



Policies

and

Procedures

Revised January 2023

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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

Preface

To promote quality visual arts education in Texas by promoting visual arts education as an integral part of the curriculum through professional development of knowledge and skills, representation of the art educators of Texas, service and leadership opportunities, research and development of policies and decisions relative to practices and directions in visual arts education; to sustain and advance professional development; to encourage and promote the advancement of knowledge and skills.

The Texas Art Education Association believes:

- The visual arts are essential at all levels of human development.
- The visual arts are sensitive to learning styles and multiple intelligences: all students are capable.
- The visual arts develop critical and creative thinkers.
- Visual literacy and self-expression in the visual arts are vital forms of communication in our global society.
- Quality visual arts education requires instruction by professional certified art educators.
- Continuous professional development is necessary for quality teaching.
- Active support of research and development in visual arts education is essential.
- Promotion and implementation of quality visual arts education through communication with students, parents, school administrators and community leaders.

Categories of Belief Statements:

- Students
- Art Educators
- Relationships (includes Advocacy)
- Curriculum
- Instruction (includes Facilities)
- Assessment

We Believe...

I. Students

The art educator members of TAEA serve a diverse population of learners that is inclusive of all ages in schools, universities, museums and other community settings. Students of the visual arts include the full range of age levels that is a continuum from early childhood, throughout their education, and continuing into adulthood.

All students deserve a comprehensive visual art education taught by highly qualified art educators.

Belief Statements:

Every student deserves a quality visual art education. (Adopted November 2011)

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)

All children should be afforded the opportunity to choose art as a course of study. (Considered November 2013 / Adopted January 2014)

There should be an informed relationship between the art educator, counselors, and administrators to insure counselors and administrators provide and encourage art as a student course selection at all levels. Schedules should include art and be streamlined for efficiency without courses interfering with art as a choice. Career and Technology Education (CTE) courses and/or Technology Application courses should not be offered or encouraged as a substitute for an art course. All Texas children should have visual art at the elementary level.

TAEA Tools

- Counselor and Administrator descriptors of all art courses offered
- Administrator handbook for the Art TEKS in the schools
- Art educators meeting with counselors and administrators at the campus level

We Believe:

II. Art Educators

TAEA members form a professional community that advances the field of visual art education by engaging in issues of curriculum, instruction, and assessment in and through the visual arts. Professional visual art educators have the knowledge, skills and commitment to teaching the visual arts to students of all ages. Visual art educators, as members of the broader community of educators, have insight into and understanding of human development. Art educators come from diverse populations, viewpoints, and professional settings, including schools, museums, universities and community-based organizations.

Belief Statements:

Every art educators deserve to receive quality in-service that contributes to continued growth throughout their career. *(Adopted November 2011)*

Continuous professional development is necessary for quality teaching and is the primary means of support for the art educator in the classroom. Active support of research and development in visual arts education is essential for maintenance of the highest instructional strategies.

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
- Higher Logic

TAEA supports a visual arts education committed to supporting the art educator in their classroom. *(Considered November 2013 / Adopted January 2014)*

For the highest quality art education for students, we believe that art instructors should have participated in college studio art courses as well as taken art education courses.

TAEA Tools to Support What We Believe

- TAEA Annual Conference with professional development
- Local and regional conferences with professional development
- Distance learning through online courses for professional development
- Online access through the TAEA website for professional development

It is highly recommended that certified art educators have studio art experience in addition to teacher preparation experience. *(Considered November 2013 / Adopted January 2014)*

TAEA Tools to Support What We Believe

- Certified Art Educators must complete art course requirements for certification along with passing the PPR and Content Specific exam
- Encourage administrators to hire art educators with studio art background, as well as certification
- Quality art professional development for all certified art educators

We Believe...

III. Relationships

Internal Relationships

TAEA members serve in a variety of capacities including visual art teachers, curriculum specialists, administrators, professors, students, art museum educators, artists, and researchers. TAEA's structure includes individual state associations that enable members to have a connection with their colleagues at the district, state, region, division, as well as at the national level.

External Relationships

TAEA provides leadership for both state associations and other groups as the primary voice and advocate for visual art education. TAEA cultivates and values its relationships with a variety of associations and organizations, including the media, which have the potential to share TAEA's interest in the advancement of arts education. These organizations include other entities, both nonprofit and for profit, that advocate for the arts in the schools. They have shared values with TAEA members and the potential to collaborate with TAEA, including the capacity to provide additional services and resources to its members.

Belief Statements:

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

(Adopted November 2011)

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
- HIGHER LOGIC

There should be collaboration between art educators at all levels. *(Considered November 2013 / Adopted January 2014)*

TAEA believes there should collaboration of art educators: middle school to elementary and high school to middle school. There should also be meetings for vertical planning and collaborative art shows between all levels of art educators.

TAEA Tools to Support What We Believe

- Administrative professional development for developing vertical planning at the district level
- TAEA yearly conference

A Fine Arts team should collaborate at the district and campus level to advocate for the arts.

(Considered November 2013 / Adopted January 2014)

The team should:

1. Include a representative from every fine arts parent group to meet and advocate for arts
2. Attend school board meetings to testify and support the fine arts with the understanding that the arts are fundamental to the education of the whole child.

TAEA Tools to Support What We Believe

- Administrative professional development for developing vertical planning at the district level
- TAEA yearly conference
- Art education research

We Believe

IV. Curriculum

All students receive a high quality, comprehensive, sequential visual art program of study, pre-school through higher education, recognizing that effective art curriculum is a core component of 21st century education. A strong visual arts curriculum is designed to:

- Provide students with skills and knowledge in the visual arts in accordance with rigorous national, state, and local standards.
- Provide opportunities for students to experience a wide variety of media, including traditional materials and new technologies as means of human expression.
- Reflect knowledge of the historical timeline, aesthetics, criticism and cultural diversity, incorporating these elements within authentic assessment.
- Be complemented with access to art museums and community education programs.

Belief Statements:

When 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.

Art educators must follow the K-12 Texas Essentials Knowledge and Skills (TEKS) as recommended by the Texas Education Agency and state approved curriculum writing committee.

TAEA Tools to Support What We Believe

- TAEA Annual Conference with Workshops for Higher Education
- Higher Education Division working together to strategically make change
- Art Education Research

Sequencing of art classes need to follow prerequisite requirements. *(Considered November 2013 / Adopted January 2014)*

The driving force behind student schedules should be scaffolding of art processes, skills, and creative expression. Art students learn at a progressive level. No art class stands alone without foundations from other classes taken sequentially.

TAEA Tools to Support What We Believe

- TEA TEKS guidelines for class prerequisites
- Art Education Research

Art is the sum of all content areas. *(Considered November 2013 / Adopted January 2014)*

TAEA believes that all content areas can be found within the scope of art: language, math, science, social sciences, and technology. Art should be the model for higher level pedagogies. Creativity at the highest level, as defined by Bloom's Taxonomy, is seen on a daily basis in all levels of art instruction.

TAEA Tools to Support What We Believe

- Examples of Bloom's taxonomy
- Art Education Research
- Examples of cross curricular and art integration lessons

V. Instruction

Characteristics

The craft of teaching of art requires sensitivity to quality and maintaining rigorous standards for self and students. Quality art instruction uses a variety of teaching methodologies, which incorporate reflective practice and assessment. Quality art instruction differentiates among student needs, provides choices for students in creative thinking and problem solving, and supports improvisation.

Art educators are responsive to students in their learning, and encourage collaboration to develop a community of learners.

Content

Quality art instruction requires a varied and deep understanding of the visual arts, sets a high standard of excellence and demands planning. Art educators engage all students in learning that promotes the arts to enrich their lives using examples reflective of the real world and its diversity.

Quality art instruction inspires students to understand art making, the world of objects, the impact of visual images, and performances that incorporate the visual arts. Art educators are aware of the relationship between the students and the specific art making materials they are using to create work.

Learning Environments

Quality art instruction takes place in a variety of places, including classrooms, museums, and community settings. Learning environments dedicated to the arts are properly equipped and provide access to a variety of media and technologies. It is important that these environments create a stable, safe, and equitable space that values the arts and supports the exploration of new ideas, creativity, and innovation. Quality art instruction allocates equitable time to support a standard of excellence and achievement for all student learners.

Belief Statements:

Every student deserves a visual art education that is supported with sufficient resources, facilities, and certified instructors. (Adopted November 2011)

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
- TEA handbook for school construction and building codes
- TEKS Administrator handbook with facility guide
- TAEA annual conference with Administrator professional development

Every art student deserves a safe and productive learning environment with the same pupil/teacher ratio as all other foundation classrooms. (Considered November 2013 / Adopted January 2014)

Art class size should follow recommended standards for safety and established norms that ensure successful mastery of the content area.

TAEA Tools

- Educational research concerning class size and student success
- Norms for student/teacher ratio based on level
- Recommendation of 3 sinks with ADA Compliance

TAEA recommends a realistic sustainable art budget based on a standardized per pupil ratio in order to provide adequate visual arts resources within campus budgets. (Considered November 2013 / Adopted January

TAEA believes art education is more than an elective. It is a creative, cultural, instructional program. Art teachers must be provided with adequate funding to support and sustain viable art programs.

TAEA Tools

- Sample Budgets for the Art Classroom
- Starting a New Art Program: Recommended FFE (Furniture, Fixtures and Equipment)

VI. Assessment

Assessment measures student learning in the visual arts and informs best practices in art education. Quality assessment is critical to effective instruction and comprehensive delivery of the visual arts curriculum. Authentic assessment in the visual arts can take many forms (formative, summative, program assessment, portfolio assessment, peer assessment, quality scale or 'rubric', self-assessment).

TAEA believes that a variety of authentic assessments which are developmentally appropriate for all learners are vital to best practices in art education.

Belief Statements:

Every student deserves to be assessed using assessment tools, which measure student growth and performance. (Adopted November 2011)

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 Art Teacher's Teaching E-Portfolio: A Template for Assessment

Student assessment process should be supported to established state standards. (Texas Essentials of Knowledge and Skills) (Considered November 2013 / Adopted January 2014)

TAEA believes summative assessment in art should be using the following instruments: authentic assessment, portfolio, student-centered self-assessment, product-based assessment, production and process assessment, written and verbal critique.

TAEA Tools

- TEKS assessment standards
- Position Statement on 21st Century Skills and Visual Arts Education
- Sample Rubrics for the Art Classroom Pre-K through 12
- Critique methods
- Portfolio standards & use of e-Portfolios

(Belief Statements originally adopted by TAEA in 2010: to be reviewed in 3 years, revised in 5 years) Review with no revision at Spring CAL 2018. (2020-2021 – Review was not conducted due to Covid) Revision process reinstated in May/June 2023 after the pandemic.

TAEA Belief/Position Statement Process

TAEA Belief / Position Statements
(reviewed every 3 years)

6. Draft position statements are voted on by the TAEA Executive Board. If approved, they become a "Position" of the Association.

January Executive Board meeting

Process Managed by the TAEA Executive Board – Meets 6 times a year and electronically.

2. A Position Topic is Raised by: Executive Board, Council-at-Large, and/or any TAEA member during the month of March.

5. Draft position statements are discussed and presented for consensus voting at the Council-at-Large Meeting for the recommendation to the Board for adoption

November Conference (simple edits can be made during the meeting)

4. Draft position statements are vetted by multiple groups including eBlast Contacted Members-at-Large and posted on the TAEA website for member review.

From July through September

3. Draft position statements are shaped by expert authors A committee of 5 Council-at-Large members with an Executive Board member as head, drafted from May through July at an actual meeting or electronic meeting.



TAEA **FORWARD** 2022-2027 Strategic Plan



The purpose of the 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 structure and ramifications.

