AET BYLAWS
Adopted March 28, 2015

Art Education Technology Issues Group (AET)

ARTICLE I - NAME
This organization is known as the Art Education Technology Issues Group of the National Art Education Association, hereinafter referred to as AET.

ARTICLE II - PURPOSES
AET as an issues group of NAEA conducts professional activities at the national level; promotes the meaningful and creative use of technology in art education; and establishes a structure where art educators interested in art education technology may share ideas and information.

ARTICLE III - MEMBERSHIP
All members of the National Art Education Association are eligible to become members of AET. NAEA members who pay AET dues are granted membership. The AET Executive Board will determine the annual dues. AET membership runs for twelve months beginning when the member joins. Membership dues are used by the NAEA-AET board to plan events and disseminate information regarding art and technology for members.

ARTICLE IV - MEETINGS
The AET annual business meeting will be held during the NAEA Convention and will consist of topics relevant to the AET mission, including: election of officers; receiving reports from officers and committees; changes to the bylaws; dues; and any other business that may arise.

ARTICLE V - THE EXECUTIVE BOARD
Section 1:
The members of the executive board are Chair, Chair Elect, Immediate Past Chair, Secretary, Vice Chair of Technology, Vice Chair of Best Practices in Art Education Technology (AET), Membership/Treasurer, and Chairpersons of Standing Committees.

Section 2:
A full Board, elected for a two-year term (starting 1995), will govern AET. The Executive Board will have general supervision of the affairs of AET and make recommendations to the members attending the general meetings. AET officers and Executive Board members can serve a maximum of two consecutive terms.
Section 3:
A majority of current members of the Executive Board shall constitute a quorum to transact business.

ARTICLE VI - ELECTED AND APPOINTED OFFICERS
STRUCTURE:

ELECTED OFFICERS:
The officers include Chair, Chair Elect, Secretary, Vice Chair of Technology, Vice Chair of Best Practices in Art Education Technology (AET), Membership/Treasurer and are nominated by the Awards and Nomination Committee. The officers are elected by AET members biannually at the AET business meeting. A minimum of ten AET members must be present at the AET business meeting and by a simple majority to elect the officers.

APPOINTED OFFICERS:
The Chair has the authority to appoint all officers and chairs for special committees. All appointed officers serve a term of two years with a maximum of two consecutive terms. Currently the appointed position(s) is/are: NAEA Delegate.

DUTIES OF OFFICERS AND APPOINTED OFFICERS:
A. CHAIR:
Eligibility: Any current NAEA member who has been a member of AET for at least two years and does not currently hold another office in AET. Responsibilities: It is the duty of the Chair to preside at the annual AET meetings or appropriate substitute, appoint NAEA Delegate with the approval of the AET Executive Board, serve as ex-officio member of all committees except the Awards and Nomination Committee, inform the members of activities and concerns of AET and NAEA, and perform other duties that usually pertain to the office of the Chair.

B. CHAIR-ELECT
Eligibility: Any current NAEA member who has been a member of AET for at least one year and does not currently hold another office in AET. Responsibilities: In the event of the Chair’s absence the Chair-Elect will preside. The Chair-Elect shall serve in an advisory role for the Chair and assist the Chair in planning the annual meetings and fulfill other responsibilities delegated by the Chair. The Chair-Elect will assume the responsibilities of the Chair in the new term.

C. IMMEDIATE PAST-CHAIR
It is the duty of the Immediate-Past Chair to assume duties as determined by the Chair and to chair the Awards and Nomination Committee.

D. SECRETARY
Eligibility: Any current NAEA member who has been a member of AET for at least one year and does not currently hold another office in AET. Responsibilities: It is the duty of the Secretary to take the minutes of the AET business meeting at the NAEA convention, provide a copy of the minutes for use in the NAEA Newsletter and on-line announcements and provide a copy to the Chair, maintain an archive of the meeting minutes, and fulfill other responsibilities delegated by the Chair. The Secretary shall tally all meeting votes cast by members.

E. MEMBERSHIP/TREASURER
Eligibility: Any current NAEA member who has been a member of AET for one year and does not currently hold another office in AET. Responsibilities: It is the duty of the Treasurer to receive and distribute funds and maintain accurate financial records, to present a financial report to the annual business meeting, to serve as the chair of the Finance Committee, and to fulfill other responsibilities delegated by the Chair. The Treasurer will also maintain contact information for all members in a timely manner. The treasurer will report all income and expenses at the annual AET business meeting. The Treasurer will also work with NAEA to collect dues and to maintain a relationship with NAEA to distribute funds and facilitate appropriate communication to sustain this relationship.

