

FATE BY-LAWS

(Foundations in Art: Theory and Education)

Revised and approved by the Association on March 31, 2007 – Milwaukee, Wisconsin

ARTICLE I - NAME

The name of this association is FATE (Foundations in Art: Theory and Education)

ARTICLE II - PURPOSE

A. The purposes for this association are:

1. to improve coordination within visual art departments and/or schools, and among them;
2. to identify common instructional curricular concerns at the foundations level;
3. to facilitate the exchange of information about curricula, resources and methodology;
4. to improve the quality of the undergraduate learning experience in the visual arts;
5. to serve as a bond between the many diverse organizations and groups concerned with post-Secondary education in the visual arts.
6. to increase the level of professional practice for teachers of foundations level visual arts and art history;
7. to relieve instructors of visual arts and art history of some applied research connected with teaching so that they may pursue more creative work.
8. To provide a forum for the discussion of contemporary issues in art/design education.

B. These purposes shall be fulfilled by:

1. holding the association's national biennial conference
2. holding sessions at national and regional meetings;
3. publishing and circulating a newsletter;
4. maintain an association website;
5. collecting and disseminating information;
6. providing speakers on subjects of interest;
7. publishing the "FATE in Review" journal;
8. inclusion of other activities to further carry out these purposes, either alone or in conjunction with other individuals, associations, corporations, or governmental agencies.

ARTICLE III - MEMBERSHIP

A. Individual Membership

Membership in the association may be obtained by paying dues. All paid members are considered voting members, and are entitled to all benefits of the organization.

B. Institutional Sponsor

Institutions of higher education and related businesses may join the association by paying a sponsor fee and identifying one individual who will receive annual membership in the association. They will also receive five copies of all association publications as they become available.

C. Dues, Fees, and Procedures

1. Individual Membership dues cover a two year period from January 1 -December 31 and are non-refundable.
2. Institutional Sponsors pay an annual fee that entitles them to one annual membership, five copies of all publications, and other benefits as determined by the board and with approval of the membership.
3. Individual Membership dues and Institutional Sponsor fees are determined by the Board of Officers, and confirmed by a vote of the membership at the association's biennial conference.
4. Payment should be made by check, money order, or university purchase order, and in U.S. funds only. Checks returned for any reason shall be subject to a standard monetary penalty in addition to any banking fees. All members shall receive a membership card in acknowledgment of payment; the member's canceled check shall serve as the official receipt.

D. New Members

New members may join at any time during the calendar year, but dues and fees are not pro-rated. New members joining after September 30 of a calendar year will have their memberships calculated from January 1 of the following year. Current year publications will be mailed to new members while supplies last.

E. Renewal of Membership and Sponsorship

Dues renewal notices will be posted in the appropriate September newsletter, with a follow-up first-class mailing in December. Dues are payable by January 10th of the dues year. Members whose dues are not renewed by February 15th will be dropped from the membership roster. Renewal dues paid in advance will be credited to the next calendar year, providing the member is in good standing for the current year.

Fee renewal notices will be posted in the appropriate September newsletter, with a follow-up first-class mailing in December. Fees are payable by January 10th each year. Institutions whose fees are not renewed by February 15th will be dropped from the roster. Renewal fees paid in advance will be credited to the next calendar year, providing the sponsor is in good standing for the current year.

F. Conflict Resolution

While every attempt will be made to maintain accurate membership records, mistakes are possible. It is the member's responsibility to notify the Secretary/Treasurer and provide documentation (canceled checks, photocopied front and back) in order to resolve any conflicts or errors. It is the member's responsibility to notify the Secretary/Treasurer of any change in address or affiliation. All questions regarding membership shall be directed to the Secretary/Treasurer.

G. Privacy

Membership rosters are made available to officers of the association, but under no circumstances will membership information be distributed, sold, or traded to any other agency or organization. Members may request information about specific members by contacting the Secretary/Treasurer.

