

MINNESOTA ASSOCIATION OF DEVELOPMENTAL EDUCATION CONSTITUTION

ARTICLE 1 NAME

The name of this organization shall be the Minnesota Association of Developmental Education (hereafter referred to as MNADE).

ARTICLE 2 PURPOSES

The purposes of MNADE shall be to improve the practices and effectiveness of developmental education services, promote the professional growth of developmental educators, enhance the programs and resources designed to prepare and support developmental educators and students, and advance the field of developmental education. MNADE will seek to accomplish these purposes by:

- A. Engaging in the development and expansion of a communication network among those interested in developmental education in the State of Minnesota;
- B. Promoting and sponsoring professional development, curriculum design, research and evaluation efforts among its membership and other interested parties;
- C. Engaging in the specific and general coordination of efforts with other organizations and person having purposes supportive of, or in harmony with, MNADE concerns;
- D. Engaging in appropriate political action to promote developmental education; and
- E. Providing an annual conference for its membership and prospective membership and such other activities as resources permits.

ARTICLE 3 AFFILIATION

This association is to be considered a legally-constituted affiliate of the National Association for Developmental Education (NADE) and as such may not be organized and operated in violation of the Constitution and Bylaws of NADE.

ARTICLE 4 MEMBERSHIP AND DUES

1. Membership Qualifications. Any individual who is engaged in developmental studies or otherwise interested in the purposes of MNADE is eligible for membership. Such individuals do not have to be members of NADE in order to qualify for membership in MNADE.
2. Membership Dues. The MNADE Executive Committee shall establish membership dues in accordance with procedures described in the Bylaws.
3. Membership Voting Rights and Representation. Each individual member of MNADE will have one delegate vote in all association elections or other voting activities, (e.g. constitutional amendments).

4. Membership Application. Individuals interested in MNADE membership will apply according to a process described in the Bylaws.

5. Membership Voting Restriction. Individuals joining MNADE after distribution of the ballots for any election or vote will not be authorized to cast a vote in that election or vote.

ARTICLE 5 GOVERNANCE STRUCTURE

1. Executive Committee. The MNADE Executive Committee will consist of the President, President Elect, Secretary, Treasurer, and others as listed in the Bylaws.

2. Executive Committee Powers. The Executive Committee shall have the responsibility and authority for interpreting and implementing policy actions adopted by the general MNADE membership.

ARTICLE 6 ELECTED OFFICIALS

1. Officers and Duties . The elected MNADE officials shall consist of four officers: President, President Elect, Secretary and Treasurer. Their primary duties and powers will be listed in the By- Laws.

2. Election and Term of Office. Procedures for electing officers and dates for beginning and leaving office are described in the Bylaws.

3. Nomination of Officers. During the planning stages of the organization, officers will be named in accordance with procedures described in the NADE guidelines for establishing local chapters. Subsequent officers will be nominated in accordance with procedures described in the Bylaws.

4. Replacement and impeachment of Officers.

a. An elected officer may be impeached by two-thirds vote of the membership upon recommendation of the Executive Committee or upon petition by one-third of the voting members of MNADE.

b. Officers who resign, are impeached, or are unable to serve during the term of their office shall be replaced for the interim of that term by appointment of the President, with the concurrence of the Executive Committee. Should the President resign, be impeached, or become unable to serve, he/she shall be replaced by the President Elect. This replacement shall in no way limit the subsequent presidency of the President Elect.

ARTICLE 7 STANDING COMMITTEES, APPOINTED OFFICERS AND COMMITTEES

1. The permanent standing committees for MNADE shall be Nominating, Membership, Communication, and Program. The constituency, powers, and duties of these committees are described in the Bylaws.

2. The President and the Executive Committee have power to appoint individuals or groups, including task groups and special interest groups, to perform the work of the organization.

ARTICLE 8 BUDGET

For each fiscal year, the Executive Committee will prepare a budget based upon current funds and projected membership dues and shall submit it to the membership for review according to a schedule outlined in the Bylaws. This budget shall indicate the association's expenses and income.

ARTICLE 9 INITIAL APPROVAL OF CONSTITUTION

The initial approval of this Constitution shall be a majority vote of the paid members of NADE in Minnesota.

