or art supply companies to obtain supplies for some of the Conference Strand sessions.
8. Coordinates donated supplies (shipping to and organization of for the conference).
9. Seeks and designates a presenter facilitator to help with the strand session.
10. Seeks out AV needs of the strand facilitators.
11. Works with the conference co-chairs and the management company on the workshop room set-ups needed for the various strands.
12. Develops the descriptors and advertising for the various strands offered at conference.

Reimbursement:

All above reimbursements are allowed within the total budget allotted to this office.

TEXTBOOK REVIEW COMMITTEE CHAIR (appointed ad hoc)

Reports to: President, Executive Director, & Executive Board

Purpose:

The original Textbook Review Committee was put in place for the purpose of reviewing the state textbooks that were up for adoption that year and to present our findings as an Association to the Texas Education Agency Fine Arts Consultant and a report went to the Commissioner of Education as well as the State Board Members. Our association wanted to make sure that the books up for adoption were of the finest quality, held the true philosophy of quality art education and best represented the state standards for fine arts. TAEA had a textbook committee retreat/meeting and the findings came from this meeting retreat.

Responsibilities:

1. The Chair was responsible for securing a retreat location and working with the President to find funding for this retreat meeting in order to study all of the textbooks in depth.
 2. The Chair arranged with the textbook companies to provide free books for every committee member.
 3. A structure was put in place to formally evaluate all visual arts books up for adoptions.
 4. The Committee was divided by grade levels and by textbooks.
 5. The Committee member was responsible for reading every book and reporting their findings.
 6. The Committee members looked for art education content accuracy, reading levels, print quality of photo references, matchability of textbook content with the state visual arts standards and so on.
 7. All information was compiled and put in report format to be disseminated to all members and all target officials.
-

State Guidelines for Textbooks:

HB 623

Section 31.152 ACCEPTING REBATE ON TEXTBOOKS

- a. A school trustee, administrator, or teacher commits an offense if that person receives any commission or rebate on any textbooks used in the schools with which the person is associated as a trustee, Administrator, or teacher.
- b. A school trustee, administrator, or teacher commits an offense if the person accepts a gift, favor, or service that:
 1. Is given to the person or the person's school;
 2. Might reasonably tend to include a trustee, administrator or teacher in the section of a textbook;
 3. Could not be lawfully purchased with funds from the state textbook fund.
- c. An offense under this section is a Class B misdemeanor.
- d. In this section, "gift, favor, or service: does not include:

1. staff development, in-service, or teacher training or
2. instructional materials, such as maps or worksheets, that convey information to the student or otherwise contribute to the learning process.

Section 9 a. The change in law made by Section 8 of this Act applies only to an offense committed on or after September 1, 2001. For the purpose of this section, an offense is committed before September 1, 2001, if any element of the offense occurs before that date.

- b. an offense committed before September 1, 2001, is covered by the law in effect when the offense was committed, and the former law is continued in effect for that purpose.

HB 623 77R
Hochberg
Textbook bill
Legislative Intent

Section 31.152 (b) does not preclude publishers from providing food and beverages in connection with any staff development, in-service or teacher training service which are permitted under 31.152 (d) (i). The subsection intends to prevent the gifts, services, or favors from influencing the selection of a particular textbook, and not to affect services delivered by publishers after a textbook is selected.

A business luncheon is only precluded under 31.152 (b) if the luncheon is meant to influence the selection of a textbook.

Teachers and administrators are not precluded from serving as author, reviewer or contributor to a textbook program under 31.152 (b). Payment for service as an author, review or contributor is clearly not a “gift, favor, or service,” because the educator has earned the money.

DUTIES OF THE LOCAL AREA ASSOCIATION REPRESENTATIVES

Reports to: President, Executive Director, & Executive Board

Primary Purpose: Two members of the local area associations serve on the Council-at-Large. They must attend spring meetings of the Council-at-Large and fall meetings in conjunction with the Annual Conference. In addition, they will serve on the Council-at-Large with the Regional Representative.

Responsibilities:

1. Serves as a voting member of the Council-at-Large.
2. Attends all meetings of the Council-at-Large.
3. Local association presidents will submit a report to the Executive Secretary of TAEA for inclusion in the Annual Report. This report should briefly outline the years past activities and future goals of the local association.
4. One association representative will prepare either paper (including copies for all members) or electronic report for the 2 Council-at-Large meetings and present it to the CAL if requested by the President.
5. Local area presidents will communicate activities to the TAEA *Star* as appropriate.
6. Local area presidents shall inform the President & Office Manager of local area election results and furnish the Office Manager with current addresses and phone numbers of AEA officers.
7. Local area presidents and representatives will help nominate new officers for TAEA positions and TAEA awards.
8. Local area presidents shall be committed to report the news and business of TAEA to their members.
9. Local area presidents or representatives will communicate concerns of their organizations/members to TAEA.
10. Local area presidents and representatives may be asked to serve on various committees toward overall improvement of art education.
11. Local area presidents and representatives generally serve to link those teachers involved locally to the state organization, TAEA. They can promote good relations, more membership and unity for the overall goals of TAEA and art education.
12. It is the duty of the LAEA President on odd-numbered years, to present a current LAEA constitution/by-laws to the TAEA President for association records.
13. It is the responsibility of the LAEA President to keep their contact information updated with TAEA for continuous flow of communication.
14. It is the duty of the last out-going LAEA President of an inactive local art education association to notify the TAEA President of dissolution of the LAEA.

Reimbursement:

All above reimbursements are allowed within the total budget allotted to this office.



**TEXAS ART EDUCATION ASSOCIATION
ANNUAL REPORT**

(POSITION)

Summary of Activities of the Past Year

(Signature) _____

Return to TAEA Headquarters, 14070 Proton Rd., Ste 100, LB 9, Dallas, TX 75244

V. TAEA Membership Highlights

Individuals who are engaged in professions or activities supportive of/or related to art, art education, or education are eligible for membership. Membership can be procured by submitting an electronic or paper application form.

Membership totals are derived from the following types of membership:

1. **Active:** is for individuals engaged in the teaching of art, the directing 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.
 - Elementary
 - Middle School/Junior High
 - High School/Senior High
 - Higher Education
 - First Year Professional
 - Supervision/Administration
 - Private School
 - Community-Based
 - Museum
1. **Associate:** is for school personnel not actively engaged in the teaching of art, and all persons interested in art education. Associate membership provides all the privileges of membership except the right to vote and hold office.
2. **Fellows:** TAEA established a category of membership in TAEA to be called Distinguished Fellows. Under this program, the Association may confer the Title *Fellow* on members who have made long-term distinguished contributions to the work of the association and to the advancement of the art education profession.
3. **Retired:** is for active members who have retired and have been a member of TAEA for a minimum of ten (10) years, and who are fifty (50) years of age or older. Retired active membership provides all the privileges of active membership.
4. **Institutional:** is for institutions directly or indirectly involved in art education. Institutional membership provides all the privileges of membership except the right to vote or hold office. This membership provides one (1) representative prepaid registration at the TAEA annual conference, and three (3) designated teachers' participation to submit artwork in TAEA sponsored art competitions/events
5. **Student:** is for undergraduate students and full-time graduate students. Student membership provides all the privileges of Active Membership.
6. **Sustaining:** is for exhibitors and businesses that are not actively engaged in the teaching of art. Sustaining members will receive a one-year subscription to the TAEA publications and the right to rent a booth in commercial exhibits at the annual conference. Sustaining memberships do not have the right to hold office or vote.
7. **Honorary Life Membership:** members who have maintained an active membership for many years and who have made outstanding contributions to TAEA and to art education. The TAEA Fellows and Past Presidents automatically receive the Honorary Life Membership. Honorary Life Membership provides all the privileges of active membership.

VI. TAEA Budget Highlights

- The budget is developed by the Past President & the Budget Committee for recommendation to the TAEA Executive Board for approval.
- The Budget Committee consists of: Past President, President-elect, and Treasurer.
- The fiscal year runs from August 1 – July 31.
- The Budget is presented to the Executive Board during the Summer Board meeting for approval.
- A Budget Expenses Statement is sent electronically each month to all members of the Executive Board.
- All reimbursement requests are due within 30 days of the expense. Fall Conference reimbursement requests are due by December 31. All reimbursements are subject to the budget allotments for that particular office. *See below.*

Travel Policy

Room Expenses:

- **Office Manager, Executive Director, President, President-elect, and Past President**
Rooms will be provided for these positions at the TAEA fall conference and the NAEA conference as it applies.
- **Executive Board:**
TAEA will provide one half of a hotel room per night for the January, March, June/July, September required meetings. Conference (travel/hotel) expenses are only reimbursed for one night.
- **Executive Council:**
TAEA will provide one half of a hotel room per night for the required March meeting. Conference (travel/hotel) expenses are not reimbursed.

Meals:

The only meal that might be provided by TAEA will be a noon meal during an all day meeting – this by the discretion of the President.

Transportation:

TAEA will provide travel expenses for the Executive Board members by submitting gasoline receipts for costs during the trip and then a receipt showing the measurement immediately at the conclusion of the trip. Airline fares are only paid for President, President-elect, and Past President for NAEA and Western Division Conferences (attendance the 2nd year). All other travel expenses are at the cost of the board or council member.

Reimbursements

An original receipt and reimbursement request form will be necessary to receive reimbursement.

Receipts and requests should be made within 30 days of incurring an expense. *All expense receipts and requests for your position must be submitted no later than July 15th preceding the close of the budget year* along with a copy of your completed expense worksheet. All conference expense is due by December 31st following the close of the conference.

For reimbursement, submit the Reimbursement Request Form and receipts to:

**TAEA Headquarters
14070 Proton Road
Ste. 100, LB 9
Dallas, Texas 75244**



TAEA

Reimbursement Request

Policy: TAEA will not be obligated to remit funds without the appropriate prior approval or in excess of budgetary limits or if turned in after deadline limitations.

Request for reimbursement should be made within 30 days of incurring an expense. All requests – accompanied by receipts and a copy of your completed expense worksheet – must be submitted no later than July 15th preceding the close of the budget year. All conference expenses are due by December 31.

Date: _____

Name: _____

Position: _____

Phone: _____ Email: _____

Itemize Expense/ State Purpose of Expenditure:

Attach Receipts/Invoices to Back

Total Amount of Reimbursement: \$ _____

Mailing Address: _____

City/State/ZIP: _____

Signature: _____

Mail this request form for reimbursement to:
Jody Henry
TAEA Headquarters
14070 Proton Road
Ste. 100, LB 9
Dallas, TX, 75244

VII. TAEA Function Highlights

STAR Publication: Published 4 times a year online and supervised by the Executive Director.

TRENDS Publication: Published yearly as a printed publication and supervised by the TRENDS Editor (an appointed position) and the Executive Director.

Annual Awards Descriptions:

Texas Art Educator of the Year:

Awarded to one TAEA member who has significantly contributed to the association and to art education on the state, local and/or national levels.

Division Outstanding Art Educator Awards:

Awarded to one TAEA member from each division (Elementary, Middle School/Junior High, High School/Senior High, Higher Education, Student, Museum Education, Supervision/Administration) who has significantly contributed to the association and to art education on the state, local and/or national levels. Nominee must currently be employed in the appropriate division and must have worked at the level for at least two (2) years.

National Art Honor Society Sponsor Award:

Awarded to an NAHS Sponsor for sponsoring an exemplary National Art Honor Society Chapter. Supporting evidence of achievement must be provided through letter from nominator, newsletters, photographs, and/or written records.

TAEA School Principal Award:

Awarded to one non-TAEA member of an Elementary, Middle/Junior High School or Senior High School in the state of Texas. The principal should have demonstrated unusual support for art education and for the visual arts. Supporting evidence of achievements must be provided through letter from nominator, newsletter, photographs, and/or written records.

Friend(s) of Art Education Award:

Awarded to non-TAEA members (e.g. School Board members, Superintendents, Administrators, Principals, Commercial Vendor, Publishers, Advocates, and Others) who have significantly contributed to the association and to art education of the state, local and/or national levels. Recommendation and supporting evidence must be provided through the letter from nominator, newsletters, photographs, and/or written records.

Awards Nomination Timeline:

Award Nominations must be made online through the online nomination form and submitted by April 30. Online nomination forms will not be available after midnight of the deadline date.

Awards Policy:

Qualifications

In all categories except *Principal* and *Friend(s) of Art Education* the nominee must be an active member of TAEA, must have contributed at both the local and state level to art education, and must have exhibited a personal commitment to advancing art education.

(See directions to committee for more specific data.)

General Guidelines:

Who may nominate for TAEA Awards?

All members may nominate any qualified candidate. Members may only write one letter per awards category whether it be a letter of nomination or recommendation.

NAEA Western Division and National Awards?

TAEA awards recipients may have letters of nomination or recommendation written by the President or the Awards Chair if they choose. They will automatically have their name submitted to both Western Division and National if they choose the year following their award at state. Any Western Region Award winner will automatically be nominated for National unless otherwise noted by the awards chair.

What if the nominee was not selected?

After the awards are announced, the awards chair will send a letter or email to those nominators whose nominees were not selected thanking them for participating and encouraging them to resubmit the name the following year.

Selecting the Awards Committee:

The Awards chair will select a tentative list of between 25-30 members of the association that includes:

- All members of the Executive Board
- Any Past Presidents by request of the Chair or the Executive Board.
- Members of the Executive Council, and the Fellows

These members must reflect an equitable balance of the membership populace and geographic areas across the state.

The names of those to serve on the awards committee will then be submitted for review by the Presidents' Board (all those who have served as President of TAEA including the current President-elect and President). A regional map should be included to locate members.

Their recommendations will then be brought before the Executive Board for approval.

The committee members may vote for one nominee in each category. If a committee member is a nominee, he or she may not vote in that one category.

If there were 3 or more candidates and there was no clear majority vote, then there would be a run-off election between the top candidates.

If no one is nominated by the deadline of April 30, then that category will remain empty. If there is only one nominee, then the nomination stands.

Past Award Recipients

Division Outstanding Art Educators Award:

Elementary

1986 Cynthia Broderick
 1987 Dale Battle
 1988 Louise Hudgins
 1989 Ann J. Worley
 1991 Georgia Blaydes
 1992 Lynn Bryant
 1993 Ginger Goodman
 1994 Elizabeth Harris-Willett
 1995 Marilyn Wylie
 1996 Ardith Warner
 1997 Lois E. Pendley
 1998 Cynde Powell Riddle
 1999 Linda Malcom
 2000 Sonia Novy-Pace
 2001 Jan Dodd
 2002 Rhonda Ann Sherrill
 2003 Sherry Grace White
 2004 Pamela McKnight
 2005 Alisa Meli
 2006 Kay Jackson Fleming
 2007 Ronelle Howell
 2008 Denise Clyne-Ruch
 2009 Samantha Melvin
 2010 Nancy Walkup
 2011 Jean King

Higher Education

1986 Rebecca Felts
 1987 D. Jack Davis
 1988 Dr. Ollie Jensen Theisen
 1991 Richard Scherpereel
 1994 William McCarter
 1995 Dr. Betty Copeland
 1996 Nancy W. Berry
 1997 Nancy Walkup
 1998 Jim Henderson
 1999 Teri Cummings
 2000 Pam Stephens
 2001 Karen Keifer-Boyd
 2004 Fred L. Woody
 2005 Dr. Christine B. Bain
 2007 Michelle Kraft
 2008 Amanda Allison
 2009 Paul Bolin
 2010 Dr. Rina Kundu
 2011 Teri Evans-Palmer

Middle School/Jr High

1989 Robert "Mitch" Wilson
 1991 Joseph (Joey Doyle)
 1992 Barbara Sumlin
 1993 Seppo Aarnos
 1994 Georgia Blaydes
 1995 Jennifer Janak
 1996 Sharon Warwick
 1997 Susan St. John Strickland
 1998 Iris Broussard Williams
 1999 Cappie Dobyns
 2000 Madelene Buzan
 2001 Paula Ard
 2002 Bruce Sifrit
 2003 Suzanne Greene
 2004 Cynthia J. Newlin Garrett
 2005 Terese Frigo Kitts
 2006 Raquel Beechner
 2007 Janis McCorkle
 2008 Beverly Beesley
 2009 Eileen McClellan
 2010 Cecelia Pichini
 2011 Stephanie Walton

Supervision/Admin

1986 Lou A. Davis
 1987 Judy Beckham
 1988 Jerry Frey
 1989 Patricia J. Jones
 1991 Sandra Campbell
 1992 Ola Underhill
 1993 Janice Wiggins
 1994 Tina Farrell
 1995 Jerry Frey
 1996 Beverly Fletcher
 1997 Juan R. Garcia
 1998 Lynda Jo Alford
 1999 Kristen Marstaller
 2000 Sarah Sanders
 2001 Joey Doyle
 2002 Frances Camille Bach
 2004 Janice Truitt
 2005 Ch. Sharon Chumley
 2006 Gloria Hill
 2007 Deborah Kidwell
 2009 Allen Miller
 2010 Fran Bolte
 2011 David Stevens

High School

1986 Debbie Gallatin
 1987 Lourena Cook
 1988 Jayla Davis
 1989 Marshal Hogue
 1991 Pauline G. Gawlik
 1992 Barbara Pratt
 1993 Patsy Eldridge
 1994 Daphna Lilienstern
 1995 Joan Maresch
 1996 Jonnie Gilliam
 1997 Martha Kiel
 1998 Roberta Ann Sajda
 1999 Fred Woody
 2000 Robert Parker
 2002 Cheryl Evans
 2003 Tamera Westervelt
 2004 Kathleen Cunning
 2005 Michael Hall
 2006 Nicole Brisco
 2007 LaRee Morris
 2008 Mel Basham
 2009 Connie Young
 2010 Trish Klenow
 2011 Alicia Moore

Museum

1986 Susan Mayer
 1987 Nancy Berry
 1988 Donna Vliet
 1991 Beth Schneider
 1993 Fran Prudhomme
 1994 Linda Powell
 1995 Susan Sternberg
 1996 Elizabeth Reese
 1997 Terri Thornton
 1999 Mary Burke
 2000 Libby Cluett
 2001 Grace Bries
 2002 Victoria Burke
 2003 Carrie Robinson-Cannon
 2004 Nora J. Christie
 2005 Michaela Black
 Eva Buttacavoli
 2006 Nicole Stutzman
 2007 Valerie Loupe Olsen
 2008 Rebecca Martin
 2009 Stacy Fuller
 2010 Dr. Melinda Mayer
 2011 Lauren Fretz

Art Educator of the Year:

1977	Alice Webb	1989	Nancy Miller	2001	Nancy Walkup
1978	Bill Francis	1990	Dr. Jack Davis	2002	Gloria McCoy
1979	Marvin Moon	1991	Rebecca (Beck) Felts	2003	Janice Curl Wiggins
1980	Ida Miller	1992	Dr. Cynthia G. Broderick	2004	Elizabeth Willett
1981	Janet Fox	1993	Pat Jones	2005	Joey Doyle
1982	Judy Beckham	1994	Sara Chapman	2006	Walter C. Holland
1983	Jeanne Rollins	1995	Pauline Gawlik	2007	Kristen P. Marstaller
1984	P. Henderson	1996	Kay Savay	2008	Dale Battle
1985	Katherine Reid	1997	Tina Farrell	2009	Nina Boothe
1986	Marvin Platten	1998	Keith Arney	2010	Suzy Greene
1987	James M. Clarke	1999	Dr. Dennis Fehr	2011	Dr. Christina Bain
1988	Dr. Phyllis Miller	2000	Barbara Pratt		

National Art Honor Society Sponsor Award:

1988	Rhae Haxton	1999	Carol Evans	2005	Tyra Gonzales
1989	George Martin Rex	2001	Meghan Martel	2006	Tamera Westervelt
1991	Elaine Wilkins	2002	Maria A. Brown	2007	Susan McEwen
1992	Kim Wagner-Neuendorff	2003	Deborah Moore	2009	Diane Bray
1996	Christine L. Cole-Killian	2004	Trudy Knight	2010	Gloria Velazquez
1997	Janice Truitt		Jana Marbut-Ray	2011	Denise Dittmar

TAEA School Principal of the Year Award:

1991	Archie McAfee	1999	Douglas Hall	2008	Maria Sanchez
1992	Don Williams	2000	Freddye Kelly		Dalton Gregory
1993	Harrison M. Crenshaw	2001	Russ Chapman	2009	Robert Sormani
1995	Ed Wachtel	2005	Richard Galvan	2010	Karen Bessette
1996	Linda Clarke	2007	Lynn Akin	2011	Cheryl Freeman
1998	Gregory Marshall		Wayne Schaper, Jr.		

