

USSEA Handbook and Operations Manual



UNITED STATES SOCIETY FOR
EDUCATION THROUGH ART

Part I: Organization and Duties of Officers

1st Issue: October 1985 - Maryl Fletcher De Jong

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Revised: May, 2008 – Marjorie Cohee Manifold and Enid Zimmerman



USSEA Handbook and Operations Manual

Purpose of the *USSEA Handbook and Operation Manual*

This is a *Handbook and Operations Manual* for use by USSEA members. USSEA does have a Constitution. This handbook is an unofficial manual meant to assist individuals assuming a USSEA office and/or appointment, who wish to obtain information about the basic duties of their positions. It is understood that each new USSEA President and Officers will refine these positions as USSEA changes and grows. Part I of the USSEA Handbook describes the organization of USSEA and the Duties of Officers.

Part II of the USSEA Handbook appends the manual and serves as a historical document by keeping record of individuals who have held these positions. A list of current USSEA members' names and addresses can be obtained from the current USSEA Vice-President for membership.

Name

The name of this organization is United States Society for Education Through Art (USSEA).

Mission

USSEA, founded in 1977, is a society of art educators who wish to share their interests, research, and involvement with multicultural, cross-cultural, international, and global concerns relevant to the field of art education.

Association

USSEA is an affiliate of the National Art Education Association (NAEA) that has its national headquarters at 1916 Association Drive, Reston, VA. All USSEA members also must be members of NAEA. Edwin Ziegfeld was the founding President of NAEA. Each year at the annual NAEA Conference, USSEA sponsors multicultural, cross-cultural, international, and global sessions and a function in which awards are presented. USSEA publishes a journal annually and produces occasional newsletters with an insert for teachers. Additionally, USSEA sponsors symposia and conferences periodically.

USSEA also is an affiliate of the International Society for Education Through Art (InSEA), an international association founded in 1951 and enacted in 1954. Edwin Ziegfeld was InSEA's founding President. InSEA has separate membership and dues from USSEA. InSEA President John Steers in 1997, set up a permanent office for the association in the Netherlands. The address is: Cito/InSEA, P.O. Box 1109, 6801BC Arnhem, The Netherlands.

Government
(Officers, Executive Board, Elections)

USSEA is organized in several categories:

- Executive Committee,
- Executive Board,
- National Council,
- National Consultants.

These groups are composed of the following individuals:

Executive Committee includes Officers who are elected by the active membership, these include,

- President,
- President-Elect,
- Vice President for Membership and
- Treasurer (*may be combined with the Vice President for Membership*)
- Secretary,
- Executive Secretary (*The immediate outgoing President becomes the Executive Secretary*).

Executive Board includes Officers and appointed individuals in the following positions:

- Archivist/Historian
- Child Art Exchange Director
- Child Art Exhibition Director
- Ziegfeld Awards Director
- NAEA Delegates' Assembly Representative(s)
- USSA/InSEA World Councilors
- USSEA Newsletter Editor
- Journal Editor
- Webmaster / Webmistress
- Outreach Committee Chair
- Silent Auction Chair
- National Consultants
- NAEA State Newsletter Liaison

National Council consists of the Officers, Executive Board, and all other appointed individuals.

Executive Committee: Election of Officers

The President-Elect, Vice-President for Membership, Treasurer, and Secretary shall be nominated by a Committee of USSEA officers and elected by all active USSEA members. The term of office shall be for two years, from spring to spring, with Officers taking office at the end of the annual Open Business Meeting held during the NAEA Convention. The President may not immediately succeed him or herself in that office.

At least six months before an election of the President-Elect, Vice President for Membership, Secretary, and Treasurer, the Executive Committee shall appoint a Nominating Committee of three active members, including the Executive Secretary as chair who shall present a slate for these offices. Within two months the Nomination Committee shall present a slate in writing to the members of the Executive Committee. Active members may send recommendations to the Nomination Committee,

which will be announced. The office of President-Elect shall be limited to persons serving or having served on the Executive Committee. A slate of candidates and ballot (along with a description of each individual's professional accomplishments) will be emailed to all eligible members no later than two months before the annual NAEA/USSEA Business Meeting. Consent to serve of all nominees placed on the slate is required.

Election Calendar

- Nomination Committee Formed, Chair named: June 10th
- Call for Nominations" in USSEA Newsletter and by email to all current members:
no later than November 1.
- Nominations due: December 10th
- Slate mailed to Executive Board: December 10th
- Slate approved by Executive Board: January 10th
- Ballots emailed: February 1st
- Ballots due back: March 15th
- Ballots counted: March 30th
- Results sent to all Executive Board members and to individuals running for office.
- Election Results reported during Open USSEA Business Meeting at the Annual NAEA Convention and subsequently published in the USSEA Newsletter.