F. VICE CHAIR OF TECHNOLOGY
Eligibility: Any current NAEA member who has been a member of AET for at least one year and does not currently hold another office in AET. Responsibilities: It is the duty of the Vice Chair of Technology to maintain the AET official webpage and other AET related web/online presence as needed (i.e. social networks). And, to work cooperatively with the Communications Committee and all officers to make appropriate information available on these web environments.

G. VICE CHAIR OF BEST PRACTICES IN ART EDUCATION TECHNOLOGY (AET)
Eligibility: Any current NAEA member who has been a member of AET for at least one year and does not currently hold another office in AET. Responsibilities: It is the duty of the Vice Chair of Best Practice in Art Education Technology to report best practices and related content in the NAEA newsletter, AET publications, and on other AET related web/online presence (i.e. social networks), and work cooperatively with the Vice Chair of Technology, the Program Committee, and other officers to manage AET public activities.
H. DELEGATE: (To the NAEA's General Assembly and Inter-affiliate Council). Term: Appointed by the Chair (at the start of his/her term with approval from the Executive Board) for two years and may not exceed two consecutive terms in office. Responsibilities: It is the duty of the Delegate to review information sent from the NAEA during the year and send a summary of all pertinent information to the AET Executive Board for publication. It is the duty of the Delegate to attend Delegate Session(s) held during the NAEA annual convention (typically held one day before the NAEA general session begins). If the Delegate is unable to attend, the Chair will appoint a replacement and advise the Executive Board of this process. It is also the duty of the Delegate to attend the AET annual business meeting and report on actions taken at the Delegate's Assembly, complete and return the annual Delegate's report solicited from the NAEA, act as the AET representative of the Inter-Affiliate Council, including attendance at the Council's annual business meeting (typically held at the NAEA national convention), and work with other AET and Inter-Affiliate officers during the year to respond to relevant issues and events as they occur.

ARTICLE VII - STANDING COMMITTEES
Section 1:
A Program Committee appointed by the Chair, will plan AET sessions/programs of interest to AET members and to the general NAEA membership including reviewing AET proposals for upcoming conferences. The committee will also recruit individuals to present at AET-sponsored activities (i.e. NAEA conference and other events).

Section 2:
The Communications Committee appointed by the Chair will deal with communications issues pertinent to AET members including writing for the NAEA Newsletter, answering membership questions, and recruiting AET members.

Section 3:
The Finance Committee appointed by the Chair shall prepare an annual budget and deal with financial issues pertinent to AET members including budgetary changes to the AET structure.

Section 4:
The Awards and Nomination Committee appointed by the Chair will seek nominees for AET's annual awards and select the winners. They will also biannually nominate qualified members for AET offices.
ARTICLE XIII - PARLIAMENTARY AUTHORITY
Robert's Rules of Order (revised) is the authority on all questions of procedure not otherwise covered in the Bylaws.

ARTICLE IX - FISCAL AND ADMINISTRATIVE YEAR
The fiscal and administrative year will coincide with that of NAEA.

ARTICLE X - ADOPTION OF BYLAWS
After presentation of new bylaws to the membership and upon more than 50% affirmative vote (based on the number of people who voted) the bylaws become effective immediately. The vote is undertaken by face-to-face voting at the AET business meeting at the NAEA convention.

ARTICLE XI - AMENDMENTS
Amendments to the Bylaws must be presented in writing to the AET Executive Board at least seven days in advance of the annual meeting. An affirmative vote of more than 50% of the AET members present and voting will be necessary for the adoption of proposed amendments and revisions of the Bylaws. The vote is undertaken by face-to-face voting at the AET business meeting at the NAEA convention.

ARTICLE XII - Guidelines
All policies and activities of AET will comply with the NAEA Affiliate policies and guidelines.

ARTICLE XIII - DUES
The annual dues for membership in NAEA-AET will be determined by the Executive Board.

AET Membership (as of 2015): $10
A general member is a person who is involved in the teaching of art, the administering of art programs, or otherwise engaged in activities in which interaction with art is the major portion of his or her vocation.

AET Student Membership (as of 2015): $0
A student member is a student who is involved in the teaching of art, the administering of art programs, or otherwise engaged in activities in which interaction with art is the major portion of his or her planned vocation.

Collection of Membership Dues: Members may pay their AET membership dues directly through the NAEA website when they renew or join NAEA.