Friends of Art Education Award:

1986	Joseph I. Zable	2002	Nancy Dunn
	Mary McElroy		The University of Houston-Clear Lake
	John Gilbreath		<i>(Dr. William Staples, President;</i>
	Rudolfo Montoya, Jr.		<i>Ms. Sandria Hu, Professor of Fine Arts;</i>
1987	Richard Huff		<i>Ms. Resa Ott, Dir of Alumni & Com Rel)</i>
	Elizabeth Hunt Maddox	2003	Joseph Culotta, Sax Arts & Crafts
	Linda Pack	2004	Joe Barnhart Foundation
	Gerard Stashak		Connie Akers
	Archer M. Hunting, Gallery UT at Austin		Saralene Oldham
1988	James and Eleanor Grace Martin		Culture Shapers and Ernie Fitzpatrick
	Jerry Morris	2005	Penelope Speirer
1989	Elizabeth Krause	2006	Brownsville Museum of Fine Art
1990	Ann Symns		Ginger Head Gearheart
1991	Verna Escamilla	2007	Jim LaVilla-Havelin
	Bansy Johnson		Duncan Klussmann
1993	Dr. Sandra Lanier-Lerma		Kenny Allen
	Tom F. and Charlene Marsh	2008	Marta Petraglia, Carol Green
	Jim Noble	2009	Shelley Minnis, Guy Giersch
1994	Jan Muhlert		Kari Murphy
	Judy Shimp	2010	Beth Dulle
1995	David McCall		Edward & Betty Marcus Foundation
1998	John Logan (posthumous)		Dr. Gene Mittler, Brenda Hoffman
	Edith Jones O'Donnel		Dr. Shirley Hammond, Cindy Breeding
1999	Charles D. Hundley	2011	Nadine Winns
2000	Tom & Lorry Hubbard, Crystal Productions		Duane Sanford
2001	Dr. Elizabeth & Tom Sasser, Gordon Huerd		

Distinguished Fellows:

Description:

The Texas Art Education Association herein establishes a category of membership in TAEA to be called Distinguished Fellows of the Texas Art Education Association. Under this program, the Association may confer the Title *Fellow* on members who have made long-term distinguished contributions to the work of the association and to the advancement of the profession. Fellows are expected to maintain an active membership in the Association for at least until their retirement: an active membership beyond retirement is encouraged. The title, Distinguished Fellow of the Texas Art Education Association, is not subject to revocation of membership if not maintained, except by a two-thirds vote of all Fellows, a two-thirds vote of the Executive Board, and for cause clearly inimical to the Association and the art education profession.

Purpose:

The purpose of the Distinguished Fellows program includes the following:

1. To recognize TAEA members who have given long and distinguished service and leadership to the Association.
2. To encourage continued leadership and active involvement in the affairs of the Association.
3. To constitute an advisory group of committed professional art educators for long-term TAEA development.
4. To provide a mechanism for continued professional and scholarly contributions to association activities and programs.

Responsibilities:

Individuals honored, as Distinguished Fellows shall, upon request:

1. Serve as an advisory committee for policy questions that relate to the history and continuity of the goals of the association.
2. Function as an advisory group for long-term financial development.
3. Provide motivation and guidance for emerging leaders.
4. Serve on special committee of TAEA.
5. Help in promoting TAEA in a positive manner.
6. Establish and maintain a TAEA speakers bureau.

Meet at least once a year – during the Annual Fall Conference could be that one time.

Criteria for Nomination of Fellows:

To be considered one must have been an active member of TAEA for at least ten (10) years. The following criteria for nomination are not intended to be exclusive nor is it expected that every Fellow will qualify on each criterion. Those individuals nominated, however, need to demonstrate a reasonable profile of accomplishment extending across several criteria. Final acceptance will be based on:

2. The nominee's accomplishments.
3. Significance of overall contributions to art education and the Association.

Important Criteria to be Considered:

1. Being President of TAEA.
2. Chairing a TAEA Standing Committee.
3. A member of a TAEA Standing Committee.
4. Term on TAEA Executive Board. Nominees may not be on current Executive Board.

5. Editor of TAEA Journal/Newsletter.
6. Regional Representative.
7. Division Chairperson.
8. TAEA Art Educator of the Year.
9. Presidential appointment(s) that were approved by the TAEA Executive Committee.
10. Conference Local Chairperson (State and/or National).
11. Conference Local Committee (State and/or National).
12. Conference Session Speaker (State and/or National).
13. Professional publications, research, creative work, or related activity which is reported regionally and/or nationally:
 - a. Books
 - b. Articles
 - c. Book Reviews
 - d. Exhibitions
14. TAEA, NAEA, or other awards that honor exemplary teaching, research, scholarship, or professional service.
15. NAEA service:
 - a. NAEA Elected Office
 - b. NAEA Award
 - c. NAEA Delegates Assembly
 - d. Number of years as NAEA member
16. Number of years of teaching credit.
17. Number of years as a TAEA member.
18. Service with related professional groups.
19. Other services.

The Fellows Nomination, Election, and Administration:

No more than two percent (2%) of the TAEA membership may be Fellows at any one time. It is suggested that only two (2) members be elected Fellows annually. However, if two percent (2%) of the membership of the TAEA are Fellows, then no election may take place. Actual TAEA membership count shall be as of October 31st each year to determine actual percentage of members eligible for nomination.

The nominating committee and all other governance functions of the Fellows will be administered by the current Fellows annually. Candidates for membership in the Fellows must be submitted to the TAEA Executive Board for its endorsement by March 1st of each year by a nominating committee of no less than two Fellows who have been appointed by the Fellows chairperson. Nominees (or their advocate) are expected to prepare a concise record of their accomplishments which relate to the criteria for qualification as a Fellow. Upon receipt of this record, the nomination committee ascertains if the nominee is qualified. Once a nominee is deemed qualified, then his/her name will be submitted for consideration to all TAEA Fellows who will vote to approve the nominee by a simple majority. Fellows will be inducted at a general session or other appropriate annual conference forum.

The Fellows Award:

The award shall consist of two (2) components: A certificate and a medallion. The medallion shall have inscribed the name of the Fellow, the year awarded, and the name "TAEA Distinguished Fellow." All Fellows are encouraged to wear their medallion at the 3rd General Session or at the

time the new Fellows are inducted into the group. They may wear this medallion at any other occasion during the Annual Fall Conference or a TAEA event as appropriate.

Awards Nomination Etiquette:

(Written policy regarding proper etiquette on nominations of candidates)

When a member of TAEA is nominated for a Western Region Award in one year the President or Awards Chair, on behalf of the association, will write the letter of nomination for the corresponding national award the following year. The recipient of the Award of Distinguished Fellow will obtain a Lifetime TAEA Membership.

VIII. Memorial Scholarship Fund

Revenue Source:

The source of the revenues is from the Association's Memorial Scholarship account or donations.

Types of Scholarships:

HS For graduating high school students:

- Candidate must be enrolling in a college or university art teacher preparation program;
- Candidate must submit an essay detailing the role of art in lives and the development of their interest in becoming a certified art teacher;
- Candidate must provide a resume of school activities, including VASE participation and/or other art exhibitions/events/competitions;
- Candidate must include a letter of support from their TAEA member high school art teacher (include membership #);
- Payment of the scholarship will be to the winner upon verification of enrollment in an art teacher preparation program (*the selection committee will designate first and second runner-up in the event that the designated winner does not successfully enroll*); and
- All application materials must be postmarked no later than April 15.

CS For an undergraduate college student member of TAEA:

- Candidate must be an active student member of TAEA (include member #);
- Candidate may be a prior recipient of a TAEA Memorial Scholarship, who is continuing in the art teacher preparation program;
- Candidate must submit a letter requesting a TAEA Memorial Scholarship, detailing financial need, and outlining plans and goals to teach art;
- Candidate must provide verification of a overall college GPA of at least 2.5 and a GPA of 3.0 in art, art history, and art education courses;
- Candidate must provide a letter of support from at least one art education faculty member from the institution in which they are enrolled;
- Continuing scholarships will not be automatic and will be dependent on availability of funds; and
- All application materials must be postmarked no later than April 15.

GS For current art teachers entering or continuing in a graduate art education program:

- candidate must be a certified and currently employed Texas art teacher;
- candidate must be an active member of TAEA (include member #);
- candidates must provide a resume of their art teaching experiences and achievements;
- candidates must provide a letter (s) of support from persons very familiar with their teaching;
- candidates must submit a letter requesting the scholarship, outlining their graduate study plans and intentions, and detailing their financial need;
- payment of the scholarship, will be to the winner upon verification of enrollment in a graduate school art education master's program.
- all application materials must be postmarked no later than April 15.

The Scholarship Selection Committee:

An annual review of applications will be conducted by a Selection Committee comprised of the current President, the current Treasurer, and one or more Past Presidents of TAEA. Any scholarship

awards will be based on availability of funds with priority given first to **HS type**. Amounts of awards will vary due to revenues available. The selection process must be completed and all candidates notified before the end of May.

IX. Annual Fall Conference

Host City Selection:

Host City and site are selected through the collaboration of the Executive Director, the President, and the President-elect.

Conference Special Guests:

- **NAEA Position:** A NAEA invited guest will receive 2 nights hotel stay and transportation to and from the Conference. Registration will be waived and a ticket will be provided for any food function.
- **Texas Commission on the Arts:** one representative from this organization will receive a free registration.
- **TCQAE:** one representative from this organization will receive a free registration.
- **CEDFA:** one representative will receive a free registration.
- **TEA ARTS:** one consultant will receive a free registration.

Duties of the Annual Conference Chairs:

Reports to: President, Executive Director, & Executive Board

Primary Purpose: Organizes and handles all local arrangements under the guidance and direction of either the President, President-elect, & Executive Director.

Responsibilities:

1. Selects local committee members and organize meetings. Suggested committees are: Registration, Facilitators, Signage, Local Art Show, Offsite Events, Transportation, Bags, Decorations, etc.
2. Provides local transportation to events as needed.
3. Selects a conference treasurer and secretary from the local committee to handle financial & budget matters as well as record-keeping.
4. Meets frequently (can be by phone) with the Conference Chair which will be the President or the President-Elect.
5. Prepare either paper (including copies for all members) or electronic report for the 2 Council-at-Large meetings and present it to the CAL if requested by the President.
6. Arranges for on-site visits to conference hotel and/or convention center.
7. Works with all others involved in conference planning, such as the Editor, the Commercial Exhibitors' Chair and the Office Manager.

Procedures and Tips for Organizing a TAEA Annual Conference:

This Conference Planning Guide is designed to help you plan and successfully run a smooth and effective annual event. As you work through the process, please add to the “tips sheet” so that future Conference Co-Chairs can benefit from your experience and expertise. Again, Thanks for sharing your time and talents with the TAEA members. Remember that the Executive Board, the President, the Executive Director, and the Management company will be working with you throughout the process. Communication is key!

~ TAEA Executive Board

Note to Co-Chairs:

“Thank you for stepping up and taking on this important job! Your leadership abilities, professionalism, and ‘can do’ attitude will enable you to work with the TAEA Executive Board to

create a successful and fulfilling conference. The membership is relying greatly on your hard work and leadership to make it happen! The time and effort that you and your local committee members will give is greatly appreciated.”

Always Remember:

- The Conference is the primary professional development tool for the TAEA membership.
- The Conference is the primary fundraiser for the TAEA members. It is imperative that you stay within the allotted budget and be a good steward of the TAEA member’s money.
- The Conference is a wonderful opportunity to build leadership skills among TAEA members through committee work.

Standing Sub-Committees:

- Registration
- Decorations
- Graphics
- Hospitality
- Vendor Hospitality
- Publicity
- Transportation
- Awards
- Student Exhibits
- Tours
- Art ‘n’ Soul
- Silent Auction
- Facilitators
- Room Set up/Break down
- Signature Series (Chaired by the Division Chairs/Division Chair Elects – HS, MS/JH, Elem)
- Membership (Chaired by the Vice President Membership)
- Evaluations (Chaired by the Conference Evaluation Chair)
- Information
- Keynote Speaker Liaisons
- Experience Institutes/Studio Series
- Special Events

Check-Off Sheet – Getting Started!

- Agree to chair the event. Receive Conference Handbook/PowerPoint
- Meet with President, Executive Director, and Treasurer to go over conference budget.
- Develop a theme for the conference
- Develop a logo. Provide a camera-ready jpeg to Executive Director (to be used in the STAR, on the website, and on other Conference publications & promos)
- Develop a skit, announcement, video, or other form of “invitation” to be delivered at the Sunday General Session of the year preceding your conference
- The Conference Co-Chairs will be introduced. (e.g., Hats Off to Art Education! San Antonio art teachers used Mexican music and a variety of types of hats)
- Gather information about the conference hotel, ground transportation, airport/flight information, local attractions, maps, etc. Prepare in a Word document. Add any jpegs and send to Executive Director. These will be used to build the conference page on the website and in the STAR. This information needs to be put on the website when the previous conference info comes down (December 1)
- Conference Co-Chairs meet and decide on division of tasks

- Go over budget with President, President-elect, Treasurer, and Executive Director.
- Hotel/Conference site walk through
- Put together sub-committee chairmen (see sub-committee chair list above)
- Make a list of possible keynote speakers and contact information. Share with Executive Board. Get approval.
- Begin to contact keynotes. Make phone contact and then follow up with the letter of understanding (contract)
- Select a “scribe/secretary” to take notes of all local committee meetings
- Get together a large list of art teachers, museum administrators, art supervisors, supportive local art vendors, etc. Create a database
- Hold Local Committee meeting in a central location. Brainstorm and get input ideas for the conference. Break into sub-committees.
- Seek out sponsorships. Contact vendors who might sponsor conference bags, keynote speakers, opening awards reception, etc. The more sponsorships, the better!

Sub-Committee Chair Responsibilities:

1. Registration: The chairman will -

- Signs up a co-chairman to share the time responsibilities for Conference registration
- Makes a time schedule for registration workers. Checks with Office Manager to see how many workers are needed for each time slot (e.g., 3 – 5 workers for each 2-hour slot)
- Post schedule and communicates with all registration volunteers ahead of time
- Works closely with the management company to facilitate smooth distribution of registration materials. The management company brings these prepared packets to the conference.
- Gets workers to help stuff conference bags (usually done Thursday night at the conference).
- Supervises workers throughout registration.
- Provides the Graphics Committee with any needed signage prior to conference
- Works with Decoration Committee to decorate registration booth according to theme
- Breaks down decorations on Saturday

2. Decorations: The chairman will –

- Work with Conference Co-Chairs to secure decorations that fits the conference theme
- Gets as many items donated as possible
- Stay under budget
- Puts together a working committee
- Store, set up, and break down. Work with Conference Co-Chairs ahead of time to make sure that any storage needed is available.
- Provides decorations for:
 - Registration booth
 - General Session head table (dais)
 - General Session backdrop (optional) – TIP...make sure that size and ability to hang or set up is feasible ahead of time. Double-check that there is not a hanging charge from the conference center or hotel.
 - Awards reception
 - Vendors’ reception
 - Fellows reception
 - Any special event designated by the Conference Co-Chairs

3. **Graphics:** The chairman will –
- Work with the Conference Co-Chairs to produce a Conference Logo that is camera ready and a jpeg
 - Work with the Conference Co-Chairs to produce signage that is a usable format for the conference venue (e.g., horizontal/vertical, size, poster or slide in)
 - Committee members put up and take down all signs throughout the Conference.
 - Be prepared to make any “last-minute signs” on site
 - Make all signage for the conference:
 - Workshops
 - Tours
 - Special events
 - Directional
 - General Sessions Keynotes
 - Awards
4. **Tours:** The chairman will –
- Work with the Conference Co-Chairs to set up tours
 - Contact each tour provider and establish contact information
 - Remember that tours must cover transportation expenses, be reasonably priced, and if possible, make a small profit
 - Do not schedule tours during General Session times
 - Clarify with the tour operators minimum and maximum numbers ahead of time
 - Work with Conference Co-Chairs on contracts, making certain of due dates for deposits and refunds
 - Provide Conference Co-Chairs with description and times for all tours. These will be posted on the TAEA website and in the STAR
 - Designate a Tour Committee guide to meet the tour group, collect tickets, and go on the tour
 - Get a list of tour goers from the Office Manager for each tour
 - Call Tour Operators one week prior to verify the tour times, etc.
 - Call Tour Operators one day prior to verify and last minute details
 - Clarify and verify all transportation
 - Make sure that the Graphics committee is aware of any signage needed
 - Pick up signs ahead of time, and post at departure location
 - Report back to Conference Co-Chairs
 - Remember to stay under budget!

