Foundations in Art: Theory + Education

FOUNDATIONS IN ART:
THEORY AND EDUCATION

ARTICLE 1 - NAME

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

ARTICLE 2 - PURPOSE

2.1. to improve coordination within visual arts departments, universities, colleges, and/or schools, and among them;

2.2. to identify and address common instructional curricular concerns at the foundation level;

2.3. to facilitate the exchange of information about curricula, resources, creative research, and methodology;

2.4. to improve the quality of the undergraduate learning experience in the visual arts;

2.5. to serve as a bond between the many diverse organizations and groups concerned with post-secondary education in the visual arts;

2.6. to increase the level of professional practice for teachers of foundation-level visual arts and art history;

2.7. To provide forums for discussing contemporary issues in art/design education.

ARTICLE 3 - MEMBERSHIP

3.1. Membership Plans And Transition Plan
Membership plans begin on January 1 and end on December 31 each annual year.
Nonconference year benefits will include members' access to materials on the website, including past FATE In Review issues, professional development, and educational workshops. Members may also organize a regional event in collaboration with FATE.

3.2. Individual Membership
Paying dues allows for membership in the association. All paid members are entitled to all organization benefits.

3.3 Institutional Membership

Institutions of higher education and related businesses may join the association by paying a sponsor fee and identifying three faculty members as part of the institutional membership. The members will receive FATE e-newsletters and e-blasts, access to 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—January 1 of the following year. Access to FATE in Review publications will be provided to new members.

3.4. Renewal of Individual Membership and Institutional Membership

Dues renewal notices will be posted on the FATE website and distributed through targeted emails. Members whose dues are not renewed by February 15th 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.

3.5. Conflict Resolution

While every attempt will be made to maintain accurate membership records, mistakes are possible. The member must notify the Director of Membership and provide documentation (canceled checks, photocopied front and back) to resolve conflicts or errors. The members are responsible for notifying the Director of Finance and Director of Membership of any change in address or affiliation. All questions regarding membership shall be directed to the Director of Membership.

3.6 Privacy

Membership rosters are made available to association officers, but membership information will only be distributed or traded to any other agency or organization with a legal warrant. Members may request information about specific members by contacting the Director of Membership on a case-by-case basis.

ARTICLE 4 - BOARD OF DIRECTORS

4.1. Board Composition

The volunteer Board of Officers shall consist of the following positions:

President, elected
Director of Finance, elected
Director of Communications, elected
Director of Programming, elected
Director for Development, elected
Director of Membership, elected
Director of Conference Planning, appointed
Director of Diversity, Equity, Inclusion, and Accessibility (DEIA), elected
Director of Social Media, elected

Director of Branding & Design, elected
FATE College Art Association Affiliate Representative, elected
FATE SECAC Affiliate Representative, elected
Editor in Chief of FATE In Review, appointed
Associate Editor of FATE In Review, appointed

4.2.1. Commitment and Board Transition

a. Board members in leadership are committed to a two-year appointment on the board when elected.

b. At the end of each office's term, the officers will serve an additional six-month period to mentor newly elected officers. This is intended to create continuity and pass institutional memory and processes to the newly elected board officers.

4.2.2. Election Cycle

Elections shall begin at least 20 days before the biennial FATE conference and close at the end of the first day. The elected officers will be announced during a conference event.

4.2.3. Term Limits

a. An individual may serve up to two terms in the same office.

b. After two consecutive terms in one role, an individual must wait one full term before being eligible for re-election to the same role.

c. Officers completing their second term can run for a different board position than previously served without waiting for one full term to be eligible.

d. In exceptional circumstances, the board may vote to extend an individual's term by one year with a two-thirds majority vote.

e. Board members stepping down from their positions are encouraged to serve on FATE committees. *See Article 6.*

4.2.4. Mid-term Vacancies

a. Vacancies in the Board of Officers occurring during the designated term may be appointed by the President until the next election. The Nominating Committee is responsible for assisting in the process. *See Articles 4.3.2. and 6.2.*

b. Board members appointed in these instances must be elected in the next election cycle if they would like to continue serving on the board.

4.2.5. Removal from Office

a. If an officer fails to fulfill their responsibilities, misses consecutive monthly board meetings without a valid reason, or fails to meet the duties of their position, the board may request their resignation.

b. Removal from office for cause may be enacted with a two-thirds majority vote of the entire board.

c. The succession plan outlined in *Article 4.2.4* will be followed in the event of removal.

d. Board members who have been removed from office may not run for office again or hold a position on the board.

e.FATE also recognizes that personal circumstances may arise where officers must step down from the board. All board members should communicate such circumstances
with the board as a matter of good faith. *Please see 4.2.7. Flexibility in Commitment* for further details. The removal process should only be used in situations where a resolution cannot be reached.

4.2.6. Eligibility for Office

a. Elected officers must be FATE members.

4.2.7. Flexibility in Commitment

a. Board members may step down with at least three months' notice as they recognize that personal and professional circumstances may change.

b. In such cases, the vacancy-filling process outlined in *Article 4.2.4* will be implemented.

4.3.1. Candidate Application Submission

a. Interested individuals must apply to the Nominating Committee..
b. The application should include:
    i. A statement of interest;
    ii. A CV demonstrating experience;
    iii. Two references from FATE members in good standing or colleagues. The recommenders' contact information is requested for references.

4.3.2. Candidate Review Process

a. The Nominating Committee will review all applications and select candidates for interviews.

b. The Nominating Committee will conduct interviews. The Nominating Committee consists of at least three current board members, including the President or a designated representative, the Director of D.E.I.A. or a designated representative, and one other officer from the board.

c. The interview panel will assess candidates based on the following:

i. Understanding of FATE's mission and goals;
ii. Skills and experience;
iii. Commitment to fulfilling board responsibilities;
iv. Ability to work collaboratively.

4.3.3. Recommendations and Approval:

a. Following the interviews, the panel will make recommendations to the full Board of Officers.

b. The Board of Officers recommend candidates to run for election.

4.3.5. Election Ballot

a. Once approved, candidates will be placed on the election ballot and presented to the membership.

b. Application materials will be made public to FATE members to assist them in making an informed decision.

4.3.6. Notification

a. A designated representative will notify all applicants of the results of the Candidate Review Process. The representative may be from the Board of Directors, Nominating Committee, or DEIA Committee.

