



International Society for Education through Art  
Société Internationale pour l'Education à travers l'Art  
الفن طريق عن للتلعلليم الدولية جمعوية  
國際藝術教育學會  
Международное Общество Образования через Искусство  
Sociedad Internacional de Educación por el Arte

## BYLAWS

(Amended June 25, 2011)

InSEA is the International Non-Government World Organization for  
Education through Art in Consultative Relations with UNESCO

# BYLAWS

(While changes to InSEA's Constitution [Articles of Association] must be approved by a majority of members present at a World General Assembly, bylaws are approved and/or changed by majority vote of the full World Council and does not need to go to the General Assembly)

## A: MEMBERSHIP (Article I)

Applications for all categories of membership, except that of founder members, shall be subject to decision by the World Council. All categories of membership shall be subject to the payment of the appropriate dues.

## B: DEFINITIONS OF MEMBERSHIP (Article II)

### 1. Active Members

a. Individual members shall be those persons engaged in education through art who may be elected by the World Council.

Founder members are those of the participants and staff of the UNESCO Seminar, Bristol, United Kingdom, 1951, who, on or before 31 December, 1952, have agreed to act as Founders of the Society and have signed the Constitution.

Honorary members shall be individuals that, having been duly nominated and seconded by active members of the Society and who in the judgement of the World Council have rendered exceptional service to the international cause of education through art, subsequently are elected to honorary membership of the Society by a two-thirds majority of those present and voting at a meeting of the World Council.

b. Organisations or institutions concerned with or related to the arts or art education may apply for membership of InSEA. Membership shall be granted to organisations and institutions that meet certain requirements, namely:

- i. to be eligible for membership an organization shall be obliged to show:
  - that its major purpose is the furtherance of education through art in accordance with the basic principles of the International Society as set forth in the Preamble to its Constitution;
  - that it has been in existence for a period of at least three years and has demonstrated through its activities that it is effective in its avowed purposes;
  - that it operates under a Constitution with duly elected officers and a governing body;
  - a country may have any number of group memberships. In addition, each country may form one national committee for InSEA consisting of individual members and/or groups that shall be representative of the whole country.
- ii. to be recognized as a member of the International Society an organization shall be required:
  - to submit written application to the Secretary of the International Society, including:
    - Statement of Aims;
    - Copy of Constitution and Bylaws;
    - List of Officers;
    - Record of activities for the immediate past three years;
    - Statement of the total number of members.
  - to be elected provisionally by the World Council and confirmed in membership by the next succeeding meeting of the General Assembly.
- iii. the subscription fee for an Organisational or Institutional Member of InSEA is equivalent to *two* individual memberships as approved by the World Council and in force at the time of subscription for members of the country of origin of the Organisation or Institution applying, except for an organisation consisting solely of InSEA members for which no additional subscription is due.

- iii. An Organisational or Institutional Member is eligible to:
  - receive *two* copies of all information sent to InSEA members including the journal, (other than organisations consisting solely of InSEA members).
  - exercise *two* votes in any appropriate InSEA election and in the General Assembly of InSEA.

## **2. Associate Members**

- a. Student members shall be individuals training in art or art education, attending recognized institutions of higher education for such a purpose on a full time basis during the year in which they apply for membership in InSEA; they shall be accepted upon submitting a signed certification by a responsible authority in the institution they are attending stating that they are bona fide students.
- b. Supporting members shall be individuals not eligible for active membership who wish to further education through art in accordance with the principles of the Society.
- c. Patron members shall be those persons and organization interested in promoting education through art and who desire to aid InSEA by increased financial support. These shall be accepted as patrons upon donation of an appropriate subscription. Patrons may be accepted also for active membership if they fulfil the necessary requirements.
- d. Institutional members shall be educational institutions, foundations, research organizations, and so on, which are interested in or concerned with education through art.
- e. Provisional members shall be those organizations for education through art which either have not been in existence for at least three years, or which apparently fulfil the conditions required for active membership, have made application to the World Council and have been accepted on a provisional basis but have not been confirmed in active membership by the General Assembly.