ARTICLE IV - BOARD OF OFFICERS

A. The management of this association shall be vested in the Board of Officers:

President
Secretary/Treasurer
Vice President for Communications
Vice President for Biennial Conference
Vice President for Regional Programming
C.A.A. Representative
M.A.C.A.A. Representative
S.E.C.A.C. Representative
Journal Editor

B. Responsibilities:

1. The board of officers conducts the business of the association in accordance with the bylaws and all applicable laws and rules governing such professional associations.
2. The board of officers develops and implements activities beneficial to the membership.
3. The board of officers may enter into agreements with affiliate societies and other related professional organizations.

C. Election of Officers:

Officers will be elected at the biennial conference business meeting of the association. The Nominating Committee shall present a slate of nominations. Additional nominations may be made from the floor, provided consent of the nominee has been obtained. The election will be based on the majority vote of the membership attending the conference. Proxies will be accepted if sent in advance of the meeting.

D. Terms of office:

Each officer shall be elected for a term of two years or from biennial conference to biennial conference should a gap of other than two years exist. An Officer may serve three consecutive terms in the same office, but thereafter shall not be eligible to hold that office again until one term has elapsed. Terms for Officers begin and end on April 1, following the election, unless otherwise defined in the bylaws. Past and newly elected Officers are expected to work together to facilitate the transition of on-going activities.

E. Unfilled positions:

Vacancies in the Board of Officers occurring during the designated term may be filled by the Board of Officers until the next election.

F. Duties of the Officers:

1. Duties of the President:

- a. Decide on policy.
- b. Approve the budget and the program of the association.
- c. Appoint and staff positions as necessary.
- d. Review the annual report from the Secretary/Treasurer.
- e. Prepare a "State of the Association" report to the Board and members.
- f. Regularly submit material on activities to the Vice President for Communications.
- g. Review materials submitted by other officers and committee chairs or project coordinators for submission to the vice president of communications.
- h. Oversee and approve the association's conference plans.
- i. Provide copies of current bylaws to all officers.
- j. Propose changes to the bylaws, which have been approved by the board of officers, to the membership in a time frame consistent with allowing for a vote at the biennial conference business meeting.

2. Duties of the Secretary/Treasurer:

- a. Maintain and regularly update the membership and institutional sponsor rosters.
- b. Hires outside staff or receives compensation of not more than \$2,500.00 per year to perform the duties involved with management of the membership, collection of dues, and management of the financial records.
- c. Receive dues, fees, and manages association income in association accounts.
- d. Sends a "renewal of dues or fees" notice for member or sponsors in the September newsletter and an official notification in December via first-class mail.
- e. Ascertain that the by-laws of the association, as set forth in this document, be observed.
- f. Coordinate all financial activities of the organization.
- g. Submit annual reports to the Internal Revenue Service (federal and state of Ohio), and the President or provide accurate and up-to-date information upon request, given a minimum of 10 working days notice. Upon request, these may be sent to the Board of Officers.
- h. Submit membership and sponsor address lists in an appropriate format to the newsletter editor, journal editor, and vice president for the biennial conference prior to each mailing.
- i. Serve as association archivist by collecting, filing, and maintaining association data and memorabilia. The archive resides at Eastern Illinois University unless otherwise noted and is available for public inspection upon request.

3. Duties of the Vice President for Communications:

- a. Solicit material from the Board of Officers and members. Edit, write, and publish a newsletter, to be mailed to members in January, May, and September of each year. Newsletters shall contain information about upcoming and recent FATE-related conferences, membership notices, a listing of officers, and other activities pertinent to the purposes of this association.
- b. Work with the Secretary/Treasurer in order to establish a budget for printing and mailing of newsletters.
- c. Submit additional copies of the newsletter to the Secretary/Treasurer for correspondence with new members.
- d. Is responsible for initiating and coordinating all public relations activities that promote or represent the association.
- e. Is available to assist and advise on all public relations functions that promote or represent the association's primary activities and programs (such as the biennial conference and the journal), including preparation of promotional materials, and works closely with affiliate society representatives to support affiliate activities.
- f. Provides guidelines for the application and use of FATE identifiers/logo.