USSEA Executive Board

The Executive Board shall be composed of the Officers, the USSEA Journal Editor(s), the Newsletter Editor, the USSEA Ziegfeld Awards Director, Director of USSEA/INSEA Child Art Exhibitions, Director of USSEA Child Art Exchanges, NAEA State Newsletter Liaison, Archivist, the Webmaster, INSEA World Councilors representing USSEA, and the USSEA Delegates' Assembly Representative to NAEA.

The Executive Board shall transact all routine business and present reports at the annual USSEA Business Meeting. At least one annual business meeting will be held during the NAEA National Convention. This may include a closed (or open) business meeting for the members of the Executive Board and/or an open business meeting for all members.

The closed (or open) USSEA business meeting would address issues and activities affecting the society and establish matters of policy. Minutes will be taken at the meeting but not published in the USSEA Newsletter. A majority of the Board shall constitute a quorum for the transaction of business. In the event of temporary incapacity of any officer or vacancy of any office or Executive Board position, the President may appoint a person to fill this position for the unexpired term in consultation with elected USSEA Officers.

Concerns of importance, new projects, and changes of policy, shall be presented to the membership at an open USSEA business meeting, recorded in the minutes, and may be published in the USSEA Newsletter.

Terms and Dates of office for *both elected and appointed* members of the Executive Board shall be for a two year period, commencing at the Annual NAEA Convention. Positions will expire at the conclusion of the annual open USSEA business meeting held during the NAEA National Convention.

USSEA National Council

The National Council shall be composed of Officers, Executive Board, and individuals appointed to various positions as deemed necessary by the President in consultation with the Executive Council or as requested by the Affiliate representatives of NAEA and/or INSEA.

USSEA Representatives at NAEA Delegates Assembly Meetings

In 1983, USSEA became an affiliate of NAEA. The National Art Education Association requests that all states and affiliates appoint individuals to the Delegates Assembly. The President appoints USSEA representatives to the Delegates Assembly. When membership warrants, a second representative is selected by the President to serve and attend the NAEA Delegates' Assembly Meeting. The basic duty of the USSEA delegate(s) is to see that USSEA members have representative voice within NAEA and that information and policy decisions are brought back to the USSEA Executive Board.

The USSEA delegate representative(s) are responsible for attending the NAEA Delegates' Assembly Meetings that are held annually at the NAEA Convention. It is the representative(s)' duty to represent the concerns of USSEA at these meetings.



Duties of Officers

Duties in Common to all Officer and Appointed Positions

Each officer and appointed individual shall present a brief, concisely written annual report summarizing his/her activities to the President and the Secretary. This report will be presented during an annual USSEA Board Meeting. Each individual needing funds to fulfill the duties of his/her positions shall prepare a written budget and give it to the President and Treasurer by March 1st, so that the President, in conjunction with the Treasurer, can present a total USSEA proposed budget during the closed Board Meeting at the NAEA National Convention.

When possible, USSEA Officers are encouraged to hold a separate/independent USSEA Conference according to USSEA Conference Guidelines.

President

The President shall be charged with the duty of seeing that USSEA policies are implemented.

- The President shall act in concert with the Executive Council and the Executive Secretary. The President shall be empowered to take direct action in an emergency and shall be required to keep the Executive Committee Officers informed of all such actions.
- The President shall present a written Annual Report to InSEA and NAEA.
- It shall be the duty of the President to preside at all meetings of the Executive Board, appoint the Chairperson and members of standing committees after Executive Board approval, and serve as ex-officio member of all committees, inform the membership of the activities of the Board and concerns of the Association.
- The President is responsible for overseeing matters of the USSEA budget and performing duties that pertain to the office of President, such as appointing standing committees and corresponding with members about various issues.
- The President shall be responsible for having the USSEA Handbook and Operations Manual updated annually and will provide copies to all officers and appointed individuals.
- The President will work with the support of and in direct communication with the Executive Secretary.
- The President is also responsible for overseeing the writing and editing of a USSEA Column in the *NAEA News* that summarizes USSEA news and concerns, and forwarding the column to the *NAEA News* editor six times per year: February 1st, April 1st, June 1st, August 1st, October 1st, & December 1st.
- The President shall complete the necessary NAEA convention program proposal forms for the following meetings:
 - USSEA/InSEA International Function
 - USSEA Members' Meeting, and/or
 - USSEA closed (or open) Board Meeting
 - Joint USSEA, CSEA, and InSEA Discussion Meeting as appropriate.
- The President is responsible for notifying the conference organizers of the audio-video equipment and other materials needs for effectively conducting work during the above mentioned meetings.
- In collaboration with the Ziegfeld Awards director, the President shall oversee the order of the USSEA Awards function, plan and print the awards Program, and assure that audio-video equipment, furnishings and other appropriate materials are in place for the function.

