



National Association for Developmental Education

Policies and Procedures Handbook

National Association for Developmental Education

P.O. Box 963

Northport, AL 35476

(PH) 205.331.5997 · (FAX) 866.519.1331

office@thenade.org

thenade.org

TABLE OF CONTENTS

A: NADE Governance

A-1	Policies of Governance	5
A-2	Procedures of Governance	6
2.1	Executive Board Responsibilities	6
2.2	Position Descriptions	6
2.3	Elections and Bylaws Amendments	10
2.4	Vacancy or Removal from Office	12
2.5	Contracted Services	12
A-3	Policies of Fiscal Governance	13
3.1	General Financial Matters	13
3.2	Executive Board	14
3.3	Chapters	14
3.4	Committees and Networks	14
3.5	Awards and Scholarships	15
3.6	Membership and Database Management	15
A-4	Procedures of Fiscal Governance	15
4.1	General Financial Matters	15
4.2	Executive Board	17
4.3	Chapters	17
4.4	Committees, Councils, Commissions, Cabinets, Networks, and Task Forces	18
4.5	Awards and Scholarships	18
4.6	Membership and Database Management	18
A-5	NADE Privacy Statement	19
5.1	NADE Privacy Policies	19
5.2	NADE Privacy Procedures	19
A-6	Conflict of Interest	20
6.1	Conflict of Interest Policies	20
6.2	Conflict of Interest Procedures	21
A-7	Intellectual Property	21

7.1	Intellectual Property Policies	21
7.2	Intellectual Property Procedures	21
A-8	Code of Ethics	22
8.1	Code of Ethics Policies	22
8.2	Code of Ethics Procedures	22
A-9	Payment Card Data Security	23
9.1	Payment Card Data Security Policy	23
9.2	Payment Card Data Security Procedures	24
 B: NADE Chapters		
B-1	Chapter Policies	27
B-2	Chapter Procedures	27
2.1	Chapter Description and Support of NADE	27
2.2	Creation of New NADE Chapters	27
2.3	Maintaining Good Standing with NADE	29
2.4	Financial Support for NADE Chapters in Good Standing	30
2.5	Chapter Grants	31
2.6	Leadership and Recognition Support for NADE Chapters	32
 C: NADE Committees		
C-1	Committee Policies	34
C-2	Committee Procedures	34
 D: Networks		
D-1	Network Policies	37
D-2	Network Procedures	37
 E: Emeritus Cabinet		
E-1	Emeritus Cabinet Policies	40
E-2	Emeritus Cabinet Procedures	40
 F: Accreditation Commission		

F-1	Accreditation Commission Policies	41
F-2	Accreditation Commission Procedures	41
F-3	Accreditation Commission Relationship with NADE Executive Board	42
F-4	Activities at NADE Annual Conference	42
G: Relationship with Council of Learning Assistance and Developmental Education Associations (CLADEA)		
G-1	Policies related to Council of Learning Assistance and Developmental Education Associations (CLADEA)	44
G-2	Procedures related to Council of Learning Assistance and Developmental Education Associations (CLADEA)	44
H: Relationship with the Council for the Advancement of Standards in Higher Education (CAS)		
H-1	Policies related to the Council for the Advancement of Standards in Higher Education (CAS)	46
I: Relationship with <i>Journal of Developmental Education (JDE)</i>		
I-1	Policies related to the <i>Journal of Developmental Education</i>	47
I-2	Procedures related to the <i>Journal of Developmental Education</i>	47
J: <i>NADE Newsletter</i>		
J-1	<i>NADE Newsletter</i> Policies	49
J-2	<i>NADE Newsletter</i> Procedures	49
K: NADE Annual Conference		
K-1	Policies related to the NADE Annual Conference	50
L: Awards, Grants, and Scholarships		
L-1	Policies related to NADE Awards, Grants, and Scholarships	51
L-2	Procedures related to NADE Awards, Grants, and Scholarships	51
M: Appendices (formatted for duplex printing)		
Appendix A	Chapter Development Guidelines	55

Appendix B	NADE Committees, Councils, and Cabinets	57
Appendix C	Description of Networks	59
Appendix D	Services Provided to Reciprocal Organizations	61
Appendix E	Council of Learning Assistance and Developmental Education Associations (CLADEA)	62
Appendix F	Recommended Items for <i>NADE Newsletter</i>	63
Appendix G	Awards, Grants, and Scholarships	65
Appendix H	General Application Procedures for NADE Awards	67
Appendix I	Considerations for NADE Awards	69

Section A: NADE Governance

A-1 Policies of Governance

- A. The Executive Board of the National Association for Developmental Education (NADE, also “the Association”) is responsible for interpreting and implementing policies adopted at the annual conference and generating policies deemed necessary between annual meetings.
- B. The NADE Executive Board is composed of five elected officers: President, President-Elect, Vice-President, Secretary, and Treasurer, and one appointed (non-voting) officer, the Conference Manager. The general areas of responsibility of each officer are as follows:
 1. President
 - a. Official spokesperson for NADE and the NADE Executive Board
 - b. Executive Board liaison with Emeritus Cabinet
 - c. Presiding officer at NADE conferences and Executive Board meetings
 - d. Immediate Past President in an ex officio capacity
 2. President-Elect
 - a. Executive Board liaison with Committees and Networks
 - b. Executive Board liaison with NADE Accreditation Commission
 - c. Assist the President as requested
 3. Secretary
 - a. Executive Board minutes, agendas, official documents, and correspondence
 - b. Executive Board liaison with Executive Assistant and Webmaster
 4. Vice-President
 - a. Maintain regular communication and acts as primary Board Liaison with state and regional chapters and oversight of chapter grants
 5. Treasurer
 - a. Oversight of all financial transactions, including all NADE accounts, conference budgets, chapter grants
 - b. Collaboration with all NADE groups on annual budgets, grant applications, and tax-related activities
 - c. Financial reports
 6. Conference Manager
 - a. Liaison between the Executive Board and Conference Committee to plan the annual conference
 - b. Secure meeting space and make arrangements for Executive Board meetings as needed
- C. Elections
 1. Officers are elected by a plurality of members in good standing.
 2. Specific election procedures are outlined in the NADE Bylaws (Article V, Section 2). No procedure or requirement will run counter to the best interests of the Association or those of fair and equitable elections procedures.
 3. Elected officers serve two-year terms
 4. Officers elected for two years alternate even and odd years.

- D. Vacancy in and removal from office of appointed and elected officers
 - 1. The NADE Executive Board fills vacancies in appointed offices.
 - 2. Specific procedures for filling a vacancy of an elected office exist. These vary by both the specific office which is vacated and the time of a vacancy.
 - 3. The NADE Executive Board may dismiss appointed officers at any time during their term of appointment by majority vote of the Board.
 - 4. An elected officer may be removed from office in either a temporary (suspension) or permanent (impeachment) removal as specified in Association Bylaws Article V, Section 4

- E. Meetings
 - 1. There are two types of meetings of the Executive Board: regular and special.
 - 2. Elected NADE officers are expected to participate in all Executive Board meetings.
 - 3. Three members of the Executive Board constitute a quorum of the Executive Board.
 - 4. NADE Executive Board meetings are open to NADE members except when the Executive Board closes the meeting to address personnel issues.
 - 5. Only NADE Executive Board members may vote in the Board meetings.
 - 6. Incoming elected NADE officers may attend Executive Board meetings at the annual conference, but may not vote.
 - 7. Special meetings may be called by the President or at the request of any three elected officers.
 - 8. Certain invited individuals can be authorized to attend NADE Executive Board meetings at the expense of the Association.

- F. Authorized Executive Board expenses
 - 1. Travel, lodging, meal, communication, office supplies, and other expenses associated with NADE business incurred by any Executive Board member are the responsibility of the Association.
 - 2. The NADE Executive Board may contract with an independent contractor, not a NADE employee, to perform specific services for NADE.

A-2 Procedures of Governance

A-2.1 Executive Board Responsibilities

- A. To interpret, implement, and generate NADE policies and procedures, the Executive Board meets regularly. The meetings are held at the annual conferences and at least three additional times during the year between the conferences. All meetings are called by the President with advance notice to elected officers.

