**DADE ART EDUCATORS ASSOCIATION (DAEA)**

**BYLAWS**

**(As Amended March 7, 2017)**

**ARTICLE I – Mission**

The mission of the Association is committing, promoting, advocating, and enriching the lives of our members through the arts in the Miami-Dade County region. The Association is a teacher driven organization advocating for and supporting the Visual Arts Education of Miami – Dade County art students and teachers.

**ARTICLE II – Organization**

Section 1: **Organization**. The Dade Art Educators Association (DAEA) shall be organized to include Elected Officers, a Board of Directors, a Finance Committee, a Retired Representative, and affiliated groups.

Section 2. **Elected Officers**. The Elected Officers of the Dade Art Educators Association shall consist of a President, President-Elect, Past-President, Treasurer, and Secretary.

Section 3. **Board of Directors.** The Board of Directors, hereinafter referred to as the DAEA Board of Directors, shall consist of the President, President-Elect, Past President, Treasurer, Secretary, and appointed Board Representatives.

Section 4. **Finance Committee**. The Finance Committee shall be composed of the President, President-Elect, Past-President, Treasurer, Secretary, and a Member appointed by the elected DAEA Board of Directors.

Section 5. **Retired Representative.** The Association shall have an appointed Retired Representative.

Section 6: **Special Interest Groups**. The DAEA Board of Directors may approve the formation of Special Interest Groups.

Section 7. **Florida Art Education Association.** The DAEA Association shall be an affiliate of the Florida Art Education Association.

**ARTICLE III – Membership**

Section 1. **Membership Year.** The membership year of the DAEA shall be July 1 through June 30.

Section 2. **Active Membership.** Active membership in the DAEA shall be granted to those individuals engaged in the teaching of art or in the direction of art education programs and pursuits closely related to the field.

A. Active membership shall grant participation in the activities of the DAEA, the right to hold elective office, and to vote.

B. For purposes of voting at the annual membership meeting, active membership will be recognized for individuals in good standing whose membership dues are paid for the current membership year.

Section 3. **Associate Membership.** Associate membership in the DAEA will be granted to any individual, organization, institution or business firm interested in the general advancement of art education Miami-Dade County, the State of Florida, or the United States but not actively engaged in the teaching of art. Associate members shall have all the privileges afforded to active members except the right to hold elective office or vote.

Section 4. **Retired Membership.** Active members who retire may remain an active member or become a retired member. Retired members shall have the same privileges as active members excepting the right to hold elective office.

Section 5. **Collegiate Membership.** Student membership shall be open only to full-time undergraduate and graduate students who are not employed full-time as educators. Student members shall have the same privileges as active members except the right to hold elective office or vote.

**ARTICLE IV – Fees and Dues**

Section 1. **Annual Membership Dues.** The DAEA Board of Directors shall set the amount of annual dues for all membership categories. Changes in the amount of dues may not be enacted more frequently than once per year. The DAEA Board of Directors may approve an increase in dues not to exceed $5.00 from the current dues level. Any dues increase in excess of that amount shall be approved by a majority vote of the active members of the DAEA present and voting at the annual membership business meeting.

Section 2. **Fees.** The DAEA Board of Directors shall approve the amount of all other fees assessed by the Association.

**ARTICLE V – Governance**

Section 1. **Authority and Responsibility.** The authority and responsibility for the policies, management, and actions of the DAEA are vested in the DAEA Board of Directors, which shall perform all duties as specified in the Constitution and Bylaws.

Section 2. **Meetings.** The DAEA Board of Directors shall hold business meetings pursuant to current *Robert’s Rules of Order*. These may be face-to-face or virtual.

Section 3. **Board of Directors.** The Board of Directors shall be comprised of the President, President-Elect, Past President, Treasurer, Secretary, and a Board Member appointed from and by the elected DAEA Board of Directors, and the Board Consultant (ex-officio without vote).

A. **President**

It shall be the duty of the President to preside at meetings of the DAEA, to enforce observances of the DAEA Constitution and Bylaws, to order the execution of resolutions, to call meetings of the DAEA, to exercise supervision over the affairs of the Association, to make decisions in cases of emergency when an immediate action is necessary, to appoint all committees for which no provision has been made, and to be a member ex-officio of all committees and task forces. The President shall make all appointments for, which no other provision is made in these Bylaws in consultation and approval by the Board of Directors. The President shall serve a term of two years or until his/her successor is elected. The President shall then automatically assume the office of Past-President for a term of two years or until his/her successor is elected.