President-Elect

The President-Elect will be elected two years before becoming President, in order to work closely with the President currently in office and to be prepared to assume office at the conclusion of the International Function scheduled during the annual NAEA National Convention. The President-Elect will work closely with the President in all USSEA matters to ensure a smooth transition into the office of President. It shall be the duty of the President-Elect to:

- assume the duties of the President in the event of absences or vacancy in the office,
- serve on the Executive Council,
- assist the President as needed; to be in charge of new membership drives, and
- perform other duties prescribed by the Executive Council.

Also, during his/her term of duty, the President-Elect or an appointed representative shall be a USSEA representative to the NAEA Delegates Assembly.

The President-Elect shall act as the NAEA USSEA/INSEA Program Director. He/She shall:

- select a review committee to referee USSEA/INSEA NAEA Convention proposals and select presentations,
- photocopy or email accepted proposal forms and send them to the President and Abstracts Editor,
- arrange for evaluation of the presentations,
- consult with the USSEA InSEA World Councilors to arrange any events for InSEA Meetings if the InSEA World Council meets during the NAEA National Convention, and
- other items as necessary or as requested by the current USSEA President or Executive Board members.

The President-Elect will work to ensure a smooth transition from one group of Officers to another and help assure continuity.

The President-Elect shall be responsible for printing USSEA stationery, USSEA brochures, membership forms, and other appropriate materials in time for the USSEA business meeting at the NAEA Convention when he/she takes office as President.

It shall be the duty of the President-Elect to appoint individuals to the various positions needed before or during the NAEA National Convention at which time he/she takes office as the President of USSEA. The President-Elect shall become the USSEA President at the conclusion of the annual USSEA Business Meeting held during the NAEA National Convention. Following the conclusion of that business meeting, the President-Elect, now the President shall hold a meeting of newly elected officers and appointed individuals, to discuss and plan the future direction of the society.

Vice-President for Membership

It shall be the duty of the Vice -President for Membership to send notices for renewal of membership dues, collect dues, issue receipts of dues, and membership cards; to keep membership records, to furnish a list of names and addresses of members to the Executive Council annually, with up-dated lists to the Officers and email addresses to the Newsletter Editor before the printing of each issue of the Newsletter; to prepare and email addresses for the Journal Editor for the mailing of the USSEA Journal for Cultural Research in Art Education. The membership list should accurate records of all past Presidents of USSEA, who are to be considered life members and afforded full membership rights.

Treasurer

The Treasurer shall have charge of and be responsible for all money and financial matters of USSEA. Funds shall be disbursed by the Treasurer as authorized by the President. The Treasurer will:

- provide an annual, comprehensive account concerning the state of the treasury to USSEA Executive Council and report of all transactions for the year at the USSEA Business Meeting at the NAEA Convention,
- work closely with the Newsletter and Journal Editor on financial affairs and subscription listings.

Secretary

The Secretary shall be responsible for keeping the records and for conducting USSEA correspondence. It shall be the duty of the Secretary to:

- prepare copies of the Minutes of all meetings to be sent to the members of the Executive Council as soon as possible after the adjournment of each meeting,
- make a written Annual Report to the Executive Council summarizing the major business of USSEA,
- keep an accurate list of all committees,
- record all amendments,
- send out proper notices of all called meetings, especially the annual USSEA Business Meeting and Function held during the NAEA National Convention and other meetings when necessary,
- conduct USSEA correspondences as appropriate and needed.

Executive Secretary

The immediate Past President shall serve as the Executive Secretary and oversee the nominating and voting procedures for elected offices. It shall be the duty of the Executive Secretary to assist the new President to learn all duties of the presidency.

The Executive Secretary will be an ex-officio member of the committee on USSEA conventions. It will be his/her responsibility to:

- establish USSEA convention sites and oversee preparation of the program in conjunction with the President,
- assistant in budget matters,
- provide materials to the Newsletter Editor,
- pursue grants and other outside support,
- submit an annual progress report to the Officers concerning the inventory of USSEA records,
- represent (with the President) USSEA matters to NAEA and InSEA,
- prepare and submit all necessary materials to INSEA in order to establish USSEA as a National Recognized Organization (NRO) of INSEA,
- keep the Officers informed of all activities in regard to USSEA affiliations and NRO status with INSEA,
- assist the various NAEA, InSEA, and NAEA Task Forces, and
- perform other related duties as requested by the Executive Council or the President.

