



Chapter Leadership Handbook

This handbook is designed to answer some of the most frequently asked questions by Chapter leaders. All forms included in this handbook can be found on the NADE website and can be downloaded. Additional information may be found by consulting the referenced documents, including the Policies and Procedures Handbook (PPH), which is available on the NADE website.

Question 1: Where is the information about the role of Chapters in NADE?

The *NADE Policies and Procedures Handbook* is on the NADE website. Section B is devoted to policies and procedures related to Chapters. The *NADE Bylaws* document is also on the website.

Question 2: To whom do I report?

The NADE Vice President is responsible for Chapter development activities. When you begin your leadership assignment, it is important that you make note of the contact information for this person. Contact information is updated regularly on the NADE website.

Question 3: How do I notify NADE of changes in Chapter leadership and conferences?

Send changes in chapter leadership and chapter conference dates and locations to NADE (office@nade.net) and to the NADE Vice President as part of your Chapter Activity Report or at any other time that changes occur.

Question 4: What are the criteria for a Chapter to be considered in “good standing?”

Chapters must comply with the following criteria to remain in “good standing” with NADE:

- Chapters must have established constitutions/bylaws.
- The chapter’s executive officers **must** be current NADE members.
- Chapters must have at least twenty-five members who belong to NADE as of July 1st each year. The NADE Board may waive the rule requiring twenty-five members in special circumstances.
- Chapter officers communicate regularly with the NADE Vice President, including through Chapter Activity Reports (due May 1 and November 1) and regular updates of chapter activities. Chapter officers must send to the Vice President the dates, location of, and contact person for upcoming chapter conferences. Chapter officers must also send a list of chapter officer names, email addresses, and phone numbers within ten days of their assuming office.
- Officers are elected, conferences are sponsored, and newsletters are published according to chapter constitution/bylaws and policies.
- Chapter Development Guidelines should be reviewed annually by the chapter officers and/or at the annual Leadership Congress.

During the Leadership Congress at the annual conference, the Vice President will communicate these

criteria. The Vice President will also ask at that time that each chapter President identify any criteria that the chapter may have difficulty meeting in the coming year so that NADE can provide assistance.

If the Vice President has received no written communication from a chapter within a two-year period and has no evidence of significant activity, the Executive Board will vote to terminate the chapter's affiliation with NADE. The NADE Vice President will communicate this in writing to all members listed in that chapter's database. A chapter whose NADE affiliation has been terminated may request to reaffiliate by going through the new chapter development process.

Question 5: How does a Chapter know if it has at least 25 members who belong to NADE?

Chapters can request contact information from the NADE office (office@nade.net) for current NADE members whose addresses are in the Chapter's state(s). The Chapters can then compare that information to their list of members. Chapter officers can also use this information to contact people who are members of NADE but not their chapter. (This request from the NADE office can be made up to twice per year.)

Question 6: What reports are required and when are they due?

REPORT	DUE DATE
Chapter Activity Report	May 1
Chapter Activity Report	November 1
Archival materials	Annually

Chapter Activity Reports ask for your goals; accomplishments to date; upcoming conference dates, locations, and contact persons; current officers; archival materials to be submitted to the NADE office; and questions for which you would like Executive Board input. Reports should be submitted by the current President of each Chapter. Be sure to provide this information to the incoming Chapter President after your annual Chapter conference to insure all reports are completed and submitted in a timely manner.

The Executive Board may request other reports as they deem appropriate.

Question 7: What services does NADE offer to its Chapters?

- A cover letter from NADE's President in the NADE new member welcome packet, which encourages new members to join their state and regional chapters. Chapter presidents may enclose a similar letter inviting new NADE members to join their chapter.
- NADE includes chapter membership and conference information on its website. The NADE website provides links to chapter websites. Chapters should make sure that the link to their website is accurate and timely. All updates should be sent to the NADE Secretary.
- The NADE office provides chapter officers, upon request, NADE member lists.
- NADE provides time, space, and program listing for chapter meetings at the annual conference.

- The NADE office forwards names of individuals who request NADE membership information to Chapter Presidents who may contact them about Chapter membership.
- The NADE Newsletter publishes chapter news that is submitted to its editor.
- NADE offers Chapter development grants for chapters in good standing.
- NADE offers several scholarships and awards to NADE Chapters and their members.
- The NADE President and/or President-elect can provide letters of welcome for chapter conference programs and membership articles for chapter newsletters.
- NADE offers the availability of chapter liability insurance through a rider to the NADE Business Liability Policy.