4.4. Responsibilities

a. The board of officers conducts the association's business according to the bylaws, ethical principles, and all applicable laws and rules governing such professional associations. The board will:

i. Maintain transparent decision-making processes;
ii. Regularly review and update ethical guidelines;
iii. Ensure compliance with non-profit regulations;
iv. Document and disclose potential conflicts of interest;
v. Fulfill their responsibilities and communicate progress on initiatives bi-monthly to the board at large.

b. The board of officers develops and implements activities beneficial to the membership, guided by principles of:

i. Educational equity and accessibility;
ii. Cultural inclusivity and representation;
iii. Resource stewardship and fiscal responsibility;
iv. Creative freedom balanced with ethical responsibility

c. The board will vote on the conference location considering:

i. Accessibility for FATE membership;
ii. Financial impact on members and the association;
iii. Accommodation of various physical abilities and needs;.

d. The board maintains ethical oversight by:
i. Establishing and reviewing ethical guidelines annually;
ii. Monitoring program outcomes for alignment with ethical principles
iii. Fostering partnerships that align with the association's values
iv. Protecting member privacy and maintaining appropriate boundaries

e. The board exercises financial oversight through:
i. Reviewing and approving budgets and financial statements;
ii. Ensuring proper management of investments and reserves;
iii. Overseeing independent audit processes when required.

f. The board ensures ongoing organizational development through:
i. Implementing board member recruitment and succession plans;
ii. Providing comprehensive orientation for new board members;
iII. Participating in continuing board education and training.

g. The board maintains legal and regulatory compliance by:
i. Filing all required reports and documentation on schedule;
ii. Review insurance coverage annually.
iii. Conducting periodic bylaw reviews and updates.

h. The board builds community relationships by:
i. Implementing regular member communication;
ii. Developing and maintaining strategic partnerships.

i. Board memebrs my ask FATE to share job postings elated to FATE's mission though it's platforms of communications in social media, e-communications, and website.

4.4.1. Responsibilities of the President

Purpose: The President serves as the association's chief executive officer and is responsible for strategic oversight, organizational governance, and advancing arts education. This role guides the association's mission through collaborative leadership, fiscal responsibility, and commitment to diversity, equity, inclusion, and accessibility (DEIA). The President ensures operational excellence while fostering an environment that promotes artistic growth, studio research, educational innovation, and ethical decision-making across all association activities. The president oversees the following:

a. Decide on policy

b. Approve the budget and the association programming.

c. Appoint and staff positions as necessary.

d. Review reports from the Director of Finance.

e. Prepare a "State of the Association" report to the board and members.

f. Regularly submit material on activities to the Director for Communications.

g. Review materials submitted by other officers, committee chairs, or coordinators for submission to the Director of Communications for distribution.

h. Oversee and approve the association's conference plans.

i. Approve conference program and budget

j. Provide copies of current bylaws to all officers

k. Propose changes to the bylaws, which have been approved by the board of officers, to the membership.
l. Conduct monthly meetings. If the board has no business, the president can cancel a board meeting with prior notice.

m. The President and Director of Finance are the only board officers authorized to sign contracts on behalf of the association.

n. Ensure that DEIA principles are considered and implemented in all major decisions and initiatives of the organization.

o. Coordinate AV needs with the Director of Finance.

p. Coordinate with the Board of Directors and Conference Planning Committee regarding the conference.

q. Organize and schedule board meetings.

4.4.2. Responsibilities of the Director of Finance

Purpose: The Director of Finance serves as the financial steward of the association, ensuring fiscal integrity, regulatory adherence, and sustainable economic practices. This role combines strategic financial oversight with operational costs, working closely with the President and board to advance the association's educational mission through sound financial practices. The Director of Finance will:

a. Legally and ethically engage as an authorized user on all FATE financial accounts.

b. Receive dues and fees and otherwise manage association income in association accounts (itemize income by membership and program income and account for payment platform fees);

c. Work with the President, the Director for Development, and other appropriate board members to coordinate the financial activities of the organization;

d. Manage W2 tax forms and invoices for hired consultants and vendors, report vendor payments to hired CPA agent to generate 1099 if appropriate by the federal deadline, create reports when requested by the board;

e. Work with the President to submit annual reports with the hired CPA agent for the Internal Revenue Service (federal) and file non-profit yearly forms with the state of Ohio and the President or provide accurate and up-to-date information upon request; these may be sent to the Board of Officers;
f. Work with other board members to collect and post meeting minutes and reports online;

g. Work closely with board members and committee members overseeing programs that generate income and/or incur expenses.

h. The 'location' of FATE's finances historically shifts to the location of the Director of Finance.

i. Work with the President to ascertain that the by-laws of the association, as outlined in this document, are observed;

j. Work with the Director of Conference Planning and Conference Planning Committee on budget, travel, and programming expenses, orginization of meals and the FATE Awards;

k. The President and Director of Finance are the only board officers authorized to sign contracts on behalf of the association;

l. Coordinate AV needs for the biannual conference with the President.

m. Submit a final financial report to the board following the conference's conclusion.

n. Coordinate hotel negotiations and contracts with the Director of Conference Planning and President;

o. Attend regularly scheduled board meetings.

4.4.3. Responsibilities of the Director of Communications

Purpose: The Director of Communications leads FATE's external and internal communications strategy, ensuring effective information sharing among the association's members, officers, affiliates, and the community. This role maintains consistent messaging, manages regular communications channels, and supports the association's programs through communication initiatives. Because of the multi-faceted nature of FATE communications, this role will need to collaborate with the Director of Social Media and the Director of Branding & Design. The information and content collected by the Director of Communications must be shared with the Director of Social Media and the Director of Branding & Design. Through these efforts, the Director of Communications helps advance FATE's mission while upholding its values of diversity, equity, inclusion, and accessibility. The role is responsible for the following:

a. Solicit, collect, edit, and publish content from Board Officers and members for digital distribution via email. This includes collaborating with the Directors of Branding & Design, Communications, and Social Media.

b. Maintain and distribute the newsletter, including submission deadlines and publication dates.

c. Oversee association correspondence, including:
    i. FATE-related conference information;
    ii. Membership notices;
    iii. Listings association activities and updates;
    iv. Lead and coordinate public relations activities representing the association, including developing newsletters.

d. Support association programs through the distribution of promotional materials.

e. Collaborate with the directors of affiliate society representatives and the editors of the *FATE in Review* Journal, soliciting calls for presentations, papers, artworks, and other materials as needed.

f. Coordinate with the Conference Director and Conference Planning Committee to distribute conference information in a timely manner and maintain conference details across platforms. These communications will be in collaboration with the Director of Social Media and the Director of Branding & Design.

g. Respond to FATE inquiries.

h. Ensure communications reflect FATE's commitment to diversity, equity, inclusion, and accessibility.

i. Attend regularly scheduled board meetings.

