



Texas Association for Developmental Education
*Supporting Developmental Education in the State of
 Texas*

Constitution

The purpose of TADE is to improve:

- the practices and effectiveness of developmental education services,
- the professional capabilities of developmental educators; and
- the program and resources designed to prepare and support developmental education in post-secondary settings.

How will TADE accomplish its purpose?

- Engaging in the development and expansion of a communications networking among those interested in developmental education in Texas;
- Promoting and sponsoring professional development, curriculum design, research, and evaluation efforts among its membership and other interested parties;
- Engaging in the specific and general coordination of efforts with other organizations and persons having purpose supportive or or in harmony with TADE concerns; and
- Providing for an annual conference for its membership and prospective membership in conjunction with other organizations when possible and providing for such other regional and local conferences as resources permit.

Organizational Structure

			NADE			
			TADE			
			President			
President Elect	Treasurer	Secretary	Scholarship Committee	Membership Chair	Political Liaison	Immediate Past President

Terms of Office:

President	One year
President-Elect	One year
Past President	One year
Treasurer	Two years
Secretary	Two years
Membership Chair	Two years
Chair of Scholarship Committee	Appointed
Political Liaison	Appointed

Standing committees:

Scholarship Committee: This committee has the responsibility of disseminating information on available scholarships, reviewing all applications and determining the recipient(s) of the scholarship. A scholarship may be awarded for purposes such as, but not limited to: research, attending training seminars and professional development. The amount of the award may vary but can be as much as five hundred (\$500) dollars. The chair will be appointed by the TADE President.

Nominations Committee: This committee is composed of the current President, the immediate past president and a TADE member at large appointed by the President. The committee's main responsibilities are to call for nominations for the available offices, assemble a slate for election, verify eligible voting members, and present the nominations to the TADE membership for voting. For more details of the Nomination committee see Article VI, Section III of the TADE constitution. The immediate Past President will serve as Chair of this committee.

Ad hoc Committees: These committees are appointed by the President with the approval of the Executive Committee. These committees are charged with specific assignments/duties.

ARTICLE I: NAME

The name of this organization shall be the Texas Association for Developmental Education (hereinafter referred to as TADE or "This association").

ARTICLE II: PURPOSES

TADE is organized exclusively for charitable, religious, educational and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

The purpose of TADE shall be to improve the practices and effectiveness of developmental education services, the professional capabilities of developmental educators, and the program and resources designed to prepare and support developmental education in post-secondary education. TADE will seek to accomplish these purposes by:

- A. Engaging in the development and expansion of a communications network among those interested in developmental education in Texas;
- 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 persons having purposes supportive of or in harmony with TADE concerns; and
- D. Providing for an annual conference for its membership and prospective membership, in conjunction with other organizations when possible, and providing for such other regional and local conferences permit.

ARTICLE III: CHARACTER OF THE ORGANIZATION

This association is to be considered a legally constituted state affiliate of the National Association for Developmental Education (NADE), and as such may not be organized or operated in violation of the constitution and by-laws of NADE.

ARTICLE IV: MEMBERSHIP AND DUES

1. **Membership Qualifications.** Any individual or institution that is engaged or actively involved in developmental studies or who is otherwise interested in the purposes of TADE is eligible for membership. Such individuals or institutions do not have to be members of NADE in order to qualify for membership in TADE.
2. **Membership Due Structure.** Membership categories and rates shall be determined each year by the TADE Executive Committee.
3. **Membership Voting Rights and Representation.** Each individual member of TADE, regardless of membership category, shall have one delegate vote in all association elections or other voting activities (e.g. constitutional amendments). Each institution member of TADE shall identify in writing to the TADE

membership chair one institutional representative who will have the authority and responsibility of casting the institutional member's single delegate vote in all association elections and other voting activities. In case two votes, reflecting the dual membership capacities.

4. **Annual Dues Cycle.** Membership dues may be paid at any time during each year of membership during TADE's fiscal year from annual conference to annual conference.
5. **Membership Applications.** Individuals and institutions interested in membership shall file an application with the TADE membership chair. Membership applications from institutions shall include a list of all eligible institutional staff who are to be included in the membership. Applicants must send membership applications forms to the treasurer who will send the application form to the membership chair. The membership chair will issue the membership card.
6. **Membership Voting Restrictions.** Individuals and institutions joining TADE after distribution of the ballots for elections of officers will not be authorized to cast a vote in the election.