X. Student Events Highlights

- Youth Art Month & TASB (all level)
- VASE (high school)
- State VASE (high school)
- Jr. VASE (middle school/junior high)
- TEAM (elementary)

Standards for Originality in Students Artworks:

The following position statement shall be written in the rules for all art contests, exhibition, and events sponsored by TAEA:

The Texas Art Education Association upholds the highest standards for art production for the definition of originality of artworks. All artworks must be original in composition and individual expression. Direct exact copying of a published image, photograph, album cover, magazine, etc. is considered a violation of copyright law. Teachers need to uphold the highest standards in their teaching and the integrity of art contests, exhibitions, and events.

The following artistic processes may be used and the artwork still be considered original:

- A student may use published or printed material only to research an idea for his/her artwork.
- Multiple photographs, magazine photographs, and published images may be combined and used for the student to create an original composition.
- Photographs taken by the art teacher may be used as reference material only. Because of an art teacher's training they are considered a professional. Copying a teacher-generated photograph exactly in any media is considered copy work, not original.
- A student-directed photograph taken by the teacher is an acceptable artistic reference source. Example (self portrait photograph, or student thumbnail sketches composition and teacher takes photograph on location away from campus).

The following processes may not be used and are considered unethical in art production for students:

- Images traced with the use of an overhead, opaque projector, or other electronic devices.
- Copying any published images directly by exactly matching the elements and principles of design of the original reference image.
- Teacher-directed art production where every student artwork is identical.
- Teacher directly working on student artwork.

Contests and Competitions:

The Texas art Education Association only endorses supervised and thoughtful participation in contests or competitions in art for elementary, middle level or junior high school and for high school students. It is the position of this Association that the nature and purpose of some contests are often incompatible with several of the tenets of quality art education advocated by TAEA.

- Art experiences need to reflect the intent of the state and national standards of a comprehensive art education experience with all four of the components of studio production, perception, art history & culture and evaluation (reflection & assessment). Too often contests focus on the final product, when in fact it is the entire process from perception of an idea to the final creation that is the essential art experience.
- Art education experiences are grounded in age-appropriate developmental practices. Elementary lessons focus on process, exploration, and initial experience with skills and concepts relating to art and developmentally appropriate for the child. Middle level lessons build upon exploration with skills and concept development making them relevant to the child. High school art education integrates all of the components of the comprehensive art education lesson towards the refinement of the student's artist's personal expression.

The art teacher needs to make careful consideration and evaluation of each such competition based upon these criteria.

- Educationally and instructionally relevant and valuable.
- Supports the state standards in visual arts.
- Developmental appropriate expectations.
- Fits into the classroom time constraints and instructional time sequence.
- Themes for contest are not religious or politically based.
- Purpose and audience are compatible.
- Reasonable structure, timing and implementation of the contest.
- Level of support and recognition for all participants without exploration.
- Qualified judges select work based upon published criteria.
- Neither students nor art teachers are forced to participate and their grade or job is not dependant upon competitions.

Contests and competitions are desirable in cases where:

- The nature and purpose is compatible with the standards of a comprehensible art education program.
- The topic has educational value of the needs, interests, and concerns of the learner and teachers.
- They are appropriately included in the educational sequence.
- They provide an opportunity for art teachers to positively influence future involvement initiated by community groups.

Contests and competitions in art are undesirable in cases where:

- An intrinsic superiority of one student or one work of art over another is implied. Art education should be directed toward developing the creative potential of a wide spectrum of student capabilities.
- The contest or competition does not encourage standardization of skill and technique. This practice limits student expression instead of developing diversity of expression.
- There is an exploitation students and teachers by imposing the interests and objectives of the sponsors at the expense of art and expression. Effective instruction is based upon the needs, interests, and purpose of learners and teachers along with local, state, and national art curricula or standards.
- The contest or competition interrupts the planned developmental sequence of instructional experiences that are essential to effective instruction.
- Participation in the contest or competition takes too much instructional time. Many art students, especially at the elementary level, receive art instruction one day a week. Diverting this precious instructional time may not be in the best educational interest of the students.
- The contest or competitions promote arbitrary standards, which may be in conflict with those being developed within the planned instructional program.
- Art educators who support the State & National Standards in Art Education are not included in the planning stages of the contest or competition by the agency initiating contests for schools. There are alternatives to contests; art teachers need to be vocal and willing to work with the community to find other avenues to support both the needs of the community and the educational interests of their art students.

XI. Local Art Education Association (LAEA)

Relationship

The intent of TAEA is to have separate, self-governing local art education associations (LAEA) to further promote art education and professional development in local Texas communities. A local art education association is not an affiliate of TAEA under the TAEA constitution.

LAEA are given representation within the state association through the TAEA Council-at-Large (CAL). Representation with TAEA entitles each local association to have two (2) representatives serve on the TAEA Council-at-Large. The TAEA constitution states each representative is obligated by the TAEA Constitution to be “a member of TAEA.”

1. To maintain membership on the TAEA Council-at-Large (CAL), a LAEA must:
submit an annual report, including current board leadership, contact information and election cycle.
2. send representation to the fall and spring CAL meeting .
3. and on odd-numbered years, the LAEA must present a current constitution/by-laws to the TAEA President for association records.

It is the responsibility of the LAEA to keep contact information updated with TAEA for continuous flow of communication.

It is the duty of the last out-going LAEA President of an inactive local art education association to notify the TAEA President of dissolution of the LAEA.

Organizing a Local Art Education Association

This is a step-by-step process for organizing a local/area association and gaining representation in the Texas Art Education Association.

1. Plan an organizational meeting to bring together all interested art educators, supervisors, consultants and administrators in your district and the surrounding area. Some associations already established have been made up of a number of small school districts spread out across large areas of the state.
2. The organizational meeting should address the following points:
 - A. The name of your association
 - B. Will officers be appointed or elected?
 - C. What will the slate of officers consist of?
 - President
 - Vice-President (President-Elect)
 - Recording Secretary
 - Corresponding Secretary
 - Treasurer
 - Parliamentarian
 - Historian
 - D. Appointing a committee to write a constitution
(Follow the suggested constitution format)
 - E. Association dues and finances.
 - F. Develop standing committees and a chairperson for each:
(Standing committees may not be necessary at this time)

Membership Committee
 Publicity Committee
 Professional Development Committee
 Public Relations Committee
 Youth Art Month Committee
 Program Committee
 Newsletter Committee
 Telephone Committee
 Directory Committee

G. Duties of each committee should be outlined in the constitution
 H. Decide on frequency of meetings and meeting structures.

3. Submit a copy of the association's constitution to the President of TAEA along with a letter requesting TAEA's approval. The Executive Board to TAEA will vote on whether or not to grant representation and will notify the local association's President.
4. Set up a calendar of activities and events for the coming year. Develop an outline for the year and delegate a program committee to take care of details.
5. Discuss possible workshops or professional development to be offered by the association.
6. Representation with TAEA entitles each local association to have two (2) representatives serve on the TAEA Council-at-Large. The TAEA constitution states each representative is obligated by the TAEA Constitution to be "a member of TAEA."
7. All local/area associations represented within TAEA are required to submit an annual report to the Office Manager of TAEA prior to October 1 of each year.

NOTE: The goal of a local/area art education is to promote art education in the community and professional development among art educators. Limiting the amount or rules and regulations in the association will help to build a stronger, more successful and creative group.

Constructing a Constitution for a Local Organization:

Minimum structure:

Article I	Name
Article II	Purpose
Article III	Membership
Article IV	Officers, duties, terms, election process
Article V	Meetings (Frequency)
Article VI	Assessment of dues
Article VII	Amendments
Article VIII	General references to committees (optional) <i>Parliamentary law states that the association can create committees as needed and the president can appoint Committee members.</i>
Article IX	Executive council or committee (optional) <i>This should be clearly stated and its authority made clear in the body of the association's constitution.</i>

Hints for Developing a Constitution

1. A constitution is divided into “Articles” usually assigned Roman numerals. Each Article is divided into “Sections” using Arabic numerals.
2. The constitution should be short and compact, general rather than detailed. Rather than set specific days to meet (*i.e. “the second Friday of each month”*), a boarder time frame (*...regular intervals throughout the school year*) gives the association more flexibility.
3. Use common sense and common language. Legal jargon is not necessary or desired in a professional association constitution, it is only necessary in a law-making public document.
4. Use simple future or present of verbs.
5. Make certain that a term of office extends until the installation of a successor.
6. There should always be a provision for filling vacancies.
7. Election of officers should be by simple majority (plurality) vote.
8. Make sure you have indicated a minimum number of meetings.
9. Your statement of purpose should be broad enough so that matters only directly related to it may be considered.
10. A nominating committee is not required to nominate more than one candidate for each vacancy.
11. There should be a provision made for reference to a specific parliamentary procedure text.

Explanation of Selected Parts of the Constitution:

The Purpose

The purpose or objectives should be stated rather broadly. If too specific, a member could challenge the right to use the organization’s funds for some special purpose, arguing that it is not in line with the objectives.

Amendments

Amendments are corrections or alterations for the constitution. A two-thirds vote is required for the amendment to pass and these are added to the amendment list.

Policies and Procedures

Items that are specific in nature therefore should not be a part of a constitution because these policies and procedures need constant update and revision and amendments to a constitution require a two-thirds vote for ratification. Policies and Procedures are presented to the Executive Board for approval.

Probable Policies and Procedures subjects:

1. Order of business
2. Meeting dates
3. Committee lists
4. Places of meetings
5. Provision for representation or affiliation (TAEA)
6. Procedural details of election
7. Receipts, deposits, and appropriations of funds
8. Filling of vacancies

Membership

This should include dates of membership and requirements of members, including dues and affiliation with TAEA.

Nominating

It is not necessary to require two or more candidates be nominated for an office. The constitution could be written. It is not uncommon for people to be nominated from the floor and voted into office unanimously.

Choose your own method of nomination:

1. Nomination from the floor (*most practical*)
2. Nomination by committee (*most common*)
3. Nomination by petition (*least practical and popular*)

XII. Code of Ethics

We declare the following statements to be guiding principles of the Texas Art Education Association. It is our belief that the art educator must ensure that conduct in the practice of the profession is above reproach. We declare as our purpose the improvement of the artistic and ethical standards of the Texas Art Education Association. We believe that art has an integral role to play in the education of Texas school children. To maintain that important role, Texas art educators must clearly understand their duties and obligations and perpetuate the dignity and honor of the profession. It is not the intent of TAEA that this code supercedes any other codes to which the TAEA member might be subject. This code is intended to enhance those originating from the Texas Education Agency.

Section I: Responsibilities of the Profession

An Ethical Teacher:

1. Will recognize that the profession demands integrity, high ideals, and dedication of service to youth.
2. Will endeavor to promote positive professional relations with colleagues in the educational system.
3. Will neither accept nor offer any gratuity, favor, service, or thing of value that would appear to result in special concession or diminished capacity of impartial professional judgment.
4. Will build a professional reputation based upon ability and integrity.
5. Will maintain all records sufficiently accounting for all monies and conduct financial affairs with integrity.
6. Will honor, support, and protect colleagues and other school personnel in the proper performance of their duties.
7. Will recognize that the self-discipline of the profession is a responsibility of each member.
8. Will report to the appropriate body of peers any conduct by a colleague, which is considered detrimental to the profession.

Section II: Responsibilities to the Student

An Ethical Teacher:

1. Will not unfairly exclude a student from participation in an exhibition or contest, deny benefits to a student, or gain advantage to a student on the basis of race, color, gender, handicap, national origin, or marital status.
2. Will consider the individuality of each student when resolving problems including discipline, and such resolutions shall be accomplished according to laws and school board policy.
3. Will recognize that a student's opportunities for recognition, award, and scholarship are dependent upon the art teachers' promotion of participation by students and the timely and accurate record keeping for each event.
4. Will refrain from using students' successes for purely personal or partisan gain.
5. Will design and employ methods of instruction that seek to develop the highest educational potential of art students.
6. Will continually engage in activities that promote professional growth.

Section III: Responsibilities to the Community

An Ethical Teacher:

1. Will model conduct at all times in such a manner as to merit the respect of the public for members of the art education profession.
2. Will maintain an active role in developing positive school/community relations.
3. Will remain cognizant of the impact of the students' home environment on the efforts of the school and will attempt to understand and accept existing community cultures.
4. Will make every effort to communicate with parents when the interests of the student would best be served by such communication.
5. Will strive to improve the artistic culture of the community and to instill an appreciation for the arts.
6. Will remain aware of current legislation affecting education in general and the arts in particular.

Copyright and Fair Use Guidelines for Teachers

As an ethical consideration, TAEA supports and encourages their members' adherence to the copyright and fair use guidelines for teachers.

Medium: Printed Material (short)

Specifics:

- Poem less than 250 words; 250-word excerpt of poem greater than 250 words
- Articles, stories, or essays less than 2,500 words
- One chart, picture, diagram, or cartoon per book or per periodical issue
- Two pages (maximum) from an illustrated work less than 2,500 words, e.g., a children's book

What you can do:

- Teachers may make multiple copies for classroom use, and incorporate into multimedia for teaching classes.
- Students may incorporate text into multimedia projects.

The Fine Print:

- Copies may be made only from legally acquired originals.
- Only one copy allowed per student.
- Teachers may make copies in nine instances per class per term.
- Usage must be "at the instance and inspiration of a single teacher," i.e., not a directive from the district.
- Don't create anthologies.
- "Consumables," such as workbooks, may not be copied.

Medium: Printed Material (archives)

Specifics:

- An entire work
- Portions of a work
- A work in which the existing format has become obsolete, e.g., a document stored on a Wang computer

What you can do:

- A librarian may make up to three copies "solely for the purpose of replacement of a copy that is damaged, deteriorating, lost, or stolen."

The Fine Print:

- Copies must contain copyright information.
- Archiving rights are designed to allow libraries to share with other libraries one-of-a-kind and out-of-print books.

Medium: Illustrations and Photographs

Specifics:

- Photograph
- Illustration
- Collections of photographs
- Collections of illustrations

What you can do:

- Single works may be used in their entirety, but no more than five images by a single artist or photographer may be used.
- From a collection, not more than 15 images or 10 percent (whichever is less) may be used.

The Fine Print:

- Although older illustrations may be in the public domain and don't need permission to be used, sometimes they're part of a copyright collection. Copyright ownership information is available at www.loc.gov or www.mpa.org.

Medium: Video (for viewing)

Specifics:

- Videotapes (purchased)
- Videotapes (rented)
- DVDs
- Laserdiscs

What you can do:

- Teachers may use these materials in the classroom.
- Copies may be made for archival purposes or to replace lost, damaged, or stolen copies.

The Fine Print:

- The material must be legitimately acquired.
- Material must be used in a classroom or nonprofit environment "dedicated to face-to-face instruction."
- Use should be instructional, not for entertainment or reward.
- Copying OK only if replacements are unavailable at a fair price or in a viable format.

Medium: Video (for integration into multimedia or video projects)

Specifics:

- Videotapes
- DVDs
- Laserdiscs
- Multimedia encyclopedias
- QuickTime Movies
- Video clips from the Internet

What you can do:

- Students "may use portions of lawfully acquired copyright works in their academic multimedia," defined as 10% or three minutes (whichever is less) of "motion media."

The Fine Print:

- The material must be legitimately acquired: a legal copy (not bootleg) or home recording.
- Copyright works included in multimedia projects must give proper attribution to copyright holder

Medium: Music (for integration into multimedia or video projects)

Specifics:

- Records
- Cassette tapes
- CDs

- Audio clips on the Web

What you can do:

- Up to 10% of a copyright musical composition may be reproduced, performed, and displayed as part of a multimedia program produced by an educator or students.

The Fine Print:

- A maximum of 30 seconds per musical composition may be used.
- Multimedia program must have an educational purpose.

Medium: Computer Software

Specifics:

- Software (purchased)
- Software (licensed)

What you can do:

- Library may lend software to patrons.
- Software may be installed on multiple machines, and distributed to users via a network.
- Software may be installed at home and at school.
- Libraries may make copies for archival use or to replace lost, damaged, or stolen copies of software is unavailable at a fair price or in a viable format.

The Fine Print:

- Only one machine at a time may use the program.
- The number of simultaneous users must not exceed the number of licenses; and the number of machines being used must never exceed the number licensed. A network license may be required for multiple users.
- Take aggressive action to monitor that copying is not taking place (unless for archival purposes).

Medium: Internet

Specifics:

- Internet connections
- World Wide Web

What you can do:

- Images may be downloaded for student projects and teacher lessons.
- Sound files and video may be downloaded for use in multimedia projects (see portion restrictions above).

The Fine Print:

- Resources from the Web may not be reposted onto the Internet without permission. However, links to legitimate resources can be posted.
- Any resources you download must have been legitimately acquired by the Web site.

Medium: Television

Specifics:

- Broadcast (e.g., ABC, NBC, CBS, UPN, PBS, and local stations)
- Cable (e.g., CNN, MTV, HBO)
- Videotapes made of broadcast and cable TV programs

What you can do:

- Broadcasts or tapes made from broadcast may be used for instruction
- Cable channel programs may be used with permission. Many programs may be retained by teachers for years – see Cable in the Classroom (www.ciconline.org) for details.

The Fine Print:

- Schools are allowed to retain broadcast tapes for a minimum of 10 school days. (Enlightened rights holders, such as PBS's *Reading Rainbow*, allow for much more.)
- Cable programs are technically not covered by the same guidelines as broadcast television.