- B. Between meetings, Executive Board members communicate regularly. It is each officer's responsibility to communicate regularly and to notify other Executive Board members if, for some reason, he or she will be unavailable for a meeting.

A-2.2 Position Descriptions

The following are the primary duties of each elected officer (NADE Bylaws, Article VI). Other duties may be assigned.

- A. The President shall

- Call and facilitate at least three face-to-face Executive Board meetings between annual conferences.
- Preside at all meetings of the Executive Board, act as chair and presiding officer of the Executive Board, and provide reports of all activities.
- Ensure the formulation of annual goals to guide Executive Board activity.
- Act as co-approver with the NADE Treasurer for Association disbursements.
- Complete monthly review of NADE bank accounts using online bank access and password; reconcile reports and records with Treasurer.
- Submit to the Executive Board names of CLADEA and CAS representatives to serve in renewable three-year terms, respectively, and notify those persons of their appointments.
- Recommend to the Executive Board and appoint those persons approved to chair standing and special committees and notify those persons of their appointments.
- Notify Network and Committee Chairs of their appointments.
- In collaboration with the President-Elect, may provide additional Board contact with specific committees and Networks as special interest areas are identified by the Board.
- In collaboration with the Executive Board, identify primary areas of responsibility for the Conference Manager.
- Communicate with the Conference Manager regarding NADE Conference business and the Conference Manager's areas of responsibility.
- Fulfill the duties of presiding officer at NADE Conferences in collaboration with the Board and the Conference Committee.
- In collaboration with the Executive Board and the Conference Manager, plan and facilitate the annual Leadership Congress.
- Preside at membership meetings of the Association.
- Report on the Association's status at the annual conference (Annual Report).
- Participate on the *JDE* Advisory Council.
- Provide articles on a regular basis to the *JDE* and *NADE Newsletter*.
- Act as official spokesperson for the Association in collaboration with the Executive Board.
- Maintain communications and build relationships with national/international figures; attend meetings and participate in conversations as possible.
- Serve as primary contact for all external and reciprocal organizations.
- Keep up with current media information relevant to the field.
- In collaboration with the Executive Board, identify primary areas of responsibility for the Executive Assistant and Webmaster.
- Communicate directly with the EA and Webmaster regarding NADE business and areas of responsibility.
- Perform additional duties at the discretion of the Executive Board.
- Provide transition to the incoming President and mentor as requested.

B. The President-Elect shall

- Participate actively in all Executive Board meetings and provide reports of all activities.
- Serve as the Executive Board liaison with the NADE Accreditation Commission, Committees and Networks, and maintain regular communication with them.
- Participate on the *JDE* Advisory Council.
- In collaboration with the Executive Board, plan and facilitate the annual Leadership Congress for Committee and Network leaders.
- Work with the NADE Office to ensure the integrity of elections.
- Provide articles on a regular basis to the *NADE Newsletter*.
- Act as the presiding officer of the Association in the absence of the President.

- Serve in a general capacity as the President’s advisor in matters affecting NADE.
- Shadow the President in maintaining communications and building relationships with national/international figures; attend meetings and participate in conversations as possible.
- Keep up with current media information relevant to the field.
- Maintain an active presence on social media such as the LRNASST, LSCHE, and others.
- Provide content for the President’s report at the annual conference business meeting.
- Perform additional duties at the discretion of the President and Executive Board.
- Provide timely transition for the incoming President-Elect and mentor as requested.

C. The Secretary shall

- Participate actively in all Executive Board meetings and provide reports of all activities.
- Record and disseminate minutes from all Executive Board meetings in a timely fashion.
- Prepare a list of decisions made at all Executive Board meetings.
- In collaboration with the President, construct and disseminate an agenda for each Executive Board meeting, based on input from all officers.
- Assume responsibility for maintaining and distributing NADE stationery, business cards, note cards, and bookmarks.
- Assume responsibility for ensuring accommodations for all Executive Board meetings.
- Maintain and update the official copy of all NADE policies (PPH), Bylaws, and resolutions.
- Serve as the official custodian of all documents belonging to the Association.
- Serve in a general capacity as the President’s advisor in matters affecting NADE.
- Prepare a list of Action Items for each Board member, including reminders about the Calendar of Responsibilities.
- In conjunction with the President and immediate Past President, write letters of condolence and congratulations as appropriate.
- Serve as Lead Reviewer for the *Policies & Procedures Handbook* and NADE Bylaws in collaboration with the NADE Board.
- Present previous year’s minutes at the annual conference business meeting and also provide content for the President’s report at the meeting.
- In collaboration with the Executive Board and the Conference Manager, assist in planning the Leadership Congress.
- Serve as liaison with the Executive Assistant and Webmaster regarding areas of responsibility.
- Act as primary liaison between the Board and the Webmaster.
- Provide articles on a regular basis to the *NADE Newsletter*.
- Perform additional duties at the discretion of the President and Executive Board.
- Provide timely transition for the incoming Secretary and mentor as requested.

D. The Vice-President shall

- Participate actively in all Executive Board meetings and provide reports of all activities.
- Serve in a general capacity as the President’s advisor in matters affecting NADE.
- Act as presiding officer in the absence of the President-Elect.
- Have primary responsibility for the development and coordination of the local chapters of NADE.
- Maintain regular communication and act as primary Board liaison with state and regional chapters and oversight of chapter grants.
- Maintain and disseminate appropriate listings of all chapter meetings and conference dates. Have access to and regularly update the NADE website list of chapter conferences and

chapter website addresses.

- In collaboration with the Executive Board and the Conference Manager, plan and facilitate the annual Leadership Congress for chapters.
- Provide content for the President's report at the annual conference business meeting.
- Provide articles on a regular basis to the *JDE* and the *NADE Newsletter*.
- Perform additional duties at the discretion of the President and Executive Board.
- Provide timely transition for the incoming VP and mentor as requested.

E. The Treasurer shall

- Participate actively in all Executive Board meetings and provide reports of all activities.
- Act as co-approver with the NADE President for all Association disbursements.
- Develop and maintain the annual NADE budget in collaboration with the Executive Board and all affected NADE leaders.
- Provide regular financial reports to the Executive Board and other appropriate groups.
- Oversee and coordinate all financial activity of the Association.
- Provide a financial report at each Executive Board meeting, for each NADE Newsletter, and present a summary financial report at the annual conference business meeting.
- Serve in a general capacity as the President's advisor in matters affecting NADE.
- Maintain regular communication with the Executive Assistant regarding financial transactions.
- Collaborate with the NADE auditor, conference treasurers, NADE Executive Assistant, and Council to ensure appropriate financial processes are followed.
- Collaborate with the NADE Vice-President to process chapter grant requests for reimbursements.
- Collaborate with the Conference Manager to review conference budgets.
- Provide conference treasurer advice, assistance, and access to a bank account when needed.
- In collaboration with the Executive Board and the Conference Manager, assist in planning the Leadership Congress.
- Review and maintain Association insurance policies.
- Ensure that the Association's tax filings are timely and satisfy appropriate requirements to maintain the Association's 501(c)3 status.
- Maintain corporate status in collaboration with the NADE Registered Agent.
- Collaborate with a certified auditor to coordinate an annual (or more frequent, at the Board's request) audit of the Association's finances.
- Maintain monthly review of NADE bank accounts using online bank access and password; reconcile reports and records with the President.
- Perform additional duties at the discretion of the President and Executive Board.
- Provide timely transition for the incoming Treasurer and mentor as requested.

F. The Immediate Past President shall

- Upon request, provide regular counsel to the Executive Board.
- Provide timely transition for the incoming Immediate Past President and mentor as requested.
- Chair and maintain regular communication with the Emeritus Cabinet members.
- Provide written reports to the Executive Board prior to each Executive Board meeting.
- Upon request of the President, serve as mentor and Parliamentarian.
- Upon request of the President, participate in Executive Board meetings.
- Upon request of the President, assist the President and President-Elect in continuing correspondence and connections with national entities.

