

CALIFORNIA ASSOCIATION FOR DEVELOPMENTAL EDUCATION

Provisional Bylaws

ARTICLE I ~ Name

The name of this organization shall be California Association for Developmental Education (hereinafter referred to as CalADE or “the Association”).

ARTICLE II ~ Purpose

The purpose of the California Association for Developmental Education shall be to promote the following goals within the State of California:

1. To provide visibility and significance to basic skills and developmental education programs and their support services through a professional group of practitioners in postsecondary education institutions;
2. To promote support for basic skills and developmental education programming;
3. To provide a means for identification and interaction with fellow professionals in basic skills and developmental education areas;
4. To provide an informational channel for postsecondary basic skills and developmental education faculty, administrators, and staff;
5. To provide faculty and staff development activities for sharing of professional methods, techniques and strategies;
6. To identify and initiate solutions for issues and concerns rising from basic skills and developmental education services within postsecondary institutions;
7. To promote cooperation and communication between secondary and postsecondary institutions in the area of developmental education; and
8. To serve as an advocate for issues related to funding, assessment policies, practices, and procedures, and to the development and advancement of basic skills and developmental education programs.

ARTICLE III ~ Affiliation

The Association shall be affiliated with the National Association for Developmental Education (hereinafter referred to as NADE) and shall operate in harmony with the NADE Bylaws.

ARTICLE IV ~ Members

Section 1: Membership Categories

There shall be two classes of membership: Individual and Institutional. Both Individual members and members belonging to CalADE through an Institutional membership shall have voting rights in the Association.

Section 2: Eligibility for Membership

- a. Active Professional: Those individuals who are actively involved in post-secondary developmental studies programs or in the administration of them, or those who are otherwise interested in the purpose of CalADE;
- b. Retired Professional: Those who continue to enhance post-secondary education for students in need of developmental and learning assistance or who are otherwise interested in the purpose of CalADE and who are 55 years of age or more and formally retired from their careers;
- c. Student: Those who are training for careers in developmental studies areas or disciplines related to the student learning processes and who are enrolled in appropriate coursework either full- or part-time.

Section 2: Voting members of CalADE shall be persons associated with postsecondary educational institutions in California who are involved with developmental education programs and who have paid the dues designated by the Executive Board and approved by the membership.

Section 3: Officers of CalADE must be individual members of the National Association for Developmental Education (NADE).

ARTICLE V ~ Governance Structure

Section 1: The CalADE Executive Board will consist of the President, President-elect, Secretary, Treasurer, Two-Year and Four-Year Institution Chairs, the Adjunct Faculty Chair and Immediate Past-President.

Section 2: Executive Board Powers: The Executive Board shall be responsible for the professional direction and maintenance of the Association.

Section 3: The Executive Board shall have the responsibility and authority for interpreting and implementing policy actions adopted by the general CalADE membership at annual conferences and elsewhere. It shall have the responsibility and authority for generating, interpreting, and implementing policies deemed necessary between annual conferences, provided that such interim actions shall not abrogate the Bylaws of the Association.

Section 4: The Executive Board shall meet at least twice a year. Emergency meetings may be held at the discretion of the President.

Section 5: Selection and replacement procedures as well as duties and tenure for the officers and Executive Board shall be specified in the Bylaws of the Association.

ARTICLE VI ~ Committees

Section 1: Appointment of Committees. Except in those cases delineated elsewhere in these Bylaws, the President, with the concurrence of the Executive Board, shall name standing and special committees as needed to conduct Association activities.

Section 2: Standing Committees:

- a. Nominating Committee (chaired by Immediate Past-President)
- b. Membership Committee (chaired by Secretary)
- c. Program Planning Committee (chaired by President-elect)
- d. Awards Committee (co-chaired by Two-Year and Four-year Institution Chairs)
- e. Emeritus Council (chaired by Immediate Past President)
- f. Professional Development Committee (chair determined by Executive Board)
- g. Research Committee (chair determined by the Executive Board)
- h. Other committees as needed

ARTICLE VII ~ Election Procedures

Officers shall be elected by a simple majority vote of the membership attending the annual conference. Any voting member of the Association may submit a petition to the Nominating Committee to place his/her name in nomination. Members must meet the qualifications of the office.

ARTICLE VIII ~ Annual Conference

Section 1: An annual conference shall be held in the Fall of each year. Specified dates and locations shall be appropriate for maximum attendance. A notice of the annual conference and business meeting shall appear via email at least a month prior to the conference.

Section 2: A meeting of the membership shall be held at the annual conference and at the NADE conference, with a quorum consisting of those members who are present.

ARTICLE IX ~ Amendments

Section 1: Amendments to the Bylaws may be made at any annual conference by a majority vote of the membership present, provided such proposed amendments have been prepared in written form and distributed to all the membership at least two months prior to the scheduled meeting.