II. Students

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

I.Members:

• Communication

Goal: Provide, open, effective and interactive communication			
Action	By When	Responsibility	Measure of Success
Disseminate information and opportunities via the website, blasts, publications, social media, video conferencing, and other electronic means	As needed and in a timely fashion	Council-at-Large TAEA Executive Board - Advisors	Member feedback, Surveys, Attendance at meetings, workshops, conferences, increase in membership
Present and discuss relevant topics, changes, and innovations in the field of art education with current and new teachers and with ED&I in mind.	Ongoing	Council-at-Large (Division Chairs & Regional Reps), Conference, Regional Conference, & Workshop Committees TAEA Executive Board - Advisors	Member feedback, Surveys, TRENDS, STAR, Conference & workshop agendas

• Membership

Goal: Develop a campaign to increase membership and broaden the membership base.			
Action	By When	Responsibility	Measure of Success
Develop a membership campaign designed to attract new members in all divisions and develop strategic initiatives for low membership areas	Annually	Vice President / Membership, TAEA Executive Board - Advisors	Campaign information Increase in membership in strategic divisions
Develop an annual membership campaign specifically designed for pre-service teachers to join TAEA	Annually	Vice President / Membership, Higher Education Division Chair TAEA Executive Board – Advisors	Campaign information
Grow membership benefits like Lesson Plan Bank, TAEA Connect, additional Regional Conferences and new initiatives	Ongoing	TAEA Executive Council Vice President / Membership, Regional Reps TAEA Executive Board - Advisors	Increase in the quantity and quality of membership benefits offered to members
Provide opportunities for entry- level involvement in TAEA like Leadership Scholar Program & support for members	Ongoing	Council-at-Large (Division Chairs & Regional Reps), Annual Conference, Regional Conference,	Committee rosters, Website, Blogs, & other Electronic and Personal Interactions

who apply to NAEA School for Art Leaders		Workshop Committees, & TAEF TAEA Executive Board - Advisors	
Continue to enhance a supportive environment to increase diversity in membership and leadership	Ongoing	Council-at-Large (Division Chairs & Regional Reps), All conference & Workshop Committees, Members at large TAEA Executive Board - Advisors	Membership numbers, Agendas

● Professional Development:

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

Action	By When	Responsibility	Measure of Success
Conduct leadership orientation sessions, <i>TAEA Leadership Institute</i> (bi-annually), <i>TAEA Leadership Scholar Cohort</i> (bi-annually) and workshop opportunities	During: Fall conference, Spring meeting Regional, Conferences, Workshops	Council-at-Large (Division Chairs & Regional Reps), Conference, Regional Conference, & Workshop Committees TAEA Executive Board - Advisors	Agendas , Conference & workshop feedback and surveys
Provide online resources to teachers: selected conference workshops online, virtual field trips, scholarship opportunities, tips for teachers, etc.	Ongoing	Council-at-Large TAEA Executive Board - Advisors	Website content
Network with NAEA to support related activities, projects, events, and membership opportunities	Ongoing	Council-at-Large, Members at large TAEA Executive Board - Advisors	Appointments to committees, Conference participation

• Leadership

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

Action	By When	Responsibility	Measure of Success
Conduct leadership orientation sessions, <i>TAEA Leadership Institute</i> (bi-annually), <i>TAEA Leadership Scholar Cohort</i> (bi-annually) and workshop opportunities	During: Fall Conference Spring meeting, Regional, Conferences, Workshops	Council-at-Large (Division Chairs & Regional Reps), Conference, Regional Conferences, & Workshop Committees TAEA Executive Board - Advisors	Agendas for sessions, feedback, and surveys
Provide mentors for emerging leaders and newly elected officers through Texas Art Education Outreach (TAE0)	Ongoing	Council-at-Large TAEA Executive Board - Advisors	Mentor Roster
Network with NAEA to support related activities, projects, events, and membership opportunities	Ongoing	Council-at-Large, Members at large TAEA Executive Board -Advisors	Appointments to committees Conference participation
Provide opportunities for emerging leaders to attend NAEA's Western Region Leadership Conference – <i>TAEA Leadership Scholar Cohort</i> .	Once every two years	Support from TAEF for the NAEA SAL (School Art Leadership) program TAEA Executive Board -Advisors	Conference attendance

• Organizational Structure:

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

Action	By When	Responsibility	Measure of Success
Review guidelines for overlap of responsibilities and functions	Annually	Council-at-Large TAEA Executive Board - Advisors	Streamlined and updated policies and procedures
Review financial implications of all programs	Annually	Council-at-Large TAEA Executive Board, -Advisors	Financial reports Budgets
Use the Texas Art Education Foundation model to grow assets in scholarships and grants	Annually	TAE Foundation Board	Growth in available monies for scholarships and grants. Additional donations to the Foundation.

II. Students

• Competitions and Program

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

Action	By When	Responsibility	Measure of Success
Design a plan to increase opportunities for students and teachers at the Visual Arts Scholastic Event (VASE)	Annually	VASE High School Director TAEA Executive Board - Advisors	VASE schedule of events
Design a plan to increase opportunities for students and teachers at the Junior VASE event	Annually	Junior VASE Director TAEA Executive Board – Advisors	Junior VASE schedule of events
Design a plan to increase participation in the Texas Elementary Art Meet (TEAM)	Annually	TEAM Director TAEA Executive Board - Advisors	Campaign ads Attendance numbers
Design a plan to increase participation in Youth Art Month (YAM)	Annually	Vice President / YAM TAEA Executive Board	YAM Booklet YAM schedule of events
Raise awareness of art careers and services through programs (e.g. AP Strand, Sketchbook Initiative, and Memory Project)	Ongoing	Council-at-Large (Division Chairs & Regional Reps), Specific Committees TAEA Executive Board - Advisors	Participation numbers
Design a plan to increase opportunities for students and teachers at the TASA/TASB event	Annually	Vice President / YAM TAEA Executive Board - Advisors	TASS/TASB event/exhibition
Support local National Art Honor Society Chapters in Middle School and High School	Annually	Local Chapter Sponsors	Membership numbers

III. Professional Community

• Advocacy

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

Action	By When	Responsibility	Measure of Success
Continue to build and grow the TAEA <i>Be Visual</i> and Big Art Day advocacy programs specific to the public, administration, & parents	Annually	Council-at-Large (Advocacy Chair) TAEA Executive Board - Advisors	Campaign materials Increased events and presence within Texas communities
Develop and distribute TAEA “Talking Points” and additional resources for members	Annually	Council-at-Large (Advocacy Chair) TAEA Executive Board - Advisors	Talking Points Resource index on website

• Research and Knowledge

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

Action	By When	Responsibility	Measure of Success
Continue to publish TRENDS and the STAR (online)	Annually	TAEA Executive Board (Executive Director), TRENDS editors, STAR editor	TRENDS publication STAR online
Develop and review TAEA Position Statements on relevant and art related topics	Ongoing	Council-at-Large, Ad Hoc Committees TAEA Executive Board - Advisors	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.

Action	By When	Responsibility	Measure of Success
Offer community-based forums, round table talks, and dialogue sessions on art education topics (e.g. CEDFA, Texas Cultural Trust, Raise Your Hand Texas)	Annually	Council-at-Large Local Art Associations TAEA Executive Board - Advisors	Community-based programming in effect.

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. Then, a person joining TAEA had to also be a member of NAEA. In 2000, TAEA elected to make membership to NAEA optional. Dues rose again in 2008 to \$45.00 and in 2015 to \$55.00.

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.

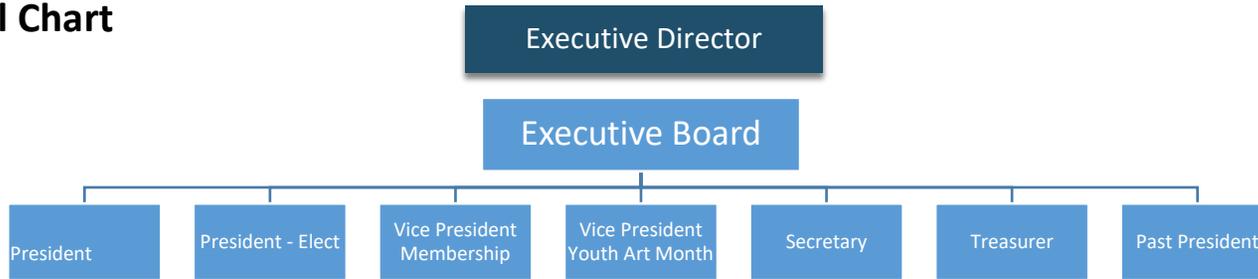
Five art classroom teachers have served as presidents of the organization: Mary Free, 1948-50; Ida Nell Williams, 1964-67; Lourena Cook, 1973-75; Nancy Miller, 1981-82; and Cynthia Broderick, 1989-91. Ten college professors and five art supervisors have served as presidents.

TAEA has steadily grown with over 4000 members strong in summer of 2018. Growth was impacted significantly with the implementation of Visual Art Scholastic Event (VASE). Advocacy has become a huge focus in the last few years. Our first booth at Texas Association of School Administrators/Texas Association of School Boards (TASB/TASA) was set up September 2012 and has become another venue for celebrating student art and advocating for art programs in Texas schools. Be Visual campaign took off in 2012 with Big Art Day to follow in 2013. Texas Art Education Foundation (TAEF) was presented in 2013 but wasn't fully operational until 2017. The Leadership Initiative was launched in the summer of 2014 to help grow leaders within the organization. In 2016, discussion began for Texas Art Education Outreach (TEAO) and the program was launched in 2018 at a Senior Symposium held at the Blinn Campus in Brenham, TX. For the 2019 TAEA Conference in Galveston, we celebrated 100 years of art education in Texas. The following year, COVID 19 caused world havoc and TAEA held its first virtual conference.

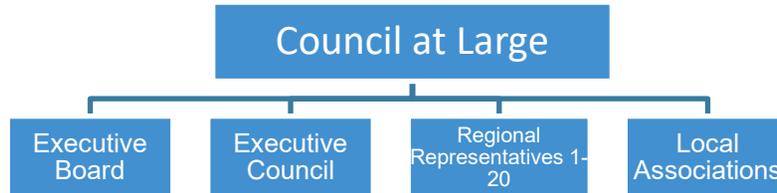
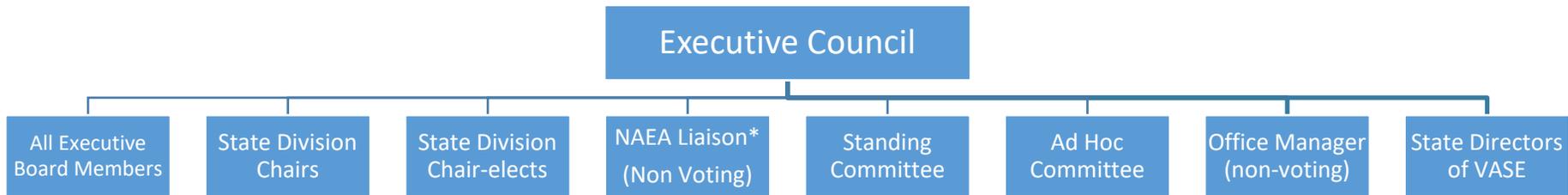
Past Presidents of TAEA

1919	Margaret Culbertson		1962-1964	Marjorie Gudgeon
1920	Information not available		1964-1967	Ida Nell Williams
1921	Harriet W. Kritzer		1967-1969	Mary Pearl Temple
1922	Lidia Hooe		1969-1971	J.B. Smith
1923	Pearl Rucker		1971-1973	Bill Francis
1924	Emma Blanchard		1973-1975	Lourena Cook
1925	Jennie Robertson		1975-1977	Marvin Platten
1926	Lucy Runnels		1977-1979	Scott Darr
1927	Cora Stafford		1979-1981	Phyllis Miller
1928	Emma Blanchard		1981-1983	Judy Beckham
1929	Etta Harlan		1983-1984	Nancy Miller
1930	Julie Hill Ativell		1984-1985	Jeanne Rollins
1931	Blanche Cassidy		1985-1987	James Clarke
1932	Flossie Kysar		1987-1989	D. Jack Davis
1933	Mary Marshall		1989-1991	Cindy Broderick
1934	Information not available		1991-1993	Sara Chapman
1935	Jennie Roberson		1993-1995	Kay Savay
1935-1937	Stella LaMond		1995-1997	Keith Arney
1938-1939	Elsie Smothers		1997-1999	Barbara Pratt
1940-1941	Grace Smith		1999-2001	Gloria McCoy
1942	Robert W. Talley		2001-2003	Elizabeth Willett
1942-1944	Lucille Land Lacy		2003-2005	Kristen Marstaller
1944-1945	(did not meet during WWII years)		2005-2007	Nina Boothe
1946-1948	Ivan Johnson		2007-2009	Sarah Sanders
1948-1950	Mary Free		2009-2011	Cheryl Evans
1950-1952	A.G. Kieselbach		2011-2013	Linda Fleetwood
1952-1954	Mabel Maxcy		2013-2015	Tim Lowke
1954-1956	Kelly Fearing		2015-2017	Suzanne Greene
1956-1958	Karl Schlicher		2017-2019	Mel Basham
1958-1960	Evelyn Beard		2019-2021	Jami Bevans
1960-1962	Bill Lockhart		2021-2023	Walter C. Holland

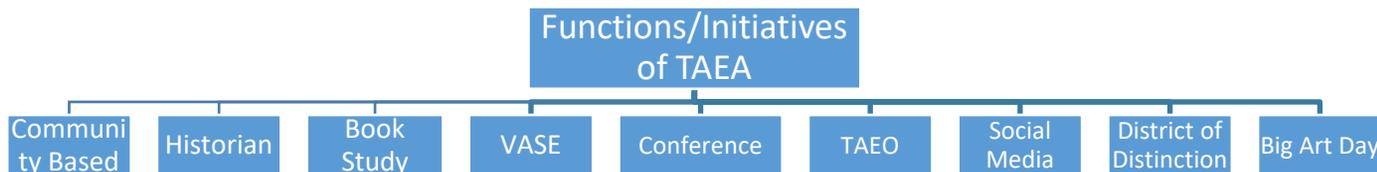
III. Organizational Chart



Ex-officio (non-voting): Executive Director and Office Manager, Commercial Exhibit Director, Vice President-Elect Membership, and Vice President-Elect Youth Art Month



Ex-officio serves as voting members – Commercial Exhibit Director, State Directors of VASE, Conference Facilitator, Social Media Specialist, YAM Facilitator



Descriptor & Specifications

TAEA Executive Board:

The TAEA Executive Board shall consist of seven (7) members and five (5) ex-officio members. Two (2) members have automatic positions – TAEA President-elect becomes TAEA President and President becomes Past President.¹ 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 and the Executive Director. The ex-officio (non-voting) members are required to attend all meetings

Any TAEA member who holds an elected position can be dismissed if and only if a majority of the Board determines that he/she:

- is causing harm to TAEA and its membership
- fails to fulfill his/her duties as outlined in the P&P to the point where it hinders the Board from its purpose in serving TAEA and/or disrupts the organizational function of TAEA
- fails to attend two of the scheduled meetings for that position
- Displays inappropriate/unprofessional behavior

Procedure:

1. The grievance is brought to the attention of the Executive Director who determines if the behavior and/or situation are grounds for immediate removal or if the behavior and/or situation can be corrected.
2. The Executive Director will discuss the matter at hand with the elected official in question to give the elected official an opportunity to correct the behavior and/or situation. In some cases, the Executive Director may choose to bring the President and President-elect into the meeting with the elected official.
3. Both parties will sign a contract outlining the discussed outcomes for improvement and growth. The contract will be filed with the Executive Director
4. If the behavior and/or situation is not rectified according to the contract, the Executive Director with council from the President and President-elect, will recommend to the Executive Board that the elected official in question be removed from office.