- Have primary responsibility for the NADE *In Memoriam* project.
- Provide content for the President's report at the annual conference business meeting.
- Perform additional duties at the discretion of the President and Executive Board.

A-2.3 Elections and Bylaws Amendments

- A. The NADE Office (Bylaws Article V, Sections 2 and 5) is responsible for implementing procedures and administering all Association-wide balloting to fill all elected offices and make amendments to the NADE Bylaws. It consists of a chair and three members, recommended by the President and appointed by majority approval of the Executive Board. The President-Elect works with the Executive Assistant to oversee election activities and ensure the integrity of all elections.
- B. The NADE Office presents to the membership, in ballot form, the final list of candidates.
- C. The NADE nominations and elections timeline is as follows:
- **Annual Conference:** The NADE Office recruits nominees through a flyer contained in the annual conference registration bag and active recruiting by the NADE Office.
 - **April 1:** Executive Assistant arranges for Call for Nominations information to be posted to the NADE website.
 - **April 1:** Executive Assistant sends an invitation letter to the NADE President-Elect who will send the invitation to all chapter leaders, committee chairs, and Network chairs. The letter outlines election procedures and deadlines and encourages recipients to submit their names or another person's name for open positions.
 - **April 15:** Executive Assistant submits Call for Nominations to *NADE Newsletter* for publication in spring *Newsletter*.
 - **September 15:** Nominations close.
 - **By September 17:** By September 17 the Executive Assistant contacts nominees as their names are received to ascertain their interest and preferred office of service, requests a personal letter of interest, a letter of support from a college administrator, a list of professional references, including one reference from the nominee's chapter, and a brief resume, according to prescribed format, i.e., name, position title, academic rank, institution name, city and state, professional education and the following:
 - Professional activities not including NADE
 - Professional activities including NADE and Chapter activities
 - Answer to a designated question, e.g., "What direction should NADE take in the next five years and how does the office for which I may be a candidate support this vision? (resume and answer to the question may not exceed 250 words)
 - Picture (black and white)

The Executive Assistant prepares officers' descriptions and sends the relevant information to each committed nominee with a return deadline of September 30.

- **September 30:** Executive Assistant sends all nominations with resumes, letters of interest, letters of administrative support, references, answer to question, picture, and a recommended list of nominees to the NADE Executive Board.
- **October 15:** The Executive Board selects final candidates for each election position based on an established set of criteria that reflects the Association's best interests and priorities. Candidates for NADE Board positions must have a minimum of three years' membership in NADE. Candidates must also be able to demonstrate evidence of dedicated leadership activities within NADE. Such evidence might include, but is not limited to, the following examples: serving as a NADE Chapter officer, serving as a NADE committee chairperson, etc. Evidence of leadership activities within NADE must be approved by the Executive Board before a candidate will be considered for a Board position. Candidates for the position of President-Elect must have leadership experience directly related to NADE Chapters or the equivalent (to be reviewed and approved by the Executive Board). A suggested nomination does not automatically constitute a place on the slate. The President or President-Elect informs the Executive Assistant of the Executive Board's decision regarding candidates.
- **October 22:** Executive Assistant notifies selected candidates and sends campaign guidelines, and other materials to each of them. The candidate may announce at his or her NADE chapter conference that he or she is running for national office.
- **By October 30:** Ballot materials must be returned to Executive Assistant.
- **By November 10:** The Executive Assistant sends the candidate's section of the draft ballot to the candidate for proofreading and approval, with a return deadline of November 15. NADE Executive Assistant prepares the online ballot
- **By November 30:** Executive Assistant sends out the ballots for electronic voting. Ballots for Bylaws changes will be included in this voting process. Executive Assistant provides ballots to current NADE members plus those whose membership lapsed fewer than two months from the time of election.
- **By December 15:** Deadline for return of ballots to NADE Executive Assistant for counting. NADE Executive Assistant does not count those postmarked after the deadline date.
- **By December 18:** NADE Executive Assistant formally notifies President of results of election and changes to Bylaws. Board verifies election results. NADE Executive Assistant stores sample ballot and election results in the NADE archives.
- **By December 20:** All candidates are notified by the President.
- **After January 15:** Membership is notified of results of election of elected officers and changes in NADE's Bylaws through website and/or *NADE Newsletter* and/or email. New Board members are introduced, and all officers are inducted at the NADE Conference.

A-2.4 Vacancy or Removal from Office

- A. Vacancies (NADE Bylaws Article V, Section 5)
 - 1. The NADE President fills vacancies in the elected offices of Vice-President, Secretary, and Treasurer by appointment, until an interim election by ballot can be held under the procedures of the Bylaws.
 - 2. If a vacancy occurs within the last six months of an officer's two-year term, an appointment to fill the office may be made until the next regularly scheduled election of that office.
 - 3. If the office of President-Elect becomes vacant, procedures for a special election to fill that position begin within 30 days of notification or the election will occur at the regularly-scheduled election time, whichever comes first.
 - 4. If the office of President becomes vacant, the Executive Board will continue, by majority vote, with the President-Elect as its presiding officer or request the assistance of a President Emeritus for the remainder of the term of office.

- B. Removal of elected and appointed officers
 - 1. Procedures for removal from office of elected officers are detailed in the NADE Bylaws, Article V, Section 4.
 - 2. The Executive Board may dismiss appointed officials at any time during their terms of appointment by majority vote when such action is deemed by the President and the Executive Board to be in the best interest of NADE.

A-2.5 Contracted Services

A. NADE Executive Assistant

- 1. The NADE Executive Assistant (EA) is an independent contractor, not a NADE employee.
- 2. The Executive Assistant is hired to perform specific services for NADE on a contractual basis. Those services are intended to support NADE's on-going, basic processes including, but not limited to, the following: maintaining the membership database, serving as permanent conference registrar, housing the NADE archives, receiving and processing communications sent to NADE, compiling an annual inventory report, and performing other services specified in the contract.
- 3. The contract, which governs the relationship between the NADE Executive Assistant and NADE, may be canceled by either party with 45 days notice and no reason given.
- 4. The Executive Assistant will provide a Contingency Plan with annual review to guarantee that the NADE Board understands the process for obtaining all NADE records held by that person in case of emergency.

B. Conference Manager

- 1. The Conference Manager is an independent contractor, not a NADE employee.
- 2. The Conference Manager performs specific services for NADE on a contractual basis. Those services are intended to support NADE's on-going conference planning processes in order to promote consistency in conference organization and operation.
- 3. The contract, which governs the relationship between the Conference Manager and NADE, may be canceled by either party with 30 days notice and no reason given.

A-3 Policies of Fiscal Governance

A-3.1 General Financial Matters

- A. All NADE fiscal policies are governed by IRS rules and regulations pertinent to not-for-profit guidelines.
- B. NADE performs on a cash basis with a fiscal year defined as July 1 through June 30.
- C. All funds due to NADE are to be paid to NADE through the Executive Assistant (EA). The only exception to this policy may be for NADE interest-bearing accounts that have been established to enable the advantages of compounding interest.
- D. All expenses must be approved by the NADE Executive Board as budgeted expenses or through a motion as an exception to the budget. Fund requests for purchases exceeding \$2000 must include at least three bids and an explanation for accepting a bid for services.
- E. All approved expenses are paid by the NADE Treasurer upon receipt of expense documentation.
- F. The NADE Treasurer may transfer funds among accounts as necessary to carry on all normal business aspects of NADE.
- G. The NADE Treasurer and President (or designee) are signers for all NADE accounts. In the case of electronic banking (payment), the NADE Treasurer handles the banking requests and the NADE President periodically reviews transactions in the online banking account.
- H. The NADE Treasurer must consult with and receive approval from the Executive Board prior to the creation, continuance, or closing of any long-term investment account.
- I. NADE funds are not used to compensate NADE members, their family members, or organizations or institutions in which they or their family members have a financial interest without prior approval. The NADE Executive Board must be notified of any potential conflict of interest in advance of any expenditure.
- J. NADE does not pay for or reimburse expenses for alcoholic beverages or entertainment.