B. **President-Elect**

The President-Elect shall perform all the duties of the office of the President in his/her absence, shall carry out other duties as may be assigned by the President or the Executive Board. The President-Elect shall serve a term of two years or until his/her successor is elected. The President-Elect shall then automatically assume the office of President for a term of two years or until his/her successor is elected.

C. **Past-President**

The Past-President shall serve as advisor to the President, and shall have other duties as may be assigned by the Board of Directors. The Past-President shall serve a term of two years or until his/her successor is named.

D**. Treasurer**

The Treasurer shall serve as the financial advisor to the President, and shall have other duties as may be assigned by the Board of Directors**.** The Treasurer shall(a)participate in the development of the annual budget and in the monitoring of actual financial performance in relation to the budget; (b) render, or cause to be rendered, to the President and the Board of Directors, whenever requested, an account of all transactions entered into as Treasurer and of the financial condition of this association; c) oversee the development and observation of the corporation’s financial policies; (d) serve as chair of the Finance Committee; and e) have such other powers and perform such other duties as may be prescribed to him or her by the Board.

E. **Secretary**

The Secretary shall record the official minutes of each Board of Director and DAEA Board of Directors meetings, and all other meetings as the President may determine. The Secretary shall serve a term of two years or until his/her successor is elected.

Section 4. **Board of Directors.** The DAEA Board of Directors consists of elected and appointed positions designated as either voting or non-voting members.

A**. Voting** **Positions**

The voting positions of the DAEA Board of Directors shall be the President, President-Elect, Past-President, Treasurer, and Secretary.

B. **Non-Voting Positions**

All other members of the DAEA Board of Directors are in non-voting positions.

Section 5. **Florida Art Education AssociationDistrict’s Assembly**

The District’s Assembly shall be composed of the President, President-Elect, and/or Past-President or designee of the DAEA Board of Directors.

Section 6. **Succession**

1. **Vacancies in Elected Positions**

1. In the event the President cannot fulfill a term of office, the President-Elect shall assume the position of President fulfilling the presidential term in addition to his/her own term.

2. In the event the President-Elect cannot fulfill a term of office, or has assumed the position of the President through vacancy, a new President- Elect shall be appointed by the Board of Directors. The President-Elect so appointed shall serve until the next membership year, at which time an election shall be held to fill the vacancy.

3. In the event the immediate Past-President cannot fulfill a term of office, another Past-President shall be appointed by the Board of Directors.

4. In the event the Treasurer cannot fulfill a term of office, a qualified individual shall be appointed by the Board of Directors. The Treasurer so appointed shall serve until the next membership year, at which time an election shall be held to fill the vacancy.

5. In the event the Secretary cannot fulfill a term of office, a qualified individual shall be appointed by the Board of Directors. The Secretary so appointed shall serve until the next membership year, at which time an election shall be held to fill the vacancy.

B. **Vacancies in Appointed Positions.** The Board of Directors shall have the authority to select qualified individuals for appointed positions when vacancies occur. These appointments must subsequently be approved by the DAEA Board of Directors.

Section 7. **Removal from Office**

1. **Removal from Elected Position.** Individuals in elected positions shall be removed from office when administrative and/or fiduciary responsibility is not met. Officers in elected positions shall always act for the good of the Association and shall exercise responsibility in all decision-making.
2. **Removal from Appointed Position.** Individuals in appointed positions shall be removed from office when administrative and/or fiduciary responsibility is not met.

Section 8. **Limitation of Responsibility of the Officers**

1. The authority and responsibility for the management and for the maintenance of the good will and credit of the Association is vested in the DAEA Board of Directors, but it is expressly understood that neither the Board, nor any member thereof, nor any staff member, nor any member of the Association shall be required to accept personal financial responsibility for duly authorized bills or obligations, or for litigation that may develop from authorized activities of the organization carried on in good faith and in pursuit of the objectives, purposes, and activities prescribed or authorized by the Constitution and Bylaws of the Association.