Texas Art Education Association

Conflict of Interest Policy

Article I Purpose

The purpose of the conflict of interest policy is to protect the (tax-exempt) Texas Art Education Association's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer, director, chairperson or might result in a possible excess benefit transaction. This policy is intended to supplement but, not replace, any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Article II Definitions

1. Interested Person

Any principal officer, director or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the Texas Art Education Association has a financial transaction or arrangement,
- b. A compensation arrangement with the Texas Art Education Association or with any entity or individual with which the Texas Art Education Association has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Texas Art Education Association is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decided that a conflict of interest exists.

Article III Procedures

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the principal officers, director and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining presiding officers, director or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest:

- a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interests.
- b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

c. After exercising due diligence, the governing board or committee shall determine whether the Texas Art Education Association can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest or make another suitable arrangement.

d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Texas Art Education Association's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy

a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

c. Corrective action for violation of the Texas Art Education Association's conflict of interest policy may be a verbal/written censure, loss of office or position on the governing board or committee, loss of membership in the association or other actions voted on by the governing board.

Article IV **Records of Proceedings**

The minutes of the governing board and all committees with board delegated powers shall contain:

a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.

b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article V **Compensation**

a. A voting member of the governing board who received compensation (excluding Visual Arts Scholastic Event), directly or indirectly, from the Texas Art Education Association for services is precluded from voting on matters pertaining to that member's compensation.

b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Texas Art Education Association for services is precluded from voting on matters pertaining to that member's compensation.

c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Texas Art Education Association, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article VI **Annual Statements**

Each principal officer, director and member of a committee with governing board delegated powers shall sign a statement which affirms such person:

a. Has received a copy of the conflicts of interest policy,

b. Has read and understands the policy,

c. Has agreed to comply with the policy, and

d. Understands that the Texas Art Education Association is a charitable organization and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Article VII
Periodic Reviews

To ensure that the Texas Art Education Association operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Texas Art Education Association's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Article VIII
Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, that the Texas Art Education Association may, but need not, use outside advisors such as independent certified public accounts. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

Signature

Date

XIII. TAEA Meeting Operation Guidelines

Formal Consensus

The TAEA will operate under the fundamentals of Formal Consensus for all meetings. Formal Consensus is a process for making group decisions where there is a synthesis of everyone's ideas, incorporating everyone's best thinking freely shared during a meeting setting. Agreement is reached through a process of gathering information and viewpoints, discussion, persuasion, a combination of synthesis of proposals and/or the development of totally new ones. The goal of the consensus process is to reach a decision with which everyone can agree. Consensus at its best relies upon persuasion rather than pressure for reaching group unity. Consensus does not necessarily mean unanimity.

If there is a time when Formal Consensus cannot be reached amicably and the decision-making process breaks down, the TAEA's "ARTICLE XIV. Procedural Authority" Robert's Rules of Order, Newly Revised will be invoked and utilized to complete the decision or action.

The following is a description of Formal Consensus:

On Conflict and Consensus from <http://www.consensus.net/ocac1.html>, April 29, 2010

When choosing a decision-making method, one needs to ask two questions.

Is it a fair process?

Does it produce good solutions?

To judge the process, consider the following: Does the meeting flow smoothly? Is the discussion kept to the point? Does it take too long to make each decision? Does the leadership determine the outcome of the discussion? Are some people overlooked?

To judge the quality of the end result, the *decision*, consider: Are the people making the decision, and all those affected, satisfied with the result? To what degree is the intent of the original *proposal* accomplished? Are the underlying issues addressed? Is there an appropriate use of resources? Would the group make the same decision again?

Avoidance, denial, and repression of conflict is common during meetings. Therefore, using Formal Consensus might not be easy at first. The benefit of everyone's participation and cooperation is worth the struggle it may initially take to ensure that all voices are heard. It is often said that consensus is time-consuming and difficult. Making complex, difficult decisions is time-consuming, no matter what the process. Many different methods can be efficient, if every participant shares a common understanding of the rules of the game.

Conflict

While decision-making is as much about conflict as it is about agreement, Formal Consensus works best in an atmosphere in which conflict is encouraged, supported, and resolved cooperatively with respect, nonviolence, and creativity. Conflict is desirable. It is not something to be avoided, dismissed, diminished, or denied.

Majority Rule and Competition

Generally speaking, when a group votes using majority rule or Parliamentary Procedure, a competitive dynamic is created within the group because it is being asked to choose between two (or more) possibilities. It is just as acceptable to attack and diminish another's point of view as it is to promote and endorse your own ideas. Often, voting occurs before one side reveals anything about

itself, but spends time solely attacking the opponent! In this adversarial environment, one's ideas are owned and often defended in the face of improvements.

Consensus and Cooperation

Consensus process, on the other hand, creates a cooperative dynamic. Only one proposal is considered at a time. Everyone works together to make it the best possible decision for the group. Any concerns are raised and resolved, sometimes one by one, until all voices are heard. Since proposals are no longer the property of the presenter, a solution can be created more cooperatively.

Proposals

In the consensus process, only proposals which intend to accomplish the common purpose are considered. During discussion of a proposal, everyone works to improve the proposal to make it the best decision for the group. All proposals are adopted unless the group decides it is contrary to the best interests of the group.

Formal Consensus is the least violent decision-making process.

Traditional nonviolence theory holds that the use of power to dominate is violent and undesirable. Nonviolence expects people to use their power to persuade without deception, coercion, or malice, using truth, creativity, logic, respect, and love. Majority rule voting process and Parliamentary Procedure both accept, and even encourage, the use of power to dominate others. The goal is the winning of the vote, often regardless of another choice which might be in the best interest of the whole group. The will of the majority supersedes the concerns and desires of the minority. This is inherently violent. Consensus strives to take into account everyone's concerns and resolve them before any decision is made. Most importantly, this process encourages an environment in which everyone is respected and all contributions are valued.

Formal Consensus is the most democratic decision-making process.

Groups which desire to involve as many people as possible need to use an inclusive process. To attract and involve large numbers, it is important that the process encourages participation, allows equal access to power, develops cooperation, promotes empowerment, and creates a sense of individual responsibility for the group's actions. All of these are cornerstones of Formal Consensus. The goal of consensus is not the selection of several options, but the development of one decision which is the best for the whole group. It is synthesis and evolution, not competition and attrition.

Formal Consensus is based on the principles of the group.

Although every individual must consent to a decision before it is adopted, if there are any objections, it is not the choice of the individual alone to determine if an objection prevents the proposal from being adopted. Every objection or concern must first be presented before the group and either resolved or validated. A valid objection is one in keeping with all previous decisions of the group and based upon the commonly-held principles or foundation adopted by the group. The objection must not only address the concerns of the individual, but it must also be in the best interest of the group as a whole. If the objection is not based upon the foundation, or is in contradiction with a prior decision, it is not valid for the group, and therefore, out of order.

Formal Consensus is desirable in larger groups.

If the structure is vague, decisions can be difficult to achieve. They will become increasingly more difficult in larger groups. Formal Consensus is designed for large groups. It is a highly structured model. It has guidelines and formats for managing meetings, facilitating discussions, resolving conflict, and reaching decisions. Smaller groups may need less structure, so they may choose from the many techniques and roles suggested in this book.

Formal Consensus works better when more people participate.

Consensus is more than the sum total of ideas of the individuals in the group. During discussion, ideas build one upon the next, generating new ideas, until the best decision emerges. This dynamic is

called the creative interplay of ideas. Creativity plays a major part as everyone strives to discover what is best for the group. The more people involved in this cooperative process, the more ideas and possibilities are generated. Consensus works best with everyone participating. (This assumes, of course, that everyone in the group is trained in Formal Consensus and is actively using it.)

Formal Consensus cannot be secretly disrupted.

Since the assumption in Formal Consensus is one of cooperation and good will, it is always appropriate to ask for an explanation of how and why someone's actions are in the best interest of the group. Disruptive behavior must not be tolerated. While it is true this process cannot prevent openly disruptive behavior, the point is to prevent covert disruption, hidden agenda, and malicious manipulation of the process.

The following is a Consensus Guide:

1. Present proposal or issue by council members, executive board member or president. President is moderator.
2. Council members comment on proposal or issue or ask questions for clarification.
3. Group discussion invited.
4. Issue can either be considered individually or can be temporarily delayed until all proposals are presented and then council members will visit all issues listed on chart paper around the room and make comments. The "Chart Discussion" can become the Group Discussion.
5. Executive Board members will review group or chart discussion and make revisions to proposal if necessary. The revisions will again be presented to the council members for comments, questions and discussion.
6. Call for Consensus vote, "Is there Consensus on the Proposal? Vote "Yes" for approval. (*pause*) Any disapprove?"
 - a. If vote is 90% or more approval, there is consensus and proposal is adopted as is.
 - b. If vote is 51-90% disapproval, there is no consensus and proposal will be either tabled for further review and adoption at the next council meeting, or will be referred to committee for review and revision. This discussion and subsequent vote may also be presented electronically after council meeting is over.
 - c. If vote is less than 51% disapproval, there is no consensus and proposal will be disapproved and thereby eliminated or considered "not valid."



Formal Consensus Proposal Form

Meeting _____ City _____

Date _____

Proposal:

TAEA Member Printed Name

Signature

Office

FOR OFFICIAL USE ONLY

Action:

Amended _____ Defeated _____ Withdrawn _____ Adopted _____ Tabled _____ Postponed _____

TAEA Secretary _____
Signature

Robert's Rules of Order - Summary Version (For Fair and Orderly Meetings)

Purpose:

Provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of ALL business is controlled by the general will of the whole membership - the right of the deliberate majority to decide. Complementary is the right of at least a strong minority to require the majority to be deliberate - to act according to its considered judgment AFTER a full and fair "working through" of the issues involved. Robert's Rules provides for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances should "undue strictness" be allowed to intimidate members or limit full participation.

The fundamental right of deliberative assemblies require all questions to be thoroughly discussed before taking action! The assembly rules - they have the final say on everything! Silence means consent!

Procedure:

1. Obtain the floor (the right to speak) by being the first to stand when the person speaking has finished; state Mr./Madam Chairman. Raising your hand means nothing, and standing while another has the floor is out of order! Must be recognized by the Chair before speaking!
2. Debate cannot begin until the Chair has stated the motion or resolution and asked "are you ready for the question?" If no one rises, the chair calls for the vote!
3. Before the motion is stated by the Chair (the question) members may suggest modification of the motion; the mover can modify as he pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.
4. The "immediately pending question" is the last question stated by the Chair! Motion/Resolution - Amendment - Motion to Postpone
5. The member moving the "immediately pending question" is entitled to preference to the floor!
6. No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once!
7. All remarks must be directed to the Chair. Remarks must be courteous in language and deportment - avoid all personalities, never allude to others by name or to motives!
8. The agenda and all committee reports are merely recommendations! When presented to the assembly and the question is stated, debate begins and changes occur!

The Rules:

1. **Point of Privilege:** Pertains to noise, personal comfort, etc. - may interrupt only if necessary!
2. **Parliamentary Inquiry:** Inquire as to the correct motion - to accomplish a desired result, or raise a point of order.
3. **Point of Information:** Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question."
4. **Orders of the Day (Agenda):** A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules).
5. **Point of Order:** Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made.
6. **Main Motion:** Brings new business (the next item on the agenda) before the assembly.
7. **Divide the Question:** Divides a motion into two or more separate motions (must be able to stand on their own).
8. **Consider by Paragraph:** Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble cannot be considered until debate on the body of the paper has ceased.

9. **Amend:** Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions.
10. **Withdraw/Modify Motion:** Applies only after question is stated; mover can accept an amendment without obtaining the floor.
11. **Commit /Refer/Recommit to Committee:** State the committee to receive the question or resolution; if no committee exists include size of committee desired and method of selecting the members (election or appointment).
12. **Extend Debate:** Applies only to the immediately pending question; extends until a certain time or for a certain period of time.
13. **Limit Debate:** Closing debate at a certain time, or limiting to a certain period of time.
14. **Postpone to a Certain Time:** State the time the motion or agenda item will be resumed.
15. **Object to Consideration:** Objection must be stated before discussion or another motion is stated.
16. **Lay on the Table:** Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending.
17. **Take from the Table:** Resumes consideration of item previously "laid on the table" - state the motion to take from the table.
18. **Reconsider:** Can be made only by one on the prevailing side who has changed position or view.
19. **Postpone Indefinitely:** Kills the question/resolution for this session - exception: the motion to reconsider can be made this session.
20. **Previous Question:** Closes debate if successful - may be moved to "**Close Debate**" if preferred.
21. **Informal Consideration:** Move that the assembly go into "**Committee of the Whole**" - informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.
22. **Appeal Decision of the Chair:** Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business.
23. **Suspend the Rules:** Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified.

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TAEA Rules of Procedure for Council Meetings:

- All voting members shall wear the proper identification badges.
- The Order of business may be suspended by two-thirds (2/3) vote of the Council.
- Any member wishing to speak must rise, address the Chair, and give his/her name before being assigned the floor.
- All motions and resolutions shall be written (in duplicate) on the official form, signed by the proponents and presented to the Chair through the Credentials Committee.
- The Chair shall recognize "for" and "against" any question in alternating order so long as there are opposing speakers desiring to be heard.
- Only accredited voting members of the Council may present motions and vote.
- Any rule herein provided may be suspended by a two-thirds (2/3) vote of the Council.
- In the interest of time, the Chair reserves the right to limit the length of a discussion.
- The Revised Roberts Rules of Order shall govern the proceedings of meetings in all cases in which they are not inconsistent with the TAEA Constitution, By-Laws, or these rules.

TAEA Voting Procedures:

- All TAEA membership vote for officers and for changes in the Constitution and By-Laws. Voting is conducted by mail-in ballot to TAEA Headquarters.
- Members of the Council-at-Large vote on general business of the organization at its biannual sessions. Voting is done by signifying Yes/No, verbal or by hand count
- **Voting Power**.....sample: I, *Name*, President of the *Association Name*, wish to give my voting power to *Name*, Treasurer of the *Association Name*, for the *meeting name* of the Texas Art Education Association.

Order of Business or Agenda:

The “order of business” is the established sequence in which business is taken up during a meeting. It is a blueprint for meetings and provides a systematic plan for the orderly conduct of business.

- **Reading and Approval of Minutes:** copies of the minutes will be available, the actual reading may be waived. Following any corrections or additions, the minutes should be approved. Approval of the minutes is usually handled by unanimous consent.
- **Reports of Officers, Boards, and Standing Committees:** the chair calls on only those members who have reports. These reports may be supplied to members either physically or electronically. A motion arising out of one of these reports is taken up immediately, since the object of the order of business is to give priority to the classes of business in the order listed.
- **Reports of Special (or Ad Hoc) Committees:** special or ad hoc committees do not have continual existence, but exist solely for the purposes of a specific project.
- **Unfinished Business:** unfinished or “old” business refers to questions that have carried over from the previous meeting as a result of that meeting having adjourned without completing its order of business. The following items are considered under unfinished business: (a) The question that was pending when the previous meeting adjourned; (b) Any question not reached at the previous meeting before adjournment; (c) Any question postponed to the present meeting. Following the purposes of the TAEA, it may be selected to follow and conclude unfinished business electronically.
- **New Business:** following any unfinished business, the chair asks, “Is there any new business?” Members can introduce or move to take from the table any matter that is on the table



Motion/Resolution Form

Meeting _____ City _____

Date _____

I move _____

Signature _____

TAEA Membership Number _____

Address _____

City _____ Zip _____

FOR OFFICIAL USE ONLY

Seconded by _____

Action:

Amended _____ Defeated _____ Withdrawn _____ Adopted _____ Tabled _____ Postponed _____

TAEA Secretary _____

Signature

XIV. Operating Policies and Procedures

To maintain the important role of art in the education of children, Texas art educators must clearly understand their duties and obligations and must perpetuate the dignity and honor of the profession. To ensure that members of the Texas Art Education Association do establish and maintain their duties, obligations, dignity and honor with respect and equity for all, this TAEA Penalties for Rules & Policies Infractions is established.

Any TAEA member who by any act or omission causes a representative of or a participating organization to be in violation of published documents of TAEA may be subject to private or public reprimand. Situations involving repeated or severe infractions may result in loss of TAEA membership (see TAEA Constitution, Article, Section). Examples of TAEA published documents include, but are not limited to rules, guidelines, policies and procedures for art exhibitions and activities sponsored by TAEA: YAM, VASE, TASB, etc.

I. Penalties for Rules & Policies Infractions

A) Submitting a Grievance:

7. Any student, parent, director, TAEA member, school official or concerned party may submit a grievance.
8. Grievances must be submitted to the Division Chair, Executive Director, and/or the TAEA President.
9. The TAEA Executive Director shall immediately inform, in writing, the member(s) who is (are) the subject of the grievance. TAEA will not furnish a copy of the grievance to the accused. Any action taken would be as a result of an independent TAEA investigation performed by a President-appointed Executive Committee.
10. The Executive Committee Chair and the Executive Director shall investigate and report to the TAEA Executive Council during a called or electronic-conferenced meeting.