Question 8: What specific duties do NADE Executive Board members perform when attending a Chapter Conference?

The duties assigned to a member of the NADE Executive Board are determined by the Chapter Board and the NADE Executive Board member. Duties might include induction of new officers, keynote speech, luncheon speech, or a concurrent session.

Question 9: How are Type A, B, C, and D chapter development grants different?

NADE offers four types of Chapter Development Grants to chapters in good standing.

The Type A Chapter Development Grant provides funding to bring an Executive Board member to speak at a chapter conference or event. Chapters can request NADE Executive Board member presence at their annual meetings. The chapter must provide at minimum a brief period at a plenary session to address the membership. The Executive Board member will also be available to meet with the chapter board. NADE will provide up to \$500 for travel expenses. The Board member will submit expenses over and above that amount for reimbursement from the state chapter subject to the following: Expense transaction receipts must be scanned, provided, and itemized. It is expected that expenses will be prudent. Some examples of items that will not be approved are alcohol, tobacco, and upgraded travel accommodations (such as select air travel seating, valet parking, upgraded hotel room accommodations). The chapters might consider subsidizing travel in ways such as providing local transportation. Questionable expenses can be brought back to the NADE Executive Board for discussion.

Process:

- 1) NADE chapter is approved for a Type A grant.
- 2) Board member scans all receipts related to travel to chapter conference.
- 3) Board member submits to NADE treasurer, all receipts and requests up to \$500 in reimbursement.
- 4) If expenses are greater than \$500, board member submits all receipts to chapter requesting a reimbursement for any expenses over \$500.

The Type B Chapter Development Grant supports innovative, one-time chapter development projects. Expenditures might include purchase of curriculum or leadership development materials, printing costs

for chapter membership brochures, marketing tool development, or website development. If approved, the chapter is awarded a maximum of \$500.00. **All expenditures above that cost are the responsibility of the chapter.**

The Type C Chapter Development Grant supports funding of Accreditation Institutes at the chapter level. This grant covers reimbursement of approved expenditures that may be used to offset expenses such as meals for participants, costs associated with meeting space, or other expenses that are the responsibility of the hosting chapter. If approved, the chapter is awarded a maximum of \$500.00. **All expenditures above grant funding are the responsibility of the chapter. Funds may not be used to offset participant registration fees associated with the Institute.**

The Type D Chapter Development Grant provides funding in the amount of \$500 to support the current NADE chapter president's attendance at the NADE Conference. If approved, the president must participate in the following conference activities:

- Advisory Council (NADE Chapter Presidents and Presidents-elect)
- Leadership Congress
- Business Meeting
- Chapter Meeting at the NADE Conference – Serve as facilitator

The Chapter Grant Request for Reimbursement form should be sent to the NADE Vice President. **All expenditures above this funding are the responsibility of the chapter or chapter officer.**

Question 10: What criteria are used to approve a grant request?

The Board awards chapter development grants on a competitive basis. The interested chapter completes a Chapter Grant Application, obtains the electronic signature of the chapter's President signifying his or her endorsement of the proposal, and sends the completed application to the NADE Vice President, who is available to discuss proposals prior to submission. Proposals must be received no later than two weeks prior to the event. Evaluation Criteria include the following:

- articulation of the content, scope, and rationale of the project
- relevancy of the project to the chapter's goals
- indication that the chapter has planned an analysis of the event
- timeliness of the request
- continuation and verification of "good standing" status of the chapter
- clear indication that no grant funds will be used to compensate chapter members, their family members, or businesses in which they or their family members have a financial interest.

Question 11: How many grants can a Chapter receive?

Subject to availability of funds, chapters may receive one Type A grant, one Type B grant, one Type C grant, and one Type D grant per fiscal year. All funds awarded must be expended and reimbursement requested by June 1st of the fiscal year. Funding is not available for carry-over into a different fiscal year. Chapters are expected to submit evidence of project completion, to NADE's Vice President when they request reimbursement. Chapters may be requested to share their activity at the annual conference.

Question 12: How does a Chapter apply for a grant?