ARTICLE V: GOVERNANCE STRUCTURE

1. **Executive Committee Composition.** The TADE Executive Committee will consist of five (5) elected officers, the political liaison chair, and the immediate past president. The elected members will be the president, president-elect, secretary, treasurer, and membership chair.
2. **Executive Committee Powers.** The Executive Committee shall have the responsibility and authority for interpreting and implementing policy actions adopted by the general TADE membership at annual conferences and elsewhere. The committee shall have the responsibility and authority for generating, interpreting, and implementing policies deemed necessary between annual conferences, providing that such interim actions shall not abrogate the constitution of the association.

ARTICLE VI: ELECTED AND APPOINTED OFFICIALS

1. **Compositions and Duties.** The elected TADE officials shall consist of five office president, president-elect, secretary, treasurer, and membership chair. Their primary duties and powers shall be as follows:

A. **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 TADE's official representative to NADE; constitute committees as needed; serve as ex-official member of all

committees; collaborate with the secretary, who serves as a liaison with the editor of the CASP Newsletter, on the preparation of the newsletter, and appoint, with the approval of the executive committee, the at-large members of the executive committee and the chairpersons of the various designated committees. The President shall prepare an annual report for presentation at the annual conference.

B. President-elect: Shall be president-elect, serve as program chair of the state annual conference, assume the chair of the executive committee in the absence of the president, and carry out all duties assigned by the president. The President-elect shall prepare an annual report for presentation at the annual conference.

C. Secretary: Shall record the minutes of all executive and membership meetings, submit copies of the minutes for the approval of the executive committee, and carry on all general correspondence as needed, serve as liaison with the CASP newsletter editor who will be jointly appointed by the President of the Texas Chapter of the College Reading and Learning Association (CRLA) and the president of TADE and arrange for the printing and distribution of paper supplies for the other officers such as stationery, membership cards, and brochures. The Secretary shall prepare an annual report for presentation at the state conference which consists of the minutes of the year's Executive Committee meetings and the minutes of the TADE state caucus at NADE.

D. Treasurer: Shall prepare an annual budget for Executive Committee approval, monitor the approved budget, provide a report on income and expenditures to the Executive committee at each Executive Board meeting, maintain all financial records, issue all checks and purchase orders, prepare regular financial statements for the newsletter and an annual financial statement for the membership at the yearly state conference and conduct all the necessary financial activities of the organization..

E. Membership Chair: Shall keep the Executive Committee and the CASP Newsletter editor informed of changes in membership in a timely manner, issue membership cards, recruit new members, serve as liaison with up to four at-large representatives during annual membership drives, and prepare an annual report on changes in membership for the year at the annual conference. As many as four regional representatives shall be appointed by the Executive Committee and should provide geographic, institutional, and philosophical balance to the membership committee.

F. Political Liaison: Shall serve as a source of information on developmental education issues; be clearing house on political issues affecting developmental education and related programs; and engage in appropriate proactive

activities of dialogue and education by maintaining contact with legislative bodies at the state and national level.

2. Election and Term of Office. All officer elections will be conducted by regular and/or electronic mail with the results of the election being announced at the CASP conference. The new officers will assume their duties at the conclusion of the annual CASP conference.

3. Nomination of Officers. The nominations committee shall consist of the president, the past president and one at large member chosen by the president. This committee shall issue a call for nominations to all members no later than May 15 and shall submit a written ballot to all members in good standing at least one month prior to the annual conference.

4. Restrictions on Officers.

A. The president may not serve as an elected officer during the next calendar year.

B. All Elected officers must be residents of Texas and members of both TADE and NADE.

C. The treasurer, secretary, and membership chair shall hold two-year terms to promote continuity in the organization.

5. Replacement of Officers. Officers who resign or are unable to serve adequately shall be replaced for the remainder of their term of office by appointment of the president, with the concurrence of the Executive Committee.

ARTICLE VII: CONSTITUTIONAL AMENDMENTS

Amendments to the constitution may be made at any conference by two-thirds majority vote of the members present at the Business Meeting with proposed amendments sent at least one month in advance to all members.

ARTICLE VIII: CONSTITUTIONAL REVIEW:

This constitution should be review by the TADE Executive Committee every two years with recommended changes submitted to the membership at the annual conference.

ARTICLE IX: DISSOLUTION:

Upon the dissolution of the TADE organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE X: CONFLICT OF INTEREST

No TADE funds may be used to compensate TADE Board members, their family members or organizations in which they or their family members have a financial interest.

Revised on October 2010