Officers

Archivist/Historian

The Archivist/Historian shall provide and maintain permanent USSEA Archives, and present an annual progress report and inventory of the records being maintained to the Executive Council. The Archivist/Historian will act as historian for USSEA and keep a record of all matters of interest - annually filing all appropriate material, properly labeled, with the USSEA archives located in the Art Department, Landrum, Box 8032, Georgia Southern University, Statesboro, GA 30460-8032 home institution of the Archivist/Historian.

Description of the types of materials needed to be kept in order and filed in labeled manila file folders include:

- USSEA Constitution, By-Laws, Duties of Officers, Operations Manual, changes in these documents, and any additional relevant materials,
- MINUTES - copies of all the Minutes of the USSEA Executive Board and general Business Meeting held annually during the NAEA National Conventions,
- USSEA Printed Materials including copies of USSEA stationery, USSEA brochures, membership cards, membership forms, invitation to join forms, and other such items created to communicate USSEA's purpose to art educators at large,
- USSEA Newsletters and Teaching Voices inserts – at least one copy of each issue,
- *Journal of Cultural Research in Art Education* – a least one copy of each issue,
- *Journal of Multicultural & Cross-Cultural Research in Art Education* (now retired)
- Ballots or Election materials,
- Correspondences - Copies of the general correspondences sent to the members of the USSEA Executive Board, the USSEA Council members, or to individuals/organizations in general,
- Other pertinent materials, which may include photographs and news clippings or downloaded items.

The Archivist/Historian also should:

- annually update or provide information for updating the historical record information in the USSEA Handbook, and
- mail or email notes reminding the appropriate people to keep him/her so informed.
- Artifacts may also be kept in electronic form, but because formats change over time, rendering older forms unreadable, hardcopies backups should be kept whenever possible.

A brief, written annual report summarizing the activities of the Archivist / Historian will be presented at the yearly USSEA Business Meeting during the NAEA National Convention.

Child Art Exchange Director

Since USSEA is interested in both cross-cultural as well as multicultural, this Director should organize child art exchanges between USA and foreign art teachers. The Director shall up-date all information flyers and necessary forms, organize exchanges as requested, submit a proposed annual budget, provide information for the USSEA Newsletter, NAEA NEWS, etc., and file an annual summary written report with the USSEA Executive Board.

Child Art Exhibit Director for InSEA World Congresses

USSEA sponsors a USA Child Art Exhibit displayed at InSEA World Congresses. The Director is responsible for the theme of such exhibitions, developing an information flyer, circulating this information flyer among USSEA members, having this information printed in the *USSEA Newsletter*, *NAEA News*, sending or emailing it to all state newsletter editors and any other appropriate sources.

This Director is responsible for collecting and selecting the artwork, for providing children and their art teachers with a certificate of appreciation, for displaying the art work both in the USA and at the InSEA World Congress. InSEA World Congresses take place every three years. The Director shall establish the guidelines. Art work displayed at an InSEA World Congress will be given to interested foreign art teachers at the conclusion of the Congress for display in their countries. Funding to pay for the materials and shipping costs needs to be obtained. The Director shall acknowledge those individuals or companies who support the exhibit through financial or material contributions by postage exhibition signage recognizing the contributors. In name with signage at the exhibit. An annual summary report shall be sent to the USSEA Executive members and to the Newsletter Editor for printing in the *USSEA Newsletter*.

Ziegfeld Awards Director

The Ziegfeld Awards Director shall oversee all aspects of these Awards and see that the following guidelines and deadline dates are met. The Director shall circulate a call for nominations annually. Nomination forms are to be distributed to attendees of the USSEA Function at the NAEA Conference, a call submitted by May or June to the Editor of the *NAEA Newsletter* for publication in the summer newsletter. The deadline for nominations is November 5 of each year. The Director shall copy the nomination materials and a ballot, circulating them in a timely fashion to all members of the Ziegfeld Award Selection Committee. This committee consists of the current USSEA President, Journal Editor, Ziegfeld Awards Director, Executive Secretary, and one past Ziegfeld award recipient.

Results of the election shall be sent to committee members, the nominees and nominators, and members of the USSEA Executive Board.

The Ziegfeld Awards Director shall be responsible for the USSEA sponsored International Function at the NAEA Conference, and shall:

- notify the Ziegfeld award recipients and inform them that they should submit a copy of their award speech to the USSEA Newsletter Editor for publication following the USSEA Awards Function,
- arrange for the Ziegfeld and other Award recipients to be introduced at the function,
- have plaques engraved for each Award recipient.
- organize the order of the program in consultation with the President of USSEA,
- in collaboration with the USSEA President, prepare and print the Program for the luncheon,
- make advance copies of the program available to USSEA Executive members and provide for copies for each USSEA Awards Function attendee,
- arrange for flowers or other tokens of celebration and appreciation to be given to the award recipients,
- arrange for a Head Table for USSEA & INSEA Executive members and oversee the preparation of necessary audio-visual equipment, furnishing, and other items needed during the USSEA Awards Function,
- in collaboration with the Vice President for Membership, see that membership forms for both USSEA and INSEA are available for each attendee of the USSEA Awards Function.
- coordinate with the Silent Auction Director if such an auction is to take place at the USSEA Awards Function.