4.4.4. **Responsibilities *of the Director of Programming***

Purpose: The Director of Programming drives FATE's educational mission by developing and overseeing both year-round professional development opportunities and the biennial conference program in collaboration with the board and related committees. This role cultivates regional partnerships, champions diverse educational initiatives, and orchestrates the conference's academic content to create meaningful learning experiences for FATE members. Through strategic programming decisions and careful coordination with various stakeholders, they ensure FATE delivers consistent value to its members while advancing art education excellence. The role is responsible for the following:

a. Maintain contact with institutions interested in hosting FATE Regional events and assist.

b. provide information on regional event activities for publication on the website
c. Advise regional event leaders on developing and implementing various activities such as forums, conferences, and workshops.

d. Encourage and support programming that promotes diversity, equity, inclusion, and accessibility in art education in the off-conference year.

e. Organize and lead workshops for FATE members outside the biannual conference year that support education, professional practice, and mentorship.

f. Take primary responsibility for organizing the panel sessions for the biannual conference in coordination with the conference planning committee and the board, including:

- i. Coordinating the call for session proposals and papers
- ii. Overseeing the jurying process for session and paper selections
- iii. Managing the "matchmaking" process for finalizing sessions
- iv. Scheduling sessions and managing presenter needs

d. Assist in the development and implementation of the conference program

e. Manage communication with session chairs and presenters

f. Coordinate with the Conference Planning, Social Media, and Communications Directors for ongoing conference promotion.

g. Ensure programming reflects FATE's commitment to diversity, equity, inclusion, and accessibility.

h. attends regularly scheduled board meetings.

4.4.5. **Responsibilities *of the Director of Conference Planning***

Purpose: The Director of Conference Planning leads the strategic development and execution of FATE's biennial conference, serving as the primary architect of this event. Working closely with the President, Board, and Conference Planning Committee, they oversee the conference planning process, including venue selection, program coordination, and attendee experience. This role ensures that the conference delivers meaningful professional development opportunities while embodying FATE's commitment to diversity, equity, inclusion, and accessibility.

a. Oversee and coordinate the biennial conference planning.

b. Organize hotel and conference site, including food and beverage needs, shuttle services, AV rental, and extra-curricular events with the board.

c. Submit conference plans to the President for approval before publication.

d. Submit a conference budget to the President and Director of Finance for approval.

e. Work with the Director of Communications to publicize the conference.

f. Work with the Director of Membership to organize registration procedures.

g. Solicit, organize, and monitor biennial conference programming.

h. Assemble a "conference packet" of information, which shall include the final conference program of sessions and other information pertinent to the conference and association.

i.Collaborate with the Director of Communications to disseminate conference information and notifications.

j. Coordinate with the President and Director of Finance on hotel negotiations, insurance requirements, and contracts.

k. Oversee the selection and coordination of keynote speakers and special events.

l. Coordinate the Member's Exhibition with the conference planning committee.

m. Ensure that conference planning incorporates DEIA principles, including diverse representation among speakers, accessible venues, and inclusive programming.

n. Attend regularly scheduled board meetings.

4.4.6. **Responsibilities *of the Director of Membership***

Purpose: The Director of Membership serves as the steward of FATE's membership community, overseeing all aspects of member and institutional sponsor relationships. This role manages membership data systems, coordinates renewal processes, and ensures accurate information flow across the organization. Through strategic initiatives and careful attention to member needs, they work to build and maintain an inclusive, diverse, and engaged membership base that advances FATE's mission in art education.

a. Maintain and regularly update the membership and institutional sponsor rosters

b. Maintain communication with members regarding individual memberships, institutional memberships, and conference registration

c. Work with online databases to ensure the accuracy of membership, including editing of content, receipts, and website communication for each renewal cycle

d. Work with the Director of Finance in maintaining the online system to collect membership and institutional sponsor dues and preparation of invoices

e. Send a "renewal of dues or fees" notice to members or sponsors before the yearly membership renewal period and an official notification. *See Article 3.*

f. Submits membership and sponsor address lists to the Director of Communication, FATE in Review Editor in Chief, and Director for the Biennial Conference as needed

g. Serves as association archivist of membership data.

h. Develop and implement strategies to increase diversity in membership and ensure equitable access to membership benefits.

i. Attend regularly scheduled board meetings.

4.4.7. Responsibilities of the Director for Development

Purpose: The Director for Development leads FATE's fundraising and revenue growth initiatives by building strategic partnerships and creating compelling giving opportunities. Working closely with the President, the Director of Finance, and the board, they cultivate relationships with donors, sponsors, and

funding organizations to ensure FATE's long-term financial sustainability while advancing its mission in art education.

a. Collaborating with the FATE President and Director of Finance, the Director for Development will harness the energy and commitment of the community to build FATE revenues

b. Internally, the Director will collaborate with the President, the Director for Communications, and the Director of Finance

c. Externally, the Director 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 *Director for Development* will be a critical member of the FATE management team. They must be able to represent FATE to various constituencies and significantly enhance support among public-sector venture capitalists, foundations, think tanks, high-net-worth individuals, and businesses.

e. They must have the drive, entrepreneurial spirit, and communications skills required to take on the task of securing the financial health of FATE over the following years and must gain the respect of a broad constituency
f. The Director for Development 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.

g. The emphasis will be on Corporate Sponsorship, significant gifts, event-driven donations (through dinners, speeches, symposia, special events, and other activities), and planned giving. We will also encourage moderately sized annual gifts from individual donors, regular giving from businesses, and support from governmental and non-governmental institutions.

h. Attend regularly scheduled board meetings.