Chapters should use the Chapter Grant Application link on the NADE website to submit proposals to the NADE Vice President. This application must be submitted at least two weeks prior to the chapter activity for which funding is sought. All grant proposals must be electronically signed or submitted by the chapter President prior to submission to NADE. To avoid an apparent or real conflict of interest, no grant funds may be used to compensate chapter members, their family members, or businesses in which they or their family members have a financial interest without notifying the NADE President of the potential conflict and securing approval from the NADE Executive Board in advance of the expenditure.

Question 13: How is the Chapter reimbursed when the conference or project is completed?

Chapters should use the Chapter Grant Request for Reimbursement form on the NADE website for grant-related activities. Expenses must be budgeted or pre-approved by the NADE Executive Board. All receipts must be scanned and included with the reimbursement form. Detailed expense receipts should be provided when appropriate. Receipts are required for all grant-related expenditures greater than \$10. Send the Request for Reimbursement form to the NADE Vice President within two weeks of activity or project completion. The NADE Vice President will forward confirmed requests for reimbursement to the NADE Treasurer for processing. All reimbursement requests must be received by **June 1** of the fiscal year for consideration. Note that NADE operates on a cash basis and no carry-over from previous budgets will occur. Please allow 6 to 8 weeks for your request to be processed. (Forms are on the NADE website.)

Question 14: How can my chapter apply for liability insurance?

If your chapter is interested in being included in NADE's Business Liability Insurance Policy, your chapter will send a check and an insurance endorsement form to the NADE office. The application deadline is May 1, with coverage running from July 1 through June 30. (The form is on the NADE website.)

Question 15: What is the NADE Advisory Council?

The NADE Advisory Council is made up of the Chapter Presidents and Presidents-elect. The Council serves as an important consulting body to the Executive Board in policy matters and other concerns for which the Executive Board seeks counsel.

The NADE Advisory Council may meet with the Executive Board during the annual NADE Conference. Chapter Presidents and Presidents-elect or their designees have an opportunity to share thoughts and participate in policy formulation for NADE. Chapter leaders are encouraged to bring issues to Board members at other times as well. As members of the Advisory Council, Chapter leaders are requested to attend the business meeting held at the annual conference where their input is encouraged.

Question 16: Who receives the chapter's conference registration fee waiver?

NADE provides each chapter President-elect a basic registration fee waiver for the annual conference. Waiving the conference basic registration fee is intended to help the chapter President-elect participate in the mandatory NADE Leadership Congress, individual chapter meeting, the NADE Business meeting, and other leadership activities held at the conference. The fee waiver may be transferred to a current chapter officer upon approval by the NADE Executive Board. Guidelines, deadlines, and application forms for this transfer are on the NADE website. To be eligible for a conference registration fee waiver, chapters must be in good standing and all reports should be received by the NADE Vice President no later than December 1.

Question 17: What are the responsibilities of the Chapter President and President-elect at the NADE conference?

Because the Chapter President-elect receives the conference fee waiver, he or she is required to attend and participate in the Leadership Congress. As members of the Advisory Council, Chapter Presidents are highly encouraged to attend—or they are required to attend if they have been granted the Type D Grant which is available to support the chapter President's participation. The Leadership Congress is scheduled on Wednesday, the opening day of the conference. Chapter officers are also encouraged to attend the NADE Business Meeting to provide input on important NADE matters. The Chapter President-elect should also assist the Chapter President in conducting the Chapter meeting at the conference.

Question 18: What services can Chapters provide to NADE?

- Place names of NADE Executive Board members and the *NADE Newsletter* editor on the mailing list for chapter newsletters. This keeps NADE officers informed of chapter activities and provides information that can be reprinted in the *NADE Newsletter*.
- Promote the annual conference and NADE membership at the chapter conference. Prior to the chapter's conference, the NADE office provides each chapter with the NADE Promotional Kit to display at the chapter conference. The kit includes membership brochures, annual conference promotional literature, accreditation information, and other materials. The NADE Vice President also provides a free NADE one-year membership certificate to each chapter. The certificate may not be given to a current chapter officer.
- Chapters are requested to help promote the sale of NADE materials.
- Chapters are encouraged to host or assist in hosting the NADE annual conference.

Question 19: How can a Chapter get information into the NADE Newsletter?

The *NADE Newsletter* is published monthly.

Send news releases concerning upcoming chapter conferences and activities to the editor of the *NADE Newsletter* for possible inclusion in upcoming editions. Dates are subject to change; consult the NADE

website for any updates. Check the NADE Leadership Directory for the editor's contact information.