USSEA Kenneth Marantz Distinguished Fellows Program

The USSEA Kenneth Marantz Distinguished Fellows Program is designed to recognize exemplary contributions to the field of culturally inclusive art education and to USSEA by its members. Those achieving recognition as a USSEA Kenneth Marantz Distinguished Fellows will have amassed a record of continuous service, leadership, and dedication to culturally inclusive art education and the USSEA organization that is outstanding. The USSEA Kenneth Marantz Distinguished Fellows Program is intended to recognize achievement in the field of art education and in service to USSEA that is exceptional in its depth and breadth.

The Fellows Award Selection Committee

The Fellows Award Committee will consist of a Chair and two USSEA members. The Chair will be the previous Fellow awardee and he or she will appoint the two other members of the Fellows Award Committee. The Committee Chair will inform the recipient and those who recommended him or her about the award.

Co-chairs of the Marantz committee:

Dr. Mary Stokrocki (mary.stokrocki@asu.edu) (2015 Recipient);
Dr. Marjorie Manifold (mmanifol@indiana.edu) (2015 Recipient)



Ziegfeld Award Guidelines

Eligibility:

There are two categories of the Ziegfeld Art Education Award:

- *International Ziegfeld Award*: Only art educators teaching in universities outside the United States of America are eligible for the international award.
- *National Ziegfeld Award*: Only art educators teaching at universities in the United States of America are eligible for the national award.

The nominees should be persons who have brought distinction to international art education through exceptional and continuous record of achievement in scholarly writing, research, professional leadership, teaching, professional service, or community service bearing on international education in the visual arts. Service in either/or USSEA or INSEA will be acknowledged.

Ziegfeld Nominations:

Nominations may be submitted by any member of USSEA, InSEA, or NAEA. Nominations must be in English. Deadline Date for nominations is November 5th of each year. Ziegfeld Nominations are good for a 3-year period and can be renewed.

Ziegfeld Nomination Requirements:

- Current curriculum vita of the nominee,
- Acceptance letter of nominee with signature,
- Cover letter from the person nominating the candidate,
- Supplementary letters of recommendations from at least three established art educators,
- Other supporting information that would be helpful to the USSEA Selection Committee.

Ziegfeld Service Award

In addition to the two Ziegfeld Art Education Award categories, an award for service may be given to a person who has shown outstanding service to the USSEA organization. The award need not be given annually but at the discretion of the President of USSEA with the approval of members of the Executive Board. Vita of the nominee, acceptance letter by the nominee and other requirements of the Ziegfeld Art Education Awards do not apply to this award.

NAEA Delegates' Assembly Representative(s)

The USSEA delegate representative(s) are responsible for attending the NAEA Delegates' Assembly Meetings that are held annually at the NAEA Convention. It is the representative(s)' duty to represent the concerns of USSEA at these meetings. The delegate shall:

- present the USSEA annual report to NAEA Board,
- submit a report of the Assembly proceedings, that are pertinent to USSEA, to the editor of the post-convention USSEA,

USSEA North American InSEA World Councilors

The USSEA North American InSEA World Councilors serve on the USSEA National Board in order to facilitate ongoing communications between USSEA and InSEA. INSEA World Councilors serve for three-year terms running from April to April.

North American INSEA World Councilors are responsible for editing the *NAEA News* "International Concerns" column. In 1985, USSEA President, Dr. Maryl Fletcher De Jong attended an NAEA Executive Board meeting and requested that the *NAEA News* have a column for "International Concerns" in its six annual newsletters. The "International Column" first was printed in the *NAEA News* in 1986. Duties include gathering the information and submitting and 2 page, double-spaced report, summarizing international concerns in the field of art education to the NAEA News Editor six times per year: February 1st, April 1st, June 1st, August 1st, October 1st, & December 1st.

USSEA was first granted INSEA Affiliate and National Recognized Organization (NRO) status in 1977. In order for USSEA to maintain its NRO and affiliation status with INSEA, USSEA must file annual summary reports that include a list of the USSEA current officers and members with INSEA. INSEA World Council members shall file an annual written report with the USSEA Executive Secretary.

