

WEST VIRGINIA ART EDUCATION ASSOCIATION POLICY MANUAL

REVISED AND ADOPTED JUNE 3, 2006

West Virginia Art Education Association Positions / Job Descriptions:

WVAEA MEMBER

Without members, there is no organization. An organization becomes necessary when Enough people CARE about something to act. A WVAEA member's duties are:

1. To be INFORMED about art education;
2. To PARTICIPATE through:
 - Time
 - Talents and Services
 - Financial Support
 - Commitment to the aims, objectives, and work of the WVAEA
 - Suggestions for improvement of the association
 - Advocacy and Public Relations, and
 - Support of the policies and programs of the National Art Education Association

THE ELECTED OFFICERS OF THE WVAEA

President
Past-President
President-Elect
Secretary
Treasurer

WVAEA EXECUTIVE COMMITTEE

The WVAEA Executive Committee will include all elected officers and the West Virginia Department of Education Art Coordinator as a non-voting ex officio member.

MEMBERS OF THE WVAEA BOARD OF DIRECTORS

The WVAEA Board of Directors will consist of the Executive Board and positions appointed by the President. Appointed positions would include standing committee chairs, two (2) members-at-large, newsletter editor, webmaster, conference coordinator, division directors, and regional representatives. Unless otherwise provided by the constitution and by-laws of the WVAEA, each Board Member will:

- UNDERSTAND WVAEA by-laws
- ATTEND WVAEA Board of Director's and Members' meetings
- REPORT in writing or in person to the WVAEA Board of Directors
- PROMOTE the policies and goals of the National Art Education Association and the WVAEA
- SUBMIT news items and art education articles to the Publishing Committee and Advocacy Chair
- ASSIST the Conference Coordinator with the Fall Conference, and
- SUPPORT AND ADVOCATE quality art education

APPOINTED BOARD OF DIRECTORS POSITIONS

The WVAEA President is responsible for appointing members to the following positions:

- Division Directors representing:
 - a) Museum Education
 - b) Supervision and Administration
 - c) Higher Education
 - d) Secondary Education
 - e) Middle Education
 - f) Elementary Education
 - g) Retired Educators
 - h) Student Art Educators (one-year term)
- Eight (8) Regional Representatives representing each of the RESA regions determined by the West Virginia Department of Education
- Newsletter Editor
- Webmaster
- Two (2) Members-At-Large
- Membership Committee Chair
- Advocacy Committee Chair
- Fall Conference Coordinator/s
- Youth Art Month Coordinator
- Youth Art Month Two-Dimensional Events Coordinator
- Youth Art Month Three-Dimensional Events Coordinator
- Youth Art Month Poster Contest Coordinator
- Youth Art Month Flag Design Contest Coordinator
- Youth Art Month Reports Coordinator

The appointees will agree to carry out the specific duties of their position and will serve on the WVAEA Board of Directors for a two year period unless otherwise specified.

JOB DESCRIPTIONS – ELECTED OFFICERS

PRESIDENT:

The President is the elected leader of the organization. The President's duties are:

- To PRESIDE at all WVAEA meetings
- To REPRESENT the association at NAEA functions
- To COMMUNICATE with the membership through the newsletter, website, and/or reports
- To CARRY WVAEA initiatives and concerns to the NAEA Delegates Assembly
- To APPOINT non-elected positions
- To DELEGATE responsibilities and duties undesignated by the by-laws
- To SERVE as an ex-officio member of all committees
- To INITIATE activity, action etc. to promote the organizational whole
- To COORDINATE the workings of the organization into a harmonious whole
- To LISTEN responsively to the members
- To EVALUATE various aspects of the organization's programs
- To DIRECT the organization in suitable plans and activities in order to accomplish organizational goals

- To PROVIDE opportunities for leadership training for Board members and the general membership.
- To KEEP abreast of the activities in progress in the organization
- To actively PROMOTE the organization through advocacy and public relations
- TO REPRESENT WVAEA at functions, including non-WVAEA events
- To ACT as Parliamentarian or to appoint one
- To ASSIST the Conference Coordinator with the Fall Conference; and
- To COMMUNICATE and COORDINATE activities with the West Virginia Department of Education Arts Coordinator.