ARTICLE 10 CONSTITUTIONAL AMENDMENTS

Proposals to amend this Constitution may be initiated by the Executive Committee, unanimous recommendation of a standing committee, or any person qualifying as a voting member and submitting to the Executive committee a petition signed by at least 25 other voting members. The Constitution may be amended by action of the members during the annual conference or by mailed ballot. In either case, a vote of no less than two-thirds of the ballots cast is needed to pass the amendment, provided that more than 50% of the voting members do cast ballots.

ARTICLE 11 DISSOLUTION

Upon dissolution of MNADE, 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 of 1954, and such decision shall rest with the Executive Committee.

ARTICLE 12 BYLAWS

MINNESOTA ASSOCIATION OF DEVELOPMENTAL EDUCATION
BYLAWS

ARTICLE 1 DUES

The annual dues of members shall be reviewed each year and set by the Executive Committee. The fiscal year shall be from October 1 to September 30.

ARTICLE 2 MEMBERSHIP APPLICATION

Individuals interested in membership shall file an application with the Membership Chairperson. Upon receipt of the membership fee, the applicant will be a member in good standing.

ARTICLE 3 EXECUTIVE COMMITTEE

In addition to the elected officers, the Executive Committee shall consist of chairpersons of the four standing committees and the immediate past president.

ARTICLE 4 ELECTED OFFICIALS

A. Duties and Powers

1. President: Shall call and preside at all meetings of the Executive Committee, prepare the agenda for these meetings, serve as liaison with other organizations having similar interests, serve as MNADE's official representative to NADE, serve as ex-officio member of all standing committees, and appoint, with the approval of the Executive Committee, the members of all permanent and ad-hoc committees.
2. President Elect: Shall serve as chairperson of the Conference Planning Committee, assume the chair of the Executive Committee in the absence of the President, and serve as MNADE president for the following year.
3. Secretary: Shall record the minutes of all Executive Committee meetings, submit copies of the minutes for the approval of the Executive Committee, maintain the archives of the association, maintain the master mailing lists, and carry on all general correspondence as needed.
4. Treasurer: Shall monitor the association budget, provide a quarterly report on income and expenditures to the Executive Committee, maintain all financial records, issue all checks and purchase orders (with written authorization by the President), prepare an annual Financial Statement for the membership and conduct all other necessary financial activities of the organization. The Treasurer shall be bonded.

B. Election and Term of Office

1. Procedure: Officers shall be elected by a simple majority vote of the membership in a mailed ballot.
2. Term: Each newly elected officer shall take office at the annual conference and shall serve for one year. The President-elect shall succeed into the presidency upon completion of one year.

C. Nomination of Officers.

1. The Nominating Committee shall issue a call for nominations to all members no later than April 1 and shall submit a written ballot to all members in good standing no later than May 1, consisting of the names of all those nominated.
2. Any voting member of the Association may submit a petition to the Nominating Committee to place his/her name in the nomination.

D. Restrictions on Officers.

1. The President may not normally serve as an elected officer during the next fiscal year following his/her term as President.
2. All elected officers must be qualified members of the organization.

ARTICLE 5 STANDING COMMITTEES

A. Constituency, Powers and Duties

1. Nominating Committee: The committee shall consist of the immediate past President, President, two at-large members chosen by the President and two at-large members chosen by the other Executive Committee members. The chair of the committee shall be appointed by the President. This committee shall serve as the collection and certification of the election body for all balloting.

2. Membership Committee: The committee shall consist of members appointed by the President. The chair of the committee shall be appointed by the President.

This committee shall (a) devise a systematic plan for recruitment of members, (b) handle all correspondence regarding membership status, applications, etc. (c) report to the Executive Committee the status of membership at each Committee meeting, and (d) recommend actions which MNADE should consider taking to enhance services to its current membership.

3. Communication Committee: The committee shall consist of members appointed by the President. The chair of the committee shall be appointed by the President.

4. Program Committee: The committee shall be responsible for planning the annual conference and any other programs deemed necessary by the Executive Committee.

5. Other committees: Other committees may be created for specific organizational functions at the discretion of the Executive Committee.

ARTICLE 6 BUDGET

The treasurer shall submit quarterly reports to the Executive Committee and prepare an annual report to submit to the Executive Committee and membership for approval at the annual meeting.