A-3.2 Executive Board

- A. Executive Board members must comply with all fiscal policies and procedures of the Association.

- B. The Association is responsible for expenses incurred by any Executive Board member as specified within NADE Bylaws, policies, and procedures.
- C. Each board member has the option of requesting a NADE credit card for use during term of office.
- D. Chapter grant activities related to Executive Board members are the responsibility of the chapter and are to be paid for or reimbursed through the chapter. The use of a NADE credit card is inappropriate for such expenses.

A-3.3 Chapters

- A. One annual basic conference fee waiver will be awarded to each chapter in good standing. Participation in the pre-conference Leadership Congress, NADE Business Meeting, and other leadership activities is a requirement of acceptance of the fee waiver by the chapter President-Elect or transfer-approved officer.
- B. Dependent on available funding, each chapter may apply for and be awarded a separate grant for each of four grant categories annually: Type A, Leadership Activity; Type B, Project Development; Type C, Accreditation Institute; and Type D, Chapter President Support Funding for NADE Conference.
- C. Chapters may apply for NADE awards.
- D. Honoraria may not be accepted when NADE funds are used directly or through grant funding to at least partially fund Executive Board service to a chapter.

A-3.4 Committees and Networks

- A. Funds to support the operation and goals of Committees and Networks are provided through a budget application process.
- B. Budgets must be submitted by May 1 to the NADE President-Elect for Executive Board approval during its spring meeting.
- C. If funds have not been approved through the regular budget approval process, the Executive Board must make a motion to approve the expenses prior to their expenditure.
- D. In general, one conference registration fee waiver will be provided for each group's chairperson. Participation in the pre-conference Leadership Congress, NADE Business Meeting, and other leadership activities as outlined in the Network and Committee Leadership handbooks are requirements of acceptance.
- E. The NADE Treasurer must receive all reimbursement requests by June 15 of the fiscal year that the expense was approved.

A-3.5 Awards and Scholarships

- A. The NADE Awards Committee, working in collaboration with the Committee Coordinator, is responsible for determining award recipients and verifying compliance with NADE policies and procedures related to awards.
- B. All award winners must be approved by the Executive Board before any further action is taken.
- C. NADE awards recipients may receive plaques purchased by NADE and/or stipends provided by NADE.

A-3.6 Membership and Database Management

- A. The NADE membership list may be shared for no charge with NADE members who are engaged in research projects that benefit the field of Developmental Education. These projects must be approved by the NADE Board.
- B. NADE membership information may be sold for purposes related to Developmental Education for one-time use at a cost determined by the NADE Executive Board and posted on the NADE website.

A-4 Procedures of Fiscal Governance

A-4.1 General Financial Matters

- A. The NADE Treasurer, Executive Assistant, Annual Conference Committee, or any other designated NADE representative directly responsible for the receipt or distribution of NADE funds submits a detailed fiscal report to the NADE Auditor for review and report upon completion of the activity within the fiscal year or as soon as practical following the end of that fiscal year and prior to October 1.
- B. An annual budget must be prepared for accepting and distributing funds prior to July 1 annually. All unused funds budgeted for any fiscal year, with the exception of Accreditation Commission fund carry-overs, revert to the general fund at the end of that fiscal year.
- C. All services, products, and materials created to elicit funds for NADE should be direct payments to NADE at the NADE office address. Payment for goods or services may be received through cash, check, money order, electronic transfer, or credit card transfer as available. Cash received by NADE representatives should be converted to a cashier's check or money order and delivered to the Executive Assistant with a detailed account of all receipts. No funds received as payment to NADE should be used directly to offset expenses.
- D. The Executive Assistant deposits the funds in a designated account; maintains and distributes a record of deposits by date, category, amount received, and payee to the NADE Treasurer as processed, the NADE Auditor annually, and other NADE officials, such as the conference co-chairs or conference treasurer who need deposit information, as accumulated or upon request.
- E. All parties seeking NADE funds must submit a detailed budget request to the NADE Treasurer no later than May 1. Forms with instructions are available on the NADE website or may be made available at various meetings held at the annual conference.

- F. The current budget with categorical subtotals of expenditures, to date, is submitted by the NADE Treasurer to the NADE Executive Board during the month of May. The NADE Treasurer compiles all budget requests with historical subtotals of expenses listed by category for NADE Executive Board review at the Spring Executive Board meeting. The NADE Treasurer acts as advocate for each budget request during the budget review at this meeting. The NADE Executive Board deliberates on each request and provides feedback to the NADE Treasurer until a balanced budget is approved. Upon budget approval, the Treasurer contacts each constituent submitting a request as to the approval decision and the amount of the request approved. All expenses approved through the budget process may be paid or reimbursed without further NADE Executive Board action.
- G. If an interest-bearing account is established, it may be designed to direct interest earnings to NADE through the Executive Assistant to accumulate an annual distribution for an approved budget item such as a scholarship. Funds due to NADE include, but are not limited to, membership fees, registration and event fees related to the annual conference, event and registration fees associated with certification training sessions, fees associated with Network memberships beyond the allocation as a membership benefit, royalties, donations, reimbursements, and payment for goods or services provided by NADE or its representatives.
- H. Exceptions to the budget are discouraged and should not be anticipated. However, funds may be requested for unanticipated expenses or expenses in excess of those budgeted. The NADE Treasurer must confirm that funds are currently available to support the expense request before a motion for funding may be considered. A motion must be formally approved by the NADE Executive Board and the motion recorded in the minutes of the Association before payment or reimbursement may be made.
- I. Price comparisons for equivalent products or services should be used when developing all budget requests. When a product or service exceeds \$2000, a bid process must be followed. At least three sources with an equivalent product or services desired must be located; a formal bid from the supplier must be requested. Reasonable judgment may determine that a low bid is not the best bid. The rationale must be documented and submitted with the bid for consideration.
- J. Reimbursement requests and billing statements should be sent to the attention of the NADE Treasurer at the NADE Office with complete forms and documentation to validate the request.
- K. Checks may be distributed for approved expenses after verification of the approval and confirmation of the documentation.
- L. The reimbursement process may take as long as eight weeks from date of submission until receipt of reimbursement.
- M. The NADE Treasurer is charged with maximizing returns on NADE accounts. This process requires attention to interest rates on existing accounts and the potential for interest income through new accounts. The NADE Treasurer is granted the autonomy to direct “liquid” funds into and through available accounts to meet that charge.
- N. Long-term investments must be approved by the NADE Executive Board.

- O. NADE checking accounts are typically established to require two signatures to validate each check, the current Treasurer and President (or designee). Online payments are issued by the Treasurer and subject to review by the President.
- P. For conference checking accounts the typical signer(s) is one of the Conference Co-Chairs and/or the Conference Treasurer. The NADE Treasurer opens the accounts through banks with established NADE accounts and serves as the primary account representative. This enables the NADE Treasurer to establish, monitor, and transfer funds as necessary.
- Q. Long-term investments, such as the Martha Maxwell Developmental Education Student Scholarship Fund, must be approved by the NADE Executive Board prior to any commitment of NADE funds. Typically, these types of investments are to provide stability to the Association through reserve accounts or to earned income that can be designated for specific purposes.
- R. When notified of a potential conflict of interest, the Board will deliberate and decide whether to approve or disapprove further action.

A-4.2 Executive Board

- A. NADE Executive Board members may have NADE-related expenses reimbursed from the time of their departures for their installations through their return trips upon completion of their terms of office. Travel, lodging, meal, communication, office, and other expenses associated with NADE business are covered. All receipts for expenses incurred must be documented on proper forms and submitted in a timely manner to the Treasurer for processing. All travel must be approved in advance by the Board. Plane tickets should be purchased at least three weeks in advance of first day of travel, with any exceptions approved by the Board. Convenience upgrades are done at the expense of the traveler. NADE will not reimburse for improved airline seating, premium hotel rooms, premium ground travel, etc. NADE will also not reimburse the traveler for airline ticket change fees, with any exceptions approved by the Board. As a guideline, food expenses should not exceed \$55 per day, except for extenuating circumstances. The treasurer is to bring any questionable expenses to the Board for approval prior to reimbursement. Expenses are to be paid by the traveler and submitted for reimbursement. No credit cards or advances will be issued.
- B. Upon request, the Treasurer arranges for credit cards for incoming Board members as soon as practical after their installations. Executive Board members may expect to have use of the credit card after their installation through their return trip upon completion of their term of office. A Credit Card Agreement Form must be signed upon receipt of the credit card. NADE expects all reasonable expenses incurred to be charged to the credit card with documentation and a Credit Card Use Form submitted to the NADE Treasurer. Misuse or abuse of the terms of the agreement will result in the cancellation of this privilege. From that point, the Board member may only request reimbursement through the proper forms and only expect reimbursement with proper documentation.