- g. Maintains the association web site with current information about the association, its conferences and other activities, officers, regional representatives, affiliate organizations, and other information as deemed necessary by the board.
- h. Prepares and posts annually on the web site and in the newsletter a calendar of submission deadlines and publication dates for the newsletter.
- i. May supervise interns or other hired associates, as approved by the board, to oversee maintenance of communication activity, such as the WEB site.
- j. Works closely with the Vice President for the Biennial Conference and staff to coordinate the timely dissemination of biennial conference information.

4. Duties of Vice President for Biennial Conference:

- a. Organizes hotel and conference site, catering, airline discounts, shuttle services, AV rental, extra-curricular events, registration procedures, funding/sponsorship, technical assistance, etc.
- b. Submits plans for the conference to the President for approval prior to publication.
- c. Submits a budget to the Treasurer for approval.
- d. Appoints conference program director(s) to assist in conference planning.
- e. Submits appropriate information to the Vice President for Communications for publication in newsletters and posting on the association's web site.
- f. Publishes and mails conference brochures to publicize the conference.
- g. Solicits, organizes, and monitors biennial conference programming.
- h. Assembles a "conference packet" of information, which shall include the final conference program of sessions, the agenda for the business meeting, and other information pertinent to the conference and association.
- i. Handle all correspondence regarding the conference logistics.
- j. Submit a final financial report to the board following the conclusion of the conference.

5. Duties of the Vice President for Regional Programming:

- a. Maintain contact with all current FATE Regional Representatives and provide information about their activities for publication in the newsletter.
- b. Recruit and mentor new FATE Regional Representatives.
- c. Advise Regional Representatives on the development and implementation of a variety of regional activities such as forums, conferences, and workshops.
- d. Report to the President and the membership at large the activities of the Regional Representatives.
- e. Maintain a current roster of Regional Representatives with contact information and provide to the Vice President of Communications for posting in the newsletter and web site.
- f. Develops and updates, as needed, a job description/guidelines for Regional Representatives.
- g. Communicates periodically with all Regional Representatives to encourage outreach to potential new members for FATE.

6. Duties of the Affiliate Society Conference Coordinators:

- a. Compliance with all affiliate society policies and procedures for:
 - College Art Association (CAA)
 - Mid America College Art Association (MACAA)
 - South Eastern College Art Conference (SECAC)
- b. Handle all correspondence between FATE and CAA/MACAA/SECAC conference organizers.
- c. Organize one or more FATE sessions at the CAA/MACAA/SECAC conference.
- d. Submit a call for papers to the Vice President for Communications so that timely submissions may be received.
- e. Submit conference information, the names of speakers, and their topics to the Vice President for Communications for publication and posting on the web.
- f. Submit a summary of the session to the Vice President for Communications for publication in the newsletter.
- g. Provide submission guidelines for the "FATE in Review" journal to session panelists and encourage submission to the journal editor.

7. Duties of the "FATE In Review" Journal Editor:

- a. Solicit materials from the Affiliate Society Representatives to be considered for publication.
- b. Solicit materials from the FATE biennial and regional conferences and from affiliate conference sessions.
- c. Provide submission guidelines to Affiliate Society Representatives for distribution to panelists.
- d. Work with the Secretary/Treasurer to establish a budget for printing and mailing of the journal.
- e. Distribute journals to the membership.

- f. Submit additional copies of the "FATE in Review" journal to the Archives (2), the Library of Congress, President, Secretary/Treasurer, and all Affiliate Society Representatives for use as promotional materials (these copies will be for sale at a price established by the Board of Officers).
- g. May appoint editorial board, advisory board, assistant editors, and student interns as needed.

ARTICLE V - MEETINGS

A. Meetings of the association:

1. When deemed necessary by the board, the association may hold a business meeting to coincide with the annual CAA conference to address topics of interest within the organization. Notice of this meeting shall be included in the September and/or January newsletters.
2. The association shall hold a formal business meeting to coincide with the association's biennial conference. Notice of this meeting shall be included in the conference brochure and program. This meeting will include: the President's report on the state of the organization, the Treasurer's report on finances and membership, reports on the activities of the CAA, MACAA, and SECAC conferences, the election of officers, selection of the next conference site, and other business as deemed necessary by the Board of Officers or members of the organization.
3. Special meetings of the members may be called at the discretion of the President or the Board of Officers. Announcement of special meetings will be made through the association's website, email, newsletter or first class mailing.