Section 2: Written copies of the proposed changes shall be distributed to all members at registration for the annual conference. The Bylaws may be amended by a 2/3 majority of members attending the annual conference, not including abstentions.

Section 3: Amendments to the Bylaws may also be made at the initiation of the Executive Board by majority vote when supported by a vote favored by no fewer than 2/3 of voting members in good standing. Sufficient information about these changes shall be presented to the membership and an electronic vote should be held no less than 30 and no more than 60 days after the presentation of the amendments to the membership.

Article X ~ Resolutions

Members of CalADE desiring to present a resolution at a meeting of the membership or of the Executive Board shall submit the resolution in writing at least thirty (30) days before the presentation. Official CalADE endorsement of the resolution shall require approval by a majority of members present.

Article XI ~ Dissolution

Upon dissolution of CalADE, such assets as may remain shall be distributed for charitable, educational, or scientific purposes as described in section 501 (c) (3) of the internal revenue code, and such decisions shall rest with the Executive Board.

ARTICLE XII ~ Rules of Order

Roberts Rule of Order, Revised, shall guide the Association in all areas not in these Bylaws.

ARTICLE XIII ~ Dues

Annual dues shall be reviewed each year and may be changed by the Executive Board with the majority approval of the membership present at the annual meeting. The fiscal year shall be from January through December.

Retirees, students and adjunct faculty who wish to be members of CalADE will be charged a discount rate as determined by the Executive Board.

ARTICLE XIV ~ Duties of Officers

The Officers shall be responsible for the governance of the association as follows:

President:

- Act as the executive officer between fall conferences;
- Preside at all meetings of the Association and of the Executive Board;
- Promote professional communication through newsletters and bulletins;
- Act as ex-officio member of all committees except the Nominating Committee;
- Make committee appointments subject to confirmation of the Executive Board;
- Appoint chairpersons and committees as needed;
- Submit an annual report at the annual CalADE meeting;

- Audit the Treasurer's annual report;
- Submit reports, as requested by the NADE Executive Board; and
- The President shall act at his/her own discretion in all situations he/she considers to be emergencies, subject to later discussion and action by the Executive Board, and otherwise implement the provisions of the Bylaws.

President-elect:

- Act as president in the absence of the President;
- Chair the Program Planning Committee for the annual conference;
- Prepare for the duty of president during the succeeding year; and
- Attend leadership activities at the annual NADE conference.

Secretary:

- Record and maintain records of activities and actions of the Association and all Executive Board meetings and membership meetings;
- Coordinate communication activities for the Association including all correspondence and Association mailings; and
- Chair the Membership Committee.

Treasurer:

- Receive and disburse all CalADE funds;
- Provide a quarterly financial statement to the Executive Board;
- Prepare the Association budget; and
- Provide an annual financial report to the membership.

Two- and Four-year Institution Chairs:

- Co-chair the Awards Committee.
- Serve as ex-officio members of the Membership Committee.

Adjunct Faculty Chair

- Co-chair the Membership Committee

Immediate Past President:

- Advise current President;
- Act as a non-voting member on the Executive Board; and
- Chair the Nominating Committee.

ARTICLE XV ~ Terms of Office

Section 1: Each newly elected officer shall take office at the annual conference. The President-elect shall succeed to the presidency at the annual conference.

- a. The President and President-elect shall each serve a term of one year.

- b. The Secretary shall serve a term of two years, with election occurring in even numbered years.
- c. The Treasurer shall serve a term of two years, with election occurring in odd numbered years.
- d. The Institution Chairs and the Adjunct Faculty Chair shall serve a term of two years.

Section 2: Any officer is eligible for re-election. No officer may serve more than two consecutive terms in the same office. In the event that a vacancy occurs between annual meetings, it shall be filled by appointment of the President with the approval of the Executive Board.

Section 3: Replacement and Impeachment of Officers: Officers who resign or are unable to serve due to death or prolonged illness during their term of office shall be replaced for the remainder of that term by appointment of the President, with the concurrence of the Executive Board. An elected officer may be impeached by a two-thirds (2/3) vote of the membership upon recommendation of the Executive Board.

ARTICLE XVI ~ Governance Structure

Section 1: The elected officers of the Association shall be:

- a. President
- b. President-elect
- c. Secretary
- d. Treasurer
- e. Two-Year Institution Chair
- f. Four-Year Institution Chair
- g. Adjunct Faculty Chair

Section 2: The Executive Board shall consist of the following voting members: President, President-elect, Secretary, Treasurer, Two-Year Institution Chair, Adjunct Faculty Chair and Four-Year Institution Chair. The Immediate Past-President shall serve as non-voting member of the Board.