## **C: RIGHTS AND' PRIVILEGES OF MEMBERSHIP (Article III)**

### **1. Active Members**

- a. Individual members
  - i. shall have the right to attend all meetings of the General Assembly;
  - ii. shall have the right to vote in all elections and meetings of the General Assembly;
  - iii. shall be eligible for election as officers or members-at-large of the World Council;
  - iv. shall receive all general publications of the Society.
- b. Group members
  - i. shall have the right to send to meetings of the General Assembly one delegate for each unit of dues paid; such delegates shall be required to be duly accredited by the officers prior to any meeting of the General Assembly.
  - ii. shall have the right to participate in the voting for elections and in meetings of the General Assembly, in accordance with the procedures for voting as set forth in these Bylaws;
  - iii. shall have the right to propose to the Nominations Committee, for consideration for potential candidature to office or World Council one (or more) of its members including those not otherwise qualifying for nomination and election;
  - iv. shall receive one copy of all general publications of the Society for each unit of dues paid.

### **2. Associate Members**

Student, Supporting and Patron members:

- i. shall have the privilege of attending open meetings of the General Assembly;

- ii. shall receive any general publications of the Society;
- iii. shall not have rights of voting, of election to office, or to membership of the World Council.

Institutional members:

- i. shall have the privilege of sending to meetings of the General Assembly one observer for each unit of dues paid; such observers shall be required to be duly accredited by the officers prior to any meeting of the General Assembly;
- ii. shall receive one copy of all publications of the Society for each unit of dues paid;
- iii. shall not have rights of voting, nomination, or election of representatives to office, or to membership of the World Council except by special decision and invitation of the World Council.

Provisional members

- i. shall have the privilege of sending to meetings of the General Assembly one observer for each unit of dues paid; such observers shall be required to be duly accredited by the officers prior to any meeting of the General Assembly;
- ii. shall receive one copy of all publications of the Society for each unit of dues paid;
- iii. shall not have rights of voting, nomination, or election of representatives to office, or to membership of the World Council except by special decision and invitation of the World Council.

## **D: PROCEDURES FOR VOTING (Article IV)**

### **1. General**

Unless otherwise stated in the Constitution and Bylaws, voting in the General Assembly shall be by simple majority of the votes cast.

### **2. Active Members**

- a. Individual and founder members:
  - i. shall each have one vote in elections, in meetings of the General Assembly, and in postal ballots.
- b. Group members:
  - i. group members shall have one vote for each unit of dues paid, up to but not exceeding fifteen;
  - ii. between any two consecutive meetings of the General Assembly, the persons or persons designated by a society (or societies) shall exercise the right to vote on behalf of the national organizations in the given Country in the event of any voting taking place by postal ballot; it is to such persons that voting papers will be communicated by the Secretary and, unless otherwise specified in writing, this shall be the person or persons who has exercised the vote at the immediate past General Assembly.

## **E: GENERAL ASSEMBLY (Article V)**

- a. The date and place of meeting of the General Assembly shall be fixed by the World Council and communicated by the Secretary to members in good standing, at least one year in advance. The draft agenda for each meeting shall be communicated sixty day's in advance.
- b. The Chairperson of the General Assembly shall be the President of the Society, or, in the absence of the President, one of the Vice-Presidents as designated by the President or in order of seniority by age, or a World Council member-at-large, as designated by the President or in order of seniority by age.
- c. Reports of the World Council shall be presented to the General Assembly by the President or one of the officers designated by the President.

## **F: WORLD COUNCIL (Article VI)**

- a. A quorum of the World Council shall be one-third of its members. The President of the Society shall be Chair of the World Council and in the absence of the President, the next senior officer present as determined under the Bylaws i.e. Article V:

General Assembly, B. The Chair shall vote only to break a tie.

- b. As soon as possible after the beginning of a term of office each World Council shall survey the possibilities of holding a meeting with a quorum assured and shall delegate the necessary powers to an Executive Board as defined under Article VI,D.
- c. The World Council shall codify its Bylaws and those of the Executive Board. These Bylaws, and any changes to them, shall be proposed at the earliest opportunity for incorporation in these Bylaws as additions or amendments thereto. In the event of failure to secure the adoption of such Bylaws and/or amendments by the General Assembly, the World Council shall offer suitable proposals for alternative procedures at the same or succeeding General Assembly.
- d. Voting will take place within World Council meetings by members or by approved deputies. Anyone attending as a deputy must have their name submitted to the President for approval one month before meetings. Such deputies must be active members of InSEA and be in good standing.