PAST-PRESIDENT:

The Past-President is the voice of immediate past experience who provides insight and clarification for the continuance of the organization's activities and events without interruptions or delays. The Past-President serves as a stabilizing influence. The Past-President's duties are:

- To ADVISE and ASSIST all officers and Board Members as needed
- To INSTALL newly elected officers and newly appointed positions at the Fall Conference
- To INSURE that all new Board Members have a copy of the By-laws and the policy manual
- To COMPILE and DOCUMENT his/her time in office for the official archives of the WVAEA; and
- To actively PROMOTE the organization through advocacy and public relations.

PRESIDENT-ELECT:

The President-Elect serves in multi-faceted areas and is the officer in preparation for the Presidents of WVAEA. It is a time to become closely associated with the membership; a time to observe, study, plan, contemplate, and evaluate. It is intimate involvement in the workings of the association. The President-Elect's duties are:

- To PRESIDE at WVAEA meeting in the absence of the President
- To ASSIST the President in plans and activities in order to accomplish organizational goals
- To SERVE in positions as requested by the President
- To DEVELOP and IMPLEMENT constructive activities to increase the effectiveness of the WVAEA
- To PREPARE for assuming the position of President at the end of the President's term
- To RECRUIT members who will be willing to serve or will continue to serve on the WVAEA Board of Directors when he/she assumes the positions of President
- To PROMOTE membership in the association; and
- To COORDINATE the WVAEA and NAEA Awards Program including nominations, ballots, voting procedures, ordering awards, and awards presentations.

SECRETARY:

The Secretary is responsible for keeping accurate records of business conducted by the WVAEA. The official archives of the WVAEA are entrusted to the secretary and are to

be passed on to their successor. They are additionally responsible for and correspondence requested by the President of the Board of Directors. The Secretary's duties are:

- To RECORD accurately the transaction of all WVAEA Board Meetings, Executive Committee Meetings, and the Fall Conference Members' Meeting
- To ASSEMBLE and UPDATE a list of the WVAEA Board of Directors with their contact information
- To REPRODUCE and DISPENSE the WVAEA minutes to all Board Members AS SOON AS POSSIBLE after Board Meeting and the Annual Fall conference Members' Assembly Meeting
- To ARCHIVE and have access to the list of WVAEA-NAEA members sent by the National Association
- To WRITE correspondence or notes, such as 'thank you' letters or cards, as requested by the President or the Board; and
- To ORGANIZE information into official WVAEA Archives

TREASURER:

The Treasurer is the custodian of the WVAEA funds. The accurate accounting of receipts and disbursements is essential to the planning and execution of association activities and events. Sound fiscal decisions are the responsibility of the Board; and the treasurer serves as their agent in collecting, dispersing, and investing funds. The duties of the Treasurer are:

- To RECEIVE funds from rebates from NAEA memberships, donation, conference registrations and fees, and all money-making activities
- To DEPOSIT in WVAEA accounts all income from rebates, donations, conference registrations and fees, interest, and all money-making activities
- To PAY Board approved expenses incurred by WVAEA activities, events, officers, and members
- To MAINTAIN accurate records of receipts and expenditures
- To PROVIDE a written and/or oral report of WVAEA finances at each Board Meeting, at the Fall Conference members' Assembly Meeting, or requested by the Board
- To MAINTAIN proper legal documents for non-profit organization status
- To INVEST a portion of the WVAEA assets as deemed appropriate by the Board
- To REIMBURSE approved expenses following established guidelines
- To ASSIST the Conference Coordinator by collecting registration and workshop fees, accepting meal reservation fees and establishing a system to identify paid participants, and creating class schedules for each individual based on individual preferences indicated or availability of sessions; and
- To ISSUE receipts for fees collected from members and for donated items or cash received from members and non-members, providing a request is made for such
- To APPOINT, with Board approval, an individual as a co-signer/alternate on WVAEA accounts

JOB DESCRIPTIONS – BOARD OF DIRECTORS/OTHER POSITIONS

DIVISION DIRECTORS:

The Division Directors are liaisons to member and non-member West Virginia art educators in “job-alike” categories. The Divisions include Museum Education, Supervision and Administration, Higher Education, Secondary education , Middle Education, Elementary Education, Retired Educators, and Student Art Educators. General duties of the Division Directors are:

- To MAINTAIN a list of “job-alike” art educators with contact information from the provided NAEA membership list
- To actively PROMOTE the organization through advocacy and public relations
- To RECRUIT potential members in “job-alike” categories, as well as other categories of art education.
- To DEVELOP “job-alike” resources, programs, teaching strategies/lesson plans, and other specialized information for use at conferences and other meetings as needed
- To SEEK ways to serve West Virginia art educators
- To SERVE as a liaison between “job-alike” art educators and the WVAEA Board of Directors, gathering and disseminating division news and information
- To WRITE one item/article per year for the WVAEA newsletter or to be published in the WVAEA website, and
- To ATTEND WVAEA Board Meetings

The DIVISION COMMITTEE CHAIR is selected by the President from the Division Directors and coordinates the activities and actions of the group, and gathers information about divisional activities for publication.

REGIONAL REPRESENTATIVES:

Each Regional Representative represents member and non-member art educators in their RESA area. Each representative serves as a liaison to member and non-member art educators in one of the eight (8) geographic areas determined by the West Virginia Department of Education. General duties of the Regional Representatives are:

- To DEVELOP a contact/ mailing list of member art educators, as well as non-member art educators in the representative’s RESA area
- To REPORT about their individual region in writing or in person to the WVAEA Board
- To INFORM the President of regional plans and activities
- To RECRUIT potential members within the region for the organization
- To SUBMIT items of regional interest to the WVAEA newsletter editor or the WVAEA webmaster
- To SHOW SUPPORT and network with art educators in their region
- To PLAN regional meetings if necessary
- To ASSIST the Youth Art Month Coordinator and the Youth Art Month Reports Coordinator in contacting and obtaining information that may be used in the YAM State Report to the Council for Art Education , INC., and
- To ATTEND WVAEA Board Meetings

The REGIONAL COMMITTEE CHAIR is selected by the President from the Regional Representatives and coordinates the activities and actions of the group, gathers information

of regional interest for publication, and leads the effort to disseminate and coordinate retrieval of Youth Art Month information within the region.

YOUTH ART MONTH COMMITTEE

Youth Art Month is observed nationally during the month of March, coordinated under the auspices of the Council for Arts Education, Inc. The goals of Youth Art Month are to emphasize the value of art education for all children and to encourage public support for quality school art programs. The Youth Art Month Committee accepts some of the most imaginative and creative challenges for the WVAEA. The committee strives to involve all West Virginia visual art teachers in promoting art education, recognizing and honoring students' artistic accomplishments, and celebrating the worth of the Visual Arts. The Youth Art Month Committee is divided into separate jobs, but work as a unit toward the common goal of increasing art awareness and support in West Virginia. The separate positions may include:

- Youth Art Month Coordinator
- Youth Art Month Reports Coordinator
- Two-Dimensional Events Coordinator
- Three-Dimensional Events Coordinator
- Youth Art Month Poster Contest Coordinator
- Youth Art Month Flag Design Contest Coordinator

General duties of all members of the Youth Art Month Committee are:

- To PLAN, with the approval of the President and the Board of Directors for the overall activities related to the observance of Youth Art Month
- To DETERMINE a theme for Youth Art Month, if desired
- To COORDINATE state plans for special events, YAM exhibits and student YAM contests
- To ENCOURAGE as many politicians, school officials, and business owners as possible to endorse Youth Art Month through an official 'Proclamation' form or by signing an 'Endorsement' form
- To CONTRIBUTE archival objects and information, such as pictures, newspaper articles, times of television features, etc. to the Reports Coordinator for the state scrapbook
- To PLAN, IMPLEMENT, and/or ATTEND YAM meetings and strategy sessions as needed
- To REPRESENT the Youth Art Month Committee at the Board of Directors meetings, and
- To SOLICIT helpers from both the WVAEA membership and the general public.