4.4.8. Duties of the Director of Diversity, Equity, Inclusion, and Accessibility
Purpose: The Director of Diversity, Equity, Inclusion, and Accessibility (DEIA) leads FATE's commitment to fostering an inclusive art education community. This role guides the organization's DEIA initiatives, ensuring these principles are woven into all aspects of FATE's operations, programs, and member services. Working collaboratively across the organization, they develop and implement strategies that advance FATE's mission while creating a more equitable and accessible environment for all members.

a. Lead the FATE DEIA committee and initiatives

b. Organize and coordinate the DEIA committee regarding:

i. DEIA committee initiatives
ii. Review of FATE materials through a DEIA lens
iii. Research and create best practices for DEIA for the association.
iv. Advise FATE Members on DEIA best practices in teaching, research, and mentorship.

c. Facilitate collaborations between the FATE board and the FATE DEIA committee.

d. Attend FATE board meetings and report on FATE DEIA committee activities.

e. Serve on the Conference Planning Committee.

f. Oversee the implementation of DEIA principles in all FATE activities, programs, and conferences, and oversee requests for accommodations and modified activities as needed. The director of DEIA must also collaborate with the President and director of Finance in the implementation of support for conferences.

g. Develop and maintain DEIA training programs for board members and FATE members.

h. Serves on the Conflict Resolution Committee and Nominating Committee when needed. *See Articles 6.2, 6.3, and 6.5.*

4.4.9. Responsibilities of the Director of Social Media

Purpose: The Director of Social Media leads FATE's digital community engagement strategy, managing the organization's social media presence to foster meaningful connections among members, share important updates, and promote FATE's activities. This role creates and curates content that advances FATE's mission while building an inclusive, engaging online environment for art educators.

a. Collect, edit, and publish material from the Board of Officers and members for distribution on all social media platforms used by FATE.

b. Create a social media plan for ongoing engagement across social media platforms and share for input and approval by the board.

c. Create Social Media posts that contain information about upcoming and recent FATE-related conferences, membership notices, activities, and community accomplishments.

d. Use and create appropriate and professional tags, checking to make sure these don't already exist for another organization/event.

e. Work with the Director of Communication to initiate and coordinate social media public relations activities that promote or represent the association.

f. Work closely with the Director of the Biennial Conference and conference team to coordinate the publicity of biennial conference information before, during, and after conferences, member exhibitions, and conference events surrounding the conference.

g. Work with the Conference Planning Committee to implement conference branding for social media templates.

h. Support and assist the Director of Communication in promoting all public relations activities.

i. Host Social Media Takeovers and schedule frequent social media takeovers with FATE award winners, members, board officers, and other appropriate sponsors & vendors.

j. Maintain guidelines for appropriate Facebook group use.

k. Moderate the use of the group in case a member notices misconduct and reports them to the Board of Directors. The board will determine if the issue requires a resolution and refer it to the Conflict Resolution Committee. *See 6.5. Conflict Resolution Committee.*

l. Ensure social media contributions reflect the mission of the FATE Diversity, Equity, and Inclusion Committee.

m. Engage in and support positive topics and themes on the page to help guide members to publications relevant to teaching art in higher education.

n. Collaborate with the President, Director of Social Media, and Director of Communications to create and distribute promotional materials.

o. Attend regularly scheduled board meetings.

4.4.10. Responsibilities of the Affiliate Societies Representatives:
SECAC and the College Art Association
Purpose: The Affiliate Societies Representatives are FATE's ambassadors to partner organizations, particularly the College Art Association (CAA) and SECAC, fostering meaningful connections between these communities. They coordinate FATE's presence at affiliate conferences while ensuring effective information flow between organizations to advance shared goals in art education.

a. compliance with all affiliate society policies and procedures.

b. Comply with all affiliate society policies and procedures for the College Art Association (CAA) and SECAC.

c. Handle all correspondence between FATE and CAA/SECAC conference organizers
d. Organize one or more FATE sessions at the CAA/SECAC conference. Sessions must be in person and held at the affiliate conference.

e. Submit a call for papers to the Director for Communications so that timely submissions may be received

f. Submit conference information, the names of speakers, and their topics to the Director for Communications for publication and posting on the web

g. Submit a summary of the session to the Director for Communications for publication

h. Provide submission guidelines for the "FATE in Review" journal to session panelists and encourage submission to the journal editor
i. FATE will fund memberships to recognized affiliate organizations of FATE and conference fees. Membership fees will be paid immediately by the Director of Finance. Conference fees will be paid as reimbursements after attending the conference.

j. Hotel accommodations, travel arrangements, and meals are the responsibility of the FATE Representatives.

k. Attend regularly scheduled board meetings.

4.4.11. Responsibilities of the Editors for the "FATE In Review" Journal
Purpose: The editors of *FATE in Review* lead the development and publication of FATE's academic journal, ensuring it serves as a vital platform for scholarly discourse in art education while sharing members' creative work. Through careful curation of content and collaboration with key stakeholders, they maintain the journal's academic integrity while advancing FATE's mission to support and enhance art education scholarship.

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 of the journal to Affiliate Society Representatives for distribution to panelists

d. Solicit artworks and research articles from FATE Membership and beyond for publication in the FATE in Review. A juror or curation process may be created to determine acceptance into the journal.

e. Work with the Director of Finance to establish a budget for producing and distributing the digital journal through Proquest and Ebsco.

f. Maintain FATE archive as necessary through the website and Proquest/Ebsco searches

g. Review submissions from authors and offer feedback and mentoring on the suitability of reviewing through the blind review process.

h. Solicit and supervise a body of associate editors for engagement in the peer review process.

i. Work with the Director of Finance to establish a budget for the production and distribution of the digital journal.

j. Collaborate with the Director Branding & Design to develop the visuals and layout of the journal.

k. Distribute digital journals to the membership in collaboration with the Director of Communications and the Director of Membership

l. May appoint editorial board, advisory board, assistant editors, and student interns as needed in collaboration with the President and Director of Finance

m. Attend regularly scheduled board meetings.

n. The Editor in Chief and Associate Editors are appointed by the President.