#### **G: OFFICERS (Article VII)**

- a. The rank of officers shall be the President, the immediate Past President, two Vice Presidents, the Secretary, the Treasurer and the Editor of the International Journal of Education through Art. The executive officers of the Society shall consist of the President, Secretary and Treasurer.
- b. The President shall be regarded as the chief executive officer of the Society, charged with the duty of seeing that appropriate action is taken to implement the policy of the Society as determined by the General Assembly and the World Council. In this respect the President shall act in concert with the other officers, with the support of the members of the Executive Board and, in the event of the appointment of a Secretary-General, with this official's administrative cooperation.

The President shall be empowered to take direct action in an emergency and shall be required to keep the Executive Board informed of all such action in progress. The President shall be responsible in the ultimate resort to the World Council and the General Assembly. The President shall present, or designate the Secretary, Treasurer or Secretary General to present, an annual report and annual accounts to the World Council, and shall arrange for these to be sent once a year, in summarized form, if judged necessary, to all members of the Society. The President shall report on the activities and financial situation of the Society to the General Assembly when it is in session.

- c. The Secretary shall be responsible for conducting the correspondence and for keeping the records of the Society.
- d. The Treasurer shall be responsible for conducting the financial affairs of the Society. Funds of the Society shall be disbursed upon authorization of the President or other officers designated by the World Council. The Treasurer shall maintain an accurate register of members and shall present to the World Council a comprehensive account of the financial affairs of the Society at the close of each business year or whenever requested by the World Council to do so. The Treasurer shall also provide an up-to-date list of Individual and Institutional Members' databases, and will relay such data in a timely manner to the mailing service company distributing InSEA's *International Journal for Education Through Art.* at least three times per year.
- e. The two Vice President's will assist the President with activities of the organization and typically chair a board or committee of the World Council.
- f. In the event of temporary incapacity of any officer or vacancy of any office between meetings of the General Assembly, the Executive Board may elect another person for the time being or until such time as normal elections can be held.
- g. The executive officers may:
  - i. Enter into legal and contractual agreements on behalf of the society, and only World Council authorised executive officers can legally obligate the society; and
  - ii. In the course of conducting their assigned duties and without prior approval of the World Council, expend up to \$250 US annually upon presentation of appropriate receipts.

- h. Officers of the Society may be reimbursed for up to \$750 US annually, upon presentation of receipts, for attendance at a World Council meeting or an official meeting of the officers.

#### **H: SECRETARIAT (Article VIII)**

- a. The location of the headquarters for InSEA will be with the Treasurer of the Society. The United States street address and county of InSEA's registered office and the initial principal office of the corporation is 280 East Lincoln Avenue, Columbus, Ohio 43214 in Franklin County.
- b. In the event of the decision by the General Assembly to appoint a salaried official such as a Secretary-General, certain of the duties of the Secretary and the Treasurer shall devolve upon this official and shall be defined by the Executive Board. The selection of a Secretary-General shall be entrusted to the Executive Board and the appointment shall be confirmed by the World Council.
- c. The selection and appointment of staff assistants shall be entrusted to the officers of the Society.

#### **I: NOMINATIONS AND ELECTIONS (Article IX)**

- a. At least eighteen months prior to an election of officers and World Council members, the World Council shall appoint a Nominating Committee comprising a Chairperson, a Secretary and three other members, chosen with due consideration to geographical distribution.
- b. Active members of the Society and, at the discretion and invitation of the World Council, provisional members, shall be entitled to send recommendations for nominations to the Chairperson of the Nominating Committee
- c. On the basis of such recommendations, and always with due regard to geographical distribution, the Nominating Committee shall prepare a list of potential candidates for election as officers and members of World Council. For this purpose, the Nominating Committee shall be empowered to make recommendations additional to those received from the active members if, in its good judgement, this should be necessary in order to present for election a list of candidates which might best serve the aims and purposes of the Society.
- d. For the office of President, the Nominating Committee shall confine its choice to persons either serving, or who have in the past served, on the World Council of the Society.
- e. Candidates seeking election to the World Council of the Society must have been a full member of the Society for not less than one year prior to the date on which nominations close.
- f. Elections shall be by electronic ballot conducted within the Society's web site and or postal ballot conducted at least 60 days before the opening date of a General Assembly as decided by the Nominating Committee.