Specific duties of the members of the Youth Art Month Committee include:

- To COORDINATE and DIRECT all Youth Art Month Committee members to plan individual activities, reserve facilities, disseminate information in a timely manner, and contribute information to the final state report.
- To INSURE that all YAM information is available to all West Virginia art educators by the beginning of October the year prior to the YAM celebration, and to determine the best way/s to distribute this information (postcards, county contacts, website, requests through website, etc.)
- To SUBMIT Youth Art Month information, contest winners, articles, etc. to the WVAEA Publishing Committee (newsletter and website) and to newspapers and deemed appropriate; and

- To REPRESENT the WVAEA at Youth Art Month events on the state and national levels or to recruit a committee member or officer to serve in this capacity.

Youth Art Month Reports Coordinator:

- To DEVELOP a system and timeline to inform West Virginia art educators about recording and reporting Youth Art Month activities.
- To ASSEMBLE pertinent information about Youth Art Month activities from each of the counties
- To UTILIZE the Regional Representatives to contact the counties in their RESA area to remind them about submission of final Youth Art Month Summary Reports; and
- To CREATE a state scrapbook following the guidelines established by the Council for Art Education, Inc., and to submit the completed scrapbook by the published deadline. A copy of the scrapbook should also be made for the WVAEA archives using some type of copying format.

Two-Dimensional Events Coordinator and

Three-Dimensional Events Coordinator

- To ORGANIZE the state exhibit/s for West Virginia visual art students by working with the host organization/exhibit hall to establish timelines, exhibit dates which may coincide with Youth Art Month, artwork criteria and eligibility, mailing or delivery specifications, awards, opening or closing receptions, etc. If there is a proposed change in the currently established venue, the proposal is to be approved by the Executive Committee or the Board of Directors
- To PUBLICIZE the event statewide
- To COMMUNICATE information about the event/s to the Youth Art Month Coordinator by early September of the year before Youth Art Month
- To PLAN an annual hands-on workshop experience for all West Virginia art educators, if appropriate.

Youth Art Month Poster Contest Coordinator and

Youth Art Month Flag Design Contest Coordinator:

- To ORGANIZE the statewide Youth Art Month design contests for West Virginia visual art students. A timeline needs to be established to insure that there is ample time to receive the entries, judge the contest, and complete the final products (fabric flag, statewide poster, YAM certificates)
- To INVOLVE NAEA/WVAEA Student Chapters in the judging process
- To WORK with an agency or recruit someone to produce the final products from the selected designs
- To INSURE that products are sent where they need to be by the deadlines established; and
- To PUBLICIZE the contests and winners in public forums as well through the WVAEA Publishing Committee.

PUBLISHING COMMITTEE

Our primary communication tools for the WVAEA are the LOGO newsletter and our website at <http://WVAEA.homestead.com/>. The LOGO is the official publication of the association, with a chief editor and his/her selected editorial staff. The website is the official electronic communication site of the association and has a webmaster and his/her selected editorial staff. All members are encouraged to submit news and information to either or both of

these forms of communication. The primary purpose of the publishing committee is to INFORM, REPORT, and PUBLICIZE the plans, activities, and policies of the WVAEA. The duties of the Publishing Committees are:

- To COMPILE material by SEEKING information from officers, committees, and members at WVAEA meetings and through personal contact
- To PUBLICIZE deadlines for receiving materials and guidelines from the format of information, if applicable,
- To SELECT viable art education materials to include—such as articles from national, WVAEA generated writing, divisional and regional reports or articles, links to websites, etc.
- To PUBLISH student winners of WVAEA sponsored or endorsed contests using a first initial and last name format only
- To DESIGN the organization of materials, the format, and appearance to be aesthetically pleasing
- To UTILIZE an editorial board to insure accuracy of information, grammar, and spelling
- To ATTEND Board Meetings regularly
- To SOLICIT advertising, if possible; and
- To MAKE the published materials available to the membership of interested individuals. The newsletter should be published and distributed to the membership a minimum of three (3) times a year with the option of a special 'Conference Issue
- To be sent to all known art educators in West Virginia. The website will be maintained and updated regularly during the year

FALL CONFERENCE COORDINATOR

The WVAEA Fall Conference is our major annual offering of quality continuing education and workshops to inspire and improve teaching skills. Developing friendships, networking with other art educators, considering and implementing professional plans, and sharing experiences are important to our organization, and the fall conference encourages these practices. It also serves as the location for our annual Member Assembly Meeting, awards presentations, and benefit auction. The Fall Conference Coordinator's duties are:

- To SELECT a team to assist in planning and implementing strategies to insure a successful, financially sound, and professionally rewarding conference
- To DETERMINE the geographical location, the physical facility/s, lodging and meal options, and, if desired, a theme
- To UTILIZE the experience of past conference coordinators and NAEA's Conference Planning Book to simplify the planning process
- To DELEGATE responsibilities to other members of the committee officers, and Board of Director Members
- To ORGANIZE the separate events to provide the most opportunities for participation
- To SEEK outside sponsorships and funding, if possible, to enhance the conference without creating a financial strain on the association
- To ATTEND the Board of Directors Meetings and keep the Board informed about conference matters

- To DISTRIBUTE and COLLECT evaluation materials at the conference, and
- To PRESENT a final report to the WVAEA Board about the Fall Conference

MEMBER-AT-LARGE

Two Members-At-Large serve as the voice of all members of the association regardless of specific divisional or regional affiliations. The Member-At-Large duties are:

- To REPRESENT the general membership at WVAEA Board of Directors Meetings
- To FACILITATE communication from members by being available to listen to concerns and suggestions and by providing contact information such as phone numbers and an email address, and
- To COMMUNICATE members' issues and suggestions to the Board of Directors and to keep the members informed about discussions and decisions made by the Board.

MEMBERSHIP COMMITTEE CHAIRPERSON

The Membership Committee Chairperson helps insure the vitality and effectiveness of the organization by encouraging West Virginia art educators to join and become/remain active in their professional organization. The Membership Committee Chairperson's duties are:

- To WORK with selected committee members to develop ideas and bring suggestions to the Board of Directors concerning ways to encourage and recruit members
- To COMPILE a list of member and non-member West Virginia art educators with pertinent contact information from the NAEA membership list, conference registration, and/or any other resources available
- To PROMOTE the benefits of state and national membership in the association; and
- To IMPLEMENT strategies developed by the Membership Committee or the Board of Directors to increase and maintain memberships.

ADVOCACY COMMITTEE CHAIRPERSON

The Advocacy Committee Chairperson serves the WVAEA, the NAEA, and all member and non-member art educators by publicizing and emphasizing the value of art education for all children and encouraging public support for quality school art programs. The Advocacy Committee Chairperson's duties are:

- To UTILIZE all available resources, such as the newsletter, the WVAEA website, the press and news media, and Youth Art Month activities and events to promote quality art education for all children.
- To KEEP INFORMED about current research, initiatives, and programs that support the need for, and maintain the standards for the delivery of effective, sequential art education on the state and national levels
- To PUBLISH advocacy information and strategies in the LOGO and on the WVAEA website
- To DEVELOP ideas for promoting art advocacy and to communicate them to the Board of Directors; and
- To WORK in close relationship with the Membership chairperson, the Youth Art Month Chairperson and Committee Members, the Publishing Committee, and the WAEA officers to coordinate efforts to continually advocate and promote the importance of quality art education.

-IN SUMMARY-

An organization is as strong as the MEMBERSHIP who accepts membership as both a privilege and a responsibility whether it is an elected or selected position of leadership or as a member. A vital organization is and ACTIVE, changing entity featuring differences in philosophies, opinions, and abilities about current opportunities and challenges. Yet, it is also a body BOUND together by common purposes, aims, and goals. EACH member has a UNIQUE ROLE which only the can play, since the final test of an organization RESTS with the INDIVIDUAL MEMBER.

POLICIES ADOPTED BY OR ENDORSED BY THE WVAEA:

NAEA POLICY STATEMENT CONCERNING INVOLVEMENT IN ART CONTESTS AND COMPETITIONS FOR STUDENTS AT THE SECONDARY LEVEL:

Student participation in art contests and competitions is a controversial subject, which has long been a matter of concern for members of the art education profession at the junior high (middle school level) and senior high school level.

