

VIRGINIA ASSOCIATION FOR DEVELOPMENTAL EDUCATION  
CONSTITUTION

ARTICLE I – NAME

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

ARTICLE II – PURPOSE

The purpose of the VADE shall be:

1. to provide visibility and promote the importance of learning assistance and developmental programs in post-secondary educational institutions.
2. to promote support for learning assistance and developmental programs in post-secondary educational institutions.
3. to provide a means for identification of, and interaction with, fellow professionals in post-secondary learning assistance and developmental programs and related areas.
4. to provide an information network for faculty involved with post-secondary learning assistance and developmental programs.
5. to assess, clarify, and promote professional standards for learning assistance and developmental programs.
6. to provide professional development in and exchange of methods, techniques, and strategies.
7. to provide a forum for the discussion of campus issues involving post-secondary learning assistance and developmental programs.
8. to identify problems and initiate solutions for issues and concerns arising from learning assistance and developmental programs in post-secondary institutions.
9. to be advocate for post-secondary learning assistance and developmental faculty on issues directly affecting instructional programs.
10. to encourage research that leads to improved instruction in developmental studies.

### ARTICLE III – AFFILIATION

This association shall be affiliated with the National Association for Developmental Education (hereinafter referred to as NADE) and shall operate in harmony with that association's constitution and by-laws.

### ARTICLE IV – MEMBERSHIP

Any individual engaged in remedial or developmental studies or otherwise interested in the purposes of this association shall be eligible for membership and voting rights. Such individuals do not have to be members of NADE in order to qualify for membership. NADE membership is required to be an officer in VADE.

### ARTICLE V – GOVERNANCE STRUCTURE

Section 1. The elected officers of this Association shall be:

1. President
2. President-elect
3. Recorder
4. Treasurer
5. Representative at-Large (2)  
    one from a two-year institution  
    one from a four-year institution

Section 2. The Executive Board shall consist of the six elected officers.

Section 3. Committees for this Association shall be:

1. Nominating Committee
2. Newsletter Committee: duties include obtaining date, compiling, editing, and printing at least three newsletters per year.
3. Other committees as appointed by the President and approved by the Executive Board.

### ARTICLE VI – AMENDMENTS

1. Initiation: Proposals to amend this Constitution may be initiated by the Executive Board, by recommendation of a standing committee, or by any person qualifying as a voting member and submitting to the Executive Board a petition signed by at least 10% of the members eligible to vote.

2. Approval: This 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 members do cast ballots. Proposed amendments to be voted upon at the annual conference must be sent to members at least one month in advance of the conference.

#### ARTICLE VII – DISPOSAL UPON DISSOLUTION

Upon dissolution of the Virginia Association for Developmental Education, such assets as may remain shall be distributed for charitable, educational, or scientific purposes as described in section 501 © (3) of the Internal Revenue Code of 1951 (or the corresponding provisions of any future United States Internal Revenue Law). Decisions regarding such distribution shall rest with the Executive Board.

# VIRGINIA ASSOCIATION FOR DEVELOPMENTAL EDUCATION

## BY-LAWS

### ARTICLE I – RULES OF ORDER

1. Robert’s Rules of Order, newly revised, shall guide the Association in all areas not specifically mentioned in these by-laws.
2. For all official meetings of this Association, the President may appoint a parliamentarian from among those in attendance.

### ARTICLE II – DUES

1. Dues shall be set, and reviewed annually, by the Executive Board.
2. The fiscal year shall be from January 1- December 31.

### ARTICLE III – DUTIES OF OFFICERS

1. President: Duties shall include acting as the executive officer for a period of one year, supporting the actions of professional development programs, scheduling meetings and arranging the annual conference, appointing all committee members, and acting as an ex-officio member of all committees. The president shall have discretionary power in situations considered to be emergencies, subject to later discussion and action by the Executive Board, but shall otherwise implement the provisions of the Constitution and by-laws.
2. President-elect: Duties shall include acting as executive officer in the absence of the president, chairing the Program Planning Committee for the annual conference, and preparing to assume the duties of the presidency the succeeding year.
3. Recorder: Duties shall include recording activities and actions of all Executive Board members and membership meetings and acting as mailing officer for all Association mailings.
4. Treasurer: Duties shall include maintaining financial records and reporting all financial matters relating to the Association, such as the collection of dues, the disbursement of funds and the planning of budgets; the officer is also responsible for compiling an annual list of members.

5. Two Representative-at-Large (one each from a two-year and a four-year institution): Duties shall consist of sitting on the Executive Board and such other duties as are designated by the President of Executive Board.

#### ARTICLE IV - TERMS OF OFFICE

1. Each newly elected officer shall take office at the annual conference and shall serve for one year. The President-elect shall assume the presidency after one term of office. The President-elect, Recorder, Treasurer, and two Representatives-at-Large will be elected annually.
2. Replacement and Impeachment of Officers: Officers who resign, or are impeached, or are otherwise unable to complete the term shall be replaced for the remainder of that term by appointment of the President, approved by the Executive Board. An elected officer may be impeached by a two-thirds vote of the membership either upon recommendation of the Executive Board or upon recommendation by petition of 25% of the voting members of VADE.

#### ARTICLE V – GOVERNANCE STRUCTURE

1. The VADE Executive Board will consist of the President, the President-elect, Recorder, Treasurer, and two Representatives-at-Large.
2. Executive Board Powers: The Executive Board shall have the responsibility and authority for interpreting and implementing policies adopted by the general VADE membership at annual conferences and other meetings. The Board shall also have the responsibility and authority for generating, interpreting, and implementing policies deemed necessary at other times, provided that such interim actions shall not conflict with the Constitution and By-Laws of the Association.

#### ARTICLE VI – COMMITTEES

1. Nominating Committee: The Nominating Committee shall consist of the Treasurer as Nominating Committee Chairperson, Recorder, one member from a two-year institution, and one member from a four-year institution, both appointed by the President.
2. Newsletter Committee: The Newsletter Committee shall be appointed by the president.
3. Other Committees: All other committees shall be appointed by the president and approved by the Executive Board.

## ARTICLE VII – ELECTION PROCEDURES

Officers shall be elected at the annual meeting by a simple majority vote by a secret ballot of the members present. Voting members of the Association may submit petitions to the Nominating Committee to place names in nomination. Members must meet the qualifications for the office, which include membership in NADE and VADE.

## ARTICLE VIII – ANNUAL CONFERENCE

1. An annual conference shall be held. Dates and location shall be arranged to allow for maximum attendance.
2. A meeting of the membership shall be held at the annual conference with a quorum consisting of those members who are present. Agenda items must be submitted one month in advance to the Recorder.

## ARTICLE IX – AMENDMENTS

Amendments to the by-laws may be voted on 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 the membership at least one month prior to the scheduled meeting.