A-4.3 Chapters

- A. Chapters in good standing will be sent one basic conference fee waiver for the President-Elect

to attend the NADE Annual Conference.

- B. Based on availability of funding, chapters in good standing may apply annually for one of each type of chapter grant (Types A, B, C, and D) by the appropriate forms (available on the NADE website) and justification to the NADE Vice-President who requests approval by the Executive Board for the grant request. The number of grants to be made available each year is subject to change by the NADE Executive Board and the availability of funds.
- C. All requests must be submitted at least two weeks prior to the activity.
- D. Reimbursements for the Type A, B, C, and D grant activities must be documented on NADE forms (available on the NADE website) submitted to and approved by the NADE Vice-President who submits them to the NADE Treasurer for reimbursement.

A-4.4 Committees, Councils, Commissions, Cabinets, Networks, and Task Forces

- A. A *Budget Allocation Application* form (available on the NADE website) must be submitted by the chair or leader of the group to the NADE Treasurer no later than May 1, following instructions on the form and noting policies and procedures that may require a submission of bids or that may restrict distribution of funds due to a conflict of interest. A request included on the *Budget Allocation Application* form to cover the registration fee for the chair of the group will be honored if that individual fulfills the required leadership responsibilities stated in the *NADE Policies and Procedures Handbook* and actively participates in the leadership activities at the NADE annual conference.
- B. A *Budget Reimbursement Application* form (available on the NADE website) must be submitted in order for expenses to be reimbursed.
- C. If there are co-chairs of the group, the individuals involved decide which one will receive the conference registration fee waiver.

A-4.5 Awards and Scholarships

- A. Awards Committee Chair submits the names and relevant information of award winners to the Executive Board for approval.
- B. The Awards Committee Chair notifies the NADE Treasurer of the award winners so that checks may be written to be presented at the conference.
- C. The Awards Committee Chair is responsible for ordering plaques (Appendix X and on the NADE website).
- D. Financial awards are distributed at the NADE annual conference when the recipient is in attendance and sufficient time is provided to the NADE Treasurer in order to print the checks. The Kellogg Institute-NADE Scholarship Award tuition waiver is sent directly to the Kellogg Institute in the name of the recipient and the remainder will be awarded at the conference to the recipient.

A-4.6 Membership and Database Management

- A. A written request for the NADE membership list may be made by researchers to the President who presents it to the Executive Board for approval. In such cases, the researcher may obtain the list at no charge providing that said researcher agrees to (1) use the list one time only, (2) maintain confidentiality regarding membership information, and (3) share research results with the Association.
- B. Request for the NADE membership list, made by a graduate student researcher, must be made or validated by the sponsoring faculty member.
- C. The NADE membership list (or a partial list) may be sold for purposes related to Developmental Education for one-time use at a cost to be determined by the NADE Executive Board in consultation with the NADE Executive Assistant. When NADE receives the written request with payment, the labels or mailing list will be sent by the Executive Assistant within ten business days.

A-5 NADE Privacy Statement

A-5.1 NADE Privacy Policies

- A. NADE protects the privacy of member information.
- B. The NADE membership list is released only for specific purposes unless there is special permission from the Executive Board.
- C. NADE members may request to have their information excluded from release.
- D. Members may update or correct personal information on the NADE website.
- E. The NADE Executive Assistant provides membership information, upon request, to NADE or chapter leadership.
- F. The NADE Executive Assistant and subcontractors must abide by all NADE policies and will not at any time or in any manner, directly or indirectly, use for personal benefit or divulge, disclose, or communicate in any manner any information that is proprietary to NADE or its members. The Executive Assistant and subcontractors protect such information and treat it as strictly confidential. This provision will continue to be in effect after the termination of business relationships between the Executive Assistant and NADE
- G. The NADE website links to other websites which are not affiliated with or maintained by NADE. NADE does not monitor the privacy practices of these third-party sites and does not exercise authority over these sites. Thus, NADE does not assume any responsibility for the content or data collection policies or procedures of these sites.
- H. NADE agents will protect information that is proprietary to NADE and its members or contacts.

A-5.2 NADE Privacy Procedures

- A. To protect privacy of member information, NADE leaders must
 1. Maintain the integrity of personal information when communicating with members. They must refrain from disclosing confidential information or materials to unauthorized persons, both during and after their terms of leadership.
 2. Not distribute membership information in any form—electronic or print—without prior Executive Board approval.

- B. Release of membership lists at no cost may be given to the following groups or individuals:
 1. NADE members engaged in research that benefits the field of Developmental Education
 - a. A written or electronic request is submitted to the President who presents it to the Executive Board for approval.
 - b. Researchers must agree to the following stipulations:
 - use the list one time only
 - maintain confidentiality regarding membership information
 - share research results with the Association
 2. Institutions of higher education which are currently offering or are in the process of developing postgraduate degrees in Developmental Education. The institution agrees to use the list one time only and to maintain confidentiality regarding membership information.
 3. Reciprocating organizations for the purpose of sharing conference-related information. If the request is for other purposes, the organization will submit a written or electronic request to the President who presents it to the Executive Board for approval.
 4. Student researchers engaged in faculty sponsored research.
 - Request a letter to NADE

- C. The NADE Executive Board may grant release of membership lists to commercial vendors, institutions, or individuals for a set fee. A written or electronic request is submitted to the President who presents it to the Executive Board for approval. Partial lists of any requested subset may also be released.

- D. The Executive Assistant and subcontractors, upon termination of the business relationship with NADE, will return to NADE all records, notes, documentation, and other items that were used, created, or controlled by the Executive Assistant and/or subcontractors during the term of the business relationship.

- E. NADE agents, upon termination of the business relationship with NADE, will return to NADE all records, notes, documentation, and other items that were used, created, or controlled by the agent during the term of their relationship.

A-6 Conflict of Interest

A-6.1 Conflict of Interest Policies

- A. NADE places the highest priority on ethical practices in its operations. Members of NADE Committees, Networks, Task Forces, Cabinets, Commissions, Councils, the Executive Board, and all other NADE agents with any degree of control over NADE funds must exercise great care to avoid even the appearance of impropriety in their expenditures.

- B. No NADE funds may be used to compensate NADE members, their family members, or organizations in which they or their family members have a financial interest without prior approval of the Executive Board.

A-6.2 Conflict of Interest Procedures

A. In the event of a potential conflict of interest, members of NADE Committees, Networks, Task Forces, Cabinets, Commissions, Councils, the Executive Board, and all other NADE agents with any degree of control over NADE funds must notify the NADE Executive Board of this potential conflict of interest in advance of the expenditure.

B. The Executive Board determines if there is a conflict and approves or denies the expenditures. If the potential conflict of interest involves an Executive Board member, that officer abstains from the vote.

A-7 Intellectual Property

A-7.1 Intellectual Property Policies

- A. All individuals or groups performing work on behalf of NADE assign to NADE all patent, copyright, and trade secrets in anything created or developed for NADE.
- B. Individuals or groups responsible for creating or developing such property help prepare any documents NADE considers necessary to secure any copyright, patent, or other intellectual property rights at no charge to NADE.
- C. An appropriate document approved by the NADE Executive Board will provide a detailed account of the agreement.
- D. Any funds resulting from such an agreement may be used to enhance an appropriate endowment fund.