The NAEA recognizes that art competitions can serve as a positive experience for those students who wish to enter such contests and who possess sufficient emotional maturity of a certain group or individual entering art competitions usually falls to the judgment of the art teacher who has the knowledge and understanding of both the competition and the maturity of the involved students. Whenever it is the responsibility of the art teacher to supervise and/or endorse the entry of a secondary level group or individual in art contests and competitions, the NAEA extends the following guidelines:

1. The art teacher should assume the responsibility of making known to the students involved the specific rules of the art competition and the specific criteria upon which the art work will be judged.
2. No work that has been directly copied from a published source should ever be entered into a competition unless the student has creatively modified or reinterpreted the original work using the student's own vision or style. Only work which is the unique creation of the individual student should be entered in competitions.

Art teachers must be vigilant in making a distinction about the difference between blatant copying and inventive incorporation of borrowed motifs for a creative statement. Contemporary artists such as Andy Warhol, Robert Rauschenburg, and Jasper Johns incorporate recognizable motifs and symbols into their works, adapting the image to their own creative ends. Students whose desire for visual representation is limited by environment or experience may have to rely on a published image as a guide when producing a work, but the student's art work must modify or reinterpret the original idea in order to be acceptable for competition. Henri Rousseau is an example of an artist who had to interpret secondhand the experience of others when portraying the birds and beasts in his jungle paintings.

3. Students should not engage in reproducing other artists' visual images for the purpose of presenting them as their own creative work in competitions.
4. The art teacher should assume the responsibility of making the ethics of art competition known to students and to refuse to approve the entry of students work which carries any doubt as to its authenticity and originality. Keeping this policy in mind will also help avoid copyright infringement problems for the student artist.
5. The art teacher should assume the responsibility for aiding students in understanding that judgment of the work of art in any given contest is not a judgment of the individual who created the work but only of the work itself in one particular instance.

Art competition at the secondary level can be a healthy and rewarding experience. Students should, through their art instruction, have gained some understanding of aesthetic and qualitative criteria for judging the merit and quality of art works, their own and others. Most students at this level can enter competitions and grow artistically and emotionally as a result of having their work judged against that of their peers. It is the responsibility of the art teacher to help ensure that secondary involvement is kept on the highest ethical level and that the competition is a positive experience for all.

NAEA & WVAEA POLICY CONCERNING AWARD RECOGNITION:

Administration of the Awards Program is the responsibility of the President-Elect and an ad-hoc committee selected by him/her. WVAEA awards will be presented annually at the Fall Conference.

A "Call for Nominations" including the following award information is to be included in the Spring issue of LOGO and posted on the WVAEA website before June 1.

- *A copy of the NAEA Nomination Form or information on how to access the form electronically*
- *A visually prominent, specifically designated area for the information related to the 'Call for WVAEA/NAEA Award Nominations'*
- *A due date established for nominations to be received (the recommended due date would be no later than June 30)*
- *A suggested, but not necessarily verbatim format for the information would be:*

The WVAEA Awards Committee is now accepting nominations for awards which will be presented at the annual Fall Conference. The committee agrees that the rationale for conferring awards is twofold. First, it is to recognize those individuals within our membership who have received the highest level of professionalism in the field of visual arts education. Second, it is to show our appreciation to those individuals and organizations who have contributed their services in an exemplary manner to the WVAEA and the goals of our profession. The awards categories are as follows:

WEST VIRGINIA ART EDUCATOR OF THE YEAR
 WVAEA ELEMENTARY ART EDUCATOR OF THE YEAR
 WVAEA MIDDLE SCHOOL ART EDUCATOR OF THE YEAR
 WVAEA SECONDARY ART EDUCATOR OF THE YEAR
 WVAEA HIGHER EDUCATION ART EDUCATOR OF THE YEAR
 WVAEA ART SUPERVISOR/ADMINISTRATOR OF THE YEAR
 WVAEA MUSEUM EDUCATOR OF THE YEAR
 WVAEA DISTINGUISHED SERVICE WITHIN THE PROFESSION
 WVAEA DISTINGUISHED SERVICE OUTSIDE THE PROFESSION

AWARDS PROCEDURES:

The nominee must be a current, active member of the WVAEA with the exception of nominees for the “Distinguished Service Outside the Profession” and the “Museum Educator of the Year” categories. Those wishing to make a nomination must also be current, active member of the WVAEA and submit a nomination form stating the nominee’s name, the award for which they are being nominated, and the requested nominator’s information. If the nominee accepts the nomination, they will be responsible to provide the remainder of the information on the nomination form, a completed VITA form, a head-shot photograph for publicity, and ten (10) bulleted items highlighting their professional experiences, awards, and accomplishments. The nominator will also be asked to write a support letter once the nominee submits all the requested materials.