4.4.12. Responsibilities of the Director of Design and Branding

a. The Director of Design and Branding serves as the organization's brand steward, responsible for establishing and maintaining a cohesive visual identity that advances the organization's mission across all platforms, including digital and print materials.

b. Develop and execute comprehensive design and brand strategies aligned with the organizational mission and goals.

c. Create and maintain consistent visual narratives across the association.
d. Guide the strategic evolution of the organization's visual identity.

e. Ensure brand integrity across all applications.

f. Develop and execute annual conference visual themes.

g. Direct conference material and environmental graphic design

h. Collaborate with the President, Director of Social Media, and Director of Communications to create and distribute promotional materials.

i. Lead website design, website management, outreach strategy, and user experience.

j. Establish social media visual standards in collaboration with the Director of Social Media.

k. Create email marketing design systems.

l. Develop and design the FATE for the journal.

m. Attend regularly scheduled board meetings.

ARTICLE 5 - MEETINGS

5.1.1. Business Meetings at Affiliate Conferences

When deemed necessary by the board, the association may hold a business meeting to address topics of interest within the organization. The notice of this meeting will be included in the September and/or February newsletters. The meeting will coincide with the annual College Art Association and SECAC conferences.

5.1.2. Business Meetings at the Annual Conference

a. The association shall hold a formal business meeting to coincide with the association's biennial conference.

b. Notice of this meeting shall be included in the conference programming documents and website.

c. This meeting will consist of the President's report on the state of the organization, the Director of Finance's report on finances, the Director of Membership report on membership, reports from the Director of DEIA, reports on the activities of the CAA and SECAC conferences by the affiliate coordinators, report of the FATE in Review Editor in Chief, the election of officers, selection of the following conference site if determined, and other business as deemed necessary by the Board of Officers or members of the organization. They may also present on each other's behalf if agreed upon in advance as needed.

5.1.3. Special Meetings

a. Special meetings of members may be called at the discretion of the President or the Board of Officers.

b. Announcements of special meetings will be made through the association's website, email, and electronic newsletter.

5.2. Meetings of the Board of Directors and Quorum

5.2.1. Frequency
The Board of Directors shall meet monthly via video conferencing.

5.2.2 Notice of Meetings
The President shall send a Notice of meetings to each officer at least 5 days before the meeting. However, meetings should be scheduled well in advance.

5.2.3 Operations Meetings
In addition to full board meetings, operation meetings may be called that will include the President, Director of Finance, Director of Membership, Director of Communications, Director of Development, Director of Marketing and Branding, and Director of Conference Planning. The focus of the meeting is to coordinate critical areas of the association and work through initiatives collectively.

5.2.3. Quorum for General Operations
Seven members of the Board of Officers shall constitute a quorum for allowing for a meeting of the Board of Directors, either in person or through electronic communication. The quorum allows the board to make decisions in the association's best interest when officers cannot attend. Written proxies are acceptable if sent in advance of the meeting. The meeting minutes will be distributed if a quorum of seven is not met. If most of the board approves following the meeting, the results will be utilized to further the association's business.

5.2.4. Quorum for High Stakes Matters
Ten board officers are required for major financial decisions, bylaw changes, or other critical matters, including removing an officer from the board.

5.2.5. Board Voting
a. Electronic voting may be used for board decisions that require voting outside of scheduled meetings.

b. The President or designated officer will email the motion to be voted on, with a clear voting deadline (at least 72 hours) if electronic voting is utilized. If electronic voting is used, the next board meeting will be designated as the voting day and captured in the meeting minutes.

c. Board members will reply with their vote (Yes, No, or Abstain). Board members who do not vote will automatically vote to abstain.

d. For general matters, a simple majority of cast votes will determine the outcome. A quorum is required to collect a vote.

e. Ten board officers are required for high-stakes matters as defined in *Article 5.2.4. Quorum for High Stakes Matters.*

f. The results of the vote will be recorded in the minutes of the next board vote, which is held electronically.

5.3.1 Member Voting

a. Electronic voting may be used for matters requiring a full membership vote, such as Elections.

b. Members will be notified via email of the upcoming vote at least seven days before the start of a voting period.

c. The board determines the length of time the voting period will last. The timeframe must be adequate for members to make a decision.

d. Votes will be collected through a secure online platform that ensures one vote per member.

e. Results will be announced to the membership within seven days of the close of voting.

f. Member voting is used to elect officers and when the Board needs input from its members.

ARTICLE 6 - COMMITTEES

6.1. FATE Biennial Conference Committee

The Conference Committee is responsible for the duties associated with organizing the FATE Biennial Conference. Membership of the Conference Committee is as follows:

Board Member - Director for Biennial Conference, serving as the Committee Chair
Board Member - President
Board Member - Director of Finance
Board Member - Director for Communications
Board Member - Director of Programming
Board Member - Director for Development
Board Member - Director of Membership
Board Member - Director of Diversity, Equity, Inclusion, and Accessibility
FATE Members - 1-2 Outreach Coordinators
FATE Members - 1-2 Programming Coordinators

FATE Members - 1-2 Events Coordinators
FATE Members - 1-2 Volunteer Coordinators

6.1.1. Board Committee Members

a. see responsibilities as outlined in *Article 4.7*

6.1.2 FATE Member - Outreach Coordinators

a. The outreach coordinators shall serve as the organization's primary representatives and coordinators in their designated conference city location. They will be responsible for advancing its mission through local engagement and program implementation in the city of the conference.

b. Develop and maintain the organization's community relationships by regularly engaging with community leaders, partner organizations, businesses, and members to promote the conference.

c. Develop relationships with local educational organizations, universities, and colleges to expand FATE membership while promoting the conference.

d. Collaborate with the committee to plan and coordinate educational programs and community events for the conference and support the management of associated logistics. This includes making connections to locations that may be able to host the Members' Exhibition.

e. Maintain effective communication between local organizations and the Conference committee through:
    i. Regular reporting on local conference activities and outcomes,
    ii. Participation in organizational planning
    iii. Documentation of local developments and challenges.

f. Attend regularly scheduled conference planning meetings.

6.1.3 FATE Member - Programming Coordinators

a. Encourage and support programming that promotes diversity, equity, inclusion, and accessibility in art education in the off-conference year.

b. Support the Director of Programming in organizing the panel sessions for the biannual conference in coordination with the conference planning committee, including:
    i. Coordinating the call for session proposals and papers
    ii. Assist in the jurying process for session and paper selections
    iii. Assist in the "matchmaking" process for finalizing sessions
    iv. Assist in scheduling sessions and managing presenter needs

c. Assist in the development and implementation of the conference program.

d. Assist in the communication with session chairs and presenters.

e. Coordinate with the Director of Social Media for ongoing conference promotion.

f. Attend regularly scheduled conference planning meetings.

