

Southwest Association for Developmental Education Constitution and Bylaws

Approved November 6, 2008

Mission Statement

The Southwest Association for Developmental Education (SWADE) exists to promote the improvement of developmental education programs throughout the six states in the region: Arizona, California, Nevada, New Mexico, Utah, and Wyoming. SWADE acts as an advocate and a resource for political action and institutional support of developmental education programs. SWADE provides a forum for educators engaged in developmental education to promote collaboration, information-sharing, and professional advancement. SWADE is committed to professional development and training and supports research initiatives of developmental education professionals.

Constitution

Article I

Name. The name of this organization shall be the Southwest Association for Developmental Education (SWADE).

Article II

Purpose. The Southwest Association for Developmental Education (hereafter referred to as SWADE or "the Association") exists to promote the improvement of developmental education for adult learners at various levels of ability and in a variety of educational institutions throughout Arizona, California, Nevada, New Mexico, Utah, and Wyoming. SWADE is committed to improving educational programs, assessment procedures and curricula through the professional development opportunities offered at the SWADE Conference and other organization activities. SWADE is politically active, seeking legislation supportive of developmental programs in each state the organization serves and across the nation.

Goals.

1. SWADE serves as an advocate for political action in issues related to funding, to assessment policies, practices, and procedures, and to the development and advancement of developmental education programs.
2. SWADE provides professional training information, support, and referrals for new theories and research in teaching and learning as well as for curriculum methods and instructional

materials in developmental education practice representing a variety of subject areas. It also assists with NADE certification by arranging for workshops when requested.

3. SWADE enhances the professional image of the field of developmental education by supporting institutions which develop in-service and graduate courses/programs designed to educate and train leaders in adult education; and by encouraging and supporting the research and publication efforts for learning assistance and developmental education professionals.
4. SWADE publishes a newsletter, which will provide communication, information, and professional visibility for members.
5. SWADE holds an annual conference providing opportunities for professional development and information exchange.

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.

Section 1. Membership Categories. There are two classes of membership: professional and student.

Section 2. Professional Membership. Professional members shall be persons who are actively involved in remedial/developmental programs or administration of them, or who are otherwise interested in the activities and purposes of SWADE. Professional members in good standing have paid their annual membership fee.

Section 3. Student Membership. Student members shall be persons who are training for careers in remedial/developmental education. These members are non-voting. Student members in good standing have paid their annual membership fee.

Article V.

Governance Structure. The basic units of the organization shall be an Executive Board and committees as follows:

Section 1. The Executive Board shall have the responsibility of interpreting and implementing policy actions adopted at the Annual Conference. The Executive Board shall also have the responsibility to create interim policies deemed necessary between annual meetings, provided that such interim policies shall not abrogate the Constitution or duly-voted bylaws. The Executive Board shall be the primary policy and decision-making body, and the committees will

be functional units for implementing policies and decisions. Officers of the Executive Board shall be the voting members of the Executive Board. A voting quorum shall consist of at least three members, two of which must be elected officers.

Section 2. There shall be two types of committees:

- a. Ad Hoc Committees shall be appointed by the President with the consent of the Executive Board as needed.
- b. Standing Committees for the Association shall be:
 - Awards and Nominations Committee
 - Conference Committee
 - Newsletter Committee
 - Political Liaison Committee
 - Cultural Diversity Committee

Section 3. Officers. The Executive Board shall be composed of four officers elected from the body of members and other non-elected officers as needed. With the exception of Past President, non-elected officers are appointed by the Executive Board.

- a. Officers elected from the body of members:
 - President
 - President-Elect
 - Secretary
 - Treasurer
- b. Non-elected Officers (appointed by the executive board):
 - Past-President
 - Newsletter Editor
 - Membership Officer
 - Chairpersons of Standing Committees

Article VI.

Business Meetings. There shall be two types of meetings.

- a. There shall be an annual business meeting of the general membership.
- b. The Executive Board shall meet at least twice each year and may at other times as called by the President. A quorum of the Executive Board will be three Board members. A telephone conference call may qualify as an executive board meeting.

Article VII.

Amendments. Amendments to this constitution must be approved by two-thirds of the members attending the annual business meeting or by two-thirds of members responding to a mailed ballot. Proposed amendments shall be submitted to the President thirty days prior to the annual business meeting of the general membership. Proposals shall be included on the agenda of this meeting and presented for discussion and action.

Section 1. Initiation. Proposals to amend this constitution may be initiated by the Executive Board, by recommendation of a Standing committee, or by a member in good standing in the Association when such a proposal is accompanied by a petition of no less than ten percent (10%) of the current membership in good standing.

Section 2. Approval. Amendments to this Constitution shall be ratified by a mail ballot conducted by the Election Committee. This ballot shall be sent to members in good standing no later than thirty days prior to the required date of return of such ballots. Ratification requires a two-thirds majority of the ballots cast.