Any TAEA member who holds an appointed position regardless of whether or not there is monetary remuneration involved can be replaced at any time at the discretion of the President and Executive Board.

Attendance:

Elected officials are required to attend all Executive Board and Council at Large scheduled meetings. 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 waive such absence by affirmative vote of a majority of voting members present.

TAEA Executive Council Highlights:

The TAEA Executive Council shall consist of 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 twenty regions (20) , two (2) delegates from each local art associations around the state, chairs of all Standing all Past Presidents of TAEA (three Presidents count Toward Quorum)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 times than the two-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.

The Council-at-Large is the last voting body in the line of the scope of the TAEA organization; except in the case of full membership vote on TAEA Constitution amendments and TAEA officer elections.

The Council-at-Large is required to vote on the following TAEA items. This is not an exhaustive list and may be modified to include other items. The TAEA President and/or

² TAEA Constitution Article VII Section 7.02

³ TAEA Constitution Amendment 3 Section 5.03

Executive Board might also ask the Council-at-Large (**CAL**) to vote as an indicator of acceptance or opinion on any matter or policy. The List:

1. TAEA Constitutional Amendments Executive Board presents possible amendments along with rationale for the amendment either electronically or at one of the 2 CAL meetings. CAL votes for approval either electronically or at one of the 2 CAL meetings. The TAEA membership then votes on the amendment electronically.
2. TAEA Budget Presented to CAL electronically in June for approval by August 1. The reason for this approval timeline is the end of the TAEA fiscal year is July 31.
3. VASE Rules & Policies The VASE Blue Ribbon Committee meets the second Wednesday and Thursday in July and develops the rule & policy changes for the next VASE year. Changes are presented to the TAEA Executive Board along with rationale for the revisions – for review and approval electronically by the end of July. Changes are presented to the TAEA Council-at-Large – along with rationale for the revisions – for review and approval electronically by mid-August.
 - **Changes to VASE must be approved prior to August 31. The new rules and policies must be posted September 1, so teachers and students can begin the VASE planning process.**

IV. Job Descriptions and Responsibilities

Starting November 2023, TAEA Executive Board and Council at Large members can hold only one elected or appointed position. In exceptional cases, if a role cannot be filled, someone holding another voting position can step in, but they must forfeit voting rights in the additional office. This policy aims to enhance fairness and opportunity.

Duties of the Executive Director

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

Job Requirements:

- Art Education Degree with at least 10 years successful classroom experience
- Administration experience preferred
- TAEA Association background
- A person of integrity
- Ability to develop and maintain positive relationships with membership
- Self-Starter and completes tasks in a timely manner
- Has supervised direct reports/personnel
- Fiscally responsible
- Basic and current technology knowledge
- Strong Interpersonal and communication skills
- People person – Positive attitude and ability to problem solve on the spot
- Critical thinker
- Able to Multi-Task
- Understanding of current educational trends and legislative process
- Signing of all contracts, including, and not limited to: hotels, conferences tours
- Writing all Memo of Understanding (MOU), excluding conference MOU's

Duties:

- **TAEA Annual Conference**

1. Oversee 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.

- **Publications – 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. Oversee production and printing 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, when assistance is needed
5. Attend the TSAE (Texas Society of Association Executives) Conference yearly to gather association updates and current trends. (This is mandatory the first 3-5 years in this position)
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, Past President and Exhibit Director) for the NAEA Conference. Will make reservations for Western Division Conferences if requested
7. Present to various TAEA venues (CAL, TAEA Conf, State VASE, TAEA Leadership, etc.) - State of the Arts Message
8. Prepare and present an annual report to the Executive Board due by the end of each fiscal year
9. 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.
10. 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).
11. Maintain effective relationships with other educational organizations (e.g. Texas Cultural Trust, Texas Commission on the Arts)
12. Create and maintain association records including but not limited to policies, procedures, motions, communications, meeting minutes, photographs, student art work, Council-at-Large membership
13. Represent TAEA as a Liaison to CEDFA
14. Assist the President with additional association business as requested
15. Regularly communicate with the board updated information of association activities

16. Maintain communication with association membership and potential members
17. Submit quarterly report to TAEA President and the Executive Board
18. Manage and maintain allocated budget and expenditures
19. Maintain and manage a home office with the following provided by the association: laptop computer, dedicated phone line, dedicated Internet access
20. Is a member of the Blue Ribbon Committee, Budget Committee, TAEF Board
21. Maintains communication with headquarters
22. Monitor budgets and checking with TAEA headquarters that all debts are paid

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 mileage with documentation of Map Quest/Google confirmation 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, VASE Events, State Board of Education meetings, TASB meetings, Management Meetings and additional meetings as requested by the President

Duties of the President

Reports to: Executive Director & Executive Board

Purpose:

1. Serves as a voting member on the Executive Board, the Executive Council, Blue Ribbon Committee 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 Art Education Association. (TAEA)

Responsibilities:

1. In conjunction with Executive Director, the President will 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. Maintain an open line of communication with all facets of TAEA membership.
4. The President notifies all TAEA members of the annual conference. Prepares and sends e-blasts when needed to inform members of various news and Opportunities.
5. Appoint all standing and ad hoc committees. Notifies them of Council-at-Large meetings and distributes information pertaining to committee tasks and association business.
6. Looks over current ad-hoc committees and with board guidance determines which of those will continue as ad-hoc committees or which will become functions of TAEA.
7. Works with committee to select conference chair and works with conference chair to select the conference committee.
8. Maintain communications with other professional associations (such as Center for Educators Development in the Fine Arts, Texas Commission on the Arts, National Art Education Association, and Texas Education Agency). Writes articles for the e-Star, NAEA newsletter and Trends.
9. Serve as ex-officio member of all standing and special committees.
10. Work with the Executive Director to solicit and contract future conference sites
11. 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.
12. Prepare a report for the NAEA Western Region meeting and a column in each issue of the NAEA newsletter publication when required.
13. 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.
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 did not win.

15. Attends the TAEA State Conference and 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. Is a member of the Blue Ribbon Board.
18. Attends Texas Art Education Foundation's (TAEF) board as a non-voting member
19. Along with President-elect, presides over Blue Ribbon Committee.
20. Sends all new recommended rules, procedures & policies (from the Blue Ribbon Committee) electronically to the Executive Board for review and approval within 2 weeks after the BRC meeting
21. Sends all new TAEA Board approved rules, procedures & policies (from the Blue Ribbon Committee) electronically to the CAL for review and approval before Aug 15.

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 mileage with documentation of Map Quest/Google confirmation of mileage), 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, VASE Events as specified by President, additional meetings as requested by the President

Duties of the President-Elect

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, Blue Ribbon Committee, TAEF 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. Prepares an 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. Mandatory attendance for the TAEA State Conference
8. Responsible for registering and attending the NAEA and Western Region Conference during the 2nd year as president elect
9. Assists in determining a host city for upcoming conferences.
10. Works with the President, Executive Director and hotel/convention center on conference logistics
11. In conjunction with the Executive Director and board member of their choice, the President Elect is responsible for upkeep of the Policies and Procedures Manual. The President Elect will present the Manual to the Board for review and acceptance at the summer Executive Board meeting.
12. Orders and presents a gift (\$125 limit) to the President upon completion of the office.
13. Orders and presents a gift (\$75 limit) to the local conference chair(s).
14. Is a member of the Blue Ribbon Board. Is a member of the TAEF Board

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.
- assist with current fall conference at president's request and is responsible for working with Conference Facilitator on technology needs for conference.
- 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 E-STAR.
- ensure the conference chair(s) are selected by March and presented to the board for approval. New conference chairs must accept the following responsibilities for their administrative presidential year:
 - determine the theme of the conference
 - have a theme logo designed ready by August 1st
 - 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 two General Sessions with approval from the Executive Board and secure a “Letter of Understanding” from each.
 - issue invitations to speakers for General Sessions
 - secure 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 mileage with documentation of MapQuest/Google confirmation of mileage at the conclusion of the trip), ½ hotel bills (with receipt), airfare (with receipts)
3. Travel expenses as related to: Association meetings, Committee meetings as appropriate for State Conferences, National Conventions/ Western Region Summer Meeting, 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 Election Nomination Committee.
4. Delegate at the NAEA Conference for first year term.
5. Oversees and Manages the Leadership Scholars program

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, Blue Ribbon Committee, TAEF Board and the Council-at-Large.
3. Chairs the Budget Committee for annual fiscal year August 1 to July 31 budget.
4. Establish a Budget Committee that shall include the Past President, Treasurer, President-elect and Executive Director. If any member is unable to attend the Budget Committee Meeting, the President shall appoint an alternate, preferable a former Past President or Treasurer with budget experience.
5. Request and acknowledge written budget requests from officers and committee chairpersons at the TAEA Spring Council at Large Meeting
6. 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,
7. 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 through electronic means by July 31.
8. Responsible for registering for all conferences attended: e.g. TAEA State Conference, NAEA Conference, and Western Region Conference
9. Is a member of the Blue Ribbon Board
10. Establish an Election 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.
11. Create Nomination Forms requesting the following information:
 - 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.
12. The Election Nomination Chairperson shall be responsible for collecting nomination forms before April 1 the year of the election.
13. The Election 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.
14. The Election Nomination Chairperson shall insure nominees are provided with all information and forms in a timely manner.
15. The Election 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.

16. 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.
17. 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 Office 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.

18. 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.
19. Is a member of the Blue Ribbon Board.
20. Responsible for organizing and coordinating bi-annual Summer Leadership Retreat in June of the first year in office. Past President will secure location, coordinate contract with Executive Director, communicate with TAEA Headquarters regarding payments, secure presenters, establish communication and registration with TAEA Members.

Reimbursement:

1. Office supplies with receipt (as budgeted) including paper, ink, stationary
2. Travel: mileage (submitted by turning in mileage with documentation of MapQuest/Google confirmation of mileage at the conclusion of the trip), ½ hotel bills (with receipt), airfare (with receipts).
3. Travel expenses as related to: Association meetings, Committee meetings as appropriate for State Conferences, National Conventions/ Western Region Summer Meeting, 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. |
| July | 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. <u>Voting deadline is midnight the last day of September.</u> 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 during the fall conference. |
| December | Update website with new officers. |

Duties of Election 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:
 - Look for candidate strengths matching the office.
 - Good work ethic.
 - Experience in TAEA activities
 - Sound art education philosophy.
 - President-elect is the only office which requires the candidate to have prior leadership experience within the organization and/or served at least two years on The TAEA board.
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 15).
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 August 15.
12. Voting deadline is midnight 15th day of September. Note – Deadline is usually recommended by TAEA Headquarters so information can be placed in the Conference STAR program
13. 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.
14. Ballots will be kept at TAEA Headquarters for a period of five years.

Duties of The Vice President Membership

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, Blue Ribbon Committee, and the Council-at-Large.
3. Campaign and develop a plan of action for recruitment and retention of new and existing members.
4. Works with the Management firm of TAEA to monitor memberships and renewal reminders. Submit information for prospective members to universities, education department chairs, fine arts and art supervisors. Request to speak at the art supervisor meeting at conference for prospective members.
5. Notify TAEA headquarters of individual membership issues.
6. Solicit from state art supervisors a list of potential new members and request list from Supervision/Admin division.
7. Prepares an 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.
8. Coordinate with Area Representatives to promote membership and events for their areas.
9. 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 for future conferences.
11. Monitor the progress of promotions such as: drawing for TAEA membership, conference registration, \$100 give away (needs to work with headquarters with reminder of acquiring the bill(s) and other ideas as needed
12. Is a member of the Blue Ribbon Board
13. Update, edit, and create Membership Newsletter/Brochure to be shared with TAEA Members via the website and all forms of electronic and written communication.
14. Works with Equity, Diversity and Inclusion Task Force (function) to promote and provide EDI resources

Reimbursement:

1. Reimbursements are allowed within the total budget allotted to this office Travel: mileage submitted by turning in mileage with documentation of Map Quest/Google confirmation of mileage at the conclusion of the trip), ½ hotel bills (with receipt)
2. Travel expenses as related to: Association meetings, Committee meetings as appropriate for State Conferences, VASE Blue Ribbon and additional meetings as requested by the President.

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 through creating and advertising promotional materials.

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.
4. Assists the Vice President/Membership in all aspects of coordination of membership activities.
5. Assumes duties of Vice President/Membership in their 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:

1. Reimbursements are allowed within the total budget allotted to this office Travel: mileage submitted by turning in mileage with documentation of Map Quest/Google confirmation of mileage at the conclusion of the trip), ½ hotel bills (with receipt)
2. Travel expenses as related to: Association meetings, Committee meetings as appropriate for State Conferences, VASE Blue Ribbon and additional meetings as requested by the President.