6.1.4 FATE Member - Events Coordinators

a. The events coordinators serve as the primary liaisons between FATE and special event partners, working closely with the director of conference planning to manage the members' exhibition and coordinate special events and transportation at conferences.

b. Collaborate with the Conference Planning Director and local partners on Exhibition calls and artist communications.

c. Manage submission deadlines and guidelines.

d. Coordinate artwork delivery and installation with local venues.

e. Maintain exhibition documentation and archives.

f. Organize conference networking events.

g. Coordinate meet-up groups with the DEIA committee.

h. Plan and oversee off-site activities.

6.1.4 FATE Member - Volunteer Coordinators

a. The Volunteer Coordinator oversees the recruitment, organization, and oversight of local faculty and student volunteers for conference operations.

b. Recruit volunteers from local institutions for conference support.

c. Schedule volunteers for registration desk coverage throughout the conference

d. Assign volunteers to assist with off-site event direction and transportation.

e. Train volunteers on their specific duties and conference procedures.

f. Create and maintain volunteer shift schedules.

g. Ensure visibility by providing volunteers with distinctive identification items (e.g., badges, buttons, bandanas).

h. Submit expenses for volunteer identification items to the Director of Finance for approval.

i. Maintain a database of volunteer contact information.

j. Coordinate with Events Coordinators and Conference Planning Director to identify areas requiring volunteer support.

k. Provide volunteers with necessary conference information and emergency contacts.

l. Create and distribute volunteer assignment documentation.

m. Conduct volunteer orientation sessions before the conference.

n. Provide regular updates to the Board of Directors on volunteer recruitment status.

o. Document best practices and recommendations for future volunteer coordination.

6.3 FATE in Review Editorial Board

The Editorial Board oversees the publication of FATE in Review, the organization's academic journal. The Board's primary purpose is to maintain the journal as a vital platform for scholarly discourse in art education, showcase members' creative work, and advance FATE's mission through the dissemination of high-quality research and pedagogical innovation.

6.3.1 Structure

The Editorial Board shall consist of:
Editors in Cheif
Associate Editors
Advisory Board Members (as appointed as needed)
Assistant Editors and Student Interns (appointed as needed)

6.3.2 Appointment

The Editor-in-Chief shall be appointed by the President with approval from the Board of Directors for a term of 2 years, with the possibility of reappointment. The Editor-in-Chief, in collaboration with the

President and Director of Finance, may appoint additional editorial board members, advisory board members, assistant editors, and student interns as needed to fulfill the journal's mission.

6.3.3 Editorial Board Responsibilities
The Editorial Board shall:

a. Maintain the academic integrity and scholarly standards of FATE in Review

b. Establish and regularly review the journal's submission guidelines and review process

c. Promote the journal as a platform for advancing discourse in foundations art education

d. Regularly assess the journal's impact and explore innovations to expand its reach

e. Ensure the journal serves the diverse perspectives and needs of the FATE membership

d. Provide regular updates on the development of the journal to the Board of Directors

6.3.4. Publication Cycle

The Editorial Board shall oversee the publication of FATE in Review on a regular schedule and shall establish appropriate timelines for:

Solicitation of submissions
A review process
Author revisions
Copy editing and design
Production and distribution

6.3.5. Content Development

a. Solicit materials from Affiliate Society Representatives for consideration for publication

b. Solicit materials from FATE biennial and regional conferences and from affiliate conference sessions

c. Provide submission guidelines to Affiliate Society Representatives for distribution to panelists

d. Solicit artworks and research articles from FATE Membership and beyond

e. Establish and oversee a jurying or curation process to determine acceptance into the journal

f. Identify and solicit reviews of books or exhibitions, project shares, best practices in teaching, research, artworks, or other relevant resources.

6.3.6. Editorial Process

a. Review submissions from authors and offer feedback and mentoring before the formal review process

b. Manage the blind peer review process

c. Coordinate with Associate Editors to ensure thorough and timely reviews

d. Communicate review results and necessary revisions to authors

e. Oversee final copy editing and preparation of accepted papers

6.3.7. Production and Distribution

a. Work with the Director of Finance to establish and manage a budget for producing and distributing the journal

b. Collaborate with the Director of Branding & Design to develop the visuals and layout of the journal

c. Oversee the production process, including design review and quality control

d. Distribute digital journals to the membership in collaboration with the Director of Communications and the Director of Membership

e. Maintain the FATE archive through the website and academic database platforms (e.g., ProQuest, EBSCO)

f. Ensure the journal's visibility and accessibility through appropriate indexing and archiving

6.3.8. Review Process

a. The Editorial Board shall establish and maintain a blind peer review process that ensures fair and thorough evaluation of all submissions

b. Review criteria shall be clearly communicated to potential authors and regularly assessed for effectiveness

c. The Editorial Board shall strive to provide constructive feedback to all authors, regardless of acceptance decision

6.3.9. Publication Standards

a. The journal shall maintain academic standards while remaining accessible.

b. The Editorial Board shall establish and regularly review guidelines for various types of contributions, including research articles, case studies, reviews, and creative works

c. The journal shall adhere to established academic publishing ethics and best practices

6.3.10. Archiving and Access

a. The Editorial Board shall ensure that all published issues are properly archived and accessible to members

b. The Editorial Board shall work to increase the journal's visibility in appropriate academic databases and indexes

6.3.11 Amendments

Amendments to the editorial board may be proposed to the Board of Directors. The Board will vote on the approved procedures for the proposal outlined in Article 5.2.5.

6.4 Awards Committee

The Awards Committee oversees the selection and administration of FATE's awards program, which recognizes outstanding contributions to foundations art education. The Committee's primary purpose is to identify, celebrate, and promote excellence within the field.

6.1. Structure

The Awards Committee shall consist of:

The President
The Director of Diversity, Equity, Inclusion, and Accessibility (DEIA)
The Award Winners from the previous biannual conference
One DEIA Committee member or FATE Member

6.2. Appointment

The President and Director of DEIA shall serve on the Committee by virtue of their positions. The additional Board member shall be appointed by the President. The two DEIA Committee members shall be appointed by the Director of DEIA in consultation with the President. All appointments shall be made prior to the start of the awards cycle.