Article VIII.

Dissolution. Upon dissolution of SWADE, 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 decisions shall rest with the Executive Board.

Bylaws

Article I.

Rules of Order. **Robert's Rules of Orders Revised.** Robert's Rules of Orders Revised (latest edition) shall be the parliamentary authority for the proceedings of the Association unless otherwise specified by the Constitution and Bylaws. The President may appoint a parliamentarian for all official meetings of the Association from among those in attendance.

This Article was Article IX in the old Constitution and was condensed from two Sections to a single statement

Article II.

Membership and Membership Dues. The annual dues shall be reviewed each year and set by the Executive Board.

Article III.

Executive Board Governance. The Executive Board is responsible for the professional maintenance and direction of the Association. Membership of the Executive Board shall be the President as presiding officer, President-Elect, Secretary, and Treasurer and other non-elected officers as needed. The Executive Board shall meet at least twice each year, with other meetings held at the discretion of the President, or at the request of any three Board members. Three members shall be necessary for a quorum. All members of the Executive Board, whether elected or appointed, shall be voting members. Non-elected officers and chairpersons for Standing Committees shall have voting rights when present at an Executive Board meeting.

Article IV.

Duties of Officers.

President: President shall call and preside at all meetings of the Executive Board, prepare the agenda of these meetings, serve as liaison with other organizations having similar interests, and serve as ex-officio member of all standing committees, except the Awards and Nominations Committee. With the approval of the Executive Board, the President shall appoint the members of the Standing and Ad Hoc Committees.

The President shall have the following responsibilities: facilitating professional development programs, meetings and the annual conference; promoting professional communications through publications; serving as representative to the President's Advisory Board of NADE; completing of the annual chapter survey for NADE; preparing and/or maintaining a one-page letter to be included in NADE's new member welcome package; and working with the President-Elect and the Webmaster to update and maintain the SWADE Web page. The President shall act at his/her

own discretion in situations he/she considers to be emergencies, subject to later discussion and action by the Executive Board, and shall otherwise implement the provisions of the Constitution and Bylaws. The President shall be an active SWADE member at the time of his/her nomination and shall maintain active membership in SWADE and NADE for the duration of the presidency. It is also expected that the President shall attend the annual conference of NADE to represent SWADE and to participate in leadership development activities. Membership dues, conference registration fees, and other related expenses are the responsibility of the President and/or his/her institution.

President-Elect: Duties shall include acting as executive officer in the absence of the President; chairing the Conference Committee for the annual conference; preparing for the duty of President during the succeeding year; and working with the President and the Webmaster to update and maintain the SWADE Web page. The President-Elect shall be an active SWADE member at the time of his/her nomination and shall maintain active membership in SWADE and NADE during his/her tenure in this office and through the duration of the presidency. It is also expected that the President-Elect attend the annual conference of NADE to represent the region's chapter and to participate in leadership activities. Membership dues, conference registration fees, and other related expenses are the responsibility of the President-Elect and/or his/her institution.

Secretary: Duties shall include recording activities and action of all business meetings. The Secretary shall have the following responsibilities: recording minutes of all Executive meetings, recording minutes of business meetings of the Association, maintaining archives of the Association, forwarding a list of chapter officers' contact information (names, addresses, phone numbers, etc.) to the appropriate NADE designee within 10 days of the close of the annual conference, and preparation of an annual report of SWADE activities for presentation to general membership at the annual business meeting, the Executive Board, and the NADE Executive Board.

Treasurer: The Treasurer shall have the following responsibilities maintaining financial records and providing reports; receiving and distributing monies on behalf of the Association; collecting conference fees, issuing receipts, and assuming responsibility for all conference fiscal matters; and ensuring that all fiscal matters and transactions adhere to the SWADE financial record keeping and reporting procedures. The Treasurer will present an annual budget to the Executive Board for approval and will prepare an annual report of SWADE treasury activities for submission to the general membership at the annual business meeting and the Executive Board. The Treasurer shall be an active SWADE member at the time of his/her nomination and will maintain active membership in SWADE and in NADE throughout his/her tenure in this office

Past-President: The duties of the immediate Past-President shall be the chair of the Emeritus Council. Duties shall include overseeing the Awards and Nominations Committee, conducting the annual election, conducting a yearly review of the SWADE Constitution and Bylaws, forwarding a copy of the current Constitution and Bylaws to the appropriate NADE designee, responding to inquiries forwarded by the SWADE Webmaster, and other duties as requested by

the Executive Board. The Past-President shall be a voting member of, and advisor to, the Executive Board and shall maintain active membership in SWADE during his/her tenure in this office.