Duties of Vice President Youth Art Month (elected)

Reports to: President, Executive Director, & Executive Board

Purpose:

1. Increase awareness throughout the state promoting the importance of art education and its integral development of a child.
2. Develops strategies to assist TAEA members to promote art education throughout year and bring recognition to National Youth Art Month.
3. 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.
4. Organize, facilitate, and promote the YAM Student Art Capitol and TASB/TASA Exhibit
5. Promote Youth Art Month observances within the State of Texas.
6. 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. 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.
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. One flag 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. Contacts TASB/TASA Exhibit Hall representative in advance to coordinate TAEA Student Exhibit display space and protocol for setup and take down of artwork. Monitors a booth at TASA/TASB and arranges for local student artist's to be onsite during vendor times.
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.
40. Is a member of the Blue Ribbon Board

Reimbursement:

All above reimbursements are allowed within the total budget allotted to this office. Reimbursements are allowed within the total budget allotted to this office Travel: mileage submitted by turning in mileage with documentation of Map Quest/Google confirmation of mileage at the conclusion of the trip), ½ hotel bills (with receipt)

Duties of the 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
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. Reimbursements are allowed within the total budget allotted to this office Travel: mileage submitted by turning in mileage with documentation of Map Quest/Google confirmation of mileage at the conclusion of the trip), ½ hotel bills (with receipt)

Duties of YAM Facilitator

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.

Duties

- Liaison with Vice President Youth Art Month and Vice President Youth Art Month-elect on all Youth Art Month sponsored events stated below:
- Keep a comprehensive record electronically of all contacts, purchases, and budget items.
- Communicates with WEB Master on any edits pertaining to YAM and TASA/TASB for the Website
- Communicates and monitors upcoming events with VP YAM and VP YAM elect as needed to keep timeline on pace to promote and advocate art in Texas and National scrapbook.
- Request a Proclamation recognizing March as Youth Art Month in Texas from the Governor.
- Communicates with the Governor's Office (or State Preservation Board) to coordinate the selection of the Governor's Gallery Artworks to be exhibited for one year in the Governor's Business Office.
- Communicates with the Governor's Office to schedule a reception for the Governor's Gallery Artist winners; if Governor's wife request (summer)
- Request donations from vendors to give to student artists at the Texas Youth Art Month Exhibit Reception.
- Communicates with the Bob Bullock Texas State History Museum to coordinate display dates and location during the month of March for the Texas Youth Art Month Exhibit.
- Communicates with the Bob Bullock Texas State History Museum to coordinate day, time and location of the Texas Youth Art Month Exhibit Awards Ceremony and Reception.
- Coordinate with Bob Bullock Texas State History Museum of approval of all documentation required for YAM
- Coordinate with State VASE Gold Seal Foreman and State Directors of VASE to ensure availability of display panels for TAEA Youth Art Month sponsored Exhibits.
- Coordinate with 'Art Wrangler' installation and deinstallation of dates and location for the Texas Youth Art Month Exhibit and any other Youth Art Month sponsored Exhibits.
- Communicates with the TASA/TASB Exhibit Hall representative in advance to coordinate TAEA Student Art Exhibit display space and protocol for installation and deinstallation of artwork. Assists in monitoring the booth and promoting the importance of Art in Schools across Texas.
- Arranges for local student artists from various school districts to be onsite during vendor times in the TAEA Student Art Exhibit display space to create art and provide demonstrations. (2 days)
- Invite and coordinate Youth Art Month helpers to assist in installation and deinstallation of the TAEA Student Art Exhibit in the TASA/TASB Exhibit Hall.
- Update TAEA Calendar on the website of all important dates of Youth Art Month sponsored activities by August 1.
- Create a program for Texas Youth Art Month Exhibit Awards Ceremony

- Coordinate a possible Guest Speaker for the Texas Youth Art Month Exhibit Awards Ceremony.
- Create flyers/promotional materials to be shared via social media, e-blast, TAEA Conference, etc.
- Coordinate with a local Catering company. Sam's Club or Costco for the Texas Youth Art Month Exhibit Awards Ceremony and Reception if needed. (Chairs, tables and table linens)
- Coordinate with Heller Flag Co. to produce the Texas Youth Art Month Flag.
- Coordinate with the Council for Art Education President for information about yearly Youth Art Month theme, details for YAM booth at NAEA, details for the Youth Art Month Flag Ceremony/Awards reception at NAEA,
- Write a summary of all Youth Art Month sponsored events with pictures for the TAEA e-STAR publication.
- Purchase/Ordering Of:
 - ordering Youth Art Month medals and Youth Art Month pins
 - ordering Youth Art Month buttons with current flag design winner, including year
 - ordering Velcro dots for Youth Art Month Artwork Exhibits
 - ordering promotional items to pass out at TASA/TASB (leftover items can be given at Youth Art Month meeting at Conference, placed in Student Artists' swag bags, etc.
 - ordering of any food, drink and paper goods for YAM ceremonies
 - Matting and Framing of Governors show
 - All receipts on purchased items with a TAEA credit card must be turned in to the TAEA Bookkeeper at Headquarters in a timely manner.
- Turn in final overview report to President and Headquarters to be archived

Reimbursement:

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

Reimbursements are allowed within the total budget allotted to this office Travel: mileage submitted by turning in mileage with documentation of Map Quest/Google confirmation of mileage at the conclusion of the trip), ½ hotel bills (with receipt)

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. Present corrected minutes at annual conferences, spring meeting, all Executive Board Council Meeting for final approval
4. Send approved minutes to be archived at TAEA headquarters and the website.
5. Inform the President of motions that include items to be acted upon.
6. Present minutes from prior meetings at annual conferences and spring meetings. In addition, submit minutes of all Executive Board meetings for approval. Minutes should be corrected and resubmitted to members in a timely manner
7. Have board minutes posted on Website after approval of the board within 2 weeks after receiving Board approval.
8. Submit all written communications to the TAEA President before distributing to the TAEA membership.
9. Is a member of the Blue Ribbon Board

Reimbursement:

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

1. Reimbursements are allowed within the total budget allotted to this office Travel: mileage submitted by turning in mileage with documentation of Map Quest/Google confirmation of mileage at the conclusion of the trip), ½ hotel bills (with receipt)
2. Travel expenses as related to: Association meetings, Committee meetings as appropriate for State Conferences, VASE Blue Ribbon and additional meetings as requested by the President

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 President, President-Elect, Past President and Executive Director monthly 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 deficient spending during a fiscal year.
9. With the recommendation of the Board, add an activity at the Fall Conference during the First General Sessions 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.
12. Is a member of the Blue Ribbon Board

Reimbursement:

All above reimbursements are allowed within the total budget allotted to this office. Reimbursements are allowed within the total budget allotted to this office Travel: mileage submitted by turning in mileage with documentation of Map Quest/Google confirmation of mileage at the conclusion of the trip), ½ hotel bills (with receipt)

Timetable for TAEA Treasurer

The TAEA Treasurer serves as a member of the Budget Committee. As Treasurer, you are responsible for monthly financial reports to the President, President-elect, Past President and Executive Director. Updating members of the Executive Committee and Council-at-Large, an overview of budget, in March and November. 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.

Completed Monthly budget spreadsheets and information from headquarters is to be forwarded immediately to the Executive Director, President, President-elect, and Past President and posted to website within 2 weeks of receiving. The treasurer will read updates and balances at meetings, along with providing hardcopies at Executive board meetings.

- November** As newly elected position you will spend time at state conference with current TAEA Treasurer to obtain detailed outline of duties found in P&P. Previous month, October/November (depending on conference time) will be the first monthly statement you will work with. As New Treasurer-Work with the accounting office at TAEA headquarters or a member assigned by the President to review budget lined items and inquire about areas that need clarification.
- Send completed statement electronically (pdf) to President, President Elect, Past President, Executive Director and Web Master.
- December** Complete the November monthly statement and send (pdf) to President, President Elect, Past President, Executive Director and Webmaster. Remind CAL and Board Members to submit all reimbursements for payment from meeting. Do this twice a month to meet the 30 day deadline (15th and 30th).
- January** Complete the December monthly statement and send (pdf) to President, President Elect, Past President, Executive Director and Webmaster. Attend Board meeting if scheduled and provide hardcopies of budget overview 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 (pdf) to President, President Elect, Past President, Executive Director and Webmaster.
- March** Attend March Board Meeting and Spring CAL Meeting. Provide hardcopies of budget overview for TAEA and VASE, place on one page. Provide CAL a budget overview report. Complete the February monthly statement and send (pdf) to President, President Elect, Past President, Executive Director and Webmaster. Remind CAL and Board Members to submit all reimbursements for payment. Budget committee may or may not meet during CAL to work on budget.
- April** Complete the March monthly statement and send (pdf) to President, President Elect, Past President, Executive Director and Webmaster.
- Begin making formatting notes for new budget, to include such items as deleting old line items and adding new line items.
- May** Complete the April monthly statement and send(pdf) to President, President Elect, Past President, Executive Director and Webmaster. Finalize budget with budget committee, via email, phone, or meeting.

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- June** Provide hardcopies of budget overview for TAEA and VASE, place on one page. Present proposed budget at June Board meeting for finalization for upcoming fiscal year (begins Aug. 1). Complete the May monthly statement and send to President, President-Elect, Past President, Executive Director and Webmaster. If proposed budget is complete, prepare formatted presentation for CAL to view and sent to President electronically for voting.
- 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 (pdf) to President, President-Elect, Past President, Executive Director and Webmaster.
- August** Complete the July monthly statement and send (pdf) to President, President Elect, Past President, Executive Director and Webmaster. This is the last statement (July) for the fiscal year. Inform Conference Facilitator and Lead Conference Chair of their budget amount for upcoming conference.
- September** Attend the September Board meeting. Complete the August monthly statement and send (pdf) to President, President Elect, Past President, Executive Director and Webmaster. Provide hardcopies of budget overview for TAEA and VASE.
- October** Complete the September monthly statement and send (pdf) to Board President, President Elect, Past President, Executive Director and Webmaster. Prepare reports for the upcoming Conference Board meeting and CAL meeting.
- November** TAEA Annual Conference held. Report to CAL the new budget process, review their budgets, and explain the process of spending. Provide CAL a budget overview report. Assist with registration of Members for Conference and other duties as assigned. Pass the Bag at General Sessions. Remind CAL and Board Members to submit all reimbursements for payment. Complete the October monthly statement and send (pdf) to Board President, President Elect, Past President, Executive Director and Webmaster.
- Election Year** - Mentor newly elected TAEA Treasurer during election year. Pass digital budgets, overview, 3-year average excel sheets to newly elected Treasurer on USB. Help 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 High School State Director (VASE)

(Appointed by the President)

Reports to: President, Executive Director and Executive Board

Primary Purpose: The High School VASE State Director facilitates the operations of the Annual High School VASE Regional Events and collaborates with the State HS VASE Event Director on State Events, chairs the VASE Blue Ribbon Board along with the other State Directors of VASE, and annually appoints and trains New High School VASE Regional Directors with the approval of the Executive Board.

Responsibilities:

1. Serves as an ex official non-voting member of Executive Board and Executive Council; a voting member of the Council-at-Large.
2. Attends all meetings of the Executive Council, and the Council-at-Large.
3. Promotes the mission and goals of the VASE Program.
4. Articulates the policies and guidelines of TAEA / VASE.
5. Collaborates with the other State Directors of VASE on program vision, mission, budget, and organization.
6. Collaborates with the High School VASE Regional Directors in their efforts to effectively facilitate the Regional Events: visits events annually.
7. Bring all new recommended rules, procedures & policies (from the Blue Ribbon Board) to the Executive Board for discussion and approval.
8. **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, the State Director of TEAM, the State Director of Junior VASE, the State High School VASE Event Director, the State Director of High School VASE, 1 Regional Director from each of the 20 Regions holding VASE Program Events, and 1 representative selected by the TAEA Distinguished Fellows.
9. Works with the State High School VASE Event Director to facilitate the State Event, awards, scholarships, and workshops.
10. Maintains records and files of High School VASE.
11. Updates and distributes the High School VASE Regional Directors Manual and High School VASE Teachers Manual.
12. Reports the findings of High School VASE in a bi-annual report to TAEA Council-at-Large (both CAL meetings).
13. Maintains an effective timely communication system through electronic mail, telephone, fax, and mail to facilitate High School VASE information and assist High School VASE Regional Directors.
14. Works with the State Jury Lead to facilitate jurors' training statewide to develop and ensure consistency with both philosophy and practice.
15. Provides workshops at the annual TAEA Conference to promote VASE.
16. Provides leadership in the State of Texas to promote this excellent art opportunity for all art students.
17. Continues to work towards an increase in the VASE Student Scholarship Fund.
18. Maintains in conjunction with the TAEA Office Manager, the financial records of the High School VASE program, Regional and State.

19. In working with the other State Directors of VASE, the TAEA Office Manager & TAEA Treasurer, provides to the TAEA President a projected State VASE Program budget by June 1 and provides final cost spreadsheet by Aug 1.
20. Oversees and assists with the development of VASE promotional materials.
21. Oversees the VASE website in collaboration with the other State Directors of VASE and the TAEA Webmaster.
22. Assists the TAEA Webmaster in publishing the VASE Calendar and Rules & Policies by Sept. 1 on VASE website.

Reimbursement:

Program-related reimbursements are allowed within the total budget allotted to this office, including mileage with documentation. Hotel rooms are reimbursed by ½ of each room night with receipt.

Duties of Visual Art Scholastic Event HS State Event Director (VASE)

(Appointed by the President)

Reports to: TAEA Executive Board and to the Council-at-Large.

Primary Purpose: The High School State VASE Event Director facilitates the operations of the Annual High School VASE State Event and chairs the VASE Blue Ribbon Board along with the other State Directors of VASE.