Question 20: Whom should chapters contact if they are interested in hosting the annual NADE conference?

Chapter leaders should initially contact the NADE Vice President who will then bring a proposal to the NADE Executive Board. If selected to host, the Chapter will identify conference co-chairs who will work directly with the NADE Vice President to develop a target net profit goal for the conference (minimum of \$65,000). Achievement of this goal results in a rebate of ten percent of the net profit to the host chapter(s). In the case of multiple chapters officially hosting the same NADE conference, the rebate is split equally among the hosting chapters.

Question 21: What is available for a Chapter to help gain recognition on a national level?

- NADE awards a \$500.00 award each to an Outstanding New Chapter and an Outstanding Existing Chapter through an annual competition. For application procedures see the *NADE Policies and Procedures Handbook*.
- New NADE Chapters may request to have the induction of their Board officers at the NADE Conference.
- The NADE Executive Board sponsors an invited concurrent session at the annual conference for the winner of the previous year's Curtis Miles Outstanding Existing Chapter Award during which chapter members can share activities and strategies used to serve members of their chapter and influence developmental education in their state and region.
- During the annual conference, Chapter Presidents receive Certificates of Appreciation.
- NADE requires nominees for the John Champaign Memorial Award for Outstanding Developmental Education Program to submit letters of endorsement from the appropriate chapter.
- Chapters nominate individuals for the Martha Maxwell Developmental Education Student Scholarship. Each chapter develops its own selection process.
- Chapters will earn recognition when chapter members receive other NADE Awards.

Question 22: What is the proper procedure to create a new Chapter?

NADE encourages local associations with an interest in developmental education to join the national association. NADE recognizes that chapters have their own identities, histories, and needs. As a result, local autonomy is guaranteed and encouraged.

1. During the annual NADE conference, the Executive Board sponsors a presentation for new chapter development. Previous winners of the Curtis Miles Outstanding Existing Chapter Award may be invited to conduct the presentation.

2. During the time that established chapters meet at the annual NADE conference, the NADE President-elect and interested Emeritus Cabinet members will meet with individuals interested in forming chapters in states or regions not presently associated with NADE.
3. As a way to support chapter formation, NADE will send one official representative to meet with a group interested in affiliation with NADE. Such a visit will be subject to the following preconditions and agreements:
 - a) Requests for a formal NADE visit to a potential chapter site should be made in writing to the NADE Vice President.
 - b) Requests should be made by a specific individual from the chapter area. That individual should accept personal responsibility for developing a chapter and should agree to be present and active at the meeting in question. If a local association, then this contact person will also be responsible for assuring that the meeting is organized and attended by appropriate numbers of interested people.
 - c) At least 25 persons in support of starting a NADE chapter should be present. The rule requiring 25 supporters may be waived for potential chapters based in states or areas with low population density.
 - d) Significant evidence of a solid base of support (e.g., names of those wanting to attend and results of a survey) is needed before a potential chapter is considered.
 - e) The NADE representative must have a prominent, scheduled time to discuss NADE and chapter development with the entire group of participants.
 - f) The NADE representative sent to a meeting will normally be an available Executive Board member, past officer, or Board designee who lives in the geographic area.
 - g) If these pre-conditions are met, then NADE pays the expenses of its representative to the meeting.
5. When a group decides to affiliate as a NADE chapter, the primary officer sends a written request for chapter affiliation to the Vice President. This request should include a draft copy of the potential chapter's constitution/bylaws that does not contravene the NADE Bylaws and a list of the local association's members. Chapters must have at least twenty-five NADE members participating in their association. The rule requiring twenty-five members may be waived for potential chapters based in states or areas with low population density. The potential chapter's primary officers must be members of NADE.
6. Upon receipt of this documentation, the NADE Vice President requests that the NADE Executive Board take action on the local association's request for affiliation. The Chapter becomes affiliated and benefits begin immediately. The NADE Vice President will respond to the chapter executive officer following the Board's decision.
7. When the NADE Executive Board approves the new chapter, a NADE officer or designee will make arrangements to install the chapter officers. These events may take place either at the local chapter meeting or at the NADE annual conference.

Question 23: How can a Chapter member find the history of NADE?

The history of NADE is available on the NADE website. The website is a good place to start if you are collecting information for a paper or presentation.