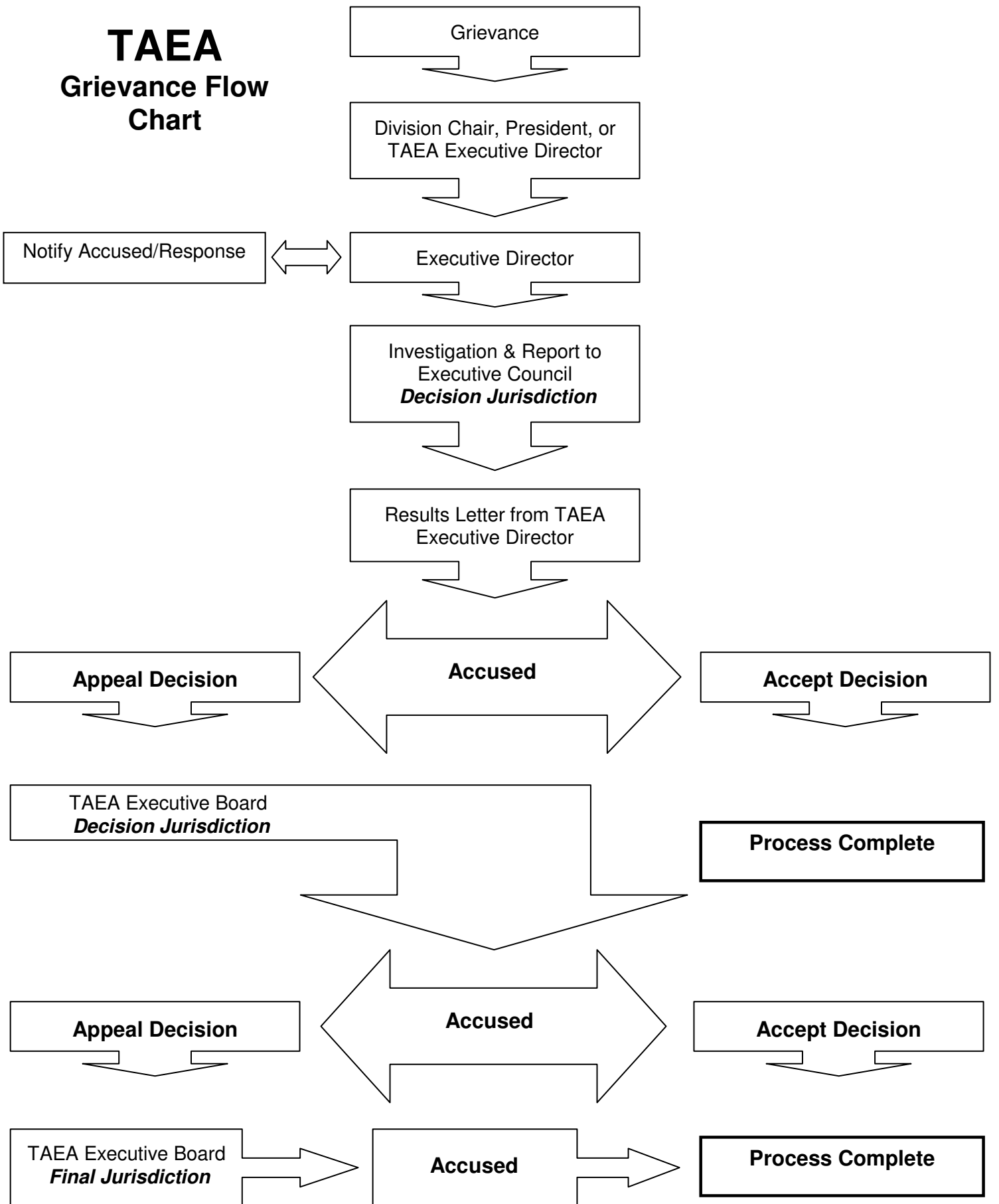
B) Jurisdictions:

1. The Executive Council shall have decision jurisdiction to determine the merit of a grievance and instruct the Executive Director to proceed with action deemed appropriate.
2. The TAEA Executive Board shall have appellate jurisdiction. Appeals of an Executive Council decision will be considered during a regular meeting of the Executive Board.
3. The TAEA Executive Board shall have final jurisdiction.
4. Cases with a decision recommending loss of membership shall be submitted directly to the Executive Board for consideration and final decision.
5. The Office Manager has no jurisdiction authority in this process.

C) Penalties:

1. **Private Reprimand:** At the direction of the Executive Council and subject to the appeals process, a letter of reprimand shall be sent to the member only and a copy kept in a confidential file at the TAEA office in the custodial care of the Office Manager.
2. **Public Reprimand:** At the direction of the Executive Council and subject to the appeals process, a letter of reprimand shall be sent to the member, campus level administrator, district level superintendent, and for inclusion in the next STAR publication. A public reprimand may include a probationary period of up to three years and may include any reasonable conditions, which, if not fulfilled, may result in a more stringent penalty.
3. **Loss of Membership:** The Executive Council may choose to recommend loss of membership as a penalty for a period not to exceed three years.

TAEA Grievance Flow Chart



Addendum I: VASE Policies & Procedures

State VASE (Adopted March 23, 2012)

A. VASE Blue Ribbon Board:

1. Composition of VASE Board: 10 TAEA Executive Board members (12 Ex Board members less the 2 Elect positions), 4 Regional VASE Directors (a combination of HS & JrVASE appointed by State VASE Director & approved by Board), 1 HS and 1 MS Div chair or their elect, 3 at large members appointed by State VASE Director & approved by the TAEA Executive Board. A total of 19 members, 20 including the State VASE Director – all voting members with one vote each.
2. Serving Term: TAEA Executive Board members, High School and Middle School Division Chairs will serve on the VASE Blue Ribbon Board for the 2 years of their term in office. The 4 Regional Directors and 3 at large members will serve a 3-year term for continuity and will be reviewed and appointed anew or general members may remain according to appointment and approval of State VASE Director and TAEA Executive Board. Because meetings are only once each year, all members must be in attendance or forfeit their place on the VASE Board. Exceptions to this attendance policy may be made at the discretion of the State VASE Director and the TAEA President.
3. Meeting Date, Place & Time: The VASE Blue Ribbon Board will meet the 2nd Wednesday and Thursday of every July at a location selected by the State VASE Director. Meeting time will be 1:00 PM – 6:00 PM on Wednesday and 9:00 AM – 4:00 PM on Thursday. Lunch will be provided on Saturday using funds from the State VASE account. VASE Board members will be responsible for making their own housing arrangements with the exception of the TAEA Executive Board. These arrangements will be made by the TAEA Executive Director and paid for from the office's budget.
4. Business: State VASE Director will set the agenda and conduct the business. VASE Blue Ribbon Board agenda will be made available to members one week prior to the meeting so members have time to review the agenda. All VASE Blue Ribbon Board decisions are subject to the voted approval of the TAEA Executive Board and then the TAEA Council-at-Large. These will be presented at the September TAEA Board meeting and the November Council-at-Large meeting. Upon approval, VASE policies will then be implemented for the following VASE season.

VASE Guidelines

- (a) PURPOSE: The purpose of the Texas Art Education Association Visual Art Scholastic Event is to recognize exemplary student achievement in visual art through individual and original expression of ideas applying the elements and principles of art based upon research of art media and art history.
- (b) ART ASSOCIATION ADVISORY COMMITTEE:
 - (1) Pilot. The TAEA Art Event Committee determined that the two year pilot in Houston, Texas, was a quality experience for art students, teachers, and programs, and should be continued. The TAEA Visual Art Scholastic Event is not affiliated with the University Interscholastic League (UIL). This event is under the sole direction of TAEA.
 - (2) Rules and Regulations. The Blue Ribbon Committee shall be comprised of representatives from several TAEA regions, grade levels, and Council-at-Large members. The Blue Ribbon Committee shall propose technical and administrative rules for the official event, and address any concerns brought to the attention of the State VASE Director and/or TAEA.

- (3) This event will officially be named the Visual Art Scholastic Event (VASE) and shall be under the supervision and direction of TAEA.

Section 1: POLICY AND CODE OF ETHICS

- (a) Failure by any VASE participant to uphold these policies will result in disqualification or probation. You have the right to contest disciplinary action by bringing the issue before the VASE Blue Ribbon Committee.
- (b) Failure by the teacher/sponsor to uphold these policies will result in an infraction letter from the State VASE Director to the teacher/sponsor, building principal, and district supervisor (if applicable). You have the right to contest disciplinary action by bringing the issue before the VASE Blue Ribbon Committee.
 - (1) A second year infraction will result in a letter sent to district representative(s) from the President of TAEA
 - (2) A third year infraction will result in a teacher/sponsor being ineligible for VASE participation for one (1) year
- (c) The policies and code of ethics as outlined in the following sections will be observed by all VASE Participants.
 - (1) Photographing any VASE artwork entry during any Regional, State or Junior VASE event is prohibited.
 - (2) School Officials
 - (A) provide support; and
 - (B) create a climate of professional concern; and
 - (C) strive to assure that teachers and directors are aware of and observe the letter and intent of all TAEA/VASE rules and regulations.
 - (D) provide professional district employees as aids and/or interpreters when necessary
 - (3) Event Officials
administer the event with a spirit of courtesy and cooperation among participants
 - (3) Jurors (adjudicators)
will observe the policy and ethic codes of TAEA and VASE
 - (4) Visual Arts Teachers/Sponsors
 - (A) Know and uphold all rules as stated in the TAEA/VASE Policy and Ethics and General Regulations.
 - (B) Foster a spirit of artistic involvement and aesthetic achievement for all participants in the event.
 - (C) Instill by word and example the respect for, and compliance with, all event regulations and the graceful acceptance of adjudication.
 - (D) Abstain from any practice that makes a student feel pressured to participate in non-school activities.

- (E) Abstain from any practice which allows plagiarism to violate the ethical standards of quality art education and the VASE program.
 - (F) Appropriately supervise all participating students.
 - (G) All teachers/sponsors are required to be present during the check-in and check-out process, collecting all artwork not advancing to State and completing any necessary paperwork.
 - (H) If the teacher of record is unable to be present at check out, a campus designee must be appointed by the campus administrator prior to the event to collect the artwork. The appropriate designee form must be presented at registration.
 - (I) At the Regional Director's discretion, the assistance of the teacher may be required to transport any artwork that is large, fragile, valuable, and/or exceptionally heavy.
- (5) Students
- (A) know and respect the rules and regulations.
 - (B) maintain a sense of educational purpose while participating in VASE.
 - (C) failure to uphold the Policy and Code of Ethics will result in a disqualification and/or probation recommendation being forwarded to the State VASE Director and TAEA Executive Board.

Section 2: GENERAL REGULATIONS

- (a) **TEACHER ELIGIBILITY:** The Visual Arts Scholastic Event shall be open only to full time students in grades 9-12 in all Texas public and private schools. The sponsor teacher must be a current member of TAEA and accept the responsibility of students, procedures, and entries. A school may participate in VASE whether or not a formal art program is in place on the campus. A school or district may purchase a TAEA Institutional Membership. This membership will allow 3 properly designated teachers to participate in VASE activities for one calendar year. A separate TAEA Institutional Membership number must be assigned to each designated teacher/sponsor. It is prohibited for a member teacher to register any other teacher's students with their TAEA number. A TAEA member/teacher may enter student artwork produced under their direct supervision as long as the student is not also working on that same artwork under a non member's supervision. A violation of this rule will result in disqualification of the TAEA member's students, and the second art teacher's students.
- (b) **STUDENT ELIGIBILITY:** All participating students must be eligible on the day of the VASE event, in accordance with the TEA UIL Side by Side Academic Requirements (No Pass/No Play) TEC 33.08C. A student need not be enrolled in an art class to have his/her work considered for submission but must be supervised and sponsored by a TAEA member teacher or administrator. Participating students must be enrolled in the sponsoring school for 30 calendar days prior to the Regional Event. Artwork entered in a Regional Event and advancing to State will automatically be entered in the State Event and is subject to rules, procedures and fees that apply at the State Event.
- (c) **SUPERVISION OF STUDENTS:** TAEA and host sites will not take responsibility for students. All participating students must have district approved adult supervision at all VASE events, at all times. It is the Sponsor/Teacher's responsibility to have students checked in and at their assigned adjudication location 30 minutes before they are to be juried. Failure of the

Sponsor/Teacher to do so will result in disqualification. Any school that does not check in before their scheduled adjudication time will be disqualified.

- (d) REPRESENTATION: Students from each participating school may enter artworks (see media class for definitions). Any student who participates may enter a total of two works of art (see Section 4: Artwork Categories and Media Classifications Defined). No more than one student may work on a single entry. Art work must be identified by their proper media and classification for identification purposes.
- (e) ENTRY REGULATIONS.
- (1) Originality:
- (A) All artworks are required to be original in composition and individual expression. No Laser Photocopied Artworks - Artworks must be original. If a teacher has any doubt about the originality of an artwork, the work should not be submitted (refer to the Qualifications Checklist in Addendum B).
- (B) Copying or reproducing in any media a published image, photograph, album/CD/DVD cover, how-to book, magazine, image from Art History, etc., is not original and will be disqualified. Artwork reproduced from any licensed character is not allowed.
- (C) All resources and references must be attached to the back of the artwork. These include but are not limited to student photographs, student sketches, student-directed photographs, and any additional secondary references (Secondary References may include but are not limited to magazines, textbooks, downloaded images, photo files, etc.) used to develop an artwork by non mechanical means. The use of Public Domain images are allowed only if the images are manipulated and do not constitute the main idea of the entry.
- (D) Photographs taken by an art instructor are considered professional due to the teacher's training. They may be used as secondary reference material only. Copying a photograph exactly, either a professionally created photograph or a photograph taken by an art teacher, in any media for any work entered is prohibited.
- (E) Images traced with the use of an overhead or opaque projector or other mechanical means are prohibited. Artwork from direct observation is encouraged.
- (2) Art Production:
- (A) Artwork previously entered in a JrVASE or High School VASE event cannot be re-entered in another VASE event.
- (B) All artworks submitted must be completed between the previous year's Regional Event and the current year's Regional Event.
- (C) Any artwork produced using a recognizable person as a model in a photograph, drawn from a photograph and/or from direct observation as a source must have a completed VASE Model Release Form attached to the back of the artwork.
- (3) Offensive Works of Art:
Teachers shall eliminate artworks that include profane references to a deity, obscene language, drug abuse or paraphernalia, images of suicide or criminal violence or any content that may offend the moral standards of the community. Teachers must receive campus principal's signature on the Regional Entry Certification Form. The principal's

signature indicates that the principal has reviewed all artwork for submission and is satisfied with the content.

(4) Specifications of Two-dimensional Artwork:

- Materials may extend up to three (3) inches beyond the wall or display surface. Two-dimensional entries that are heavy or fragile must have an attached hanger.
- Two-dimensional artwork must be no larger than 24" X 36", including mat or mount
- Artwork cannot exceed a weight of 50 pounds.
- Textiles, canvas paintings, and shaped canvases do not require mats, but must have an attached hanger.
- All other 2D artworks must be matted or mounted with white or black mats/mounts
- No liners or additional inner mats allowed
- Textile entries must not exceed 36" in any direction
- No frames, glass coverings, or acetate will be accepted in the preparation of artworks
- All artworks must be dry or fixed
- At the Regional Director's discretion, the assistance of the teacher may be required to transport any artwork that is large, fragile, valuable, and/or exceptionally heavy 2D pieces that are delicate or fragile, relief, or have protruding hangers must be in a box to protect the artwork.
- All 2D artworks entered must have a protective fold-over/flap cover to protect the artwork.

(5) Specifications of Three-dimensional Artwork:

- Three-dimensional artwork must be no larger than 24" X 24" X 36" in total dimensions including the base
- Artwork cannot exceed a weight of 50 pounds including the base
- Must be sturdy and able to stand alone without other means of support
- If a sculpture has a base, the base must be attached. Installations not attached to a base must meet all size specifications and the student must set up and dismantle the installation.
- Must be transported to the juror in an enclosed corrugated cardboard or wooden box with adequate packing materials. All boxes must be suitable for shipping. Each artwork must be in its own individual box (do not put more than one artwork in a box).
- A duplicate Student Intent and Artwork Identification Form and an 8½" X 11" photo of the artwork must be attached on the outside of the box.
- Three-dimensional artworks arriving without the proper packing will be disqualified.
- At the Regional Director's discretion, the assistance of the teacher may be required to transport any artwork that is large, fragile, valuable, and/or exceptionally heavy.

(6) Durability Policy:

All submitted artworks, both 2-D and 3-D, must be durable enough to withstand handling and transportation. The structural integrity and durability is the sole

responsibility of the student under the direction of their sponsor teacher. In an effort to protect student artworks, all 2D artworks entered must have a protective fold-over/flap cover to protect the artwork and all 3D artwork entered that is too fragile to travel may not be transported or exhibited at selected venues outside of the state event, including Gold Seal winners.

(7) Entry Certification:

All official Regional entries in VASE must be entered on-line. All official forms will be generated through the data submitted. Any changes made to any official entry forms will result in disqualification. All entries must be listed on the Regional Entry Certification Form signed by the school principal. Artwork that is confirmed on the Regional Entry Certification Form must be the same artwork that is juried at the event. No artwork will be juried without a properly completed Regional Entry Certification Form. This form not only certifies that the students are academically eligible but also that the artworks have been carefully examined and found to be acceptable by the school administration for students, the school, and the community. Deadlines are firm and must be met. It is the responsibility of the teacher to ensure that the artwork that is adjudicated at the event is the same as the artwork registered on-line.

(8) Entry Fees:

An entry fee per student, per entry is required to cover VASE expenses (medals, jurors, printing, etc.). The State VASE Director and Blue Ribbon Committee will set the entry fee for the regional and state events. All entry fees are non-refundable. All entry fees and Regional invoices must be received by the Regional Director before an artwork can be juried. Once a Reservation has been confirmed, the teacher/sponsor is required to pay for that entry even if the confirmed entry Did Not Attend (DNA) the event.

- 2011-2012 Regional Event entry fees will be \$15.00 per entry. Make checks payable to TAEA. Payment must be mailed to your Regional Director a minimum of ten days prior to the Regional Event and accompanied by a Regional Invoice.
- 2012 State Event Entry fees for works advancing to the state level will be \$20.00 per entry. Make checks payable to TAEA. Payment must be mailed to your Regional Director a minimum of ten days prior to the State Event and accompanied by a Regional Invoice and a signed State Entry Certification Form.
- TAEA headquarters will coordinate funds for the Regional and State events.

(9) Entry Categories: (As defined in Section 4)

Category 2D - Two Dimensional Design

Category 3D - Three Dimensional Design

(10) Entry Procedures:

It is understandable that problems may arise during the process of preparing student artworks; however prior to teacher check in and/or entering the qualifications area, the following must be done.

- (A) Student names will be sorted alphabetically. Students who enter two artworks must be listed twice.
- (B) Teachers/Sponsors must register upon arrival at event.
- (C) All entries must be qualification ready by the time they go through the qualifications area (paperwork, artwork specifications, and durability)
- (D) Art work must be inspected at the qualification tables and certified before it can

be juried.

- (E) Each sponsor teacher must sign out and pick up their medals and completed Juror Rating Forms at the completion of the Area event.

(11) On-Line Registration:

See Addendum A: On-Line Registration.