B. Meetings of the Board of Officers:

1. The Board of Officers shall meet annually or more frequently as the Board may decide and are open to the public. Due to distance barriers and lack of financial support for travel, it may be inappropriate for the Board to meet in person, in which case, written reports/correspondence shall be sent to each of the Officers. If possible, and when appropriate, use of electronic media (teleconferencing, email, video conferencing) may be utilized to conduct an officers meeting.
2. Notice of meetings shall be sent by the President to each officer at least one month before the meeting and when possible, announced to the membership through the newsletter.
3. Five members of the Board of Officers shall constitute a quorum for the conduct of business at any meeting of the Board of Officers, either in person or through electronic communication. Written proxies are acceptable if sent in advance of the meeting. If a quorum cannot be present, the meeting minutes will be distributed, and if approved by the majority of the board following the meeting, the results will be utilized to further the business of the association.

ARTICLE VI - COMMITTEES

A. FATE Biennial Conference Committee (Ad Hoc)

1. Membership of the Conference Committee will be as follows: the Vice President for Biennial Conference (serving as Chair), President, the Secretary/Treasurer, Vice President for Communications and the Program Director(s). (The Program Director(s) shall be appointed by the Vice President for the Biennial Conference.)
2. The Conference Committee is responsible for the various duties associated with the organization of the FATE Biennial conference, as outlined below:
 - a. Vice President for Biennial Conference: See responsibilities as outlined in Article IV E.4.
 - b. President: oversees coordination of the conference, and approves program and budget.
 - c. Secretary/treasurer: works closely with the conference vice president and program director(s) on budget, travel, and programming expenses.
 - d. Vice President for Communications: maintains and disseminates current conference information on the web and in the newsletter. Assists with promotional materials and publicity.
 - e. Program Director(s):
 1. Organizes the panel sessions, AV needs, and keynote speakers.
 2. Submits a plan for the program to the President and Vice President for the Biennial Conference for approval prior to newsletter publication.
 3. Submits a call for papers to the Vice President for Communications for publication in newsletters.
 4. Handles all correspondence regarding the conference program.

B. Nominating Committee

The Nominating Committee, appointed by the President is responsible for soliciting names of volunteers for the various elected positions prior to association's biennial organization.

C. Other Committees

1. The Board may authorize the President to appoint individuals and ad hoc committees as required for special tasks. All individuals and committee members must be members of this association.
2. The President and Secretary/Treasurer will be ex-officio members of all committees.

ARTICLE VII - FISCAL YEAR

The fiscal year will be the calendar year.

ARTICLE VIII - ASSETS AND DISSOLUTION

- A. No part of the net income, revenue, and grants of or to the association shall inure to the material or pecuniary benefit of any member or any private individual (except that reasonable compensation may be paid for services rendered in connection with one or more of its purposes). No member, officer, or any private individual shall be entitled to share in the distribution of any of the assets of the association on its dissolution or liquidation.
- B. In the event of such a dissolution or liquidation, the assets of the association, after payment of debts and obligations, shall be transferred to an organization with federal tax exemption for charitable and educational purposes. The final board of officers of the association shall designate the exempt organization.

ARTICLE IX - AMENDMENTS

The by-laws may be amended at the biennial business meeting of the association by a two-thirds vote of those in attendance, provided a copy of the proposed amendments, approved by the Board of Officers, has been delivered to each member at least ten days before the meeting. Under special circumstances and with board approval, the vote to amend may be conducted by first class mail either through the newsletter or special mailing. Amendments must receive a two-thirds vote of those returning ballots in the time frame required.

ARTICLE X - PARLIAMENTARY AUTHORITY

This association will be governed by Robert's Rules of Order whenever applicable, so long as it is not inconsistent with the by-laws or the special rules of this association.