Responsibilities:

1. Serves on Executive Council; a voting member of the Council-at-Large.
2. Attends all meetings of the Executive Council, and the Council-at-Large.
3. Promotes the mission and goals of the VASE.
4. Articulates the policies and guidelines of TAEA / VASE.
5. Collaborates with the other State Directors of VASE on program vision, mission, budget, and organization.
6. Collaborates with the High School VASE Regional Directors in their efforts to effectively facilitate the High School VASE State Event: visits High School VASE Regional Events annually.
7. Brings all new recommended rules, procedures & policies (from the Blue Ribbon Board) to the Executive Board for discussion and approval.
8. **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, the State Director of TEAM, the State Director of Junior VASE, the State High School VASE Event Director, the State Director of High School VASE, 1 Regional Director from each of the 20 Regions holding VASE Program Events, and 1 representative selected by the TAEA Distinguished Fellows.
9. Plans and facilitates the High School State VASE Event, awards, scholarships, and workshops, with assistance from the State High School VASE Director.
10. Maintains records and files of the State High School VASE Event.
11. Updates and distributes information about the High School State VASE Event.
12. Reports the findings of the High School State VASE Event in a bi-annual report to TAEA Council-at-Large (both CAL meetings).
13. Maintains an effective timely communication system through electronic mail, telephone, fax and mail to disseminate High School State VASE information and assist High School VASE Regional Directors with the High School State VASE Event.
14. Works with the State Jury Lead to facilitate jurors' training statewide to develop and ensure consistency with both philosophy and practice.
15. Provides workshops at the annual TAEA Conference to promote VASE.
16. Provides leadership in the State of Texas to promote this excellent art opportunity for all art students.
17. Continues to work towards an increase in the VASE Student Scholarship Fund.
18. Maintains in conjunction with the TAEA Office Manager, the financial records of the State VASE program.

19. In working with the TAEA Office Manager & TAEA Treasurer, provides to the TAEA President a projected State VASE budget by June 1 and provides final cost spreadsheet by Aug 1.
20. Oversees and assists with the development of State VASE promotional materials.
21. Oversees the VASE website in collaboration with the other State Directors of VASE and the TAEA Webmaster.
22. Assists the TAEA Webmaster in publishing the State VASE Event Calendar and State VASE Event Rules & Policies by Sept. 1 on VASE website.
23. Works with the Gold Seal Lead to oversee ~~in~~ 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. Reimbursements are allowed within the total budget allotted to this office Travel: mileage submitted by turning in mileage with documentation of Map Quest/Google confirmation of mileage at the conclusion of the trip), ½ hotel bills (with receipt)

Duties of Junior Visual Art Scholastic Event State Director (JV)

(Appointed by the Executive Board)

Reports to: TAEA Executive Board and to the Council-at-Large.

Primary Purpose: The State JUNIOR VASE Director facilitates the operations of the Annual JUNIOR VASE Regional events, chairs the VASE Blue Ribbon Board along with the other State Directors of VASE, and appoints and trains New Regional JUNIOR VASE Directors with approval of the Executive Board.

Responsibilities:

1. Serves as an ex officio non-voting member of the Executive Council; a voting member of the Council-at-Large.
2. Attends all meetings of the, Executive Council, and the Council-at-Large.
3. Articulates the policies and guidelines of TAEA /JUNIOR VASE.
4. Promotes the mission and goals of JUNIOR VASE.
5. Collaborates with the other State Directors of VASE and JUNIOR VASE Regional Directors on program vision, mission, budget, and organization.
6. Collaborates with the JUNIOR VASE Regional Directors in their efforts to effectively facilitate the Regional Events: visits events annually.
7. Brings all new recommended rules, procedures & policies (from the Blue Ribbon Board) to the Executive Board for discussion and approval.
8. **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: Executive Director, President and President Elect, the State Director of TEAM, the State Director of Junior VASE, the State High School VASE Event Director, the State Director of High School VASE, 1 Regional Director from each of the 20 Regions holding VASE Program Events, and 1 representative selected by the TAEA Distinguished Fellows.
9. Works with the State High School VASE Event Director and State High School VASE Director to facilitate the State Event.
10. Maintains records and files of JUNIOR VASE.
11. Updates, and distributes the JUNIOR VASE Regional Directors Manual and JUNIOR VASE Teachers Manual.
12. Reports the findings of JUNIOR VASE in a bi-annual report to TAEA Council-at-Large (both CAL meetings).
13. Maintains an effective timely communication system through electronic mail, telephone, fax, and mail to facilitate JUNIOR VASE information and assist JUNIOR VASE Regional Directors.
14. Works with the State Jury Lead to facilitate the jurors' training statewide to develop and ensure consistency with both philosophy and practice.
15. Provides workshops at the annual TAEA Conference to promote JUNIOR VASE.
16. Provides leadership in the State of Texas to promote this excellent art opportunity for art students.

17. Maintains in conjunction with the TAEA Office Manager, the financial records of the JUNIOR VASE Regional program.
18. Works with the other State Directors of VASE, the TAEA Office Manager & TAEA Treasurer to create a projected JUNIOR State VASE budget by June 1 and assists with the final cost spreadsheet by August 1 via the State VASE Director.
19. Oversees and assists with the development of JUNIOR VASE promotional materials.
20. Oversees the JUNIOR VASE portion of the VASE website.

Reimbursement:

All above reimbursements are allowed within the total budget allotted to this office. Reimbursements are allowed within the total budget allotted to this office Travel: mileage submitted by turning in mileage with documentation of Map Quest/Google confirmation of mileage at the conclusion of the trip), ½ hotel bills (with receipt)

Duties of Texas Elementary Art Meet (TEAM) State Director

(Appointed by the Executive Board)

Reports to: TAEA Executive Board and to the Council-at-Large.

Primary Purpose: The State TEAM Director facilitates the operations of the Annual TEAM Regional events, chairs VASE Blue Ribbon Board along with the other State Directors of VASE and appoints and trains New Regional TEAM Directors with approval of the Executive Board.

Responsibilities:

1. Serves as an ex officio non-voting member of the Executive Council; a voting member of the Council-at-Large.
2. Attends all meetings of the, Executive Council, and the Council-at-Large.
3. Articulates the policies and guidelines of TAEA /TEAM.
4. Promotes the mission and goals of TEAM.
5. Collaborates with the other State Directors of VASE and TEAM Regional Directors on program vision, mission, budget, and organization.
6. Collaborates with the TEAM Regional Directors in their efforts to effectively facilitate the Regional Events.
7. Brings all new recommended rules, procedures & policies (from the Blue Ribbon Board) to the Executive Board for discussion and approval via the State Director of VASE.
8. **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, the State Director of TEAM, the State Director of Junior VASE, the State High School VASE Event Director, the State Director of High School VASE, 1 Regional Director from each of the 20 Regions holding VASE Program Events, and 1 representative selected by the TAEA Distinguished Fellows.
9. Works with the State High School VASE Event Director and State High School VASE Director to facilitate the State Event.
10. Maintains records and files of TEAM.
11. Updates, and distributes the TEAM Regional Directors Manual and TEAM Teachers Manual.
12. Reports the findings of TEAM in a bi-annual report to TAEA Council-at-Large (both CAL meetings).
13. Maintains an effective timely communication system through electronic mail, telephone, fax, and mail to facilitate TEAM information and assist Regional Directors.
14. Works with the State Jury Lead to facilitate the jurors' training statewide to develop and ensure consistency with both philosophy and practice.
15. Provides workshops at the annual TAEA Conference to promote TEAM.
16. Provides leadership in the State of Texas to promote this excellent art opportunity for art students.
17. Maintains in conjunction with the TAEA Office Manager, the financial records of the TEAM Regional program.
18. Works with the other State Directors to create a projected TEAM STATE budget by June 1 and assists with the final cost spreadsheet by August 1 via the State VASE Director.
19. Oversees and assists with the development of TEAM promotional materials.
20. Oversees the TEAM portion of the VASE website.

Reimbursement:

All above reimbursements are allowed within the total budget allotted to this office. Reimbursements are allowed within the total budget allotted to this office Travel: mileage submitted by turning in mileage with documentation of Map Quest/Google confirmation of mileage at the conclusion of the trip), ½ hotel bills (with receipt)

Duties of the Director 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 at the request of the President.
3. Prepare either paper (including copies for all members) or electronic report and present it to the CAL if requested by the President.
4. Compiles a list of prospective exhibitors and solicits new prospective exhibitors.
5. Continually stays in contact with exhibitors with updates, reminders and time frame.
6. Creates name badges and packets with next year information.
7. Creates Master List of booth payments for TAEA Headquarters.
8. Creates Master List of Exhibitors for Pre and Conference Star, App and Decorating Company.
9. Updates all information for next year conference.
10. Offers conference exhibit space to these exhibitors on a contract basis. All exhibitors that wish to conduct a workshop must also book a booth.
11. Arranges for exhibit space at the conference site along with the President & Executive Director.
12. Commercial Vendor's Reception
 - Arranges space with Conference Facilitator
 - Creates invitation for reception and place in exhibitor packet
 - Selects food options for the reception
13. Supervises the set-up and breakdown of all exhibits.
14. Collects and remits funds to the TAEA Headquarter. Authorize payment of funds pertaining to the exhibit portion of the conference.
15. Attends the NAEA yearly conference to solicit prospective exhibitors for the TAEA Fall Conference.
16. Creates the floor plan diagram of the layout of all booths for the STAR, Conference Program, and for the Convention Center Management.
17. Attends the State VASE event, working with headquarters in selling promotion goods.
18. Assist the Executive Director as directed.
19. Member of the Blue Ribbon Board

Minimum Requirements for Exhibit Space:

1. Accommodates at least 100, 8'x10' booth spaces, preferably close to registration and workshop presentations.
2. Works with decorating company on layout, color scheme, registration set up, kick plates, signage, master list with emails of all exhibitors, and makes sure electrical agreement is in the exhibitor packet.
3. Orders electrical for registration and TAEA booth.
4. Confirms security availability to association on a contractual basis.
5. Makes all site selection trips possible

Timeline of Events

- a. **January**
 - a. Updated Exhibitor Packet
 - b. Update Exhibitor Home Page on the Web
 - c. Attend Board meeting
- b. **February**
 - a. Send packet to Executive Director for approval
- c. **March**
 - a. Send out packet to exhibitors
 - b. Work with decorating company on floor plan
 - c. Notify TAEA Accountant to send Tax Exempt paperwork to Decorating Company
 - d. Create a Master List of Exhibitors – payment, booth number(s) and dates. Keeps it current until conference and then send to Headquarters for accountant.
 - e. Send out receipts to exhibitors and Headquarters for records along with reservations
 - f. Prepare handouts for NAEA advertising the upcoming TAEA conference.
 - g. Attend board meeting and help with Capital YAM event
- d. **April**
 - a. Attend NAEA and recruit new exhibitors and visit with our exhibitors
 - b. Answer emails as needed to bring in new exhibitors
 - c. Help sale T-shirts at State VASE
 - d. Finalize floor plan with decorating company.
- e. **May**
 - a. Have the floor plan placed on the website.
 - b. Send out floor plan to exhibitors with reserved booths – 5 at a time in order of reservations. Mark the floor plan as request come in and place on Master List.
 - c. Double check with headquarters on master list of exhibitors.
 - d. Send out a 3-week reminder that workshop proposals are due in and give date.
- f. **June**
 - a. Resend packets to prospective exhibitors; remind them we are 6 months out.
 - b. Send out reminder of workshop proposals are due at the end of the week,
 - c. Work with decorating company on signage and exhibitor packet from decorating company.
 - d. Check with headquarters to be sure no changes to the headers.
- g. **July**
 - a. Call exhibitors that you have not heard from.
 - b. Resend packets that have not reserved booths.
 - c. Create List for Conference Star
 - d. Create Ap Master list
 - e. Create Maser list for decorating company
- h. **August**
 - a. Master List to Headquarters for Conference Star due August 1st.
 - b. Contact Exhibitors that have not responded to reserve a booth.
 - c. Prepare balance due sheets for all exhibitors.
 - d. Send in Master List for Conference App

- i. **September**
 - a. Send out Exhibitor balance due sheets
 - b. Send in Master List to decorating company
 - c. Update Master List for Conference App if needed
- j. **October**
 - a. Orders electrical power drops for conference
 - 1. 2 drops for registration
 - 2. 1 drop for TAEA booth
 - b. Prepare paperwork for next year conference; print reservation sheets
 - c. Create name badges and reception invitation
 - d. Create packets for all exhibitors
 - 1. Reservation sheets
 - 2. Invitations for Reception
 - 3. Name Badges
 - 4. On front of packet make list of important reminders – At a glance overview
- k. **November**
 - a. Mesh Panel used to identify winners
 - b. Utility Kit – scissors, pens, markers, tape, extension cord(s) etc.
 - c. Printed master list of exhibitors and booth numbers
 - d. Computer, printer and paper
 - e. Lined paper (Large) for door prize names
 - f. Numbers to number door prizes
 - g. First Aide Kit
 - h. Create Vendor Packet (Reservation paper, badge, invitation overview, etc.)
 - i. Give to TAEA Headquarters copies of exhibitors registered for next year conference
- l. **December**
 - a. Finalize paperwork for TAEA accountant
 - b. Review decorating company billing and work with Executive Director
 - c. Notify TAEA accountant to pay decorating company bill
 - d. Send out thank you letter with count of conference attendees to all exhibitors, with reminder of location of next conference.

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 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:

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Duties of Office Manager @ TAEA Headquarters (contract)

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

Purpose:

1. Serves as liaison between Management Company and TAEA.
2. Promotes accountability for all parties.
3. Support and promote TAEA within and outside the organization.

Responsibilities:

1. Maintains and secure all documents (written and electronic) for the organization: financial, membership, history, etc.
2. Liaison between TAEA and webmaster including sending out electronic notifications.
3. Works with TAEA Executive Director, Board members, Executive Council, CAL and Membership in all areas pertaining to TAEA operations.
4. Is hired official from TAEA management company
5. Attend State VASE Event and work on all aspects of VASE along with the VASE Director.
6. Provide Executive Director and other TAEA officers timely and pertinent information related to finances, meeting notes, and membership information.

