



# **GADE Constitution**

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## **GEORGIA ASSOCIATION FOR DEVELOPMENTAL EDUCATION (GADE) CONSTITUTION**

### **ARTICLE I: NAME**

The name of this organization shall be the Georgia Association for Developmental Education hereafter referred to as GADE or “this association.”

### **ARTICLE II: NONPROFIT CORPORATION**

GADE is organized pursuant to the Georgia Nonprofit Corporation Code.

### **ARTICLE III: PURPOSE**

The purpose of GADE shall be to provide a forum for the study, discussion, dissemination, and evaluation of policies and programs that influence post-secondary remedial and developmental education in Georgia. This association will seek to accomplish its purpose in the following ways:

1. Coordinating efforts that encourage research in basic academic skills and the study of developmental and remedial education.
2. Promoting and publicizing the development of quality programs.
3. Providing activities at the annual state conference for the membership and other interested persons supportive of GADE concerns.
4. Providing for a communication channel through which information may be shared with the membership.
5. Engaging in coordination of efforts with other organizations having purposes supportive of, or in harmony with, GADE concerns.

### **ARTICLE IV: AFFILIATION**

The Georgia Association for Developmental Education (GADE) shall be affiliated with the National Association for Developmental Education (NADE) and shall operate in harmony with NADE's constitution and by-laws.

### **ARTICLE V: MEMBERSHIP**

**SECTION 1:** Voting members of GADE shall be persons who have paid the dues designated by the executive committee and approved by the membership.

Officers of GADE must be members of the National Association for Developmental Education (NADE).

**SECTION 2:** Membership shall be individual rather than institutional.

## **ARTICLE VI: GOVERNANCE**

**SECTION 1:** The elected officers of this association shall be:

- A. President
- B. President-Elect
- C. Vice President
- D. Secretary
- E. Treasurer

**SECTION 2:** The executive committee of this association shall be:

- A. The President from the preceding year
- B. All current officers
- C. Chairs of all standing committees
- D. Policy Information Officer
- E. Social Media Coordinator

**SECTION 3:** Selection and replacement procedures as well as duties and tenure for the officers and executive committee shall be specified in the by-laws of this association.

## **ARTICLE VII: MEETINGS**

A meeting of the membership shall be held once a year at the annual conference and will be announced in the Call to Conference.

## **ARTICLE VIII: AMENDMENTS**

Proposed changes in the constitution and to the by-laws of this association shall be submitted to the President in writing at least two months before the annual meeting. Electronic copies of the proposed changes shall be distributed to all members by email and posted on the website. The constitution of this association may be amended by a 3/5 majority of the members attending the annual conference, **not** including abstentions. The by-laws may be amended by a 2/3 majority of members attending the annual conference, not including abstentions.

## **ARTICLE IX: RESOLUTIONS**

Members of GADE desiring to present a resolution at a meeting of the membership or of the executive committee shall submit the resolution in writing to the President of GADE thirty days before the presentation. Official GADE endorsement of the resolution shall require approval by a majority of members present, not including abstentions.

## **ARTICLE X: DISSOLUTION**

Upon dissolution of GADE, 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 committee.

**GEORGIA ASSOCIATION FOR DEVELOPMENTAL  
EDUCATION  
(GADE) BY-LAWS**

**ARTICLE 1: RULES OF ORDER**

Robert's Rules of Order, revised, shall guide this association in all areas not addressed in these by-laws.

**ARTICLE II: DUES**

Annual dues shall be reviewed each year and may be changed by the executive committee with the approval of the membership present at the annual business meeting. The fiscal year shall be from one annual conference to the next. Membership dues shall be due at the annual conference. All dues received from January through the annual conference will be considered advance payment for the following year.

**ARTICLE III: DUTIES OF THE EXECUTIVE COMMITTEE**

The executive committee shall be responsible for the governance of this association as follows:

**1. PRESIDENT:**

- A. Act as the executive officer for this association.
- B. Preside at all meetings of this association and of the executive committee.
- C. Schedule meetings of the GADE executive committee.
- D. Act as ex-officio member of all committees except the nominating committee.
- E. Appoint nominating committee and committee members.
- F. Appoint all chairpersons and committees as needed.
- G. Appoint the Social Media Coordinator and Policy Information Officer.
- H. Serve as co-chair of the GADE Conference Planning Committee.
- I. Plan the program for the annual GADE meeting.
- J. Submit an annual report at the annual GADE meeting.
- K. Audit the Treasurer's annual report.

**2. PRESIDENT-ELECT:**

- A. Prepare to assume the duties of the President for the following year.
- B. Act as executive officer in the absence of the President.
- C. Act as liaison to the Learning Support Program directors.
- D. Serve as co-chair of the GADE Conference Planning Committee.
- E. Audit the Treasurer's annual report.
- F. Other duties assigned by the President.