A-7.2 Intellectual Property Procedures

- A. Any entity requesting the use of NADE materials covered by patent, copyright, or other intellectual property rights should submit a written request to the Executive Board for review.
- B. The original document detailing the agreement will be signed by the NADE President signifying approval by the Executive Board and housed with the Executive Assistant. A copy will be maintained by the NADE Secretary on behalf of the Executive Board. Minimally, the agreement will contain the initial date and duration of the agreement, specific materials or services covered, target population of the product, and monetary or other benefits to NADE and Developmental Education.
- C. If a product or service is expected to generate revenue, the Executive Board should take appropriate action to ensure that NADE receives adequate compensation.

A-8 Code of Ethics

A-8.1 Code of Ethics Policies

- A. The following NADE Policy Statement of the Ethical Practice for Developmental Education and Learning Assistance Programs is based on standards and guidelines developed by the Council for the Advancement of Standards in Higher Education (CAS) for Learning Assistance Programs (1997 edition, revised 2009). NADE is a member association of CAS and collaborated on CAS revisions. A few editorial changes have been made to the text to customize it for the purpose of this NADE policy. It is important for NADE members to observe the highest ethical practices in their work. This policy represents NADE's public statement regarding ethical practices concerning the profession:

All persons involved in the delivery of Developmental Education and Learning Assistance programs to students must adhere to the highest standards of ethical behavior. The program must develop or adopt and implement statements of ethical practice addressing the issues unique to each program and service. The program and services must publish these statements and ensure their periodic review by all concerned.

- B. NADE as an organization strives to provide access to professional educational products, services and information that meet high ethical standards.

A-8.2 Code of Ethics Procedures

All Developmental Educators and Learning Assistance personnel associated with NADE will

- A. Ensure that confidentiality is maintained with respect to all communications and records considered confidential unless exempted by law.
- B. Receive training in identification of confidential information and proper procedures for obtaining, processing, and recording confidential information.
- C. Not disclose information of a private nature unless written permission is given. However, all persons must divulge to the appropriate authorities information that presents an imminent danger to the individual or others involved.
- D. Not disclose information of a private nature to non-institutional third parties without appropriate consent, unless classified as "directory" information or when the information is subpoenaed by law.
- E. Apply a similar dedication to privacy and confidentiality to research data concerning individuals and programs. All must be aware of and comply with provisions contained in the

institution's human subject research policy and in other relevant institutional policies addressing ethical practices.

- F. Recognize and avoid personal conflict of interest or the appearance thereof in their transactions with Association members and others. Information and training should be made available regarding conflict of interest policies.
- G. Follow policies related to academic integrity, plagiarism, and all other institutional policies.
- H. Strive to ensure fair, objective, and impartial treatment of all persons.
- I. Be truthful and realistic regarding statements or claims made about outcomes that can be achieved from participating in Learning Assistance and Developmental Education programs.
- J. Not participate in any form of harassment that demeans persons or creates an intimidating, hostile, or offensive organizational environment.
- K. Perform their duties within limits of their training, expertise, and competence. When these limits are exceeded, request assistance from persons possessing appropriate qualifications.
- L. Use suitable means to confront and otherwise hold accountable others who exhibit unethical behavior.
- M. Ensure that institutional and Association funds are managed in accordance with established and responsible accounting procedures. Funds acquired through grants and other non-institutional resources must be managed according to regulations and guidelines of the funding source and institution.
- N. Properly orient and advise all NADE leaders and members about matters of confidentiality. Clear statements should be distributed and reviewed with them as to what information is and is not appropriate for them to access or to communicate.

(Based on *CAS Professional Standards for Higher Education, 7th edition*, Council for the Advancement of Standards in Higher Education, Washington, DC: 2009)

- O. As a professional courtesy, NADE provides access to or linkages with educational resources through its website, publications, and conferences. While NADE assumes that high ethical standards are reflected in these resources, provision of access or linkage does not guarantee that NADE endorses or promotes them.

A-9 Payment Card Data Security

A-9.1 Payment Card Data Security Policy (Effective August 1, 2008)

NADE is to maintain compliance with the Payment Card Industry Data Security Standard (PCI DSS).

- A. Once established, NADE is to publish, maintain, and disseminate this policy.
- B. NADE is to review this policy annually and update it when the environment changes.
- C. NADE is to ensure that its Board, the Board's designees, and all contractors with whom NADE does business whose work for NADE might give them access to or possession of cardholder data are well informed about the importance of cardholder data security.
- D. NADE is to require that all service providers with whom it does business related to credit card transactions adhere to PCI DSS requirements. Agreements with service providers must include a statement that acknowledges that the service provider is responsible for the security of cardholder data the service provider possesses on behalf of NADE.
- E. Should there be a breach of security of cardholder data, contractors are to report the incident in writing to the NADE Board as soon as the breach is noticed. The NADE Board is to ensure that all such situations are handled effectively.

A-9.2 Payment Card Data Security Procedures

- A. Protect stored cardholder data
 - 1. NADE and its contractors are not to store the full contents of any track from the magnetic strip (that is in the back of a card, in a chip, or elsewhere).
 - 2. NADE and its contractors are not to store the card-validation code or value (three-digit or four digit number printed on the front or back of a payment card) used to verify card-not-present transactions.
 - 3. NADE and its contractors are not to store the personal identification number (PIN) or the encrypted PIN block.
 - 4. NADE and its contractors are to mask the Primary Account Number (PAN) printed on the Customer's Receipt, printing only those digits authorized by the acquiring bank.
- B. Encrypt transmission of cardholder data across open, public networks
 - 1. Other than as covered in A-9.2B2 below, NADE and its contractors are to use only Stand-Alone, Dial-Out Terminals for transmission of credit card information to the acquiring bank over a land line. NADE and its contractors are not to transmit transactions to the acquiring bank over the Internet.
 - 2. Should NADE or its contractors arrange for online credit transactions (such as for on-line conference registration and/or on-line membership renewal), NADE and its contractors are not to electronically collect or store cardholder data other than cardholder name and amount of transaction needed for deposit documentation. The third party (PayPal, for example) hired by NADE or its contractors to process the on-line credit card transaction must provide written assurance that it is PCI DSS compliant.
 - 3. NADE and its contractors are not to send unencrypted PANs by email or by fax.
 - 4. NADE and its contractors are to require that customers send their PANs by mail, or provide them in person. NADE and its contractors are never to request that purchasers send unencrypted PANs by email or by fax.
 - 5. Should a customer on his or her own initiative send an unencrypted PAN by email or fax, NADE and/or its contractors are to notify the customer of the dangers associated with such practices. In its notification, NADE and/or its contractors are not to include the unencrypted PAN sent by the customer.
- C. Restrict access to cardholder data by business need-to-know
 - 1. NADE and its contractors are to restrict access to cardholder information to those whose

job requires that they have such access. During non-conference periods, this includes only the contractor maintaining the NADE office and NADE's auditor. During on-site conference registration, additional individuals accepting in-person credit card information are to be as few in number as logistically possible, are to be carefully trained about cardholder security, and are to be carefully monitored by NADE and its contractors.