Reimbursement:

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Duties of the Division Chair

Reports to: President, Executive Director, & Executive Board
(Chairpersons are elected.)

- Elementary
- Middle School/Junior High
- Senior High School
- Supervision/Administration
- Higher Education
- Museum Education
- PICA (Private School, Independent, Charter and Art Facilitators)
- Student
- Retired Art Educators Division

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. Prepares a 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. Updates TAEA web page with activities related to the Division.
7. Plan, attend, and chair the Division Meeting at the annual TAEA conference.
8. Maintain a Division notebook including the following:
 - Long and short-term goals
 - Maintain meeting minutes
9. Initiate projects and maintain communication with division members.
10. Obtain Conference Presenters
 - a. Elementary, Middle, and High School division - Solicit 5 presenters
 - b. Supervision/Administration, Higher Ed. And Museum Division- 3 presenters
 - c. Retired Educators – 1 presenter
11. Write Article for the STAR as requested by the Executive Director
12. Serve as a voting member of the Awards and Nomination Committees.

Reimbursement:

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Duties of the Divisions Chair-elect

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

Chair-elects are elected

- Elementary
- Middle School/Junior High
- Senior High School
- Supervision/Administration
- Higher Education
- Museum Education
- PICA (Private School, Independent, Charter and Art Facilitators)
- 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/ Retreat (retreat must be self-supporting).
7. Assume the Chairperson's responsibilities in her/his absence or resignation.

Reimbursement:

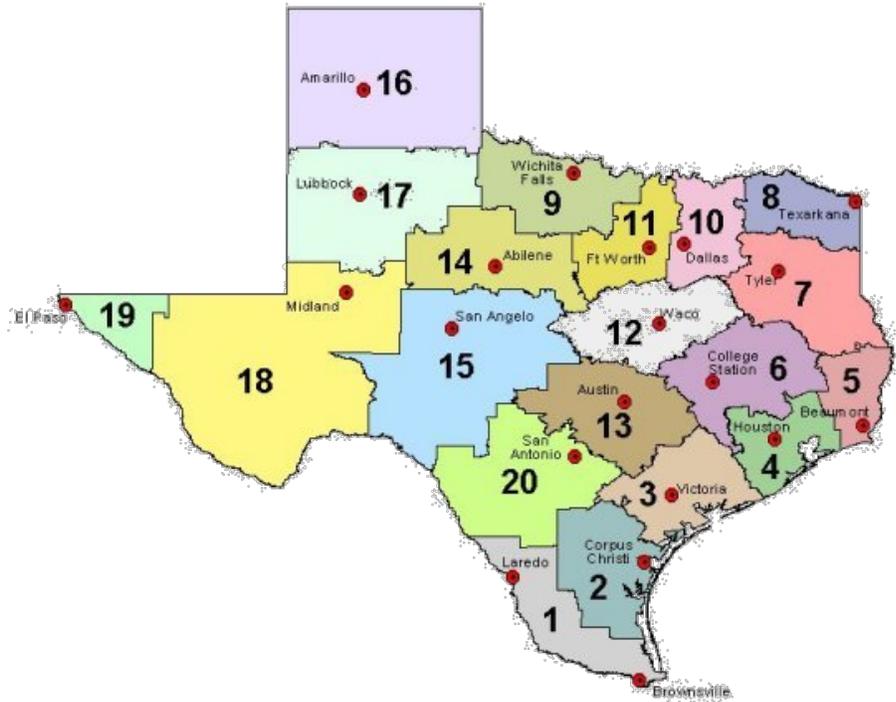
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Duties of the Regional Representatives (elected)

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:

1. Increase awareness within their region by promoting the importance of art education and its integral development of art educators.
2. Develop strategies to assist TAEA members to promote art education in their region.
3. Organize, facilitate, and promote the opportunities for professional development activities within their region.
4. 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. (At least 1 mini conference per year)
 - 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. 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.
8. Contribute articles and reports to the TAEA STAR Newsletter as requested by Executive Director and distribute regional flyers.
9. Communicate regularly with local area associations and student chapters at colleges and universities within the region.
10. 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.
11. Attend and assist YAM VP at YAM Capitol Event
12. Network and collaborate with regional VASE/TEAM leadership.
13. Serve as an advisory member of the Awards and Nomination Committees if requested.
14. Actively serve as a regional chair for designated conference job assignment given by the President or President-elect.
15. Must exhibit proficiency in electronic communication.
16. For the benefit of TAEA membership, non-performance of duties and/or responsibilities may prompt review and/or replacement by TAEA Executive Board.

Reimbursement:

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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 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, the State Board of Education, etc. to improve art programs for Texas students.
7. Keep abreast of all legislative actions and report findings to the Executive Board
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, as requested by Executive Director
12. Keep the President and the Executive Director informed of ongoing events.

Reimbursement:

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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, Honorary Principals and Friends of the Art for outstanding work and dedication to the education of students through the visual art; and to members who have significantly contributed to the association and to art education at the local, state and/or national levels.

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](#) [\(add link\)](#)).
4. Prepare reports to 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.

15. Make a list of the official winners and send it to the President, Executive Board, and the Executive Director.
16. Notify by letter the award winners, those nominees who did not win their nominations, and the voting committee.
17. Notify by letter and issue a press release to the award winners' immediate supervisor and school/institution

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 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.

SPECIAL RECOGNITION AWARDS

- **Service to Texas Award:**
Awarded to an outstanding TAEA member or group for exemplary, distinguished service and dedication to foster, celebrate and enhance art education in Texas at the local, state, and national level. This award may not be given annually, and nomination must come from TAEA Executive Board.
- **Lone Star Art Advocate Award:**
Awarded to outstanding individual(s), groups or agencies for exemplary, distinguished support and continued advocacy in the interest of art and art education in Texas at the local, state, and national level. This award may not be given annually, and nomination must come from TAEA Executive Board.

Awards Nomination Timeline:

Award Nominations must be stored online through the online nomination system. Online nomination forms will be available to the Council at Large during the conference CAL meeting and made available to the general membership on the Monday following conference. The nomination window will close at midnight one calendar week before the date of the Spring CAL meeting.

Awards Policy: Qualifications

In all categories except Lone Star Art Advocate, 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.

Voting and Notification

- 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, then the Board may choose to
 - A) nominate candidate(s),
 - B) extend the nomination window for that category, or
 - C) that category will remain empty. If there is only one nominee, then the nomination stands.

All nominations for TAEA awards must be approved by the executive board prior to any communication of the nominee or award committee

Awards Reception: 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. The award winner's information and photos are given to the STAR editor in October for publication in the STAR.
2. Arrange for the award winner's names to be printed in the official conference star program.
3. Prepare an electronic presentation for the ceremony and arrange for plaques and flowers for the winners. Awards will need to be approved by the President and Executive Director.
4. The President or an assigned emcee will be the official speaker for all awards event.
5. Keep an on-going list of award winners for archive and list them on the TAEA website.
6. If there is to be an awards reception, invitations go to the award winners and guests, 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. Reimbursements are allowed within the total budget allotted to this office Travel: mileage submitted by turning in mileage with documentation of Map Quest/Google confirmation of mileage at the conclusion of the trip), ½ hotel bills (with receipt)

Past Award Recipients

Division Outstanding Art Educators Award

Elementary

1986	Cynthia Broderick	1995	Joan Maresh
1987	Dale Battle	1996	Jonnie Gilliam
1988	Louise Hudgins	1997	Martha Kiel
1989	Ann J. Worley	1998	Robert Ann Sajda
1991	Georgia Blaydes	1999	Fred Woody
1992	Lynn Bryant	2000	Robert Parker
1993	Ginger Goodman	2002	Cheryl Evans
1994	Elizabeth Harris-Willett	2003	Tamera Westervelt
1995	Marilyn Wylie	2004	Kathleen Cunning
1996	Ardith Warner	2005	Michael Hall
1997	Lois E. Pendley	2006	Nicole Brisco
1998	Cynde Powell Riddle	2007	LaRee Morris
1999	Linda Malcom	2008	Mel Basham
2000	Sonia Novy-Pace	2009	Connie Young
2001	Jan Dodd	2010	Trish Klenow
2002	Rhonda Ann Sherrill	2011	Alicia Moore
2003	Sherry Grace White	2012	Kim Timmons
2004	Pamela McKnight	2013	Jami Bevans
2005	Alisa Meli	2014	Christine Miller
2006	Kay Jackson Fleming	2015	Mary Hierholzer

2005	Ch. Sharon Chumley
2006	Gloria Hill
2007	Deborah Kidwell
2009	Allen Miller
2010	Fran Bolte
2011	David Stevens
2012	Mary Lou Johnson
2013	Tim Lowke
2014	Sara Chapman
2015	Karri Clark

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
2012	Jennifer Beradino
2013	Kate Carey
2014	Kaela Hoskings
2015	Rosemary Hic

Higher Education

1986	Rebecca Felts
1987	D. Jack Davis
1988	Dr. Olensen 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
2012	Kara Hallmark
2013	Sherry Snowden
2014	Amanda Alexander
2015	Kathie Walker-Millar

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
2012	Lisa Miller
2013	John Davis
2014	Christina Vanhamersveld
2015	Christine Grafe

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

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

Student of Art Education

2010	Amanda Batson
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2102 Jennifer Easterling
 2014 Shaun Lane
 2015 Jacqueline Cardenas

Art Educator of the Year:

1977 Alice Webb	1990 Dr. Jack Davis	2004 Elizabeth Willett
1978 Bill Francis	1991 Rebecca (Beck) Felts	2005 Joey Doyle
1979 Marvin Moon	1992 Dr. Cynthia G. Broderick	2006 Walter C. Holland
1980 Ida Miller	1993 Pat Jones	2007 Kristen P. Marstaller
1981 Janet Fox	1994 Sara Chapman	2008 Dale Battle
1982 Judy Beckham	1995 Pauline Gawlik	2009 Nina Boothe
1983 Jeanne Rollins	1996 Kay Savay	2010 Suzanne Greene
1984 P. Henderson	1997 Tina Farrell	2011 Dr. Christina Bain
1985 Katherine Reid	1998 Keith Arney	2012 Cheryl Evans
1986 Marvin Platten	1999 Dr. Dennis Fehr	2013 Jackie Brewer
1987 James M. Clarke	2000 Barbara Pratt	2014 Linda Fleetwood
1988 Dr. Phyllis Miller	2001 Nancy Walkup	2015 Sarah Sanders
1989 Nancy Miller	2002 Gloria McCoy	
	2003 Janice Curl Wiggins	

National Art Honor Society Sponsor Award:

1988 Rhae Haxton	1999 Carol Evans	2007 Susan McEwen
1989 George Martin Rex	2001 Meghan Martel	2009 Diane Bray
1991 Elaine Wilkins	2002 Maria A. Brown	2010 Gloria Velazquez
1992 Kim Wagner-Neuendorff	2003 Deborah Moore	2011 Denise Dittmar
1996 Christine L. Cole-Killian	2004 Trudy Knight	2012
1997 Janice Truitt	Jana Marbut-Ray	2013 Douglas Darracott
	2005 Tyra Gonzales	2014 Colin McGrane
	2006 Tamera Westervelt	2015 Anne Quaintance-Howard

TAEA School Principal of the Year Award:

1991 Archie McAfee	2001 Russ Chapman	2011 Cheryl Freeman
1992 Don Williams	2005 Richard Galvan	2012 Gary Speegle
1993 Harrison M. Crenshaw	2007 Lynn Akin	2013 Ted Vierling
1995 Ed Wachtel	Wayne Schaper, Jr.	2014 David Loycano
1996 Linda Clarke	2008 Maria Sanchez	2015 Laurie Chamblee
1998 Gregory Marshall	Dalton Gregory	
1999 Douglas Hall	2009 Robert Sormani	
2000 Freddy Kelly	2010 Karen Bessette	

Friends of Art Education Award:

1986 Joseph I. Zable Mary McElroy John Gilbreath Rudolfo Montoya, Jr.	2000 Tom & Lorry Hubbard, Crystal Productions	Duncan Klussmann Kenny Allen
1987 Richard Huff Elizabeth Hunt Maddox Linda Pack Gerard Stashak Archer M. Hunting, Gallery UT at Austin	2001 Dr. Elizabeth & Tom Sasser, Gordon Huerd	2008 Marta Petraglia, Carol Green
1988 James and Eleanor Grace Martin	2002 Nancy Dunn The University of Houston- Clear Lake (Dr. William Staples, <i>President;</i> <i>Ms. Sandria Hu, Professor of Fine Arts;</i> <i>Ms. Resa Ott, Dir of Alumni & Com Rel)</i>	2009 Shelley Minnis, Guy Giersch Kari Murphy 2010 Beth Dulle Edward & Betty Marcus Foundation Dr. Gene Mittler, Brenda Hoffman Dr. Shirley Hammond, Cindy Breeding
1989 Jerry Morris	2003 Joseph Culotta, Sax Arts & Crafts	2011 Nadine Winns Duane Sanford
1990 Elizabeth Krause		2012 Ben Gollehan Laurie Korn The O'Donnell Foundation
1991 Ann Symns	2004 Joe Barnhart Foundation Connie Akers	2013 Dohn Larson
1991 Verna Escamilla Bansy Johnson	Saralene Oldham Culture Shapers and Ernie Fitzpatrick	2014 Chris Dyer
1993 Dr. Sandra Lanier-Lerma Tom F. and Charlene Marsh Jim Noble	2005 Penelope Speirer	2015 Mark Burris
1994 Jan Muhlert Judy Shimp	2006 Brownsville Museum of Fine Art	
1995 David McCall		
1998 John Logan (posthumous) Edith Jones O'Donnel	2007 Ginger Head Gearheart Jim LaVilla-Havelin	
1999 Charles D. Hundley		