6. 3. Committee Responsibilities

The Awards Committee shall:

a. Establish and regularly review award categories, criteria, and eligibility requirements.

b. Develop and implement equitable selection processes.

c. Determine the timeline for award applications, reviews, and announcements.

d. Work with the Director of Finance to establish and manage the awards budget.

e. Ensure that all awards reflect FATE's values, particularly regarding diversity, equity, inclusion, and accessibility.

f. Coordinate with the conference committee for award presentations at the biennial conference.

g. Promote award opportunities to the FATE membership and broader community.

h. Provide regular updates on the development of the journal to the Board of Directors

6.4.1 FATE Emerging Educator Award
The FATE Emerging Educator Award celebrates promising educators within their first decade of teaching who have shown exceptional potential, dedication, and innovation through their teaching practice and pedagogy. This prestigious award recognizes individuals making significant strides in teaching, demonstrating a commitment to student success, and embodying effective leadership qualities in education.

Eligibility:
a. Teaching Experience: Candidates must be within their first 10 years of experience teaching at any level (including full-time, part-time, and instructor of record)

b. Excellence in Teaching: Candidates should have evidence of excellence in teaching, showing a developing commitment to student engagement and academic achievement and fostering a supportive learning environment.

c. Growth and Impact: This award recognizes educators who show a commitment to continuous professional development and the potential to make contributions to our field through their leadership, mentorship, collaboration, or advocacy for educational advancement.

d. Diversity, Equity, Inclusion, and Accessibility: Candidates should demonstrate a commitment to promoting diversity, equity, inclusion, and accessibility within their teaching practices and across the educational landscape.

e. FATE Membership: Current FATE membership at the time of application.

Expectations:
a. Awardees are expected to attend the 2025 FATE Conference as well as the 2025 FATE Awards Ceremony.

b. Awardees are invited to join the next FATE Conference Awards Selection Panel.

6.4.2 FATE Emerging Educator Award
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d. Diversity, Equity, Inclusion, and Accessibility: Candidates should demonstrate a commitment to promoting diversity, equity, inclusion, and accessibility within their teaching practices and across the educational landscape.

e. FATE Membership: Current FATE membership at the time of application

Expectations:
a. Awardees are expected to attend the 2025 FATE Conference and the 2025 FATE Awards Ceremony.

b. Awardees are invited to join the next FATE Conference Awards Selection Panel.

6.4.3 FATE Belonging and Community Award

The FATE Belonging and Community Award acknowledges and celebrates an individual who embodies a strong dedication to fostering a profound sense of belonging, inclusivity, and community across many spaces within and beyond the classroom. This prestigious award recognizes the efforts, leadership, and experiences that best exemplify the transformative power of inclusive excellence, cultivating an environment where each person feels valued, respected, and empowered to thrive.

Eligibility:

a. Promotion of Belonging: Candidates should demonstrate a sustained commitment to cultivating a culture of belonging that celebrates diversity and ensures equitable access to educational opportunities for all members of the community.

b. Community Engagement: Candidates should have evidence of major contributions to building connections and collaborative networks within the field. Examples may include initiatives that foster cohesive relationships, support, and more.

c. Diversity, Equity, Inclusion, and Accessibility: Candidates should demonstrate leadership in championing diversity, equity, inclusion, and accessibility within their practice and across the field of art and foundations.

d. FATE Membership: Current FATE membership at the time of application

6.4.4 FATE Conference Travel Awards

The FATE Conference Travel Awards were created to support emerging educators by providing financial assistance to attend and present at our biannual conference. These awards aim to facilitate professional development, foster pedagogical exchange, and encourage networking opportunities for early-career academics, contingent faculty, or graduate students.

Eligibility:

a. Status: Applicants should be graduate students, contingent faculty, or early-career academics. We define early-career as being within the first 5 years of teaching.

b. Conference Participation: Applicants must have a confirmed engagement at our 2025 Conference. Confirmed engagements include being an accepted Session Chair, Co-Chair, Panelist, Speaker, or Volunteer. Volunteers should have confirmed participation with our VP of Membership.

c. Financial Need: Priority will be given to applicants who demonstrate a financial need and lack of sufficient institutional funding to cover travel expenses.

d. First-Time Attendees: Priority will be given to applicants who have not attended a FATE conference.

Expectations:
a. Must be actively engaged during the FATE 2025 Conference. Active engagement includes being a Chair, Co-Chair, Panelist, Speaker or confirmed Volunteer.

b. Must complete Travel reimbursement documentation.

c. Membership must be completed before the conference.

6.5. Additional Award Categories

The Awards Committee shall establish and maintain additional award categories as needed to recognize excellence in various aspects of FATE's mission.

6.6. Application Timeline

a. The Awards Committee shall establish and publish an application timeline for each award cycle that includes the following:
b. Opening date for applications
c. Application deadline
d. Review period
e. Notification of awardees
f. Public announcement of awards

6.7. Review and Selection

a. The Awards Committee shall review all complete applications received by the published deadline

b. Committee members shall recuse themselves from evaluating applications where conflicts of interest exist

c. Selection decisions shall be made based on the established criteria for each award category

d. The Committee may select multiple recipients in each category as the budget allows

e. All selection decisions shall be made by consensus or majority vote of the Committee

6.8. Budget Considerations

a. The Awards Committee shall work with the Director of Finance to establish the total budget allocation for awards.

b. The Committee shall determine award amounts for each category within the established budget.

c. The Committee may recommend adjustments to award amounts or number of recipients based on financial considerations and in consultation with the Director of Finance.

d. Any changes to the established award structure due to budgetary concerns must be approved by the Board of Directors

6.9. Notification and Announcement

a. Award recipients shall be notified directly by the Awards Committee

b. Public announcement of award recipients shall be coordinated with the Director of Communications
c. Award recipients shall be recognized on the FATE website, in organizational publications, and through social media

6.10. Conference Recognition

a. Award recipients shall be formally recognized at the biennial FATE conference

b. The Awards Committee shall coordinate with the Conference Committee to arrange for appropriate recognition ceremonies or events

c. Recipients shall be provided with registration benefits as determined by the Awards Committee and approved by the Board of Directors

6.11. Award Distribution

a. Monetary awards shall be distributed according to procedures established by the Director of Finance

b. Travel awards shall be administered as reimbursements with appropriate documentation required

c. Registration awards may be administered as direct payments or reimbursements as appropriate

6.11. Amendments

The Board will vote on the approved procedures for the proposal outlined in Article 5.2.5.