#### **J: BOARDS OF THE WORLD COUNCIL (Article X)**

- a. Ordinary members of Boards of the World Council shall be appointed by the World Council normally from within its number.
- b. The World Council shall appoint the Chairpersons for each of its Boards and Committees normally from within its number. Typically, the officers of the Society will each chair a board:
- The President will chair the World Council.
  - The Past President will chair the Awards Committee.
  - The Treasurer may wish to work directly with the world councillors in recruiting members and maintaining strong membership files.
  - The Secretary and two Vice-Presidents will each chair one of the following: Publications Board, Affiliates

Board, and Research Board.

- c. The Chairperson of the Editorial Board shall be the Editor-in-Chief of the publications of the Society and if not otherwise an elected member of the World Council shall be a member ex officio of the World Council and the Executive Committee.

#### **K: AFFILIATION (Article XI)**

- a. An organisation applying for affiliation to InSEA is required to submit to the Secretary of InSEA:
  - i. A copy of the Constitution or Statutes of the organisation, in English, should include:
    - a statement of aims;
    - conditions and categories of membership;
    - procedures for the election of officers and the governing council/committee and the duration of terms of office.
  - ii. Date of formation of the organisation.
  - iii. List of executive officers and governing council/committee.
  - iv. Details of the total number of current members.
  - v. List of InSEA members in the organisation.
  - vi. Current membership subscription rates.
  - vii. Brief description of activities, conferences and publications.
- b. Approval of an organisation is given by the World Council of InSEA on the recommendation of the Affiliations Board.
- c. Affiliation to InSEA is reviewed tri-annually. An Affiliated Organisation is required to submit the following information to the Chairperson of the Affiliations Board via the Secretary of the Society Secretary by July 1st each year or such other time as determined by the World Council:
  - i. Details of the total number of current members;
  - ii. List of InSEA members in the organisation;
  - iii. List of executive officers and governing council/committee;
  - iv. Any changes or amendments to the Constitution or Statutes and membership subscriptions;
  - v. Brief description of activities, conferences and publications in the preceding year.
- d. An Affiliated Organisation may include on its official documentation or literature the designation:
  - i. 'Affiliated to the International Society for Education through Art'
  - or
  - ii. 'Affiliated to InSEA'
  - or
  - iii. 'An Affiliated Organisation of InSEA'.
- e. An Affiliated Organisation may *not* use the InSEA logo on its documentation without written permission from the World Council.
- f. Affiliation to InSEA may be suspended or terminated at any time by a decision of the World Council.

#### **L. BEQUESTS (Article XII)**

The Ziegfeld Bequest shall be invested in perpetuity with the interest applied to the purpose of sponsoring a Ziegfeld lecture at each World Congress. The purpose of the lecture is to highlight a noted figure in the field of art education whose work has been and continues to be influential.

#### **M. OFFICERS CONFLICT OF INTEREST POLICY (Article XIII)**

- a. For purposes of this Officers Conflict of Interest Policy a "Conflict of Interest Transaction" is defined as a transaction with the Society in which a Officer of the Society has a direct or indirect interest. Officers of the Society may engage in a Conflict of

Interest Transaction and such transaction is not voidable by the Society provided any one of the following is true: (a) the material facts of the transaction and the Officers of the Society interest are disclosed or known to the World Council or Executive of the Society authorizes, approves or ratifies the transaction; or (b) the transaction is fair to the Society

- b. An Officer of the Society has an indirect interest in a transaction if (a) another entity in which he or she has a material financial interest or in which he or she is a general partner is a party to the transaction or (b) another entity of which he or she is a Council Member, director, officer, or trustee is a party to the transaction and the transaction is or should be considered by the Executive of the Society. For purposes of authorizing, approving, or ratifying a Conflict of Interest Transaction, the affirmative vote of a majority of the Members on the Governing Council (or on the Committee, as applicable) who have no direct or indirect interest in the transaction shall constitute authorization, approval, or ratification of the Conflict of Interest Transaction.

#### **N. DRUG AND ALCOHOL FREE WORKPLACE POLICY (Article XIV)**

- a. It is the policy of the Society to maintain a drug-free workplace and conference. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or the unlawful possession, use, or distribution of alcohol is prohibited in the Society's conference sessions and business meetings.