D. Restrict physical access to cardholder data

1. NADE and its contractors are to store media that contain cardholder data in a physically secure manner.
 - a. On-site at the conference while registrations are being processed, NADE and its contractors are to store media related to credit card transactions in a single location at the on-site registration station, with access limited only to those who meet requirement A-9.2C1, above. At the end of each day, batch reports and receipts are to be stored in a secure location.
 - b. In the NADE office, media that contains cardholder data is to be stored in a secure area, with access limited to the contractor maintaining the NADE office.
 - c. In the Auditor's office, media that contains cardholder data is to be stored in a secure area, with access limited to the Auditor.
2. NADE is to maintain strict control over the internal or external distribution of any kind of media that contain cardholder data.
 - a. Such media must be classified and marked by NADE and/or its contractors as confidential.
 - b. Movement of such media from one location to another is to require management approval prior to moving. "Management" in this case refers to the principle officer of the contractor serving on NADE's behalf from whom the media is being removed.
 - c. Whenever they are moved from one location to another (such as between the conference site and the NADE office, or between the NADE office and NADE's auditor), NADE and its contractors are to ensure that materials related to credit card transactions are transported by secure courier or other delivery method that can be accurately tracked. Responsibility for meeting this requirement will lie with the principle officer of the contractor serving on NADE's behalf from whom the media is being removed.
3. NADE and its contractors are to destroy media containing cardholder data when it is no longer needed for business or legal reasons. Destruction is to be achieved by cross-cut shredding, incineration, or pulping.
4. Because NADE is not to receive, store, or transmit sensitive cardholder data electronically, theft by online hackers is not a risk NADE faces. However, for the brief period during which credit card information is stored in paper form (on unprocessed order forms and Merchant Receipts), theft during a physical break-in is a potential, although remote, risk.
 - a. To the extent possible, orders with credit card information are to be processed the day they are received. Once credit card orders have been processed and the batch report completed, Contractor is to remove the credit card information from the order form, either by completely blacking out the information or by removing and shredding the section of the form containing the credit card information. Once the batch report has been completed, Merchant Receipts are to be shredded.
 - b. If there is to be a delay in processing credit card orders beyond the day they are received, Contractor is to record the name and address (to the extent available) of every customer with an unprocessed credit card order. This list of contact information is not

to be stored in the same safe as the forms themselves.

- c. Contractor is to store all unprocessed credit card orders (such as conference registrations and membership forms) in a locked and fireproof safe until processing.
 - Should a break-in occur before processing, Contractor is to quickly determine if order forms containing credit card information were among the items stolen. If order forms containing credit card information were stolen, Contractor is to bring that to the attention of the police taking the theft report.
 - Within one day of the theft, contractor is to notify the NADE President of the theft by email and certified paper mail.
 - Within two days of the theft, Contractor is to notify each customer affected by the theft by certified mail.

Section B: NADE Chapters

B-1 Chapter Policies

- A. State or regional, national, and international associations with an interest in Developmental Education may affiliate with NADE as chapters. NADE maintains communication with its chapters and requests, in return for the monetary and non-monetary support it provides, that chapters communicate with NADE and offer non-monetary support and promotion of NADE.
- B. NADE encourages state or regional, national, and international associations with an interest in Developmental Education to affiliate with NADE. Local associations may seek information on becoming NADE chapters from the NADE Vice-President. NADE will support associations in forming new chapters.
- C. Chapters must be in good standing with NADE to be recognized by NADE as chapters.
- D. NADE offers both monetary and non-monetary support as a means of recognition for its chapters.

B-2 Chapter Procedures

B-2.1 Chapter Description and Support of NADE

- A. The NADE Vice-President serves as the primary liaison between the Association and its chapters, receiving information from the chapters and communicating information to the chapters from the NADE Executive Board.
- B. NADE chapters are expected to promote and support NADE in the following ways:
 1. Place the *NADE Newsletter* editor and NADE Executive Board members on the mailing list for the chapter newsletter to keep NADE officers informed of chapter activities. This also provides information that can be reprinted in the *NADE Newsletter*.
 2. Send news releases concerning upcoming chapter conferences and activities to the editor of the *NADE Newsletter* for possible inclusion in upcoming editions.
 3. Promote NADE's annual conference and NADE membership at the chapter conference. Prior to the chapter's conference, the NADE office will provide each chapter with the NADE Promotional Kit to display at the chapter conference. The kit includes the following:
 - membership brochures
 - annual conference promotional literature
 - accreditation information
 - other materials
 4. Promote the sale of NADE materials.
 5. Host the NADE annual conference.
 6. Elect officers who are NADE members

B-2.2 Creation of New NADE Chapters

The NADE Vice-President serves as the liaison for new chapter creation. NADE will be involved

in supporting new chapter formation in the following ways:

- A. During the NADE annual 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.
- B. During the time designated for established chapters to meet at the NADE annual conference, current NADE officers and Emeritus Cabinet members will meet with individuals interested in forming chapters in states or regions not presently associated with NADE.
- C. *Chapter Development Guidelines* (available on the NADE website) list characteristics that represent a NADE chapter in terms of financial stability, policies and procedures, chapter activities, and relationship with NADE and are intended to inform the group interested in becoming a NADE chapter.
- D. The NADE Office will provide a list of NADE members who reside in the potential chapter service area.
- E. NADE will send at least one official representative to meet with any group interested in affiliation with NADE. Such a visit will be subject to the following preconditions and agreements:
 - 1. Significant evidence of a solid base of support (e.g., names of those desiring to affiliate with NADE and attendance lists from a state, regional, or international conference) is needed before a potential chapter is considered.
 - 2. Requests for a formal NADE visit to a potential chapter site should be made in writing to the NADE Vice-President.
 - 3. Requests should be made by a specific individual from the chapter area. That individual should accept personal responsibility as a contact in the development of a chapter and should agree to be present and active at the meeting with the NADE representative. This contact person will also be responsible for assuring that the meeting is organized and attended by appropriate numbers of interested people.
 - 4. At least 25 people 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.
 - 5. The NADE representative must have a prominent, scheduled time to discuss NADE and chapter development with the entire group of participants.
 - 6. The NADE representative sent to a meeting will be a qualified Executive Board member, past officer, or Board designee, ideally one who lives near the geographic area.
 - 7. If these pre-conditions are met, then NADE pays the expenses of its representative to the meeting.
- F. When a group decides it wants 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. The potential chapter's primary officers (e.g., President, President-Elect, Vice-President, Secretary, and Treasurer) must be listed and must be members of NADE.
 - 1. Upon acceptance of the constitution/bylaws by NADE's Executive Board and receipt of documentation listed above, the Vice-President requests that the Executive Board take action on the local association's request for affiliation. If the chapter becomes affiliated,

- its benefits and responsibilities begin immediately. The Vice-President will respond to the chapter president following the Executive Board's decision.
2. When the Executive Board approves the new chapter, a NADE officer or designee will install the chapter officers. These events may take place either at the local chapter meeting or at the annual conference.

B-2.3 Maintaining Good Standing with NADE

- A. Chapters must comply with the following criteria of good standing in order to remain NADE chapters and to receive recognition from NADE:
 1. Chapters must have established constitutions/bylaws.
 2. Chapter executive officers must be current NADE members.
 3. Chapter membership must include at least 30 percent who are also NADE members as of July 1st each year. The NADE Executive Board may waive the rule in special circumstances.
 4. Chapter officers must communicate regularly with the Vice-President through the submission of two activity reports and regular updates on changes within the chapter. *Chapter Activity Report* forms are in Appendix C of this *Handbook* and are available on the NADE website.
 5. By May 1 and November 1 of each year, a chapter must submit the following:
 - a. *Chapter Activity Report* (on website)
 - b. List of chapter officers and contact information (postal, fax, email addresses; and phone numbers)
 - c. Conference date(s), place(s), contact person(s) and email address(es)
 - d. Chapter website address
 6. *Chapter Development Guidelines* (Appendix B) should be reviewed annually by the chapter officers and/or at the annual Leadership Congress.
 7. Officers will be elected, conferences will be sponsored, and newsletters will be published according to chapter constitution/bylaws and policies.
- B. During the Leadership Congress at the annual conference, the NADE Vice-President explains the criteria of good standing and asks that each chapter identify any criteria that the chapter may have difficulty meeting in the coming year so that NADE can provide assistance. NADE Emeritus Cabinet is available for consultation with chapters having difficulty maintaining active status.
- C. If a chapter is not in good standing with NADE, its chapter status will be suspended. The NADE Vice-President will notify all members listed in the NADE database from that state or region of the chapter's suspension and possible termination. A chapter will be given one year to meet the criteria for good . Benefits will be reinstated when the criteria are met and active status is reassigned.
- D. If the NADE 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.
- E. A chapter whose NADE affiliation has been terminated may request to re-affiliate by going through the new chapter development process.