**3. PAST PRESIDENT**

- A. Chair the nominating Committee.

- B. Chair the Awards Committee.
- C. Other duties assigned by the President.

#### **4. VICE PRESIDENT**

- A. Contact potential members of GADE.
- B. Recruit membership chairs from each institution.
- C. Research and follow up with lost contacts from conference year to conference year.
- D. Prepare and disseminate membership applications and cards.
- E. Serve as Publicity Chair for GADE Conference Planning Committee
- F. Prepare promotional materials for annual GADE Conference.
- G. Report the status of the membership of this association to the executive committee and body.

#### **5. SECRETARY:**

- A. Record and maintain records of activities and actions of this association and of the executive committee.
- B. Handle correspondence.
- C. Serve as Secretary for GADE Conference Planning Committee

#### **6. TREASURER:**

- A. Receive and disburse all GADE funds.
- B. Provide a financial statement to the executive committee at each meeting.
- C. Provide an annual report to the membership.
- D. Register GADE annually with the Secretary of State.
- E. Serve as Registrar for GADE Conference Planning Committee

#### **7. SOCIAL MEDIA COORDINATOR:**

- A. Maintain GADE website, Facebook account, and other social media accounts.
- B. Publicize information concerning the annual GADE meeting and conference.
- C. Post monthly status updates on Facebook.

#### **8. POLICY INFORMATION OFFICER:**

- A. Monitor relevant changes in developmental education at the state and national levels.
- B. Monitor policy changes in the state affecting developmental studies.
- C. Establish contacts within the University System of Georgia and Technical College System of Georgia, and communicate policy information to all GADE members using email, newsletters, website(s), or social media.
- D. Communicate current best practices in developmental education to the membership utilizing published journal articles, studies, and related research.

#### **ARTICLE IV: TENURE AND REPLACEMENT OF ELECTED OFFICERS**

Each newly elected officer shall take office at the annual conference. The President-Elect shall succeed to the presidency at the annual conference.

1. The President and President-Elect shall each serve a term of one year.
2. The Vice President shall serve a term of two years, with election occurring in odd years.
3. The Secretary shall serve a term of two years, with election occurring in even numbered years.
4. The Treasurer shall serve a term of two years, with election occurring in odd numbered years.
5. Any officer is eligible for re-election. No officer may serve more than two consecutive terms in the same office.
6. In the event that a vacancy occurs between annual meetings, it shall be filled by appointment of the President with the executive committee approval.
7. The Social Media Coordinator and the Policy Information Officer positions are both appointed by the President.

#### **ARTICLE V: EXECUTIVE COMMITTEE**

1. The executive committee shall consist of the President, President Elect, immediate past President, Vice President, Secretary, Treasurer, Social Media Coordinator, chairs of standing committees, and Policy Information Officer.
2. The executive committee shall meet at least twice a year. Emergency meetings may be held at the discretion of the President.
3. The executive committee shall be responsible for the professional direction and maintenance of this association.

#### **ARTICLE VI: COMMITTEES AND APPOINTEES**

1. **NOMINATING COMMITTEE:** The nominating committee shall consist of the immediate past President, President, and three at-large members chosen by the other executive committee members. The immediate Past President shall chair the nominating committee.
2. **SITE SELECTION COMMITTEE:** The site selection committee shall consist of the immediate past President, President, and President Elect. The President shall chair the site selection committee.
3. **CONFERENCE PLANNING COMMITTEE:** The conference planning committee shall consist of two (2) Conference Co-Chairs, Secretary, Conference Photographer, Exhibitor chair, Registrar chair, Membership chair, Moderator chair, IT Chair and Assistant, Awards chair, Recreation chair. The GADE President and President-Elect shall co-chair the conference planning committee. Note: The GADE Secretary shall serve as Secretary for the GADE Conference Planning Committee. The GADE Treasurer shall serve as Registrar for the GADE Conference Planning Committee. At-large members of the conference planning committee are appointed by the President.

The purpose of the Conference Planning Committee is to create a strong, innovative, and well-balanced program of educational sessions for the GADE Annual Conference.

1. The Conference Planning Committee shall be responsible for planning, coordinating, executing, and evaluating all areas of the GADE Annual Conference.
2. The Conference Planning Committee shall meet at least twice a year. Emergency meetings may be held at the discretion of the conference planning committee members.
4. OTHER COMMITTEES: All other committees necessary for professional development of this association shall be appointed by the President.
5. The SOCIAL MEDIA COORDINATOR shall serve a term of two years, with appointment occurring in even numbered years.
6. The POLICY INFORMATION OFFICER shall serve a term of two years, with appointment occurring in odd numbered years.

#### **ARTICLE VII: ELECTION**

Elections shall be conducted as follows:

1. The nominating committee will present a slate of officers.
2. Officers will be elected by majority vote.