Webmaster / Webmistress

The Webmaster or Webmistress should be a person interested in keeping abreast of communication and design technologies. The Webmaster's role is to:

- maintains the USSEA Website and integrates technology into the various functions of our programs to ensure efficiency at all levels of the organization.
- design an attractive and user-friendly website for USSEA members and site visitors,
- maintain the USSEA Website regularly, keeping news and information updated,
- maintain hyperlinks with the InSEA website,
- post online versions of all recent *USSEA Newsletters* and *Teaching Voices* and digitally archive past issues,
- advertise memberships to USSEA and providing access to membership applications,
- prepare/provide a web address that has longevity.

Newsletter Editor
USSEA Newsletter & Teaching Voices

It shall be the duty of the *USSEA Newsletter* and *Teaching Voices* Editor to prepare and publish 2-3 newsletters per and distribute these to the membership. The exact number of publications will be determined by the current budget, although there should be at least 2 issues – one prior to and one following the NAEA conference.

The Newsletter Editor will prepare a financial statement based on the costs of the past newsletters to be presented during the closed USSEA Executive Board Business Meeting held during the NAEA National Convention, including a suggested budget for each newsletter for the following year.

The Newsletter Editor will:

- notify all USSEA members of the deadline for submitting articles to each *USSEA Newsletter* and *Teaching Voices*,
- solicit information for publication,
- secure speeches from USSEA award winners, with assistance and cooperation of the Ziegfeld Award Director, for publication in the post conference *USSEA Newsletter*,
- arrange for printing, working with the treasurer to reimburse the printer for expenses,
- mail copies of the *USSEA Newsletter* and *Teaching Voices* to all members, based on the most current membership information,
- notify the Vice President of Membership regarding undeliverable addresses,
- mail extra copies to the USSEA Archivist,
- submit the *USSEA Newsletter* and *Teaching Voices* in a PDF or other digital format to the Webmaster for posting on the USSEA website.

The *Newsletter Editor* should be responsible for arranging for photographic documentation of meetings and conferences for possible use in both the Newsletter & Archives, and should submit a budget for these expenses as appropriate.

An insert, *Voices*, (later changed to *Teaching Voices*) was added as an insert to the *USSEA Newsletter*. Designed by Sharon D. La Pierre and Christine Ballengee Morris, *Voices* is a forum to explore issues in theory and practice. It encourages dialogue, stories, and lesson plans that deal with multicultural, cross-cultural, and cultural pluralism in regard to curriculum and practical application issues. The Newsletter editor is responsible for soliciting materials appropriate to *Teaching Voices*, and editing, preparing layout, and printing *Teaching Voices* concurrently with the Newsletter. Additional copies of *Teaching Voices* may be printed at distributed at NAEA or other art teaching conferences as a USSEA promotion.

The assistance of an assistant editor may be selected and appointed at the Newsletter Editor's discretion.

Deadlines for submitting information are to be established by the Editor and advertized to all the USSEA membership. A pre-conference issue should include, in addition to other information, a copy of the USSEA sessions offered during the NAEA National Convention. A post-conference issue should include excerpts of the Awards recipients' speeches and the USSEA Delegate's Representative(s) report. All issues should include lists of Officers and Executive Board members with contact information.

Journal Editor

The Journal of Cultural Research in Art Education (JCRAE)

Procedures for Selecting the Editor:

After three years, the associate editor of JCRAE becomes its editor for three years unless the length of the editorship has been changed by official agreement with the JCRAE review board. The editorial term begins at the NAEA annual convention's JCRAE business meeting and ends with the publication of the final journal under that editor.

If an associate editor is unable to fulfill the duties and responsibilities of a full editorial term, the current editor will conduct a special election as soon as practicable and adhere to the following election criteria:

- accept nominations from members of the review board for a three-week period,
- accept only nominees who have published in JCRAE,
- send a slate of nominees to the review board by email,
- open the vote to the review board for a two-week period.
- If the vote results in a tie, the editor will conduct a second round of voting for a two-week period.

Responsibilities of the Editor:

The editor maintains the editorial office at his or her home institution and oversees all aspects of the JCRAE publication process, including the overall design of the publication. These duties include, but may not be limited to:

- publishing one approximately 120-160 page, 8-12 article issue of JCRAE in the spring or summer of each academic year,
- receiving manuscripts,
- reading all manuscripts,
- sending manuscripts for review,
- corresponding with authors,
- giving final approval to manuscripts,
- facilitating the work of guest editors,
- compiling each issue,
- contributing an editorial,
- inviting guest editorials,
- working with the USSEA board of directors on the publication timeline and process,
- functioning as liaison with NAEA.

During each year of his or her editorship, the editor is also responsible for submitting proposals to the NAEA convention chair for a JCRAE business meeting at the NAEA convention.