(12) Student Intent and Artwork Identification Form:

A Student Intent and Artwork Identification Form is required for each entry. Students should complete a Student Intent and Artwork Identification Form for each artwork entered before arriving at the regional event site, answering the questions asked in complete sentences and in their own words. Jurors will use this written information to develop questions and evaluations during the interview. Students must use only the space provided, no additional sheets can be attached. Each two dimensional artwork entered must have an official Student Intent and Artwork Identification Form securely attached to the center back of the artwork. Three-dimensional artwork, textiles, and stretched canvas must have a Student Intent and Artwork Identification Form glued or stapled to stiff board and tied to the artwork with string or wire. Make sure the Student Intent and Artwork Identification Form is securely fastened to the artwork and a copy is attached to the outside of the packing box.

(13) Titles:

The Student Intent and Artwork Identification Form calls for a title or description. For identification purposes, each entry is required to have one or the other. Students may not use generic descriptors such as Painting, Drawing #1, Untitled, Self-portrait, Still Life. Each piece of artwork registered by the same teacher must have a one-of-a-kind title.

(14) Model Release Form:

A completed Model Release Form is required for any artwork produced using a recognizable person in a photograph, drawn from a photograph and/or from direct observation as a source. The completed VASE Model Release Form must be attached to the back of the artwork.

(15) Student Agreement and Artwork Release Form:

Each student must provide a signed Student Agreement and Artwork Release Form. A student who is not 18 by the time of the event must have a parent signature. Release forms will be collected and alphabetized by sponsoring teacher. All Student Agreement and Artwork Release Forms must be presented to the Regional Director during check-in at the Regional Event.

(f) DISQUALIFICATION POLICY:

Artworks not meeting the VASE entry and eligibility regulations will be disqualified. Disqualified artwork will not complete the jury process. The artwork and corresponding Regional Juror Rating Form will be held until the completion of the Area event. The Regional Juror Rating Form will be marked with a DQ in the Rating Box. Only a regional director may officially disqualify artwork.

(g) DAMAGE OR LOSS POLICY:

While every effort will be made to prevent damage to any work of art, neither TAEA nor the host School/District will be held responsible for the theft, loss or damage of works entered in VASE.

Section 3: JURYING

- (a) Jurors: Each event will have a team of qualified jurors composed of certified public school art educators, supervisors and/or, if available, college faculty, university faculty, or art professionals. It is recommended that jurors be selected from outside the district or region that is being juried, if possible.
- (b) ADJUDICATION CRITERIA:
 - (1) The Texas Essential Knowledge and Skills (State Board of Education, Chapter 117) will form the nucleus of the evaluation standards for the juried competition.
 - (2) Artwork should demonstrate strength in the following categories:
 - (A) Critical Thinking
 - (B) Aesthetic Judgment
 - (C) Analysis
 - (D) Awareness of Natural and Manufactured Environment
 - (E) Influence - Cultural Heritage, Art History
 - (F) Principles and Elements of Art
 - (G) Technical Skills and Execution
 - (H) Problem-solving and creative skills
 - (3) Artwork will be evaluated on the following criteria:
 - (A) Purpose - Execution of intent (Statement of Research and Application to Work)
There is evidence in the artwork of the student's effort to achieve the stated purpose. Description of any influences from art history, artists or styles that contributed to the development of the artwork. Securely attach the Student Intent and Artwork Identification Form to the back of the artwork. Each artwork must have this completed form attached.
 - (B) Technique - The use of media and tools (Execution and Technical Skill).
The student chooses and controls media and tools effectively to enhance the appearance of the work.
 - (C) Personal Expression - The degree of imagination and individuality.
Expression is unique and fully developed to present fresh concepts in ways that are imaginative and inventive.
 - (D) Organization - The use of elements and principles of art.
Uses elements and principles effectively, choosing those which enhance the overall appearance of the work.
 - (E) Integration - Suitability of expression, organization and technique to purpose through aesthetic and critical judgment.
The work integrates expression, organization and technique through evaluation, revision and elaboration to achieve an effective interpretation of all aspects of the purpose.
- (b) VASE DIVISIONS:
When determining which division to place a students' artworks in, teachers will only count the

number of credits the student has earned in High School art classes by February 1st of that year's event. Any student enrolled in any Studio AP, IB, or Dual/Concurrent Credit course will automatically be placed in Division 4.

- (1) The Visual Art Scholastic Event will have four divisions:
 - (A) Division 4 - (Advanced) 3.5 or more Credits earned in High School Art or enrolled in any Studio AP, IB Visual Art Program, or Dual/Concurrent Credit Course Students in this category demonstrate an understanding of and ability to apply the elements and principles of design in their own creative style, display a disciplined attitude toward a variety of visual phenomena, and display highly advanced technical skill in the production of quality works of art.
 - (B) Division 3 - (Difficult) 2.5 - 3 Credits earned in High School Art Students in this category demonstrate an understanding of and ability to apply the elements and principles of design in their own creative style, display a disciplined attitude toward a variety of visual phenomena, and display advanced technical skill in the production of quality works of art.
 - (C) Division 2 - (Intermediate) 1.5 - 2 Credits earned in High School Art Students in this category demonstrate an understanding of, and ability to apply the elements and principles of design in their own individual creative style, and display technical skill in the production of quality works of art.
 - (D) Division 1 - (Beginning) 0 - 1 Credits earned in High School Art Students in this category demonstrate an understanding of, and ability to apply the elements and principles of design in their own individual, creative style.
- (2) Teachers may advance a student to a higher division at their discretion, but they may not place them in a lower division.

(c) ADJUDICATION PROCEDURE

- (1) Participants must be present for an eight-minute individualized interview with a juror on the day of the event, at which time the elements of the Jurors Rating Form will be adjudicated.
 - (A) The interview will receive a score based on a point system of 4 (highest) to 1 (lowest).
 - (B) The artwork will receive a score based on a point system of 8 (highest) to 2 (lowest).
 - (C) The juror will assign scores based on the following criteria:
 - Student research and application to work
Explain purpose (assignment or individual) in developing art work and describe how one achieved their desired goal.
 - Execution and technique
Identify the technical skills related to the media/medium employed in this artwork.
 - Use of elements and principles of art
Explain the process used to select and organize the visual aspects of this work.
 - Aesthetics and critical judgment

Describe the aesthetic and critical decisions involved in developing this work from original concept to finished product.

- Personal Expression
In what ways does the artwork represent individual point of view, imagination, creativity, and individuality?

- (2) The juror will include written comments with suggestions as a positive and immediate feedback. The juror’s decision is final. The Jury Foreman for each Regional Event will certify all Regional and Area results.
- (3) The Regional Director or appointee will be responsible for tabulating the Jurors Rating Form and medals and/or certificates by division for the participants entered in the event from the various schools.
- (4) Scheduling Formula - Forty (40) entries on a ten-minute schedule per juror.
- (5) Jurors will evaluate artwork by employing the following rating system to designate the quality of work:

Points on Jurors Rating Form for Regional/Zone Event		Points for State Event	
Rating IV	Superior	= 60 – 514	= 17 - 20
Rating III	Excellent	= 50 - 373	= 13 - 16
Rating II	Average	= 36 - 252	= 9 - 12
Rating I	Below Average	= 24 - 151	= 5 - 8

- (6) To maintain the integrity of the jury process, only jurors and designated event officials are permitted in any area where the jury process is in progress.
- (7) FINAL RATINGS:
 - (A) Ratings: Jurors will evaluate art work by employing the following rating system to designate the quality of work in each classification:
 RATING IV SUPERIOR
 RATING III EXCELLENT
 RATING II AVERAGE
 RATING I BELOW AVERAGE
 - (B) No awards or results will be given until after area judging and student artwork not advancing to state is removed from the regional site. All sponsors must checkout through the regional director.
- (8) REGIONAL VASE SCORING CRITERIA:
 - IV Demonstrates Superiority
Individual work is outstanding, thus overall quality is apparent. Work shows high degree of execution and mastery using the appropriate technique. Intentions are present and indicate a high degree of superiority. Style is cohesive/constant. Considerable effectiveness is shown in work.

- III Demonstrates Excellence
Individual work is better than average. Demonstrates degree of excellence. Concept and execution indicates above average development. Overall quality is above average. Quality is good but not superior.
- II Demonstrates Average
Quality of work demonstrates a need for further growth. Suggests need for improvement in technique and style. Concepts and/or media execution appear to be underdeveloped.
- I Demonstrates Below Average
Quality of work is below average. Shows significant weakness in multiple areas of artistic development. Concept and/or media execution is clearly underdeveloped.

Scoring Continuum			
Upper Level		Lower Level	
IV	III	II	I
High		Low	

(9) AWARDS

- (A) Regional Medals are awarded at the Regional Event to those students receiving a Rating IV-Superior in any Division (1, 2, 3 or 4). All other students will receive a Regional Participation Certificate from the Teacher/Sponsor.
- (B) Area Medals are awarded at the at the conclusion of the Regional Event to students who qualify for State VASE.
- (C) State Medallions are awarded at the State Event to those students receiving a Rating IV, Superior.

(10) STUDENT ACTIVITIES:

At your Regional Event you may want to provide opportunities for art students in the following areas:

- Museum tours
- Demonstrations
- Lectures
- Workshops
- Studio visits with faculty and graduate students
- Art laser discs

- (11) Student Entry Fees cannot be used to fund or support optional student activities, concessions, or promotional items (T-shirts, buttons, ribbons, pencils, notepads, etc.).

Section 4: ARTWORK CATEGORIES AND MEDIA CLASSIFICATIONS DEFINED

CATEGORY 2D – Two-Dimensional Design

This category includes the following media classifications.

CLASSIFICATIONS:

- (a) Drawing
Drawings may be rendered in colored or graphite pencil, ink, pastel, crayon, chalk, marker, or

charcoal techniques. Pencil, pastel, crayon and charcoal drawings should be protected with a fixative.

(b) Electronic Media

(1) All entries must be original student generated works. Digital photographs that have not been enhanced using software must be entered under the classification of Photography. A digital photograph that has been slightly altered with editing software (alterations akin to darkroom manipulation) should be classified as Photography/Digital. If the photographic image is multilayered, has obvious manipulation, is distorted, or has been altered in any of the following manner the artwork should be classified as electronic media.

- composition has been altered
- filters have been added for texture, artistic effects, etc.
- composition (or a portion of) has been distorted
- layers have been added for purpose of image alteration

Entries in this classification include:

- scanned photos taken by the student or another student under the direction of the artist,
- drawings done directly on the computer drawings started in traditional media, scanned, and completed with computer drawing software.
- 2-D animation - one student entry per CD/DVD or external drive
- 2-D still image
- Inter-active media

(2) Documentation

All Electronic Media entries are required to have

- A completed Electronic Media Documentation Form
- A VASE Model Release Form if necessary (see Section 2, (e), (2), (C)) attached to the entry.
- Word processed document with the steps for operating the entry
- Process notes
- Software and version used
- Hardware used including printer and computer specifications.

(3) Scanned images and clip art

Students may choose to use published or printed material to research an idea for their work. Direct exact copying, scanning, downloading, or digital manipulation of a published image, photograph, album/CD cover, magazine, etc., is considered plagiarism just as copying a speech word for word and it is prohibited. The use of Public Domain images is allowed only if the images are manipulated and do not constitute the main idea of the entry. Teachers need to uphold the highest standards in their teaching and the integrity of this event.

(4) Animation and Interactive Media

- Original sounds and music may be used in the animation and interactive media production. Use of Copyrighted musical works and sound is limited to 10% of the original work but no more than 30 seconds as governed by the Multimedia Fair Use Guidelines and the 1976 Copyright Act. (<http://www.loc.gov/copyright>) and (<http://www.tifb.state.tx.us/training/fairuse.htm>)

- Each animation and interactive media student entry must be submitted separately on a CD, DVD, External Drive or VHS. The entry may be no longer than 5 minutes. Each entry must be cued and ready for judging at the time of the event.
- All animation and interactive media entries must be accompanied by no less than 1 and no more than 4 still images for reference purposes only. These images will not be used for the jury process and should not be matted. Images will be used for exhibition purposes where technology is not practical. Images should be no larger than 9"x12".
- Each animation and interactive entry must include credit sources.
- Filmmaking and/or animation projects that include live actors are not allowed.

(5) Hardware

It is the responsibility of the participant to bring and set-up any necessary hardware and software to run his/her electronic media entry (with the exception of a TV/DVD/VCR). TAEA is not responsible for damaged, lost or stolen equipment or hardware. The teacher/sponsor may assist the student with the set-up and dismantling of computer hardware in the jury room, but they must leave the jury room immediately after set-up is complete.

(6) Identification

Attach the required Student Intent and Artwork Identification Form, the Electronic Media Documentation Form to each entry. Clearly label all hardware brought to run software programs.

(7) Presentation of 2-D Media

Artwork must be no larger than 24" x 36" including mat. Prints must be matted or mounted on mat or presentation board. Matting/mounting material must be black or white.

(c) Photography (Electronic Media Documentation Form must be attached)

Digital and non-digital photos taken by the student or another student under the direction of the artist. All digital photographs (black and white or color) must be accompanied by an Electronic Media Documentation Form and Model Release Form if necessary (see Section 2, (e), (2), (C)). Please indicate black and white, color, digital, or experimental on the Entry Certification Form and the Student Intent and Artwork Identification Form. The student should also indicate if prints were developed and enlarged by the student. Slides may not be submitted. Photos may be mounted or matted. A digital photograph that has been multilayered, has obvious manipulation, or is distorted, should be classified as electronic media. Artworks slightly altered with editing software (alterations akin to darkroom manipulation) or have been altered in any of the following manner the artwork should be classified as Photography/Digital.

- contrast has been slightly altered
- color photo has been converted to grayscale
- grayscale photo has some color added
- composition is intact with no filters applied

Entries in this classification include:

- Photographs may be black and white (non-digital)

- color (non-digital)
- experimental (non- digital) or digital
- hand-colored non-digital photographs should be entered as black and white and any unconventional non-digital camera or lab technique should be submitted as experimental.

Documentation

All Digital entries created with the use of a computer must have

- A completed Electronic Media Documentation Form
- A VASE Model Release Form if necessary (see Section 2, (e), (2), (C)) attached to the entry.
- Word processed document with the steps for operating the entry
- Process notes
- Software and version used
- Hardware used including printer and computer specifications.

(d) Graphic Design

Art with a commercial purpose, including posters, record album/CD covers, book jackets, programs, brochures, logos, advertising or fashion illustrations and calligraphy. Copies of existing covers or posters will not be accepted. Entries should be designed for a specific purpose. Purpose of design should be indicated on the Student Intent and Artwork Identification Form. The student must submit graphic design entries in original 2-D format.

Documentation

All Graphic Design entries created with the use of a computer must have the required Electronic Media Documentation Form attached to the entry.

- Word processed document with the steps for operating the entry
- Process notes
- Software and version used
- Hardware used including printer and computer specifications.

(e) Mixed Media

Entries in which two or more 2D media are combined in a single two-dimensional entry: Collage may be included. Materials may extend up to three (3) inches beyond the surface, but entries in this category must be designed to hang on the wall.

(f) Painting

Painting may be in airbrush, oil, acrylic or any other plastic paints, or transparent or opaque watercolors including tempera, gouache, or casein.

(g) Printmaking

Entries may be any form of creative prints including but not limited to block print, monoprint, collagraph, serigraph, intaglio, or lithograph. The type of print should be indicated on the Entry Certification Form and the Student Intent and Artwork Identification Form.

CATEGORY 3D – Three-Dimensional Design

This category includes the following media classifications:

CLASSIFICATIONS:

- (a) **Sculpture/ Jewelry**
Work in round or relief (modeled, carved, cast, or assembled). All work including casting must be done by the student. No entry may be more than 24" X 24" X 36" in total dimensions. All bases must be attached. Measurements include the base. Do not submit fragile entries. All pieces must come with an individual container and packing. Jewelry pieces may include, but are not limited to, pendants, rings, pins, brooches, boxes, and small metal objects. Jewelry pieces are required to be displayed in a box or on a firm backing.
- (b) **Ceramics**
Kiln-fired clay, glazed or unglazed or blown glass; functional and/or decorative artworks. Greenware or unfired clay will not be accepted.
- (c) **Textiles**
Fabric, fiber, hand-made paper, and reeds. Includes batik, weaving, stitchery, hooking, tufting, embroidery, trappunto, macramé, and basketry.
- (d) **Electronic Media**
(1) All entries must be original student generated works. Digital photographs that have not been enhanced using software must be entered under the classification of Photography. Entries in this classification include:
- scanned photos taken by the student or another student under the direction of the artist,
 - drawings done directly on the computer
 - drawings started in traditional media, scanned, and completed with computer drawing software.
 - 3-D animation - one student entry per CD/DVD or external drive
 - Inter-active media
- (2) See Electronic Media requirements in CATEGORY 2D/CLASSIFICATIONS/No. 2-7.
- (e) **Photography**
Digital and non-digital photos taken by the student or another student under the direction of the artist. Photographs may be black and white (non-digital), color (non-digital), experimental (non-digital) or digital. Hand-colored non-digital photographs should be entered as black and white and any unconventional non-digital camera or lab technique should be submitted as experimental. All digital photographs (black and white or color) must be accompanied by an Electronic Media Documentation Form and a VASE Model Release Form if necessary (see Section 2, (e), (2), (C)). Please indicate black and white, color, digital, or experimental on the Entry Certification Form and the Student Intent and Artwork Identification Form. The student should also indicate if prints were developed and enlarged by the student. Slides may not be submitted. Photos may be mounted or matted.

Documentation

All Digital entries created with the use of a computer must have

- A completed Electronic Media Documentation Form
- A VASE Model Release Form if necessary (see Section 2, (e), (2), (C) attached to the entry.
- Word processed document with the steps for operating the entry
- Process notes

- Software and version used
- Hardware used including printer and computer specifications.

(f) Graphic Design

Art with a commercial purpose, including product and packaging design. Copies of existing product or package designs will not be accepted. Entries should be designed for a specific purpose. Purpose of design should be indicated on the Student Intent and Artwork Identification Form. The student must submit graphic design entries in original 3-D format.

Documentation

All Graphic Design entries created with the use of a computer must have the required Electronic Media Documentation Form attached to the entry.

- Word processed document with the steps for operating the entry
- Process notes
- Software and version used
- Hardware used including printer and computer specifications.