Duties of the Credential 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. Reimbursements are allowed within the total budget allotted to this office Travel: mileage submitted by turning in mileage with documentation of Map Quest/Google confirmation of mileage at the conclusion of the trip), ½ hotel bills (with receipt)

Duties of the TAEA Annual Members Art Show 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 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. Work with Conference Facilitator to find a location for the show and order electrical.
8. Write an article for the STAR and/or TAEA website about the artists and their works.
9. 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. Reimbursements are allowed within the total budget allotted to this office Travel: mileage submitted by turning in mileage with documentation of Map Quest/Google confirmation of mileage at the conclusion of the trip), ½ hotel bills (with receipt)

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 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. Reimbursements are allowed within the total budget allotted to this office Travel: mileage submitted by turning in mileage with documentation of Map Quest/Google confirmation of mileage at the conclusion of the trip), ½ hotel bills (with receipt)

P.I.C.A Division Chair (Elected)

Private, Independent, Charter & Art Facilitators (PICA)
(Name change effective March 12,2023)(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 ongoing 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. Reimbursements are allowed within the total budget allotted to this office Travel: mileage submitted by turning in mileage with documentation of Map Quest/Google confirmation of mileage at the conclusion of the trip), ½ hotel bills (with receipt)

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. They 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. Reimbursements are allowed within the total budget allotted to this office Travel: mileage submitted by turning in mileage with documentation of Map Quest/Google confirmation of mileage at the conclusion of the trip), ½ hotel bills (with receipt)

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. Reimbursements are allowed within the total budget allotted to this office Travel: mileage submitted by turning in mileage with documentation of Map Quest/Google confirmation of mileage at the conclusion of the trip), ½ hotel bills (with receipt)

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 undo 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. Reimbursements are allowed within the total budget allotted to this office Travel: mileage submitted by turning in mileage with documentation of Map Quest/Google confirmation of mileage at the conclusion of the trip), ½ hotel bills (with receipt)

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 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.
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. Reimbursements are allowed within the total budget allotted to this office Travel: mileage submitted by turning in mileage with documentation of Map Quest/Google confirmation of mileage at the conclusion of the trip), ½ hotel bills (with receipt)

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. Presents at least one technology workshop at annual conference and advocates / advises for technology workshops at area events.
9. Serves as a resource for speaker recommendations on technology issues.

Reimbursement:

All above reimbursements are allowed within the total budget allotted to this office. Reimbursements are allowed within the total budget allotted to this office Travel: mileage submitted by turning in mileage with documentation of Map Quest/Google confirmation of mileage at the conclusion of the trip), ½ hotel bills (with receipt)

Book Study Chair (appointed)

Reports to: President, Executive Director, & Executive Board

Purpose: The book study chair is responsible for selecting a book for review, communicating a timeline for the book study to TAEA membership, facilitating a group chat for purposes engaging enrichment and keeping a log of participants for purposes of possible CPE online credit.

Responsibilities:

1. Select book eBook, podcast, etc.
2. Communicate through social media the timeline for the book study, expectations for participants.
3. Maintains a record of participants for possible CPE credit.
4. Sets up the platform for online interaction (Assignments and discussions)
5. Facilitate discussions regarding information in the book and its relevance to current educational practices.
6. Prepares report for the 2 Council-at-Large meetings and presents to CAL if requested by the President.
7. Collect and submit to TAEA Headquarters the following items if CPE Credit is provided at Mini-Conferences:
 - *Dates and agenda of Regional Mini-Conference
 - *Roster and count of attendance
 - *CPE credit hours provided

Reimbursement:

All above reimbursements are allowed within the total budget allotted to this office. Reimbursements are allowed within the total budget allotted to this office Travel: mileage submitted by turning in mileage with documentation of Map Quest/Google confirmation of mileage at the conclusion of the trip), ½ hotel bills (with receipt)

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, match ability 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.

Social Media Specialist **stipend position (appointed)**

Reports to: President, Executive Director, & Executive Board

Purpose: The social media committee is responsible for monitoring activity regarding TAEA related news, posting current and relevant TAEA news, and when necessary, responding appropriately to comments on various social media sites.

Responsibilities:

1. Meets to discuss, draft, and maintain with board approval a social media policy.
2. Changes password as needed.
3. Keep a positive and professional presence on select sites such as Facebook, Twitter, and Instagram.
4. Be aware that constant contact is integrated with TAEA email and e-blasts with the President's approval can automatically go to Facebook and Twitter.
5. Share the responsibility with committee members for posting in a timely manner. Focus areas would include but are not limited to the following:
 - a. Upcoming Conference Planning and Promotion Conference
 - b. TAEF fundraiser
 - c. New officer induction on even years VASE
 - d. Big Art Day
 - e. YAM and TASA/TASB
 - f. Leadership Retreat on even years Fellows Retreat on odd years Blue Ribbon Committee
 - g. Seek preapproval from the president for posts when warranted.
6. Monitors activity on TAEA Facebook and Twitter accounts and removes harmful and negative comments.

Prepares a report for the March and November Council-at-Large meetings and presents to CAL if requested by the President.

Reimbursement: All above reimbursements are allowed within the total budget allotted to this office. Reimbursements are allowed within the total budget allotted to this office Travel: mileage submitted by turning in mileage with documentation of Map Quest/Google confirmation of mileage at the conclusion of the trip), ½ hotel bills (with receipt)

Equity, Diversity and Inclusion

(Appointed) (ED&I) TASK FORCE) ad hoc

Reports to: President, Executive Director, & Executive Board

Purpose: The Equity, Diversity and Inclusion Task Force is responsible for supporting TAEA's commitment to equity, diversity, and inclusivity (ED&I) for all learners and educators especially those who are underserved; including but not limited to (life experiences, work context, learning and working styles, personality types among others) and group/social differences (race, gender identity and expression, age, social class, country of origin, ability, beliefs, intellectual and cultural perspectives, among others) that can contribute to organizational vibrancy and a dynamic professional community.

Responsibilities:

1. This is an appointed task force that any TAEA member may serve.
2. Communicates to TAEA members through e-blasts and social media with the approval of the TAEA President
3. Meets to discuss, draft and maintain EDI initiatives (i.e., web resources for TAEA members, conference workshops, etc.) with Executive Board approval
4. The EDI task force will share the responsibility of record keeping, web resource lists, and conference workshops that will be documented and reported at the Council-At-Large (CAL) meetings.
5. Collect and submit to TAEA Headquarters the following items if CPE Credit is provided at Mini-Conferences/workshops:
 - *Dates and agenda of Regional Mini-Conference/Workshops
 - *Roster and count of attendance
 - *CPE credit hours provided

Reimbursement:

All above reimbursements are allowed within the total budget allotted to this office. Reimbursements are allowed within the total budget allotted to this office Travel: mileage submitted by turning in mileage with documentation of Map Quest/Google confirmation of mileage at the conclusion of the trip), ½ hotel bills (with receipt)

Website Content Manager

Reports to: President, Executive Director, & Executive Board

Purpose: The website content manager is responsible for overseeing and maintaining content for the TAEA website, where he/she will ensure consistency and visual identity as well as appropriateness and timeliness of content. In addition to monitoring and updating content, this person will also work closely with the TAEA Technical Webmaster and advise the President, Executive Director and Executive Board on website upgrades as appropriate.

Responsibilities:

1. Create, develop, and manage content for TAEA's web presence (requires working with HTML, Dreamweaver, CFM and ASP).
2. Coordinate web projects with TAEA President, Executive Director and Executive Board.
3. Maintain a consistent look and feel throughout all web properties, managing files in appropriate format.
4. Maintain master content for all web pages.
5. Copy, edit and proofread all web content, working closely with TAEA President on keeping the website current.
6. Partner with technical webmaster to create content templates, optimizing the function of TAEA web presence.
7. Keep current with emerging web technologies and advise the President, Executive Director and Executive Board as appropriate.
8. Assure web-based information is archived for future needs and reference.
9. Track and report on all site metrics.
10. Elicit content and ensure updates are delivered in a timely manner and in accordance with TAEA Policies and Procedures.
11. Monitor entire TAEA site regularly to identify areas that are in most urgent need of updating and work with the President, Executive Director and Executive Board to develop plans to address those areas.
12. Work closely with TAEA Executive Board to enrich areas of the site with multimedia content.
13. Monitor web budget and technical webmaster, providing feedback to the President, Executive Director and Executive Board on areas that can be addressed thru web management.

Required Skills

1. Exceptional communication and organizational skills.
2. Knowledge of HTML, CFM, script commands and working with dynamic and interactive Web pages (ASP).
3. Ability to manage multiple projects meeting deadlines in a timely manner.
4. Intermediate Adobe Dreamweaver and Photoshop skills.
5. Copy, edit and write original coding as needed. Reimbursement:

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

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. One association representative will prepare report for the 2 Council-at-Large meetings and present it to the CAL if requested by the President.
4. Local area presidents will communicate activities to the TAEA *Star* as appropriate.
5. Local area presidents shall inform the President & TAEA Executive Secretary of local area election results and furnish the TAEA Executive Secretary with current addresses and phone numbers of LAEA officers.
6. Local area presidents and representatives will help nominate new officers for TAEA positions and TAEA awards.
7. Local area presidents shall be committed to report the news and business of TAEA to their members.
8. Local area presidents or representatives will communicate concerns of their organizations/members to TAEA.
9. Local area presidents and representatives may be asked to serve on various committees toward overall improvement of art education.
10. 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.
11. 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.
12. It is the responsibility of the LAEA President to keep their contact information updated with TAEA for continuous flow of communication.
13. 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. Reimbursements are allowed within the total budget allotted to this office Travel: mileage submitted by turning in mileage with documentation of Map Quest/Google confirmation of mileage at the conclusion of the trip), ½ hotel bills (with receipt)

District of Distinction

District of Distinction is a Texas Art Education annual recognition program sponsored by the Supervisor and Administration Division to honor school districts leading the way in Texas visual arts programs. The TAEA Supervision and Administration Division acknowledges districts with outstanding art educator leadership and student achievement in promoting the visual arts in their school district and community. Districts are recognized and honored that have active student and teacher participation in a variety of TAEA arts programs and events to advocate and support visual arts. The rubric lists programs and criteria and differentiates participation in small and large districts to offer each individual district the chance to successfully meet standards for District of Distinction. This award may be awarded for multiple years as districts continue to participate, promote, and advocate for the visual arts in Texas schools.

<https://www.taea.org/TAEA/districts-distinction.asp>

Texas Art Education Association Annual Report Form



Name: _____

Position: _____

Summary of Activities of the Past Year

Goals and Objectives for Upcoming Year

V. Membership Highlights

Individuals who are engaged in professions or activities supportive of/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 Memberships:

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
 - Student
 - First Year Professional
 - Supervision/Administration
 - PICA (Private, Independent, Charter, Art Facilitators)
 - Community-Based
 - Museum
 - Sustaining
 - Honorary Life Member

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.

Budget Highlights

1. The budget is developed by the Past President & the Budget Committee for recommendation to the TAEA Executive Board for approval.
2. The Budget Committee consists of: Past President, President-elect, Treasurer and Executive Director. If any member is unable to attend Budget Committee Meeting, the President shall appoint an alternate, preferable a former Past President or Treasurer with budget experience.
3. The fiscal year runs from August 1 – July 31.
4. The Budget is presented to the Executive Board during the Summer Board meeting for approval.
5. 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.

Stipend Positions:

For any stipend position, an appointee will serve as an interim with trial period and stipend determined by the TAEA Executive Board with recommendation from the budget committee. With completion of the provisional period, the TAEA Executive Board will conduct a performance evaluation with consideration of service continuation and stipend increase.

Selection Process for position associated with a Stipend:

1. Send out an invite to all of membership to apply through E-Blast
2. Standard application using a google form for all positions plus questions pertaining to the specific position.
3. If applying for a position within a team such as VASE State Directors, the current team members will “vet” the applicants first and off the most qualified names to the executive board for consideration.
4. The voting members of the board along with the Executive Director, shall/will be invited to interview the top three applicants. (At least/Minimum of 3-5 voting members are needed/required to hold an interview.)
5. If needed, the executive director will check references.
6. Hold interview process. After the interview process, the interview team will make their final selection after discussion with recommendations of candidates, then vote will be taken.
7. Selected applicant will be notified by President or Executive Director if President is unavailable to do so.
8. Selected applicant must sign a memo of understanding (MOU).
9. Selected applicant must sign a conflict of interest form.
10. Signed copies of MOU and conflict of interest go to the management office, the Executive Director and the President.
11. Should the applicant decline the position, the process is re-opened.

Travel Policy/ Reimbursements

1. Meetings:

- **Executive Board:**

- a. TAEA will provide one-half of a hotel room per night for the January, March, June/July, September meetings and Conference.
- b. TAEA will provide one-half of a hotel room per night for NAEA and Western Region conference for those required to attend.
- c. All other required meetings associated with TAEA assigned by the President or Executive Director, this includes Facilitators and VASE Directors; TAEA will provide one half of a hotel room per night. If assigned travel is alone, full room rate will be reimbursed.
- d. If a person requires a TAEA credit card, acknowledgement of the policy, must be signed and returned to the Executive Director.
- e. All credit card holders who leave office will return credit card prior to or at conference to the Executive Director.

