

# FATE BY-LAWS (Foundations

## in Art: Theory and Education) Revised and approved by

the Board in April 2021

### 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 arts departments and/or schools, and among them; 2. to identify and address common instructional curricular concerns at the foundations level; 3. to facilitate the exchange of information about curricula, resources, creative research 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 provide forums 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 news through web-based media; 4. maintaining an association website; 5. collecting and disseminating information; 6. providing speakers on subjects of interest; 7. publishing the "FATE in Review" journal biennially; 8. inclusion of other activities to further carry out these purposes, either alone or in conjunction with other individuals, associations, corporations, or governmental agencies. 9. Recognizing leaders in our field through members' exhibitions, various awards and publications.

### 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 Membership:** Institutions of higher education and related businesses may join the association by paying a sponsor fee and identifying two faculty members membership, FATE e-newsletters and e-blasts, five copies of the FATE-in-Review publication to be distributed to interested colleagues and graduate students and institution names listed on FATE's website and biennial conference program. Institutional Members may also request to submit institutional foundations search opportunities on FATE's website.

#### 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 Member dues cover a two year period from Jan 1-December 31 and are non-refundable. Institutional Members are entitled to two Individual Membership, five copies of all

publication and other benefits as determined by the board. 3. Payment should be made by credit card or check 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 email 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 biennial period publications will be mailed to new members while supplies last.

**E. Renewal of Individual Membership and Institutional Membership** Dues renewal notices will be posted on the FATE website and distributed through targeted emails. Dues payable by January 10<sup>th</sup> of the dues year. Members whose dues are not renewed by February 15<sup>th</sup> will be dropped from the membership roster. Beginning in October of the renewal period year, renewals paid in advance will be credited to the next calendar year, providing the member 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 Vice President of Membership 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 Vice President of Finance of any change in address or affiliation. All questions regarding membership shall be directed to the Vice President of Membership. All reimbursement requests will be subject to the 3% processing fee.

**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 Vice President of Membership.

## **ARTICLE IV - BOARD OF OFFICERS**

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

- President
- Vice President of Finance
- Vice President for Communications
- Vice President for Biennial Conference
- Vice President for Regional Programming
- Vice President for Development
- Vice President of Membership
- Social Media Coordinator
- Editor of FATE in Review- Appointed
- D.E.I.A. Representative
- C.A.A. Representative
- M.A.C.A.A. Representative (Inactive- Reevaluation in 2025)
- S.E.C.A.C. Representative Journal Editor

**B. Election of Officers:** Officers will be elected during the biennial conference. Nominations will be sought from FATE members. Additional write-in nominations will be permitted for each office. The election will be based on the majority vote of the entire membership. Voting will take place online to ensure members attending the conference and members unable to attend the conference will be given

the opportunity to vote. Voting may start prior to the conference, concluding at the conference.

### **C. 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. 4. The board will vote on the conference location based on the President's recommendations and applications of inquiry submitted to the board.

**D. Terms of office:** Each officer shall be elected for a term of two years, or, should a gap of other than two years exist, from biennial conference to biennial conference. 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. The terms of officers begin and end at the conclusion of the biennial conference 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. In the event that a Board member shall resign or be unable to serve their elected term, the President will appoint a person from membership, this could be a thorough call for replacement or appointment without a call. If any officer is unable to do their job, has not shown up for two consecutive monthly board meetings without notice, or is not meeting the duties of the board position, the board may ask for a resignation. In extenuating circumstances they may elect to remove the board member from office.

**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 reports from the Vice President of Finance 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. k. Monthly meetings will be conducted by the president. If there is no necessary business for the board, the president can elect to cancel a board meeting with prior notice.

### **2. Duties of the VP for Finance:**

a. receive dues, fees, and otherwise manage association income in association accounts b. work with the President, the VP for Development and other appropriate board members to coordinate financial activities of the organization c. create reports when requested by the board d. work with the President to 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 15 working days notice. Upon request, these may be sent to the Board of Officers e. work with other board members to collect and post meeting minutes and reports online f. work with the President to ascertain that the by-laws of the association, as set forth in this document, be observed

### **3. Duties of the Vice President for**

**Communications:**

a. solicit material from the Board of Officers and members for distribution. Collect, edit, and publish news to be posted online and/or emailed when needed to insure informed members. Disseminated correspondence 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 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 website 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 website 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 the Vice President for Regional Programming:**

a. maintain contact with all current FATE Regional Representatives and provide information about their activities for publication on website 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 on the website 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 Vice President for Development:**

a. reporting to the FATE President, the Vice President for Development (VPD) will harness the energy and commitment of the community to build FATE revenues b. internally, the Vice President will collaborate with the President and the Vice President for Communications c. externally, the Vice President for Development will also collaborate closely with members of FATE and the Board of Officers and various funders and prospective funders of the association d. the VPD will be a critical member of the FATE management team. He or she must have the ability to represent FATE to a variety of constituencies, and must significantly enhance support for FATE among public sector under, venture capitalists, foundations, think tanks, high net-worth individuals and businesses. He or she must have the drive, maturity, entrepreneurial spirit and communications skills required to take on the task of securing the financial health of FATE over the next years, and must gain the respect of a broad constituency e. the VPD will also be responsible for fine tuning and/or proposing new fund-raising events that engage and excite the FATE community, entice new members to join FATE, and encourage current members into higher levels of support for FATE and its programs, events, publications and services. Emphasis will be centered on Corporate Sponsorship, major gifts, event-driven donations (through dinners, speeches, symposia, special events and other activities), planned giving; encouraging moderately sized annual gifts from individual donors, regular giving from businesses, and support from governmental and non-governmental institutions. Over time, the development staff can grow in line with the success of FATE.