Section 5: AREA EVENT AND STATE ADVANCEMENT

- (a) The Regional Event may also serve as the Area Event and the selection of the State finalists. All regional entries receiving a Rating IV-Superior qualify for the Area jury process. When all regional artworks have been juried, and all scores have been entered on-line, the Area jury process may begin.
- (1) Regional artworks that have received a Rating IV-Superior will be juried again, by a select group of designated jurors, to determine the Area finalists. No artwork with a rating less than a Rating IV qualifies for the Area event.
 - (2) Artwork must be juried in the same Division that qualified it for Area adjudication. No artwork may be moved up or down a division once a Regional rating has been given.
 - (3) To insure consistency across the State in selecting artworks to advance from Area to State the following formula must be followed:
 - (a) Ten percent (10%) of the actual number of artworks receiving a 4 at the Regional event in Divisions 1 through 4 may advance to State.
 - (4) Juror Rating Forms from the Regional Event are not to be used in the Area Event. Jurors are allowed one vote for each artwork in a Division for each artwork selected for advancement. The artworks receiving the majority, consensus, of votes will advance to the State event. Artworks that do not advance to state are returned with their school entries.
 - (5) VASE maintains exclusive exhibition rights for all artwork advancing to State until the conclusion of the State event. Selected artwork is not accessible to anyone for any other venue.

Section 6: STATE VASE

- (a) The State Visual Art Scholastic Event is held annually, in April, at a major Texas university. All of the same rules and policies for the Regional Events apply to the State Event.
- (b) Regional Directors, with the sponsor teacher's assistance, will transport all state qualified artworks to the State Event before the state jury process is scheduled to begin.
- (c) Regional Directors are required to re-qualify all artwork advancing to the State VASE event.
- (d) At the Regional Director's discretion, the assistance of the teacher may be required to transport

any artwork that is large, fragile, valuable, and/or exceptionally heavy

- (1) There is no student interview at the State Event. Jurors, working in teams, will assign each artwork a Rating based on the student's written comments on the Student Intent and Artwork Identification Form. Juror Rating Forms from the Regional Event are not to be used in the State Event.
 - (2) A separate entry fee is required for each artwork that advances to the State Event.
 - (3) Students artists who receive a Rating IV-Superior at the State Event will be awarded with a state medallion at an awards ceremony at the conclusion of the State Event and will be named an All State Artist by TAEA and VASE. The artwork created by these students will be featured on the VASE website.
- (e) The sponsor teacher is responsible for arranging for all of his/her State qualified artworks and any awards or certificates to be picked up from the State Event site at the conclusion of the event, on the day of the event.
- (1) All entry fees and State invoices must be received by the Regional Director before an artwork can be juried.
 - (2) Sponsor Teachers must check-in and check-out with their Regional Director at the State Event and provide a State Entry Certification Form, and State Teacher Checklist, signed by the school principal.
 - (3) All artwork, awards, and packing materials must be removed from the event site at the conclusion of the Awards Ceremony, on the day of the event.

Section 7: GOLD SEAL

- (a) Artworks receiving a Rating IV-Superior at the State Event are eligible for consideration for the highest honor in VASE, the Gold Seal Award.
- (1) The State VASE Jurors will select artworks that represent the goals of VASE and exemplary examples of concept, technique, craftsmanship and creativity in student artwork.
 - (2) The number of pieces of artwork selected for this award shall not exceed seven percent (7%) of the total number of artworks qualified for the state event.
 - (3) Students selected as Gold Seal winners will receive a Gold State Medallion and their artwork will be exhibited in a variety of venues across the state, culminating with the Gold Seal Exhibition at the annual TAEA Fall Conference. In an effort to protect a student's Gold Seal artwork, any artwork entered that is too fragile to travel may not be transported or exhibited at selected venues outside of the state event.

Addendum A: On-line Registration Instructions

The TAEA/VASE website on-line registration process is for teacher/sponsor use only. Teacher/sponsors may not allow students to enter, change, or print data from the website. Teachers should not share their TAEA number and/or VASE password with anyone.

On-Line Registration will not allow late registration or substitutions after the designated dates. Sponsor Teachers must have a current TAEA membership number to register.

- (a) Accessing the Webpage address
 - (1) Open Internet Explorer (The VASE website responds best to Internet Explorer)
 - (2) Type in NEW Website Address: <http://www.taea.org/vase>
 - (3) Bookmark this site. (Add to Favorites)
 - (4) Click on: Participant Information.
 - (5) Click on: High School VASE On-line Registration

- (b) Teacher/Sponsor Registration (Do this only once)
 - (1) Click on: Teachers Registration
 - (2) Use mouse to move to each field and access down arrows
 - (3) You must have a current TAEA membership number to register.
 - (4) If you do not have a current TAEA number you must contact your Regional Director
 - (5) Enter information in each category accurately
 - (6) Check to insure accuracy. Once you submit information, you cannot return or re-submit.
 - (7) Click on: Submit Form

You have now electronically created a Teacher Profile and Response Form, a School and District Information Profile and you have automatically sent an e-mail notification to your Regional Director. Your Regional Director will review your request and activate your account. Once activated, you will be sent confirmation to the e-mail address submitted in your profile. Your confirmation e-mail will provide you with your username (TAEA #) and password. You are now ready to Login and begin entering student artwork registration information.

- (c) Student Artwork Registration
 - (1) Open Internet Explorer
 - (2) Type in NEW Website Address: <http://www.taea.org/vase> (or VASE bookmark)
 - (3) Click on: Participant Information.
 - (4) Click on: High School VASE On-line Registration
 - (5) Click on: Login
 - (6) Do Not click on Teachers Only (Submit Teacher Response Form)
 - (8) Enter TAEA# and Password Information
 - (9) Click on: Login to VASE

You are ready to add, delete and/or edit Student Artwork Entry Information

- (d) Add Entries

Teachers may begin adding reservations the Monday after the TAEA fall conference in November and can continue to add, delete and/or edit student information until 30 days prior to your Regional Event. Check with your Regional Director for your official dates, or login to the VASE website homepage and click on Regional Information.

Entry: Unofficial and unconfirmed number of entries for participants/artworks you will bring to Regional VASE. You may add or delete entries in any category until the add/delete entry deadline.

Use the Add Entry link in the left column to create your list of student artwork entries. Prior to the Add/Delete deadline, you may add or delete entries to total as many artworks as you plan to enter.

(e) Delete Entry

- (1) Use the Delete Entry link to modify your list of student artwork entries.
- (2) Prior to the Add/Delete deadline, you may add and/or delete any entry to total as many artworks as you plan to enter.
- (3) After midnight 30 days prior to your event, you will no longer be able to add and/or delete entries and payment is due for the total number of artworks entered.

(f) Print Invoice

- (1) A copy of your invoice is required along with your payment.
- (2) 30 Days prior to your event reservations will be closed and payment is due for the total number of artworks entered.
- (3) Use the Print/Invoice Menu link to create an invoice for payment documentation.
- (4) Payment should be in the form of school district check or money order to VASE. Personal checks may not be accepted.
- (5) Payment and a copy of your invoice must be received by your Regional Director no later than 10 days prior to your event.

(g) Edit Entry

- (1) Between the 30 days and the 10 days prior to your event, you may edit any information listed within the total entries.
- (2) You cannot add or delete from the total, but you can change any of the information contained within the total number of entries including the Student Name, Title of Artwork AP/IB, Art Credits, Division, Dimension, Classification, and/or Media.
- (3) You may replace a student with another student or replace an artwork of a registered student with another artwork.
- (4) You will not be able to add and/or delete entries that are entered without replacing it with new or edited information, as the total number of entries will remain the same.

(h) Confirmed Entries

- (1) After the edit deadline, all entries become Confirmed Entries. All entry information will now be officially registered on the VASE Regional Entry Certification Form.
- (2) Confirmed Entries cannot be changed.
- (3) 10 days prior to your event, all entries are automatically confirmed and registration is closed.
- (4) Entry information submitted by you is ready for printing.
- (5) All information must be accurate at this time.
- (6) Changes cannot be made after the deadline.

(i) Print Forms

Student information and/or artwork descriptions cannot be altered. Any alteration of student

information and/or artwork descriptions pre-printed on the forms or any artwork submitted at the regional event check-in that does not match the information/description on the Student Intent and Artwork Identification Form and the Student Agreement and Artwork Release Form will be disqualified.

- (1) Immediately after the Confirmed Entries deadline and before your regional event, you are responsible for printing all of the documentation listed below by accessing the Print/Invoice Menu link.
- (2) All forms must be completed and presented at check-in, signed by the school principal.
- (3) All student information and artwork descriptions are pre-printed on the forms based on data electronically submitted by the Sponsor Teacher.
 - (A) Regional Entry Certification Form
Signature of principal required. Submit during check-in at your Regional Event.
 - (B) Student Intent and Artwork Identification Form
Print and complete one form per entry. Attach to the artwork as directed.
 - (C) Student Agreement and Artwork Release Form
Print one per entry. Obtain signatures. Submit during check-in at your Event.
 - (D) Electronic Media Documentation Form
Print one complete one form per entry that includes any computer manipulation. Attach to the artwork as directed.

Addendum B: Qualification Criteria

Artworks not meeting the VASE entry and eligibility regulations will be disqualified. Disqualified artwork will not complete the jury process. The artwork and corresponding Regional Juror Rating Form will be held until the completion of the Area event. The Regional Juror Rating Form will be marked with a DQ in the Rating Box.

Teacher/Sponsors and Student artists should refer to Section 2: (e) ENTRY REGULATIONS and Section 4: ARTWORK CATEGORIES AND MEDIA CLASSIFICATIONS DEFINED, in the VASE Rules and Policies.

VASE entries may be disqualified if one or more rules violation occurs.

Violations include but are not limited to the following:

- € Artwork is not matted or mounted.
[Canvas paintings, textiles and odd shaped paintings do not need to be matted].
- € Mat is not black or white. [Photographs can be flush mounted].
- € Artwork is framed and/or has glass that cannot be removed.
- € Artwork is a copy or reproduction of a published image, photograph, album/CD/DVD cover, how-to book, magazine, art history image, etc. [See Originality; Section 2 (e)]
- € Artwork is a direct copy of either a professionally created photograph or a photograph taken by an art teacher.
- € Artwork was traced with the use of an overhead/opaque projector or other mechanical means.
- € Photographs and/or References are not attached to the back of the artwork.
- € Artwork was previously entered in Jr VASE or a previous High School VASE
- € Artwork was completed before last year's Regional VASE.
[Reference last year's Regional Event date].
- € The official information on the Student Intent and Artwork Identification Form has been altered.
- € The official information on the Student Agreement and Artwork Release Form has been altered
- € The student's name, title, division or media on the entry is different than what is entered on forms.
- € Content or images used in an artwork offend the moral standards of the community.
- € Student artist is ineligible in accordance with the UIL No Pass No Play Academic Requirements.
- € Entry Fees are not paid.
- € Teacher/Sponsor is not a member in good standing with TAEA.
- € Student artist is not accompanied by the Teacher/Sponsor of record.
- € Regional Entry Certification Form is not signed by principal.

Two-Dimensional Artwork will be disqualified for any of the following:

- € Artwork and mat exceeds 24" x 36", including mat.
- € Artwork weighs more than 50 pounds.
- € Artwork is covered with acetate or cellophane that can not be removed.
- € Drawings are not properly fixed and are in danger of damaging other artworks.
[Fixed refers to spray or brush on material that will stop or retard media from rubbing off the prepared surface].
- € Mat on artwork includes a liner or additional inner [double] mat.
- € Artwork is wet. [Paint, ink or other medium has not completely dried before being qualified].
- € 2D pieces that are delicate or fragile, relief, or have protruding hangers are not in a box to protect the artwork.
- € Protective fold-over/flap cover is not attached to the artwork as a protection for the work

Three-Dimensional Artwork will be disqualified for any of the following:

- € Artwork dimensions exceed 24" x 24" x 36".
- € Artwork weighs more than 50 pounds including the base.
- € Artwork is not transported in an acceptable corrugated cardboard or wooden box suitable for shipping.
- € Artwork does not have proper packing ensuring it can withstand handling and transportation.
- € Artwork does not have duplicate Student Intent and Artwork Identification Form and/or 8½" X 11" photo of the artwork attached to the box.
- € Artwork is not sturdy and cannot stand alone without other means of support.
- € If the sculpture has a base, the base is not attached.
- € Artwork is wet or not fired.
[Ceramic clay that is not bisque fired, other mediums that are not completely dried before being qualified].

Electronic Media will be disqualified for any of the following:

- € Artwork presented as a two dimensional image and mat exceeds 24" x 36".
[This does not include artwork presented as VHS, CD, or Screen image].
- € Artwork weighs more than 50 pounds.
- € Artwork is covered with acetate or cellophane that can not be removed.
- € Direct exact copying, scanning, downloading, or digital manipulation of a published image, photograph, album/CD cover, magazine, etc.
- € Video/Animation includes music that exceeds 10% of original work or 30 seconds.
- € Animation/Interactive Media entry is longer than 5 minutes.
- € Completed Electronic Media Documentation Form is not attached to the artwork.
- € Filmmaking and/or animation projects that include live actors.

VASE State Event: Procedures for Directors & Jurors

1. Before State VASE

State VASE Director:

- Send all Regional Directors procedures for State VASE
- Send maps of the State VASE facilities (with juror room numbers for Friday and workshop room numbers for Saturday) to Regional Directors, TAEA Executive Board, and State Chairs at least 5 days prior to the event.
- Send agendas and instructions for the State VASE event to Regional Directors, TAEA Executive Board, and State Chairs at least 10 days prior to the event
- State VASE Director will script Orientation and Awards Ceremony.

Regional Directors:

- All artworks must be labeled using **Avery 5163** size labels. These labels are printed from the Regional Director's Print Menu – State Event Print Documents section. Labels must be attached to the bottom right corner, on the front, of the artwork. If the artwork will not hold the label (e.g. no label should be put directly on an artwork), the label should be attached to black cardstock or poster board and attached to the back of the artwork so that the label can hang down and be visible from the front. All 3D labels should be put on a tent card, made from black cardstock or poster board, that can be set up in front of the artwork when it is set up for display at the state event.
- All **State Juror Rating Forms** must be printed on **yellow paper** and lightly taped to the back of the artwork (using the blue "easy-to-remove" tape). These forms are printed from the Regional Director's Print Menu – State Event Print Documents section.
- All identifying markings and/or attachments (colored dots, post-it notes, etc.) placed on artworks during the regional event, for qualifications or judging, must be removed prior to arriving at the State event.
- All artwork must be properly labeled with **yellow State Juror Rating Forms** attached prior to arrival at State VASE
- All State VASE fees must be collected and sent with a **State Invoice** (check stapled to the teacher's state invoice) to TAEA headquarters in Dallas. State fees and invoices must be sent no later than 10 days prior to State VASE.

TAEA – State VASE
14070 Proton, Suite 100 LB9
Dallas, TX 75244

- All State forms must be collected from teachers and brought to the State VASE event including:
 - State Entry Certification Form** (from each teacher) signed and dated by teacher and principal
 - State Teacher Check List** (from each teacher) filled out, signed & dated by teacher
 - Check-in/Check-out Attendance Verification Form** (from each teacher) filled out and signed by teacher – if the teacher of record is not attending State VASE, this form must also be signed by the teacher representing the absent teacher and the absent teacher's principal
 - Student Agreement and Artwork Release Forms** must be pulled from the Regional VASE event files for each state qualifying artwork and brought to the State Event by the regional directors. The Regional Directors will turn these forms in at the State Event Regional Director's check-in.
 - Regional Director State Checklist** completed by the Regional Director and turned in at Director's check-in.

2. State VASE Site Director Procedures

- Work with State Director & Workshop Director to confirm room requests for jurors, juror training, workshop, orientation, check-in/check-out, student exhibits, storage, operations and awards.
- Provide digital maps to State Director, Jury Foreman, and workshop director at least **60** days prior to the event.
- Provide signage for all doors and directional signage (outside & in hallways) for jurors and attendees.
- Arrange for food for jurors and workers on Friday and Saturday (breakfast and lunch).
- Contract and organize adult workers for running & hanging artwork on Friday (4 workers) and directions on Saturday (4 workers). These workers will be paid for their work.
- Contract custodial staff and security for Friday and Saturday – a nurse for Saturday.
- Send invoices for reimbursement and payment forms for worker payments to TAEA Headquarters.

3. State VASE Jury Foreman

- Contract jurors according to number and division of entries advancing to state
- Generate a site map (from maps provided by Site Director) with confirmed juror rooms and assignments. Maps should be sent back to State Director and Site Director at least 10 days prior to the event.
- Make instructional packets for Jurors
- Purchase/Acquire and distribute juror snacks
- Train jurors on Friday morning and monitor all day
- Consult with State Director on questionable entries including qualification violations, moral issues, and potential disqualifications.

4. State VASE Exhibits Director

- Supervise check in of Regional Directors and State qualified artwork on Thursday afternoon and Friday morning.
- Regional Directors will receive nametags, badge holders, agendas and programs for their State VASE qualified students and teachers, at check-in. Directors must organize these items and be prepared to distribute them on Saturday morning.
- Direct the placement of artwork into assigned juror rooms on Thursday afternoon and Friday morning (stacks of 25 for 2D work)
- Oversee the *running* of artwork on Friday
- Oversee the hanging and display of the artwork on Friday
- Assign Regional Directors and workers to help hang artwork. Workers who are not Regional Directors will be paid a *Support Staff* fee of \$50 per day.
- Assign Regional Directors and *Support Staff* to monitor juror rooms, photography rooms and box storage room.

5. State VASE Gold Seal Foreman

- Confirm selected Gold Seal entries with Jury Forman and Command Center.
- Coordinate and document photographing of Gold Seal selected entries on Friday. Check for accurate number of pieces.
- Pull ***Student Agreement and Artwork Release Forms*** of Gold Seal winners from Regional Director files. Make 2 copies (sets) of the original forms. Send one set to State Director keep one set with the exhibit as it travels.
- Oversee storage of Gold Seal artworks & display panels
- Schedule venues to exhibit the ***Gold Seal Show***.

- Confirm Invitations are sent to Gold Seal recipients and their teachers for any Special Recognition ceremony in the summer.
- Arrange for the Transportation and set up all **Gold Seal Show** venues.

