

**CONSTITUTION OF THE NORTH CAROLINA ASSOCIATION  
FOR DEVELOPMENTAL EDUCATION**

**ARTICLE I: ORGANIZATION**

- Section 1. The name of this organization shall be The 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 and follows NADE guidelines to remain a chapter in good standing.
- Section 3. Within the framework of NCADE, two regional organizations (Eastern and Western) facilitate communication and cooperative efforts within the state.

**ARTICLE II: PURPOSE OF NCADE**

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. Collaborating with other professionals and organizations with similar goals.
- G. Providing professional conferences.

**ARTICLE III: MEMBERSHIP OF NCADE**

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

- A. -Individual Membership

- B. -Group Membership - Five or more individuals from the same institution at a discounted rate
- C. -Institutional Membership - Five or more individuals from the same institution at a discounted rate with the institution paying the membership fee. Institutional membership includes a fee waiver for NCADE annual conference for an up-line administrator.

Section 2. A person shall become a member in good standing of this 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 date 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, Vice-President, Secretary, and Treasurer. 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 Chairperson of the Executive Board
  - 4. appoint all standing positions, committee chairpersons, 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 a liaison between NCADE and NADE
  - 8. submit required reports to NADE
  - 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 election 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 the new slate of officers and the annual conference information to NADE
6. perform other duties the Association may require.

C. The Vice-President shall

1. serve a term of three years
2. serve as Chair of the Conference Committee
3. determine the site of the Annual Conference
4. negotiate the hotel contract
5. serve as liaison between the hotel and the Conference Committee before and during conference
6. appoint members of the Conference Committee as needed
7. conduct a debriefing session at the end of the Annual Conference with the Conference Committee and the Executive Board
8. serve as a consultant to the Conference Committee for one year immediately following the term of office.

D. 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 Constitution with all ratified amendments
7. 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 office 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. At least one business meeting will be held at the annual conference.
- Section 3. Quorum. A quorum consists of at least one-tenth of the members in good standing. All matters calling for a vote require a quorum.
- Section 4. Regional Conferences. A conference of the Eastern 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, Vice-President, Secretary, Treasurer, Regional and Committee Chairs, Newsletter Editor, Webmaster, and Immediate Past President.
- A. Meet three times a year, once in March, the first day of the annual conference, and another day to be determined by the Executive Board.
  - B. Serve as Constitution Committee, examining the constitution every three years and reporting to the membership any proposed changes.
  - C. Serve as the Nominating Committee, presenting a slate of officers to the membership for voting no later than 30 calendar days prior to the annual conference.

D. Order an audit of the financial records as needed.

E. Appoint ad hoc committees as needed.

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.

## **ARTICLE VI I: DUTIES OF APPOINTED POSITIONS**

Section 1. The Newsletter Editor shall

A. coordinate functions required to produce the NCADE newsletter at least twice a year and send it to the Web Master

B. serve on the Professional Liaison Committee.

Section 2. The Regional Chairs shall

A. serve a term of one year

B. serve as contact persons to facilitate communication and cooperative efforts within and between the regions

C. the Western Regional Chair shall select the site and make local arrangements for the regional meeting for the members west of and including Caswell, Alamance, Lee, Chatham, Moore, and Richmond counties

D. the Eastern Regional Chair shall select the site and make local arrangements for the regional meeting for all other counties

E. plan the program for respective regional meetings

F. submit a report following the regional meeting to the Newsletter Editor and report to the membership at the following annual conference.

Section 3. The Regional Chairs-Elect shall

A. serve a one-year term and become the chair

B. assist the chairs as needed to plan regional meetings.

Section 4. The Web master shall

B. serve a three-year term

C. maintain the NCADE website

D. work with the Executive Board to present information the members need

E. maintain the NCADE listserv.

- Section 5. The Registrar shall
- A. serve on the Conference Committee
  - B. receive all Annual Conference registrations and report the number of registrations to the President-Elect as he or she requires
  - C. coordinate and manage the Annual Conference registration desk
  - D. prepare a final report on Annual Conference registrations for the incoming President-Elect.

- Section 6. The Conference Exhibits Chair shall
- A. serve on the Conference Committee
  - B. serve as liaison with exhibitors to arrange their participation at the annual and regional conferences
    - 1. notify exhibitors as early as possible in the calendar year of the conference dates and exhibitors' fees and set a deadline date for their response
    - 2. notify President-Elect (after the designated response date) of the names of exhibitors
    - 3. coordinate with the President-Elect for requests for sponsorship of conference events
    - 4. prepare a final report of the conference exhibitors for the incoming President-Elect

## **Article VIII: COMMITTEES**

- Section 1. Standing Committees
- A. Conference Committee-assists the President-Elect in planning the Annual Conference
    - 1. chaired by the Vice-President
    - 2. Registrar and Conference Exhibits Chair are permanent members
    - 3. Vice-President appoints other members as needed
  - B. Membership-seeks avenues of increasing and maintaining membership.
  - C. Professional Liaison-engages in liaison activities with other associations, institutions, or legislative bodies as necessary to promote the goals and objectives of the association.
  - D. Professional Growth/Awards-seeks avenues for continuation of professional growth for members. Chair also coordinates awards of the Association by publicizing award opportunities, accepting nominations, and gathering nomination materials for consideration by the committee.

E. Cultural Diversity—advocates for awareness of cultural diversity and coordinates Shining Star Award.

Section 2. For continuity, the Immediate Past Chair of each standing committee shall serve as a member of that 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 this Constitution and any special rules of order NCADE may adopt.

#### **ARTICLE X: AMENDMENTS TO THE CONSTITUTION-**

Section 1. Proposals to amend this Constitution shall be initiated by  
(a) the Executive Board,  
(b) a committee authorized by the Executive Board, or  
(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 represent at least ten percent of the institutions with members in NCADE.

Section 2. This Constitution may be amended by a mail vote or at a business meeting of the Association only if the proposed amendment has been mailed to each voting member at least thirty days before the vote is called by the Executive Board.

Section 3. An amendment to the Constitution requires a two-thirds vote, provided that at least ten percent of the members in good standing cast ballots.

Section 4. In the case of a mail vote, the ballots must be received within thirty calendar days after the mailing of a proposed amendment, and the votes shall be counted by the Executive Board.

#### **ARTICLE XI: ADVISORY BOARD**

Section 1. The Advisory Board shall meet with the Executive Board at least once a year.

Section 2. For continuity, the two most recent past-presidents shall serve on the Advisory Board, with the most recent past-president serving as chair.

Section 3. The President appoints the other members of the Advisory Board, who do not have to be members of NCADE.

Section 4. The appointed members of the Advisory Board shall serve a two-year term and could be reappointed. For continuity, their terms of office may not fully coincide.

#### **ARTICLE XII: FILLING VACANCIES**

In the event that a person holding an office or appointed position resigns 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.

#### **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 signed by one-fifth of the members of the Association.

Section 2. Provided there is a thirty-day notice, any such action shall be passed with a two-thirds vote taken by mail or at an annual meeting of the Association, provided that at least ten percent of the members in good standing cast ballots and these voting members represent at least ten percent of the institutions with members in NCADE.

#### **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 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 distribution of the organization's assets.

**September, 2007**