## **7. Duties of Vice President of Membership:**

a. maintains and regularly updates the membership and institutional sponsor rosters b. maintains communication with members c. works with online databases to perform the duties involved with management of the membership including editing of content of member-related forms, receipts and website communication for each renewal cycle d. works with the Vice President of Finance in maintaining the online system to collect membership and institutional sponsor dues and preparation of invoices e. sends a "renewal of dues or fees" notice to members or sponsors prior to yearly membership renewal period and an official notification in December f. submits membership and sponsor address lists in an appropriate format to the VP of Communication, Journal Editor, and Vice President for the Biennial Conference prior to each mailing. g. serves as association archivist of membership data.

## **8. Duties of the Social Media Coordinator:**

a. Collect, edit, and publish, & solicit material from the Board of Officers and members for distribution on all social media platforms used by FATE.  
b. Create Social Media posts that contain information about upcoming and recent FATE-related conferences, membership notices, activities, and community accomplishments.  
c. Use and create appropriate and professional tags, check to make sure these don't already exist for another organization/ event. d. Work with VP of Communication to initiate and coordinate social media public relations activities that promote or represent the association. Work with FATE VP of Communications & Conference Director to ensure social media posts reflect appropriate branding and design e. Work closely with the Vice President for the Biennial Conference and conference team to coordinate the publicity of biennial conference information before, during and after conferences, members exhibitions and conference events surrounding the conference. f. Work with the Conference Planning team to implement the use of conference branding for the use of templates that can be used or altered for different events. These can be simple backgrounds that you can add text to in IG. g. Support and assist VP of Communication on promoting all public relations, promote or represent the association's primary activities and programs (such as the biennial conference and the journal), including promotional materials, and work closely with affiliate society representatives to support affiliate activities. h. Host Social media Takeover, schedule frequent social media takeovers with FATE award winners, members, board officers, and other appropriate sponsors & vendors.

### **Facebook Group Standards**

- Maintain guidelines for appropriate facebook group use that are created and followed by the social media coordinator.
- Moderate the use of the group in case a member notices something going awry. It is FATE policy to remove posts that are promoting businesses that are not our official sponsors.
- Ensure social media contributions reflect the mission of the FATE Diversity, Equity, and Inclusion Task Force
- Engage and support positive topics and themes on the page to help guide members to areas publications that are relevant to the field of teaching art in Higher education.

## **9. Duties of the Affiliate Society Conference Coordinators:**

Affiliate Society Conference dues will be paid for by FATE

a. compliance with all affiliate society policies and procedures for:

College Art Association (CAA)

Mid America College Art Association (MACAA) (Inactive- Reevaluation in 2023)

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.
- g. provide submission guidelines for the "FATE in Review" journal to session panelists and encourage submission to the journal editor

#### **10. 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 production and distribution of the journal
- e. distribute journals to the membership
- f. maintain FATE archive, which currently resides at Eastern Illinois University unless otherwise noted and is available for public inspection upon request.
- g. 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)
- h. may appoint editorial board, advisory board, assistant editors, and student interns as needed

#### **11. Duties of the D.E.I.A. Representative**

- a. lead the call for FATE DEIA committee members from FATE board members, FATE members, and prospective FATE members
- b. organize and coordinate with the FATE DEIA members on:
  - 1. DEIA committee initiatives
  - 2. review of FATE materials through a DEIA lens
  - 3. researching and creating best practices for DEIA
  - 4. advising on DEIA best practices
- c. facilitate collaborations between the FATE board and FATE DEIA committee
- d. attend FATE board meetings and report on FATE DEIA committee activities
- e. appoint Conference Planning Sub-Committee representative

## **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 Vice President of Finance's report on finances the Membership Coordinators report on 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. Announcements of special meetings will be made through the association's website, email, or newsletter.

#### **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 week before the meeting. 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, Vice President of Finance, Vice President for Communications, Vice President for Development, Vice President of Membership, 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:**

1. see responsibilities as outlined in Article IV E.4. b.

#### **President:**

1. oversees coordination of the conference 2.  
approves program and budget

#### **Vice President of Finance:**

1. works closely with the conference vice president and program director(s) on budget, travel, and programming expenses

#### **Vice President for Communications:**

1. maintains and disseminates current conference information on the web and in the newsletter. 2.  
assists with promotional materials and publicity

#### **Vice President for Development:**

1. works closely with the conference vice president and program director(s) on representation for Corporate Sponsorship in support of the conference

#### **Vice President of Membership**

1. works closely with VP for Biennial Conference, Program Directors, & VP of Communications to support membership correspondence 2. ensures Membership is up-to-date for conference admission and assists in conference registration when needed

#### **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 publication to the public 3. submits a call for sessions and papers to the Vice President for Communications for publication to the public 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 the 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 Vice President of Finance 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 during a meeting of the Board of Officers by a 2/3 vote of the Board. The proposed amendments will be distributed to the entire Board of Officers 10 days in advance of this meeting. Votes can be made by proxy. 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.