6. State VASE Display Security Foreman

- Oversee show setup security on Friday
- Procure 6 paid adult helpers for Saturday using the standard VASE Helper \$50 per day pay:
 - To maintain security during the time of the Saturday event
 - To be at the perimeter of the show at time of artwork check-out with clipboard and State Certification Forms. Teachers taking down their artwork must check the artwork out with one of the 6 security people. When show is down, these forms are turned in to State Director.
- Make sure Gold Seal artwork is not picked up
- Make sure all artwork besides Gold Seal is picked up and checked out

7. Regional Directors' Procedures Upon Arrival at State Event Site

- Check in with Command Center director. Command Center director will give each director a checklist for the day. (See this checklist as a separate page)
- Check in with State VASE Exhibits Director on Thursday afternoon or Friday morning. State paperwork should be turned in at this time to designated areas.
 - 1) State Entry Certification Form:** Collated by Teacher's last name, Placed in Regional hanging file for Command Center.
 - 2) Student Agreement and Artwork Release Forms** (for each State qualifier): Collated by Student's Last Name, placed in hanging file designated for this form, only.
 - 3) State Teacher Check List, Check-in/Check-out Attendance Verification Form, Regional Director State Checklist:** collated by District, Campus, then Teacher and placed in the hanging file for Regional Directors.
- Regional Directors will receive nametags, badge holders, agendas and programs for their State VASE qualified students and teachers, at check-in. Directors must organize these items and be prepared to distribute them on Saturday morning.
- Directors and their helpers must:
 - Have all artwork labeled and with **yellow State Juror Rating Forms** attached before arriving at the state event.
 - Move all qualified artwork to **assigned** juror rooms:
 - 3D artwork:** removed from their box, set up correctly with label tent in front of artwork, **State Juror Rating Form** placed under tent label, box moved to "box storage room" (keep region's boxes together in same area of the room)
 - Electronic Media:** Be careful here...make sure the artwork is labeled Electronic Media. (Place in stacks of 25).
 - Photography:** Be careful here...make sure the artwork is labeled Photography. (Place in stacks of 25).
 - 2D Artwork:** (except Electronic Media & Photography) in assigned rooms by division. (Place in stacks of 25).
- After setting up their regional artwork in the designated rooms, oversee one juror room to make sure it is set up correctly and ready for jurors on Friday.
- Turn in "Before State VASE" checklist to Command Center director.

8. Regional Directors' Jobs on Juror Day

- Serve as “Runners” to pick up artwork and **State Juror Rating Forms** from the assigned juror rooms and move to either the photography room or the exhibit hall (Two directors will be assigned to monitor each assigned jury room.
- Serve as “Runners” for the Photography rooms:
 - 1 Runner will be assigned to each Photographer to record images.
 - 2 Runners will be assigned to each Photographer to move artwork back and forth
 - 2 Runners will be assigned to the Photographer of the **Gold Seal Show**.
- Attend a Director’s Meeting with the State VASE Director at noon – eat lunch and have the meeting. Those exempt from the meeting: Jury Foreman, Command Center Director, Gold Seal Director, & Site Director. Information discussed in this meeting will be given to the exempt attendees in the form of notes after the meeting is over.
- All State VASE paperwork from each Regional Director will be placed in the assigned hanging files. (except the **State Teacher Checklist** which will be held until Saturday check-out). **Student Agreement and Artwork Release Forms** will have a separate hanging file for each region.
- Regional Directors will receive nametags, badge holders, agendas and programs for their State VASE qualified students and teachers, at check-in. Directors must organize these items and be prepared to distribute them on Saturday morning.
- Assist with the hanging of artwork for the State VASE Exhibit.
- **No** Regional Director should leave the event site until all work is done.
- Directors will be provided breakfast and lunch both days of the event. Any helpers brought to help with the event will also be fed breakfast and lunch. An accurate count of the helpers must be provided to the State VASE Director no later than 10 days prior to the event.

9. Juror’s Procedures

- Trained by the State VASE Jury Foreman for 1 hour on Friday morning – Jurying Day.
- Each juror will be in their assigned room, pick a stack of artwork (2D, electronic media & photography) or divide the work equally in the case of 3D (suggest pick an area to work).
- Jurors will go through all their artwork in their stack or section. They will select out all they feel will deserve the highest rating of 4 based on their knowledge of the standards, but not filling out the rubric. They will place the Rating 4 stickers on the name label, BUT not covering any of the student information on the label. In the case of 3D artwork, they will place the sticker on the attached tag.
- All jurors will set up their Rating 4 artwork and as a group will look at all the 4s.
- Using the post-it method – where a juror receives the exact number of post-its for the number of Gold Seals allowed for their category – jurors will circulate through all the Rating 4 artwork and put post-its on the ones they feel should be Gold Seal.
- When all Gold Seals are selected (according to the correct percentage of artworks at State), the Head Juror for that category and one helper will list all Gold Seal artworks on a piece of paper AND enter them into the VASE website as Gold Seal (they will be issued a laptop to do this).
- Jurors take their artworks that were selected to be a Gold Seal back to their place and score **their State Juror Rating Forms**. They will mark all **Gold Seal State Juror Rating Forms** with a capital “T” in the top right corner of the rubric.
- Jurors will take off the Rating 4 stickers and replace them with a Gold Seal sticker (again being careful not to cover up student information).
- **Gold Seal** artwork is then released to a runner to be taken to the Gold Seal Photography room. The **Gold Seal State Juror Rating Forms** are put in the rubric tray to go to the Command Center.
- Jurors will score all the rest of the artwork in their stack or section.

- Rating 4 artwork goes with a runner to the Rating 4 Photography room, and all other artwork goes to the Exhibit Area to be hung.
- All **State Juror Rating Forms** go in the tray to go to the Command Center.
- No juror leaves the event until ALL categories have Juried. When a juror finishes their category – they go to another one to help them finish. Juror checks in with State VASE Jury Foreman before they leave – leaving badges and folders in the Juror Room.
- If any juror has a question about whether an artwork should be disqualified, they will contact the State VASE Jury Foreman. The State VASE Jury Foreman and the State Director will make the decision on the disqualification. All other questions also go to the State VASE Jury Foreman.
- If an artwork is in the wrong room or category, juror will take it to the correct room ASAP.
- Breakfast, snacks and lunch will be provided the jurors.

10. Directors' Jobs on Saturday – Student Day

- Directors will report to the Command Center and receive a checklist from Command Center director for the day's procedures.
- Directors will report to their Check-in table at 7:00 AM for the 7:30 check-in of attendees. A helper from their region is recommended.
 - Mark off the names of the attendees as they check in
 - Give attendees badges, agenda fliers, instructions for the day, and maps
 - Direct attendees to the Orientation areas
 - Tell attendees where and when the Awards Ceremony will be
 - Instruct teachers how to and where check out at the end of the day
- Directors will attend Orientation.
- Directors should take care of their own teachers and their own students during the workshop time.
- All Directors will meet with the State VASE Director at noon for lunch and a meeting. Director checklists will be reviewed and further instructions given. Exempt attendee is Jackie Brewer.
- Directors are on stage for the Awards Ceremony and drape their Region's award winners. State VASE Director will find 2 helpers (not regional directors) to stand at the stage exit and with the main state award-winner lists will check off the students as they exit the stage. These lists will be copied immediately after the ceremony and a copy given to each regional director to use during Check-out.
- Directors will Check-out all attendees after the awards ceremony using the Teacher Checklists. They will give attendees their State Juror Rating Forms, final teachers' State Entry Certification Forms, and any missing medals (these medals will be given them when they receive their forms). Attendees responsible for checking out an absent teacher's work will collect those forms and medals. Directors will use copies of the Awards Ceremony student checklist to verify if medals were received. These lists will be provided to the Directors just after the Awards Ceremony.
- Directors will turn in their State Teacher Checklists to the State VASE Director.
- All Directors will receive their standard State VASE honorarium for their work at State VASE and will have breakfast and lunch.

11. State VASE Helpers' Jobs on Student Day

- 2 Helpers will be at a designated central location for questions by attendees (Information Desk).
- 6 Helpers will be under the Display Security Foreman and will be provided with copies of the State Entry Certification Forms from all the regions, clipboard, and highlighters – to check out the artwork before the Awards Ceremony and at the close of the show. The Helpers will form an evenly-spaced ring around the entire show. Teachers or designee will take down their own students' artwork and proceed to one of these helpers. Helpers will find the teacher's name, and highlight the work taken. Afterwards,

these forms will be given to the State VASE Director. These helpers will stay in place until after the Awards Ceremony.

- 2 Helpers will be at the Stage Exit to check the students who received their awards. They will be supplied with an awards list and a highlighter.
- 4 Helpers will be available throughout the event – circulating around to help lost attendees and to answer questions.
- All Helpers will receive the standard VASE Helper honorarium of \$50 for their services that day. They will also be fed breakfast and lunch.

12. Command Center

- Command Center personnel will be recruited by the State VASE Director.
- There will be 1 in charge of technology and 1 in charge of the room's operations. These personnel will be paid the standard State VASE honorarium for a co-director (like State Jury Foreman, etc.).
- There will be 2 helpers (non-regional directors) for technology and 3 helpers for sorting paperwork. These helpers will be paid the standard VASE Helpers \$50 honorarium per day.
- The Command Center will be the problem-solving area and accessible to regional directors and workers when there are problems or questions.
- The Command Center will be the main place to find the State VASE Director.
- Regional directors check in at the Command Center upon arrival (and get first day checklist) and check out at in the Command Center at the conclusion of the event (and bring back final checklist). (see attachments for checklists)
- Command Center personnel take in State VASE Juror Rating Forms, record them on the VASE site, cross-check all scores & reports, reconcile any "0s", run copies of state award reports, sort all rating forms by Region.
- Command Center is the site for Lost and Found.
- Regional Directors will sort their region's rating forms according to teacher.

13. State VASE Workshops

- State VASE Workshops will be set up by State VASE Workshop Coordinator and her group of workers according to the criteria set forth by the State VASE Director.
- All State VASE Workshop procedures will be written by the Workshop Director and the State VASE Director.
- Get VASE numbers: DIV I DIV II DIV III-IV
- Secure number of workshops based on numbers(total number of students divided by 25)
- Have workshop presenters fill out presenter forms with Workshop title, 2-3 sentence description of workshop, level
- Send completed list to State VASE Director 3 weeks prior to event for posting on the web site.
- Send Presenter letter out 2 weeks prior. Include reminder of date, time, location, parking instructions, State VASE agenda, etc. Have presenters provide Social Security number and mailing address.
- Check inventory of art supplies on hand
- Assign rooms
- Print room signs
- Make folders for check in on the day of the event for all presenters. Include:
 - Payment sheet
 - Map with room location highlighted
 - Presenter Name tag
 - Reimbursement form

Thank you with order of the day

- Enlarge map of workshop rooms. Give one to info desk, and one to State Director.
- Order supplies based on workshop needs and existing inventory 3-4 weeks ahead of scheduled event date
- Buy other needed supplies (Dollar Store)
- Order lunches (3 – 5 overage)
- Assign one person to be in charge of collecting paperwork.
- Assign one person to be in charge of lunches – delivery.
- Assign one person to oversee judging of scholarship selection.
(That chair will get 3 member panels together to jury the various divisions – Div I, Div II, Division III/IV).
- Work to secure needed models and/or demo Artists
- Contact Demo Artists
- Work with Site Director for details about facilities' needs (ex: water, electricity, lighting, delivery specs)
- Make payment list to send to TAEA for check (2 weeks ahead)
- Get workshop information to VASE Director (for information booth)
- Do a walk-through of facilities
- Contact janitorial staff to get additional trash cans/bags for day of event
- Contact and hire nurse
- Clarify Hospital/Ambulance/information
- Coordinate delivery and pick up of Art supplies to site

On day before (Friday)

- Set Up Committee - Cover tables and/or floors with plastic
- Post all signs
- Walk information desk folks through the process and location of all parts of the event (location of various areas)
- Make copy of presenter form and attach to supply bags
- Distribute requested workshop supplies by placing them into labeled bags for presenter pick up on Saturday morning
- Hang signs (Graphics Chair) – Friday

Day of the Event

- Get the nurse set up.
- Distribute walkie-talkies.
- Check in Workshop Presenters. Collect paperwork. Make sure that they have the materials that they need.
- Walk the sessions to see that everything is running smoothly.

At the end of the workshop sessions, presenters:

- select an agreed upon number of works to be considered as scholarship finalists (juror chair will arrange for pick up)
- remove table coverings
- police the room and make sure that it is clean
- return left over supplies to supply room
- sign payment sheet
- get box lunch

Scholarship Juror Foreman

- Gather work to be juried by division
- Juror committee selects winners

Criteria for selecting Scholarship Winner pieces:

(Clarify with Director how many scholarships are to be awarded.)

Does the composition fill the space?

Is there a strong focal point?

Is there a range of value from light to dark?

Evidence of strong technique?

Creativity?

Good use of proportion?

Modeled using light to give a sense of mass, texture?

- Committee makes a list of winners
- Winners photographed
- Juror Foreman turns list into War room to cut checks
- Juror Foreman arranges for return of all student work

Art Supply Chair

- Inventory and pack supplies
- Arrange for pick up of supplies and storage
- Walk the facility
- Make sure everyone has been paid.
- Return workshop supply receipts to TAEA headquarters for reimbursement
- Send thank you letters

It is suggested that all Regional Directors who also have State VASE jobs ask one of their other regional directors (e.g. jury foreman) to fulfill some of their Regional Director responsibilities at State VASE so they can fulfill their State VASE responsibilities.

Regional Director Checklist for State VASE

THURSDAY (time – time)

- Check in with Command Center director.
- Some State VASE paperwork will be turned in. (State Entry Certification Forms, Student Agreement and Artwork Release Forms, Check-in/Check-out Attendance Verification Forms)
- Receive Director & Helper nametags.
- Receive nametags, badge holders, agendas and programs for their State VASE qualified students and teachers.
- Check in with State VASE Exhibits Director on Thursday afternoon starting at *time*.
- All artwork was labeled and with yellow **State Juror Rating Forms** before arriving at the state event.
- Directors (and Helpers) move all qualified artwork to assigned juror rooms –
2D in stacks of *number*
3D artwork removed from their box, set up correctly with “ID tent” and juror rating form
- All boxes moved to “box storage area” with the region’s boxes together in one area
- Director oversees at least one juror room to make sure it is set up correctly.

FRIDAY (7:30 AM – finished)

- € Serve as one (or more) of the following
 - “Runners” to monitor and pick up **Artwork** and **State Juror Rating Forms** from a Juror Room
 - “Runners” for the Photography rooms:
 - 1 *Runner* to record images
 - 2 *Runners* to move artwork back and forth
 - 2 *Runners* to help with the Photographer of the **Gold Seal Show**
- € Attend the Director’s Meeting with State VASE Director at noon – eat lunch and have the meeting.
- € Assist with the hanging of artwork for the State VASE Exhibit.
- € Regional Director remained until all work was done.

SATURDAY

- € Directors at Check-in table at 7:00 AM
- € Director checked in attendees:
 - Mark off the names of the attendees as they check in
 - Give attendees badges, agenda fliers, instructions for the day, and maps
 - Direct attendees to the Orientation areas
 - Tell attendees where and when the Awards Ceremony will be
 - Instruct teachers how to and where to check out at the end of the day
- € Directors will attend Orientation.
- € Directors take care of their own teachers and their own students during the workshop time.
- € All Directors will meet with the State VASE Director at noon for lunch and a meeting.

- € Organize and double-check Juror Rating Forms, medals and student artwork ID numbers:
 - Using the Entry ID#, cross check rating on the State Entry Certification Form given to directors by the command center with the score on the State Juror Rating Form.
 - Sort State Juror Rating Forms by Teacher
 - Match Juror Rating Form by teacher with the teacher’s State Entry Certification Form.
 - Match the State Certification Forms with (yellow) Juror Rating Forms – putting them together to be given to the teachers at checkout.
 - Cross check the number of 4s against the VASE Medals list.
 - Have medals ready for awards ceremony.
 - After awards ceremony, take remaining medals to your region checkout station.

- € Directors are on stage for the Awards Ceremony and drape their Region’s award winners.

- € Directors will Check-out all attendees after the awards ceremony using the Teacher Checklists.
 - Ask teacher if they have retrieved all artwork not advancing to the Gold Seal Exhibition.
 - Pull State Teacher Checklist from your files
 - Place a check-mark in the Teacher Checkout square
 - Ask teacher if all State and Gold Seal medals have been received. If not give any medals required.
 - Place a check-mark in the Medallion Issued square.
 - Have the teacher sign the State Teacher Checklist on the designated line.

- € Directors will turn in their State Teacher Checklists to Command Center Director in the Control Room.

- € Directors will turn in their completed Regional Director Checklists to Command Center Director in the Control Room.

State Director: *name & cell phone number*
(all executive decisions)

Command Center Director: *name & cell phone number*
(records and data, central hub)

Exhibits Director: *name & cell phone number*
(checking in artwork, hanging show)

Site Director: *name & cell phone number*
(building, food, facilities)

Jury Foreman: *name & cell phone number*
(all juror questions, artwork DQ questions)

Gold Seal Foreman: *name & cell phone number*
(all Gold Seal questions)

State VASE Event Team

State VASE Director

Site Director

Artwork Director

Jury Foreman
Jurors by Participant Numbers
Helpers: _____

Signage Person: _____
Food Person: _____

Thurs, All Regional Directors
Runners:

Fri & Sat Helpers: _____

Gold Seal Foreman
Helpers: _____

Custodians: _____

Police Officer: _____

Nurse: _____

Hanging Art:

Control Room Foreman

Tech Chief: _____

Helpers: _____

Display Security Foreman

Helpers: _____

State VASE Event Team

State VASE Workshops Team

State VASE Director

State VASE Workshop Chair

Art Supply Chair

Workshop Room Set Up Chair

College Portfolio Review Chair

Paperwork Team

Teacher Workshop Chair

Artist Demo Chair

Hospitality/Graphics Chair

Div I Workshop Chair

Div II Workshop Chair

Div. III/IV Workshop Chair

Scholarship Juror Chair

Div I Juror Team

Div II Juror Team

Div III/IV Juror Team

Scholarship Photographer
