

BYLAWS OF THE NORTH CAROLINA ASSOCIATION FOR DEVELOPMENTAL EDUCATION

ARTICLE I: ORGANIZATION

- Section 1. The name of the organization shall be North Carolina Association for Developmental Education, hereafter referred to as NCADE.
- Section 2. NCADE is an affiliate chapter of the National Association of Developmental Education (NADE) and follows NADE guidelines to remain a chapter in good standing.
- Section 3. Within the framework of NCADE, three regions (Eastern, Central, and Western) facilitate communication and cooperation in the state.

ARTICLE II: PURPOSE OF NCADE

- Section 1. The purpose of this Association shall be to enhance post-secondary Developmental Education in North Carolina. This purpose will be fostered by
- A. promoting acceptance and valuing of Developmental Education
 - B. promoting and encouraging opportunities for the professional growth and development of the members of the Association
 - C. advancing high standards of professional conduct within the field of Developmental Education
 - D. providing a communications network for the discussion of mutual concerns of members of the Association
 - E. encouraging the use and dissemination of research, evaluation, programming, and training efforts in the field of Developmental Education
 - F. giving a voice to the Association and its members by acting as a liaison to the North Carolina Community College System (NCCCS) and the North Carolina State Legislature
 - G. collaborating with other professionals and organizations with similar goals
 - H. providing professional conferences

ARTICLE III: MEMBERSHIP OF NCADE

Section 1. Membership in the Association will be available to any persons in Developmental Education or related fields in post-secondary institutions. Categories of memberships shall be individual and group

- A. Individual Membership
- B. Group Membership – Five or more individuals from the same institution at a discounted rate

Section 2. A person shall become a member in a good standing of the Association when the full amount of dues has been paid. Only members in good standing shall be eligible to

- A. vote in the business of NCADE
- B. hold an elected office and serve on the Executive Board
- C. serve on committees or hold standing positions
- D. receive a complimentary copy of RESEARCH IN DEVELOPMENTAL EDUCATION (RIDE) published by the National Center for Developmental Education.

Section 3. The membership year is current for one year from the month of payment of dues. The amount and structure of dues shall be set by the Executive Board.

ARTICLE IV: OFFICERS

Section 1. The officers of the Association shall be the President, President-Elect, Secretary, Secretary-Elect, Treasurer, and Treasurer-Elect. Duties of the elected officers are as follows:

- A. The President shall
 - 1. serve a term of one year
 - 2. preside over all meetings of the Association
 - 3. serve as Chair of the Executive Board
 - 4. appoint all standing positions, committee chairs, and committee members unless otherwise designated
 - 5. be an ex-officio member of all committees
 - 6. submit an annual report to the Association at the annual conference.
 - 7. serve as liaison between NCADE and NADE
 - 8. submit required reports to NADE including the new slate of officers immediately following the annual conference
 - 9. perform other duties the Association may require

B. The President-Elect shall

1. serve a term of one year
2. take the office of President at the annual conference following his/her year as President-Elect; if the President-Elect succeeds to the presidency before the annual conference, he/she shall serve the vacated term of office and his/her elected term
3. perform all the duties of President in the absence of the President or by the President's request
4. serve on the Conference Committee and plan the program for the annual conference
5. submit annual conference information to NADE
6. perform other duties the Association may require

C. The Secretary shall

1. serve a term of two years
2. keep the official minutes and records of the meetings of the Association and the Executive Board
3. send draft copies of the Executive Board minutes to Board members following each meeting
4. submit approved minutes to the Webmaster for posting on the NCADE website
5. handle correspondence for the Association
6. maintain an accurate, current copy of the Bylaws with all ratified amendments
7. perform other duties the Association may require.

D. The Secretary-Elect shall

1. serve a term of one year
2. take the office of Secretary at the annual conference following his/her year as Secretary-Elect; if the Secretary-Elect succeeds to the office of Secretary before the annual conference, he/she shall serve the vacated term of office and his/her elected term
3. perform all the duties of Secretary in the absence of the Secretary or by the Secretary's request
4. perform other duties the Association may require

E. The Treasurer shall

1. serve a term of two years
2. be responsible for receiving and disbursing all monies of the Association under policies approved by the Executive Board
3. keep accurate and appropriate records of receipts and disbursements

4. submit a financial report of all receipts and disbursements to the Executive Board at each meeting
5. give a financial report at the business meeting of the annual conference
6. submit financial records within 30 days of leaving office
7. perform such other duties as the Association may require.

F. The Treasurer-Elect shall

5. serve a term of one year
6. take the office of Treasurer at the annual conference following his/her year as Treasurer-Elect; if the Treasurer-Elect succeeds to the office of Treasurer before the annual conference, he/she shall serve the vacated term of office and his/her elected term
7. perform all the duties of Treasurer in the absence of the Treasurer or by the Treasurer's request
8. perform other duties the Association may require

ARTICLE V: CONFERENCES

- Section 1. Conference. A conference of the Association shall be held annually unless otherwise ordered by the Executive Board.
- Section 2. Business Meeting. One business meeting will be held at the annual conference.
- Section 3. Quorum. A quorum consists of at least ten percent of the members in good standing. All matters calling for a vote require a quorum.
- Section 4. Regional Conferences. A conference of the Eastern, Central, and Western regions of the Association shall be held annually unless otherwise ordered by the Executive Board.

ARTICLE VI: EXECUTIVE BOARD

- Section 1. The administrative responsibility of this Association shall be vested in the Executive Board, which shall be made up of President, President-Elect, Secretary, Secretary-Elect, Treasurer, Treasurer-Elect, Conference Site Coordinator, Regional and Committee Chairs, Webmaster, and Immediate Past President.