Membership Officer: The Membership Officer shall supervise all matters related to membership in the Association. Responsibilities include maintaining the official mailing lists and membership lists, preparing an annual directory of regional programs, preparing and distributing a membership application form and membership brochure, maintaining membership rosters and SWADE subscriptions, notifying members concerning renewal as necessary, promoting membership by telephone contacts and mailings, sending updated membership information (i.e., an electronic copy of the SWADE membership database on a computer disk) to the NADE President-Elect by May 1, and preparing an annual report of SWADE membership activities for submission to the general membership at the annual business meeting. The Membership Officer shall maintain active membership in SWADE throughout his/her tenure in this office.

Newsletter Editor: The Newsletter Editor shall be responsible for the production and dissemination of all newsletters with the assistance of the Newsletter Committee. In general, the editor shall use the resources of the newsletter to stimulate communication and interaction among members of the Association. In addition to distributing the newsletter to all current members, the editor should ensure that a hard copy of each newsletter is sent to NADE Executive Board Members and the NADE Newsletter Editor in accordance with current NADE guidelines. An electronic copy should be sent to the SWADE Webmaster for inclusion on the SWADE Web page. The Newsletter Editor shall maintain active membership in SWADE throughout his/her tenure in this office.

Chairs of Standing Committees: The duties of the chairs of the standing committees shall be to report all activities to the President one month prior to the due date of the annual chapter survey, report additional activities to the secretary for preparation of the annual report. Chairs of standing committees shall maintain active membership in SWADE during his/her tenure in this office.

Article V.

Terms of Office. Each newly-elected officer shall take office at the annual business meeting on the last day of the annual conference. The President-Elect shall succeed into the Presidency upon completion of one year on the Executive Board. All other elected officers shall serve a two year staggered term elected during the following years:

President-Elect - yearly
 Secretary - even years
 Treasurer - odd years

Officers who resign, are impeached, or are unable to serve shall be replaced for the interim 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 or upon petition by fifty percent (50%) voting members of SWADE.

Article VI.

Standing Committees.

Awards and Nominations Committee: The Past-President shall chair this committee and appoint members. Membership should include representatives from each of the sectors: (a) two-year colleges, (b) four-year public colleges/universities, (c) private colleges. At least two members should deal directly with awards. All elected officers must be members of SWADE at the time of nomination.

Conference Committee: The committee is responsible for the planning and execution of the annual conference. The President-Elect/Conference Chair shall work closely with the members of this committee. The committee will assign members to:

- read conference session proposals
- send acceptance/rejection letters
- send call for proposals/to conference
- prepare conference agenda and program
- oversee sessions and conference evaluations
- enlist vendors/exhibitors
- select conference site and sign contracts
- arrange all meals
- oversee technical needs
- print conference program for distribution
- and other duties as needed by the committee

Newsletter Committee: The committee is responsible for assisting the Newsletter Editor in the planning, production, and distribution of the newsletter. The Newsletter Editor shall coordinate this committee.

Political Liaison Committee: Members appointed by the President to serve as advocates for political action in issues related to funding, assessment policies, practices, and procedures, and to development and advancement of learning assistance and developmental education programs.

Cultural Diversity Liaison Committee: Members appointed by the President to serve as advocates for cultural diversity. They shall provide information and activities to promote and emphasize cultural diversity. They shall confer with the conference committee to plan a cultural activity during the annual conference. The chair of the committee shall be the liaison to the Cultural Diversity Committee Chair of NADE.

Article VII.

Election Procedures. The Past President shall prepare and distribute a nomination form to all members of the Association no sooner than 60 days before the annual business meeting. Nomination forms should be returned to the chairperson no later than 30 days before the annual business meeting. The nominating committee shall prepare an election ballot, listing the nominees. No sooner than 30 days before the annual business meeting and no later than 25 days before the annual business meeting, the Nominations Committee shall distribute ballots by mail to all voting members. The deadline for return of ballots, set by the Nominations Committee, shall be no later than five days before the annual business meeting. New officers shall be seated during the annual business meeting at the annual conference. The Past President shall supervise all matters related to elections, tabulate election results and present a report of election results to the Executive Board. Officers shall be elected by a simple majority of the ballots cast.

Article VIII.

Business Meeting. An annual business meeting of the general membership shall be held at each annual conference. The Executive Board shall meet at least once each year face-to-face and can meet at other times as called by the President, after conferring with the Executive Board members. Such meetings can be held via telephone and/or video conference, electronic chats, or e-mail.

Article IX.

Bylaws Revision. Bylaws may be adopted, revised or deleted by a majority vote of the members voting either at the annual business meeting or through mailed ballots. A unanimous vote of the Executive Board may also be used to change the Bylaws. Members may submit proposed revisions in writing to the Executive Board at least 10 days prior to any business meeting. The Bylaws for the Southwest Association for Developmental Education shall be adopted by the approval of two-thirds of members voting. Upon adoption of the Constitution and Bylaws, nominations, elections, and appointments necessary to carry the articles of each, shall take place.