AWARD TIMELINE:

- Spring (April, May) – “Call for Award Nominations” along with nomination form or information on how to access nomination forms electronically is to appear in the LOGO newsletter and on the WVAEA website.
- June—All nominations must be received by June 30.
- July—Awards Chairperson and their committee contact nominees requesting the information to complete the nomination form, a completed VITA form, a photograph for publicity purposes, and ten bulleted items highlighting their professional experiences, awards, and accomplishments which will be included with the ballot.
- July—Request a letter of support from the nominator
- July—Request membership mailing labels from the NAEA
- July, August—Prepare the ballots with biographical information for each candidate prepared from the bulleted items submitted by the nominee. Mail the ballots to the WVAEA members by August 15. Have the ballots returned by August 30.
- September—count ballots to determine winners, prepare nomination packets for the NAEA Awards program before October 1st deadline, order award plaques, compile introductions of each winner for use by the presenter of awards at the Fall Conference.
- October—After the announcement of winners at the Fall Conference, send a form to each winner on which they may request press releases to specific media and letters of congratulations to supervisors/principals/etc.
- October, November—Send press releases and congratulatory letters.

FORMAT OF THE AWARDS:

The President-Elect, serving as the Awards Committee Chairperson, shall recommend to the Executive Committee, for approval, the form that each award or recognition will take. The President-Elect will also submit the names of all award recipients with pertinent information to the LOGO newsletter and the WVAEA website for publication.

WVAEA ELECTION PROCESS:

Every even-numbered year (ie. 2012-2014 etc), the WVAEA Executive Committee will serve as the nominating committee and as such will seek candidates in order to present a “slate of officers” to the Members Assembly at the Fall Conference. The positions of President and Past-President will, barring unforeseen circumstances, automatically be selected from the previous slate’s President-Elect and President respectively. The position of President-Elect involves a six-year commitment—2 years as President-Elect, 2 years as President, and 2 years as Past-President. The positions of Secretary and Treasurer involve a two-year commitment.

The “slate of officers” compiled by the Executive Committee is presented to the membership at the annual Members Assembly meeting at the Fall Conference. Additional nomination may be made from the members assembled and, upon a second from the floor, the candidates would be voted upon. If additional nominations are made, paper ballots will be used. Ballots will be counted by a Member-At-Large, unless they are running for an office themselves. If both members-At-Large are running for offices, votes will be tallied by the outgoing Past-President. If no nominations are made from the general membership, the slate of officers, upon a motion to accept and a second, is voted upon with a voice vote of ‘yea’ and ‘nay’.

If a ‘slate’ is defeated, the Executive Committee will reconvene, affirm the current slate or develop a new slate, and conduct the election by mailing ballots to all members.

WVAEA POLICIES CONCERNING POLITICAL ACTION AND LEGAL ACTIONS:

Our association will follow the guidelines in the by-laws. We feel that we, as an association, should not and will not take part in any political action in the state involving candidates running for office.

We will, however, be advocates for Art Education; and, therefore, may encourage members to express their concerns about legislation concerning art education issues. The association will have the option to recruit the services of a lobbyist, if deemed necessary by the Executive Committee, to influence governing officials for the good of art education and art educators in the state.

The association’s policy is not to get involved in personal problems involving teacher employment or any legal matters of art teachers in the state, as official members of the WVAEA Board of Directors.

WVAEA STATIONERY

WVAEA stationery is to be used only for official Board business and communications endorsed by the organization. The Secretary will be responsible for the use and distribution of WVAEA stationery.

WVAEA FINANCIAL POLICIES:

In addition to regular treasurer’s reports, the Treasurer of the association will prepare a detailed year-end report of expenses and assets at the January Board of Directors meeting.