The Board will

- A. meet three times a year: one meeting will be held during the annual conference (this meeting must be in person and onsite), and two other times to be determined by the Executive Board
- B. up to two of the meetings may be conducted via technology

- C. maintain an accurate, current copy of the Bylaws with all ratified amendments
- D. serve as Bylaws Committee, examining the Bylaws every three years and reporting to the membership any proposed changes
- E. serve as the Nominating Committee, presenting a slate of officers to the membership for voting no later than fifteen calendar days prior to the annual conference
- F. order an audit of the financial records as needed
- G. appoint ad hoc committees as needed
- H. perform other duties the Association may require

Section 2. Quorum. A quorum of the Executive Board shall consist of a majority of its members.

Section 3. Term of Office. The term of office shall commence on the last day of the annual conference. Transfer of all records and authority shall be made in a timely manner.

Section 4. The Executive Board will vote on the business of the Association.

ARTICLE VII: DUTIES OF APPOINTED POSITIONS

Section 1. The Regional Chairs shall

- A. serve a term of one year
- B. serve as contact persons to facilitate communication and cooperation within and between the regions
- C. select the site and make local arrangements for the regional meetings
- D. plan the program for the regional meetings
- E. submit a report to the Executive Board following the regional meeting

Section 2. The Webmaster shall

- A. serve a term of three years
- B. maintain the NCADE website
- C. work with the Executive Board to present information to the members
- D. maintain social media presence

Section 3. The Conference Site Chair shall

- A. serve a term of three years

- B. serve as Chair of the Conference Committee
- C. determine the site of the annual conference
- D. negotiate the hotel contract
- E. serve as liaison between the hotel and the Conference Committee before and during the conference
- F. appoint members of the Conference Committee as needed
- G. serve as a consultant to the Conference Committee for one year immediately following the term of office

Section 4. All appointed positions must be approved by vote of the Executive Board

ARTICLE VIII: Committees

Section 1. Standing Committees

- A. The Conference Committee
 - 1. consists of the President-Elect, the Conference Site Coordinator, the Treasurer, the Conference Registrar, and the Conference Exhibits Chair
 - a. Registrar and Conference Exhibits Chair are appointed by the Executive Board or Conference Site Coordinator.
 - b. Conference Site Coordinator appoints other members as needed.
 - 2. is chaired by the Conference Site Coordinator
 - 3. assists the President-elect in planning the annual conference
- B. The Membership Committee seeks avenues of increasing and maintaining membership.
- C. The Professional Liaison Committee engages in liaison activities with other associations, institutions, or legislative bodies as necessary to promote the goals and objectives of the Association.
- D. The Awards Committee
 - 1. seeks avenues for continuation of professional growth for members.

2. coordinates awards of the Association by publicizing award opportunities
3. accepts nominations and gathers nomination materials for consideration by the committee.
4. purchases plaques for awards ceremony at annual conference
5. submits material on award winners to NADE Awards Chair in time for consideration for NADE awards

Section 2. For continuity, the Immediate Past Chair of each standing committee shall serve as a consultant to the committee the year following his/her term as chair.

Section 3. Ad Hoc Committees shall be appointed as needed.

ARTICLE IX: PARLIMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order* shall govern NCADE in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order NCADE may adopt.

ARTICLE X: AMENDMENTS TO THE BYLAWS

Section 1. Proposals to amend these Bylaws shall be initiated by

- A. the Executive Board,
- B. a committee authorized by the Executive Board
- C. a member in good standing in the Association when such a proposal is accompanied by a petition signed by at least ten percent of the members in good standing and representing at least ten percent of the institutions with members in NCADE.

Section 2. These Bylaws may be amended by a membership vote or at a business meeting of the Association only if the proposed amendment has been provided to each voting member at least fifteen days before the vote is called by the Executive Board.

Section 3. An amendment to the Bylaws requires a two-thirds vote, provided that at least ten percent of the members in good standing and representing at least ten percent of the institutions with members in NCADE cast ballots.

ARTICLE XI: ADVISORS

The Executive Board may ask individuals to serve as Advisors to the Association.

ARTICLE XII: FILLING VACANCIES

In the event that a person holding an office or appointed position resigns, has a lapse of membership in good standing, or is recalled from office, the vacancy shall be filled by presidential appointment with Executive Board approval. Should the presidency be vacated, the President-Elect shall assume the office and responsibilities of the President. Should the Secretary's office be vacated, the Secretary-Elect shall assume the office and responsibilities of the Secretary. Should the Treasurer's office be vacated, the Treasurer-Elect shall assume the office and responsibilities of the Treasurer.

ARTICLE XIII: RECALL AND RESCISSION

Section 1. Any officer of the Association may be recalled or any previous action taken by the Executive Board on behalf of the Association may be rescinded. The petition must be approved by twenty percent of the members of the Association.

Section 2. Any such action shall be passed with a two-thirds vote, provided that at least twenty percent of the members in good standing and representing at least twenty percent of the institutions with members in NCADE cast ballots, if the proposed action has been provided to each voting member at least fifteen days before the vote is called by the Executive Board.

ARTICLE XIV: RESOLUTIONS

Section 1. Members of the Association desiring to present, amend, or rescind a resolution shall present the action in writing to the Executive Board fifteen days prior to the date of the annual business meeting.

Section 2. A resolution shall require a motion and a majority vote of the members present.

ARTICLE XV: DISSOLUTION

Upon dissolution of NCADE, any remaining assets shall be distributed for charitable, educational, or scientific purposes, and such decision shall rest with the Executive Board. No member, officer, or advisor of NCADE shall be entitled to a share of the organization's assets.