Exclusions:

- The editor cannot submit or publish manuscripts to JCRAE during her or his editorship.
- Books written by the editor cannot be reviewed in the journal during his or her term.
- The editor may serve on other editorial boards during his or her term but should not serve as senior editor for other journals without permission from the USSEA board of directors.

Associate Editor

Procedures for Selecting the Associate Editor:

The JCRAE review board nominates and elects the associate editor to a three-year term that begins at the NAEA annual convention's JCRAE business meeting and concludes at the annual convention three years later or at the end of the established term. The editor adheres to the following procedures for electing an associate editor:

- initiates the election process through an email call for nominations in the fall of his or her last year,
- accepts nominations from the review board for a three-week period,
- accepts nominees who have published in JCRAE and who can demonstrate that they have institutional, support for the journal (*a GRA or a paid person to serve as assistant editor, an office or other designated space, and at least some institutional contribution toward postage and/or printing costs*),
- sends a slate of nominees to the review board,
- conducts a vote over a two-week period,
- If the vote results in a tie, the editor conducts a second round of voting for a two-week period.

The nominee who receives the most votes becomes associate editor upon the USSEA board of directors' ratification of the vote.

Responsibilities of the Associate Editor:

The associate editor acts as an advisor to the editor on all aspects of the publishing process as requested by the editor. She or he participates in mentoring and succession activities with the editor.

Exclusions:

- The associate editor may submit manuscripts to JCRAE for review and publication during his or her term.
- The associate editor shall not review her or his own manuscript and shall not be privileged to the names of the reviewers of her or his article.
- Books written by the associate editor can be reviewed in the journal.
- Associate editors may edit other journals and serve on other editorial boards.

Past Editor

Procedures for Selecting the Past Editor:

The past editor assumes the position immediately following her or his term as editor and serves a three-year term unless other arrangements have been approved by the JCRAE review board and the USSEA board of directors. The term begins at the NAEA convention's JCRAE business meeting and ends after three years or when a new past editor takes his or her position, whichever comes earlier.

Responsibilities of the Past Editor:

The past editor serves as advisor to the editor and associate editor.

Exclusions:

- The past editor may submit manuscripts for publication and may publish articles in JCRAE during the three-year term.
- Books written by the past editor can be reviewed in the journal during the term.
- Past editors may edit other journals and serve on other editorial boards.

Editorial Assistant

Procedures for Selecting the Editorial Assistant:

The editor selects the editorial assistant. Typically, the editorial assistant is paid through a stipend or research assistantship from the host institution.

Responsibilities of the Editorial Assistant:

The duties and responsibilities for this position are negotiated between the assistant and the editor and may include, but may not be limited to:

- preparing manuscripts for review,
- sending manuscripts to the review board,
- preparing correspondence for the editor,
- assisting in the administration of the editorial office.
- assisting guest editors,
- assisting the editor in preparing each issue for publication.

Exclusions:

- With the approval of the Editorial review board, the editorial assistant can submit manuscripts to and be published in JCRAE while holding the editorial assistant position.
- The editorial assistant's manuscripts will be reviewed in the same manner as other authors' manuscripts with the exception that the editor alone will choose and keep confidential the identities of the reviewers.
- Books written by the editorial assistant cannot be reviewed in the journal during his or her term.
- The editorial assistant cannot edit other journals while in this position without approval from the review board.
- The editorial assistant may serve on other editorial boards.

Review Board Member

The review board shall include between 24 and 28 members, including the editor, associate editor, and past editor. Members of the review board serve a three-year term. A second three-year term can immediately follow. The term of service begins at the NAEA annual convention's JCRAE business meeting and concludes at the annual meeting three years later. Once a member leaves the board, she or he can be nominated for the board again after one year's absence. Review board members may serve without having been published in JCRAE, but a publishing history with the journal is desired.

Procedures for Selecting Review Board Members:

The editor initiates the review board member nomination process by adhering to the following procedures:

- issuing in the fall of each year an email call for nominations to the review board,
- assuring that the number of nominees is equal to or more than the number of places to be filled on the board,
- sending the list of nominees and their vitas to the review board,
- conducting a two-week vote by email,
- conducting a second round of voting for a two-week period if the vote results in a tie.

The nominees equal to the available positions who receive the most votes are elected upon the USSEA Board of Directors' ratification of the vote.

Responsibilities of Review Board Members:

Review board members are responsible for the following:

- blind review of manuscripts for publication in the journal,
- returning reviews to the editor by the established deadline (usually one month),
- advising the editors when asked,
- recommending JCRAE policies,
- requesting that the USSEA ratify JCRAE policy statements.

Exclusions:

- Chronic lateness by review board members may result in the editor asking a board member to take a leave of absence or resign.
- Review board members may publish in the journal. They will not be a part of the review process leading to publication.
- After leaving the review board, former members may be asked to review manuscripts based on a particular area of expertise.