GENERAL REIMBURSEMENTS:

Approved expenses for supplies used in sessions presented at WVAEA conferences and events will be reimbursed if:

- The actual receipts are submitted with the official "Reimbursement Form" during a period of time not exceeding six (6) month from the date of the event; and
- The presenter charged a fee for materials to the participants.

Any requests for reimbursement that exceed the six month period will require the approval of the Board of Directors. WVAEA will assume the responsibility for the actual amount of approved purchases and will not pay any late fees or penalties that result from the purchaser's failure to personally pay the obligation (for reimbursement) or submit the bill for payment within a 30 day period from the date of the purchase.

Reasonable actual expenses as a result of Youth Art Month activities, state leadership events, NAEA delegate gifts, or other activities required by the job description of a leadership position or approved by the Board of Directors will be reimbursed if receipts are submitted with the "Reimbursement Form: within a six month period.

NAEA COVENTION OR REGIONAL LEADERSHIP EVENT REIMBURSEMENTS:

In appreciation of service to the organization, any elected officer of the WVAEA may request reimbursement of the basic NAWA Convention registration fee (excluding meals, workshop fees, or special event fees) if the choose to attend the Convention. Additionally, the President of the WVAEA, as a representative of the organization at the Delegates Assembly, they may request reimbursement of up to **\$300** of his/her convention expenses. If the President-Elect attends at least 50% of the Delegates Assembly, they may request up to a **\$150** reimbursement of their convention expenses.

National Award Winners, who will be recognized at the Convention, may request a reimbursement of up to **\$300** of their convention expenses. The top two Youth Art Month Report winners are awarded a stipend through the Council for Art Education, Inc.; and, therefore, will not receive additional reimbursement of convention travel expenses from the WVAEA.

In order to attend and represent the WVAEA at the Eastern Region Leadership Retreat/Workshops, the President of the association will be reimbursed actual travel expenses, registration fees, and lodging cost.

WVAEA CONFERENCE FEES:

Pre-paid state conference fees will be reimbursed to an individual if he/she is unable to attend the conference. All registration fees, meal costs, and session fees need to be paid at the beginning of the conference. If a session fee is charged, attendees must pay the class fee in order to receive their materials. It is up to the discretion of the presenter as to whether they will allow attendees to 'audit' a session without the required supplies. For tax purposes, the Treasurer will issue a receipt for each individual paying conference registration fees.

DONATIONS:

Any individual or business who contributes money or items to the WVAEA may request a receipt from the Treasurer or a letter of acknowledgement from the Secretary of the organization.

FUNDRAISING

The WVAEA receives funds primarily through NAEA rebates, conference income, and money raised to the annual benefit auction. Any additional fundraising activities require the approval of the WVAEA Board of Directors.

MEMBERSHIP LISTS AND RIGHT TO PRIVACY:

Membership lists will be available to members of the Executive Committee and the Board of Directors. If an individual member requests a list, they must make known the specific reason they need the list and receive approval by the Executive Committee. The Membership Chairperson's list of member and non-member art educators shall not be distributed beyond the Executive Committee without approval from said committee. Furthermore, to insure the members' right to privacy, no lists with members' names and contact information shall be sold or given to any outside agency or company. Mailing labels and lists may be acquired from the NAEA membership office for conference use, newsletter mailings, YAM purposes, awards ballots, and any chairperson required to communicate with all or part of the membership of WVAEA.

WVAEA INITIALS:

Whenever possible, the initials of the WVAEA will appear with an enlarged letter 'A' to emphasize 'ART'.

HOUSE POLICY FOR CARDS:

In the event of a birth, wedding, graduation, hospitalization, serious illness, or death of a Board of Directors member or any other person designated by the Board of Directors, the President will send or will ask the Secretary or designated individual to send a card.

ENDORSEMENT OF OTHER ACTIVITIES:

The WVAEA will not automatically endorse any workshops, conference, meeting, or institute not sponsored by the NAEA or the WVAEA. Endorsement of other activities may occur if approved by the WVAEA Board of Directors or the Executive Committee. Information about other activities deemed appropriate or beneficial to art educators by the Board or Executive Committee may be put in the newsletter or on our website by the Publishing Committee for our members' information