- **Executive Council:**

- a. TAEA will provide one half of a hotel room per night for the mandatory March and November Council-at-Large meeting.
- b. Conference: TAEA will provide one half of a hotel room for Wednesday night prior to the mandatory November CAL meeting on Thursday. Additionally, TAEA will also provide ½ of a hotel room the night prior to a member presenting a divisional/regional meeting. Division Chairs/Regional Representatives must submit meeting documentation with reimbursement request. Documentation must include an attendance sheet and agenda.

- **VASE:**

- a. VASE will provide one half of a hotel room per night for mandatory March CAL meeting for Directors.
- b. VASE will provide one half of a hotel room per night for Blue Ribbon Board and New Regional VASE Director Training, for the VASE Directors and required Regional Directors. Required attendees that travel more than 4 hours have an option to stay the night before and the night of the meeting for safety reasons.
- c. Conference: VASE will provide one half of a hotel room for Wednesday night prior to the required CAL meeting for Directors. VASE will also provide ½ of a hotel room the night prior to the VASE Regional meeting. Documentation must include attendance sheet and agenda.
- d. If a person requires a TAEA credit card, acknowledgement of the policy, must be signed and returned to the Executive Director.
- e. All credit card holders who leave office will return credit card prior to or at conference to the Executive Director.

- **Facilitators:**

- a. All other required meetings associated with TAEA assigned by the President or Executive Director; TAEA will provide one half of a hotel room per night. If assigned travel is alone, full room rate will be reimbursed.
- b. If a person requires a TAEA credit card, acknowledgement of the policy, must be signed and returned to the Executive Director.
- c. All credit card holders who leave office will return credit card prior to or at conference to the Executive Director.

2. Meals:

- a. TAEA/VASE will provide lunch at required meetings and if the hotel provides free breakfast that meal will not be reimbursed.
- b. Travel meal(s) to and from meetings will be reimbursed along with dinner on second night at a TAEA meeting, with submission of proper receipts.
- c. There is no meal reimbursement for attending conference.

3. Transportation:

- a. TAEA will provide mileage reimbursement at the rate of ½ of the state GSA rate established by the state comptroller's office. Proof of mileage shall be in the form of a GPS map showing the beginning and end of the trip
- b. There is no travel reimbursement for attending the conference
- c. Economy/Coach air fare as required for NAEA and Western Region will be reimbursed with receipts.
- d. Any other airfare required, must be approved by Executive Director.

4. Reimbursements:

- a. All reimbursement must follow directions for meetings, meals, and transportation (itemized original receipt), receipts and documentation must be attached to the Reimbursement Form and can be emailed to headquarter or mailed to TAEA Headquarters within 10 business days from end of the event.

**Credit Card Use Policy for Texas Art Education Association
Executive Board, Facilitators and VASE Directors
Credit Card Agreement**

TAEA credit cards can only be used for business-related expenses: TAEA will pay the bill. This system enables TAEA to track and process expenses more efficiently. It is incumbent upon TAEA to ensure qualified Board Members, Facilitators, VASE Directors, and VASE Regional Directors use their TAEA issued credit card in a proper and responsible manner.

Execution and compliance with this credit card agreement is mandatory. This agreement further acknowledges the credit card belongs to TAEA who may process and investigate charges as seen fit. TAEA has the right to withdraw,]=with or without cause on any TAEA credit card previously issued.

Authorized Expenses:

1. Travel Expense

- a. Qualified travel assigned by the President or Executive Director; the credit card can be used for lodging expenses.
- b. NAEA Registration for qualified attendees
- c. Economy/Coach air fare as required and approved by Executive Director

2. Supplies for Set up such as:

- a. Refreshments for YAM March reception
- b. TASA/TASB one item for give away
- c. Jurors meals at VASE events
- d. Mailings
- e. Supplies for meetings
- f. Office supplies for your positions – ink, paper, paper clips etc.

3. President of TAEA

- a. Discretionary Fund

4. Receipts:

- a. All receipts must be turned into TAEA Headquarters within 3-5 days of credit card use
- b. Original receipt for each purchase must include: date, specifics item(s) or service purchased and details such as gratuities (if applicable)
- c. Receipts can be emailed to Headquarters or mailed to TAEA Headquarters within ten business day from end of the event/purchase.

Any charge above \$200 must be approved in writing by the Executive Director and approval will be sent to TAEA's accountant for record.

Non-Authorized Expenses:

1. Personal Expenses such as:

- a. Gasoline
- b. Snacks
- c. Dinners
- d. Alcohol
- e. Any cost above registration for NAEA

Cardholder Responsibility

- 1. Ensure Proper use as described in this policy
- 2. Safekeeping
- 3. Use the card sensibly and avoid unnecessary expenses
- 4. If personal or unauthorized expenses are incurred, you will have to pay TAEA the total cost within 3-5 days once Headquarters and Executive Director concur. Failure to do so, your TAEA credit card will be recalled.

Signature: _____

Printed Name: _____

Date: _____



Reimbursement Request Form

Date: _____

Name: _____

Position: _____

Phone: _____ Email: _____

Budget Number _____

Itemize Expense/ State Purpose of Expenditure:

Attach Receipts/Invoices to Back

Total Amount of Reimbursement: \$ _____

Mailing Address: _____

City/State/ZIP: _____

Signature: _____

Reimbursement must be submitted within 10 business days after the event.

Mail this request form for reimbursement to:

**Jody Henry
TAEA Headquarters
14070 Proton Road
Ste. 100, LB 9
Dallas, TX, 75244**

VI. Texas Art Education Outreach – TAEO

Reports to: President, Executive Director, Executive Board, Distinguished Fellows, Retired Division Chair and Membership Chair

Purpose: To promote and offer successful quality art education support to Texas art educators through mentoring and professional development presentations.

Responsibilities: Administrator(s) will:

1. Be selected from the Distinguished Fellows and/or Retired Division or their selected designee
2. Be non-voting member(s) of Council at Large
3. Complete an annual report of activities for TAEA Headquarters and the Distinguished Fellows
4. Monitor on-line enrollment forms from mentees, mentors, and presenters
5. Verify/qualify all applicants with assistance from the Distinguished Fellows, Retired Division Chair and Membership Chair
6. Communicate with all applicants
7. Function as liaison with school districts, education service centers and higher education to assist with mentors and presenters
8. Work with TAEA Headquarters to maintain a roster of participants
9. Any additional duties necessary to successfully implement and support this program.

VII. 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 program

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:

1. The nominee's accomplishment
2. 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.
5. Editor of TAEA Journal/Newsletter.
6. Regional Representative.
 1. Division Chairperson.
 2. TAEA Art Educator of the Year.
 3. Presidential appointment(s) that were approved by the TAEA Executive Committee.
 4. Conference Local Chairperson (State and/or National).
 5. Conference Local Committee (State and/or National).
 6. Conference Session Speaker (State and/or National).
7. Professional publications, research, creative work, or related activity which is reported regionally and/or nationally:
 - a. Books
 - b. Articles
 - c. Book Reviews
 - d. Exhibitions
8. TAEA, NAEA, or other awards that honor exemplary teaching, research, scholarship, or professional service.
9. NAEA service:
 - a. NAEA Elected Office
 - b. NAEA Award
 - c. NAEA Delegates Assembly
 - d. Number of years as NAEA member
10. Number of years of teaching credit.
11. Number of years as a TAEA member.
12. Service with related professional groups.
13. 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 2nd 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.

TAEA Distinguished Fellows:

Charter Members are the 1993 founding members of the TAEA Distinguished Fellows

Charter – Julia F. Beckham*	1995	Rebecca Felts
Charter – James Clark	1995	Pauline Gawlik
Charter – Lourena Cook*	1995	Nancy Miller
Charter – D. Jack Davis	1995	Trois Taylor
Charter – Janet Fox		
Charter – Bill Francis	1996	Dale Battle
Charter – Horathel Hall-Jones	1996	Cindy Broderick
Charter – Amy Freeman Lee*		
Charter – Bill Lockhart*	1998	Sara Chapman
Charter – Phyllis Miller		
Charter – Marven Platten	1999	Daphna Lillenster
Charter – Jeanne Rollins		
Charter – Mary Pearl Temple		
Charter – Alice Webb		
Charter – Ida Nell Williams		

2003 Keith Arney	2015 Scott Benson
2003 Kay Savay	2015 Joe Cullotta

VIII. Texas Art Education Foundation (TAEF) 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.

Frequently Asked Question: Conference Location

How does the Texas Art Education Association Executive Board decide where to hold the annual conference? The board must consider many variables when choosing the location of the annual conference.

COST - The cost per member to attend must be affordable. Some considerations include rental of the conference center, internet connectivity, and the hotel/conference center requirements. Sometimes the convention center provides complimentary Wi-Fi and sometimes TAEA has to purchase Wi-Fi. For example, in McAllen, the city provided Wi-Fi with no cost to anyone! Unfortunately, some cities have become too expensive.

SPACE - The conference center and hotel have to be able to accommodate all of the amazing workshops, speakers, and the vendors. The workshops need flexible seating, a variety of room sizes, projection screen set-up, and a nearby water source. Display space for the Gold Seal Exhibit and local art, the Artisan's Market, and Walk-up workshops is also a consideration. **Add in number of minimum required workshop spaces**

AVAILABILITY – conference centers and hotels need to meet the availability of our November conference dates. Many facilities are unable to accommodate the TAEA Conference schedule.

OFF-SITE EXPERIENCES – Conference locations should have plenty of opportunities for members to attend experience institutes, workshops, museums, and galleries. Admission fees to off-site events should be affordable and transportation should be expedient.

HOTEL DATE & TIME COMPATIBILITY – It is critical when selecting a hotel and convention center that the dates line up for both facilities. First, we need to have dates in November and the hotel sleeping rooms have to be available at the same dates as the convention center meeting space.

LODGING – Conference hotels must be suitably located near the conference center, have low cost or free parking, and give a price break on blocks of rooms. The larger the hotel, the higher the room prices.

MULTI-YEAR CONTRACTS - Conferences are often planned 5 years in advance. Sometimes hotels/conference centers give TAEA a price break if we schedule another conference at the same location within 3 to 4 years.

CONFERENCE TEAM - The members of the local TAEA Conference committee organize and plan the conference. The conference committee is typically local so that they are knowledgeable of the area's resources and are available to meet regularly during the year prior to the conference.

GEOGRAPHY – TAEA leadership believes that it is important to bring the conference to as many regions of the state as possible. This gives our organization an opportunity to engage more of our members in leadership roles and to connect with members in a variety of locations across our state.

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.
- **CEDFA:** one representative will receive a free registration.
- **TEA ARTS:** one consultant will receive a free registration.
- **TEXAS CULTURAL TRUST** – 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. [Refer to Conference Handbook –need link](#)

X. Student Events Highlights

Events:

- 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 (TAEA) upholds the highest standards for art production that must be evident in original works of art as guided by the Texas Essential Knowledge and Skills. TAEA believes that for artwork to be truly original, the main focal point of any artwork must have an original source. Direct observation is encouraged. Copying of any image not original to the student is considered non-compliant to originality in artwork production and a possible violation of copyright law in the case of copying a published image. The responsibility to instruct, encourage, and monitor originality lies with the teacher. Teachers need to uphold the highest standards in their teaching and the integrity of art contests, exhibitions, and events.

The following artistic processes must be used for the artwork to be considered original:

- The main focal point and/or main idea of all artworks must have an original source.
- Students must create the main focal point from observation, an original student-generated or student-directed photography, and/or their own imagination.
- Sources used for the main focal point and/or main idea of artworks are considered primary references. Primary references must be original.
 - Composition and/or concept of the artwork must be original and may not replicate the artwork of an historical or contemporary artist.
 - Areas of the artwork that are not the main focal point may be composed from secondary references. Secondary references may include but are not limited to Public Domain images from magazines, textbooks, downloaded images, photo files, etc. used to develop an artwork.
 - TAEA/VASE strictly adheres to Fair Use and Copyright Law as stated in the U. S. Constitution Art. I, S 8, cl. 8.
 - The use of logos is allowed as a secondary reference.

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.
- Copying or reproducing in any media a published image, photograph, album/CD/DVD cover, how-to-book, magazine, image from historical or contemporary art history, etc.
- Artwork including any licensed character.
- Photographs taken by the art teacher may not be used as the main focal point of any student artwork. Because of an art teacher's training they are considered a professional.
- Teacher-directed art production where every student artwork is identical.
- Teacher directly working on student artwork.

TAEA Standards for 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 dependent 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. 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 supersede 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:

- DVDs
- Flash drives

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:

- DVDs
- Flash Drives
- 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: 10% of up to 30 seconds of a song only

- 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 and Signed Statement

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

XI.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.
1. Council members comment on proposal or issue or ask questions for clarification.
2. Group discussion invited.
3. 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.
4. 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.
5. Call for Consensus vote, "Is there Consensus on the Proposal? Vote "Yes" for approval. (pause) Any disapprove?"
 - If vote is 90% or more approval, there is consensus and proposal is adopted as is.
 - 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.
 - 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 proposals for new items and/or revisions to policy to be presented at a Council Meeting must be first vetted and approved for presentation by the Executive Board and placed on the Council agenda before presenting to council.

- 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

XII. Operating Policies and Procedures

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.

Penalties for Rules & Policies Infractions

A) Submitting a Grievance:

1. Any student, parent, director, TAEA member, school official or concerned party may submit a grievance.
2. Grievances must be submitted to the Division Chair, Executive Director, and/or the TAEA President.
3. 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.
4. 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
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