6.12 Communications Committee

The Communications Committee consists of the Director of Communications, Director of Design and Branding, Director of Social Media, and the President. The committee meets regularly to determine communication plans for the association. The committee must collaborate with the conference planning committee as needed.

6.13. Nominating Committee

The Nominating Committee consists of at least three current board members, including the President or a designated representative, the board director or designated representative, the Director of D.E.I.A., or a designated representative. *See 4.10. Candidate Review Process.*

6.14. Diversity, Equity, Inclusion, and Accessibility Committee

The DEIA Committee actively works and advocates to reflect inclusive values in FATE's structure, leadership, and biennial conferences, creating a welcoming community for historically disadvantaged groups within academia.

6.14.1. Composition

a. The Director of DEIA shall chair the committee.

b. The Board shall appoint additional members to ensure diverse representation from the FATE membership.

6.14.2. Responsibilities

a. Increase heterogeneous representation on the FATE Board of Officers.

b. Propose additional conference attendance funding opportunities for historically marginalized groups, contingent faculty, and graduate students.

c. Create and facilitate strategic cohorts within FATE called Affinity Groups.

d. Implement "Affinity Group meet-ups" at conferences to connect people with shared affinities and counter tokenism.

e. Provide recommendations to the Board for implementing suggestions from Affinity Groups.

f. Increase mentorship opportunities at conferences and off years to support the professional advancement of members.

g. Develop and maintain a letter of inclusive best practices for future conference host institutions, guiding keynote speaker selection and strategies for increasing representation.

h. Collaborate with the Board to explore ways to reduce conference costs, making FATE conferences more accessible to marginalized academics.

i. Engage with community colleges, Historically Black Colleges and Universities (HBCUs), and other historically neglected academic demographics.

j. Work with the Social Media Coordinator to increase the representation of non-homogenous voices on FATE social media platforms.

k. Develop and maintain DEIA best practices for higher education.

l. Collaborate with Board Officers to implement short-term and long-term strategic plans focusing on:

i. Membership: Active outreach through increased mentorship, cohort building, and representation.

ii. Structural: Recommending new administrative positions, conference strategies, and procedural changes to the Board.

6.14.3. Reporting:

a. The DEIA Committee Chair shall regularly update the Board on the committee's activities and progress.

b. The committee shall prepare an annual report on DEIA initiatives and their impact on the organization. The annual report will be due in the fall.

6.14.4. Review and Update:

a. The committee shall regularly review and update FATE's Diversity and Inclusion statement and related policies.

b. Collaborate with other committees to ensure DEIA principles are integrated throughout FATE's operations and programs.

c. The President and Director of Finance must approve financial proposals before they may be enacted.

d. Policies must be reviewed by the board and voted on before approval. Approval may be made with a simple majority vote.

6.14.5. Other Committees

6.14.6 Authorization

a. The President is authorized to create committees and appoint individuals as required for special tasks. This may be done by proposing the need to the committee or ad hoc committee to the Board. The Board may also recommend the creation of a committee. A simple majority vote is needed to create the committee.

b. The DEIA Committee may form subcommittees or task forces to address specific initiatives or issues within the DEIA purview with board approval.

6.14.7. Committee Eligibility
All individuals and committee members must be members of this association.

6.14.8. Committee Members Ex-officio
The President, Director of Finance, and Director of DEIA will be ex-officio members of all committees.

6.14.9. Director of DEIA Voting
The Director of DEIA remains a voting member of the DEIA committee.

6.14.10. President and Director of Finance Voting
The President and Director of Finance remain voting members of the Board Officers Meeting and the FATE Biennial Conference Committee.

6.15. Conflict Resolution Committee
Purpose: To address and resolve organizational conflicts, including disputes between members, board members, or committees.

6.15.1. Composition
The committee shall consist of five members: The Director of DEIA (chair), one board member appointed by the President, and two general members elected by the membership.

6.15.2. Term
Committee members will serve for two years.

6.15.3. Procedures
a. Any member may submit a formal complaint to the committee in writing.

b. The committee will investigate the complaint and attempt to mediate a resolution within 30 days.

c. If mediation is unsuccessful, the committee will recommend to the board for a final decision.

d. Membership may be revoked if the committee finds the issue egregious.

6.15.4. Confidentiality
All proceedings of the Conflict Resolution Committee shall be kept confidential to protect all parties involved.

ARTICLE 7 - DIVERSITY, EQUITY, INCLUSION, AND ACCESSIBILITY

7.1. FATE is committed to promoting and embodying the principles of diversity, equity, inclusion, and accessibility (DEIA) in its operations, governance, and programming.

7.2. The Board of Officers shall regularly assess the organization's progress in meeting these DEIA commitments and report on its progress to the membership annually.

ARTICLE 8- FISCAL YEAR

The fiscal year will be the calendar year, January through December.

ARTICLE 9 - ASSETS AND DISSOLUTION

9.1. Income

No part of the net income, revenue, and grants of or to the association shall ensure the material or financial 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 and approved by the board. No member, officer, or private individual shall be entitled to share in the distribution of any of the association's assets upon its dissolution or liquidation.

9.2. Dissolution of Assets

In the event of such dissolution or liquidation, the association's assets shall be transferred to an organization with federal tax exemption for charitable and educational purposes after the payment of debts and obligations. The final board of officers of the association shall designate the exempt organization.

ARTICLE 10 - AMENDMENTS

10.1. The bylaws may be amended by a vote of the Board of Directors during a meeting. The vote must be ratified by 10 out of the 14 board members. *See 5.2.4. Quorum for High Stakes Matters.*

10.2. A draft of all amendments and changes must also be shared with the Board for a 25-day review period. The following board meeting will discuss the amendments and changes before the voting meeting.

10.3. Votes may be made by proxy.

10.5. Ballots may be taken in meetings or through an email vote.

10.6. Any amendments approved by the Board must be shared and distributed to the FATE membership with a rationale at the biannual meeting.