**ARTICLE VI – Nominations and Elections**

Section 1. **Nominations Committee.** The Nominations Committee shall be composed of the President-Elect, who shall serve as chair of the committee, and three DAEA members.

Section 2. **Slate of Candidates**. The committee shall prepare an election slate of candidates for the office of President-Elect, Treasurer, and Secretary.

Section 3. **Elected Candidate Eligibility**. The candidates for President-Elect must have previously served on the DAEA Board of Directors either as an elected member, appointed member and/or a committee member. Eligible candidates shall not simultaneously hold more than one office nor succeed themselves, with the exception of the position of the Treasurer. All candidates must be active members of the DAEA and provide written confirmation agreeing to serve in the position for which they were nominated.

Section 4. **Elections**. In each odd-numbered year elections will be held by official ballot. Only active and retired members of the DAEA shall have the right to vote. The newly elected President-Elect, Treasurer and Secretary will be announced after the election ballots are tallied.

Section 5. **Newly Elected Board Members.** Newly elected Board Members shall assume office on July 1st following their election.

**ARTICLE VII – Quorum**

Section 1. **DAEA Board of Directors Meeting.** A quorum for the DAEA Board of Directors meeting shall consist of a majority of the voting members present (President, President-Elect, Past-President, Treasurer, and Secretary). It shall be the duty of the President to verify and declare that a quorum is present before conducting official DAEA business.

Section 2. **Annual Membership Business Meeting.** A quorum for the annual membership business meeting, held during the membership year, shall consist of a majority of the current Association membership present. It shall be the duty of the President to verify and declare that a quorum is present before conducting official DAEA business.

**ARTICLE VIII – Committees and Task Forces**

Section 1. **Committees.** Committees are responsible for long-term Association projects or program management. While committee composition may change periodically, the purpose remains constant. The DAEA Board of Directors, without a requirement to amend these Bylaws, may form additional committees. Initially, the following Standing Committees are established:

A. **Finance Committee.** The Finance Committee shall be composed of the President, President-Elect, Past President, Treasurer, Secretary, and appointed DAEA Members. The committee shall oversee the timely preparation of an annual budget for presentation to the DAEA Board of Directors, make reports at each DAEA Board of Directors meeting on the financial affairs of the Association, and ensure the preparation of an annual financial report and the timely filing of state and federal documents.

B. **Nominations Committee.**  See Article VI - Nominations and Elections

Section 2. **Task Forces.** Task Forces are responsible for short-term, specific projects or goals assigned by the President or the DAEA Board of Directors. Upon completion of the specific assigned task, a task force is dissolved.

Section 3. **Committee and Task Force Chairs**. The President, in consultation with the DAEA Board of Directors, shall appoint each committee and task force chair. Committee and task force chairs, in consultation with the President, shall appoint their members. Committee and task force chairs are responsible for keeping the DAEA Board of Directors and management informed of the composition of their respective committee or task force.

Section 4. **Length of Committee and Task Force Appointments.** All committee and task force appointments end with the term of office of the President of DAEA. The incoming President may reappoint committee chairs to committees and task forces, make new committee appointments, or terminate a committee or task force.

**ARTICLE IX – Fiscal Year**

Section 1. **Fiscal Year.** The fiscal year of the Association shall be from January 1st through December 31st of each year.

**ARTICLE XI – Handbook of Policies and Procedures**

Section 1. **Handbook of Policies and Procedures**. The DAEA Board of Directors shall adopt and publish a *DAEA Handbook of Policies and Procedures* outlining the processesgoverning the Association. The DAEA Board of Directors shall review the handbook every two years. Modifications to the handbook may be recommended.

**ARTICLE XII – Amendments**

Section 1. **Amendments**. Amendments to the Bylaws shall require reading and approval by a majority vote at two consecutive regular or special meetings of the DAEA Board of Directors. These may be face-to-face or virtual.

Section 2. **Effective Date**. All approved amendments shall take effect immediately after the second approval by the DAEA Board of Directors

**Adopted this \_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_, 2017, by a majority vote of the DAEA Board of Directors.**

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**Maggie Vidal-Santos**

**Secretary, Dade Art Educators Association**