Authors

Procedures for Selecting Authors:

The JCRAE editor shall select authors in any of the following ways, but generally, most authors shall be chosen based on competitive manuscript review. Directions for submitting articles, commentaries, and book reviews shall be published in each edition of the journal. Authors must adhere to the submission criteria or their manuscript may be rejected without review. Once submissions are edited for publication they become the property of the JCRAE and cannot be published in the edited form in another venue.

Competitive Manuscript Review:

The author shall:

- adhere to submission criteria,
- communicate with editor in a timely fashion,
- meet established deadlines,
- sign copyright release agreement if article is accepted,
- revise article to the satisfaction of the editor,
- describe in a letter to the editor how he or she has addressed reviewers' comments,
- return any additional materials requested by the editor by established deadlines,
- publish the article only in the issue of JCRAE for which it was edited and approved.

The author retains the right to post an official reprint of his/her published article in the format provided by the Journal on a personal Website and/or on one Website with which they are academically affiliated as stipulated in the Copyright Release Agreement (see Appendix).

Guest Author Invitation, Book Reviews, and Commentaries:

The editor may invite authors to publish in JCRAE. The invitation may be to write an article, respond to an article, re-publish an article, or write a book review or commentary. Generally speaking, invited articles are a minor part of the journal. An invited text will not go through the regular review process; instead the editor will consult with the assistant editor on the suggestions for a rewrite and the appropriateness of the manuscript for publication.

Exclusions:

An individual author shall not publish more than one manuscript in one journal edition.

Appointed Positions

Outreach Committee & Committee Chair

Outreach Statement

In partial fulfillment of its mission (*see page 1 of this handbook*), USSEA wishes to establish symbiotic relationships with communities throughout the United States and the world to identify issues that are congruent with the over arching goal to “educate students through the arts.” Education through the arts means engaging USSEA members in current community issues that are important to the general education of students everywhere such as, finding new uses and strategies for art education in order to share commonalities among disparate groups of people, attempting to de-center the Western point of view about the purpose and meaning of art and art education, fostering different perspectives, and other such issues.

The approach used to engage USSEA members and communities throughout the United States and the world is dialogue/research. This dialogue/research will be brought to communities through regional conferences where research on local community issues can be presented and published providing mutual benefits to the community and to the membership of USSEA.

The role of the Outreach Committee Chair is to coordinate planning and organization of regional symposiums and other communications, meetings and conferences that will further the mission of the Committee.

The role of the Outreach Committee is to:

- identify issues that are congruent to the outreach statement,
- identify communities that will work with USSEA to find solutions or to draw attention to evolving social, aesthetic,
- identify political issues that will be of concern to art educators and to the education students,
- make suggestions for regional conferences and issues to be addressed.

Silent Auction Chair

The silent auction is held just before, and during, the USSEA, and concludes immediately after Function at the annual NAEA Convention with the announcement of highest bidders. The Silent Auction Chair sends calls for donated artworks and artifacts and announcements of the auction to editors of fall and spring issues of the *NAEA Newsletter* and pre-convention *USSEA Newsletter*. The chair also will

- arrange to collect donated items at the annual NAEA conference,
- prepare and have printed auction sheets, labels for donated items, and donation receipts of auctioned items,
- collect payment and provide sale receipts for items won by bidders,
- keep records of the bidding results, and
- turn over proceeds of the auction to the USSEA Treasurer at the conclusion of the auction.

National Consultants

National Consultants shall be appointed as needed for a one or two year term of office by the President in consultant with the Executive Board. National Consultants are individuals active in aspects of the field of art education relative to USSEA interests.

Liaison with Professional Journals/ NAEA News/ STATE Newsletter Editors

USSEA'S Liaison with Professional Journals / *NAEA News* / & with State Newsletter Editors shall:

- contact NAEA and ask for lists of email and mailing addresses for State Presidents, State Newsletter Editors, and NAEA Board of Directors,
- obtain a list of professional journals and the addresses of current editors for *School Arts*, *Arts & Activities*, *Art Education Journal*, *Art International*, *CSEA Newsletter*, and *InSEA NEWS*,
- mail information to the State Newsletter Editors pertaining to International Concerns such as the column in the *NAEA NEWS*,
- prepare an advertisement for the *USSEA Journal of Cultural Research in Art Education* and the *USSEA Newsletter* and mail a copy for approval to the USSEA Executive, and upon approval
- mail this advertisement to all Newsletter Editors and Journal Editors.

The Liaison shall develop a list of international organizations that have to do with the visual arts and art education. She/he will keep in contact with these organizations and provide a list of these organizations with the names and addresses of the principal contact person (s) for the USSEA Officers annually.