B-2.4 Financial Support for NADE Chapters in Good Standing

- A. NADE awards \$500 each to an Outstanding New Chapter and an Outstanding Existing Chapter through an annual awards process.
- B. Chapters have the opportunity to gain revenue by hosting the annual conference.
- C. NADE provides a free NADE one-year membership certificate to each chapter in good standing to promote NADE membership. The certificate may not be given to a current chapter officer.
- D. NADE provides a fee waiver for presidents-elect of chapters in good standing to attend the annual Leadership Congress and national conference. Waiving the conference basic registration fee is intended to help the chapter's President-Elect attend the mandatory NADE Leadership Congress, individual chapter meetings, the NADE Business Meeting, and other leadership activities held at the annual conference.
 1. By January 15, the NADE Office will provide each chapter President-Elect a basic registration fee waiver for the annual conference.
 2. To be considered eligible for this fee waiver, chapters must be in good standing with NADE.
 3. 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.
- E. Chapter Development Grants
 1. **Type A: Executive Board members for Chapter Activities.** 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 all receipts to the chapter. The chapter completes the reimbursement form to the NADE treasurer 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.
 2. **Type B: Special Projects.** To provide for special chapter development projects, used for such expenditures as the purchase of curricular or leadership development materials for the chapter, printing costs for chapter membership brochures, or website development. This is intended for innovative, one-time activities and is up to \$500.

3. **Type C: NADE Accreditation Institute.** To defray reasonable costs of hosting a NADE Accreditation Institute up to \$500. This grant cannot be used to reduce the cost of the training but can be used for such expenses as facility rental and food.
4. **Type D: Chapter President Support Funding for NADE Conference.** Funding in the amount of \$500 to support a current NADE chapter president’s attendance at the NADE conference. The current NADE chapter president is defined as the individual who is the chapter president at the time of the conference. The chapter must be in good standing with all relevant chapter reports submitted, and the president must participate in the following conference activities:
 - o Advisory Council (NADE Chapter Presidents) Tuesday evening meeting with the NADE Board
 - o Leadership Congress on Wednesday
 - o Business Meeting on Friday
 - o Chapter Meeting at the NADE Conference—serve as facilitator
 Verification of participation will be noted in the *Chapter Grant Outcomes* form (available on the website), which will be returned by June 1, along with the *Chapter Grant Request for Reimbursement* form (available on the website), to the NADE Vice-President.

B-2.5 Chapter Grants

- A. Subject to availability of funds, chapters are limited to one of each type of grant (A, B, C, and D) per fiscal year. Chapters may be requested to share their activities at the annual conference.
- B. Chapters should use the *Chapter Grant Application* form to submit written proposals to the NADE Vice-President. The NADE Vice-President is available to discuss proposals prior to submission.
- C. Electronic submission of the form is acceptable for the application; final reimbursement forms must include the chapter president’s signature.
- D. All signed paperwork from the chapter must be received by the Vice-President two weeks prior to the event or activity in order to be considered for a chapter grant.
- E. Criteria for Funding Chapter Grants: The Executive Board awards chapter development grants on a competitive basis, considering the following criteria:
 1. articulation of the content, scope, and rationale of the project
 2. relevancy of the project to the chapter’s goals
 3. indication that the chapter has planned an analysis of the event and will report outcomes achieved
 4. timeliness of the request
 5. continuation and verification of “good standing” status of chapter, including submission of Chapter Activity Reports, chapter leaders’ membership in NADE, and at least 25 current NADE members, including the Executive Board of the chapter.
 6. 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
- F. Reimbursement: For pre-approved requests (including the chapter president’s signature),

NADE reimburses reasonable costs up to \$500 for transportation, lodging, meals, and special projects. The chapter is initially responsible for paying all costs. Original receipts are required for all grant-related expenditures greater than \$10 and should be attached to the completed *Request for Reimbursement* form. The *Chapter Grant Request for Reimbursement* form, proof of payment, and original receipts should be submitted to the NADE Vice-President.

- G. Conflict of interest: 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.

B-2.6 Leadership and Recognition Support for NADE Chapters

- A. Leadership development for chapter officers: The NADE Leadership Congress, a full-day event typically held the opening day of the annual conference, is intended to give chapter presidents and presidents-elect an overview of the following:
1. Activities expected of NADE chapters
 2. Criteria for good standing
 3. Information on securing financial benefits for chapters
 4. Opportunity to share issues of concern with the NADE Executive Board
- B. Opportunities for chapters to influence NADE activities and policies:
1. Chapter leaders have opportunities for appointment to NADE committees and nomination for NADE offices.
 2. Chapter leaders attend the Business Meeting held at the annual conference.
 3. Chapter presidents and/or presidents-elect participate in the Advisory Council Meeting.
- C. Services to promote and support chapter membership and conferences:
1. A chapter letter is placed in the NADE new member welcome packet, encouraging new members to join their state or regional chapters.
 2. The *NADE Newsletter* publicizes chapter news that is submitted to the Editor.
 3. NADE provides chapter membership and conference information through links on its website. The NADE website also provides links to chapter websites, conferences, and officers. Chapter presidents can revise chapter information on the NADE website.
 4. The NADE Office can provide chapter officers appropriate membership information when requested.
 5. NADE provides time, space, and program listing for chapter meetings at the annual conference.
 6. The NADE Office forwards names of individuals who request membership information about NADE to appropriate chapter presidents.
 7. NADE offers Chapter Development Grants for chapters in good standing.
- D. Chapter recognition
1. NADE invites the winner of the Curtis Miles Outstanding Existing Chapter Award to present activities and strategies that the chapter has used to serve its members and influence Developmental Education in its state and region at the following year's NADE annual conference.
 2. Chapter presidents receive Certificates of Appreciation.

3. Chapters may submit letters of endorsement for nominees for the John Champaign Memorial Award for Outstanding Developmental Education Program.
4. Chapters may nominate students for the Martha Maxwell Developmental Education Student Scholarship.
5. Chapters have the opportunity to gain recognition and potentially to increase chapter revenue by hosting NADE's annual conference.

Section C: NADE Committees

C-1 Committee Policies

- A. NADE supports committees in order to enhance the decision-making process by providing communication and input. All committees are intended to support the Executive Board. A description of NADE committees and their responsibilities can be found in Appendix I and on the NADE website.
- B. Committee chairs are appointed annually by the NADE President with the approval of the Executive Board. Committee chair vacancies will be appointed by the President as needed throughout the year.
- C. The NADE President-Elect and Committee Chairs will abide by NADE fiscal policies as set forth in A-3 of this *Handbook*.
- D. All committees shall meet at least once a year at the annual conference and shall communicate regularly throughout the year.
- E. The Executive Board may dismiss appointed officials at any time during their term of appointment by majority vote of the Board when such action is deemed by the President and the Executive Board to be in NADE's best interests.

C-2 Committee Procedures

- A. NADE support for committees in good standing
 1. Each committee receives one basic registration fee waiver for the annual conference in order to help committee chairs participate in the Leadership Congress and facilitate the individual committee meetings.
 - a. To be eligible for this fee waiver, committee chairs must submit required reports and documents to the NADE President-Elect. These reports and documents include:
 - May 1st report: Goals and Activity Report,
 - November 1st report: Goals and Activity Report,
 - Budget Request by May 1st, and
 - NADE Newsletter article: One per year at agreed upon month.
 - b. Acceptance of the fee waiver requires attendance at the Leadership Congress at the annual conference, committee meetings, the NADE Business Meeting, and other leadership-related activities at the annual conference.
 - c. If a committee has co-chairs, those individuals will decide who receives the committee's fee waiver.
 - d. Fee waivers are transferable only to an individual listed in the NADE Leadership Directory as a committee chair or co-chair.
 - e. NADE provides a leadership workshop for committee chairs at the annual conference where leadership resources and NADE information will be shared with the committee chairs.
 - f. NADE provides technical assistance and consultation to committees upon request.
 - g. The NADE Executive Assistant will provide a list of committee members upon request.

B. Responsibilities of NADE President-Elect

1. Maintains NADE membership
2. Communicates bi-monthly with committee chairs throughout the year to:
 - Provide updates on NADE Board mission and vision,
 - Provide updates on NADE executive decisions and projects,
 - Work with Committee chairs on goals, and
 - Provide suggestions for improving services to members and to support the chairs
3. Serves as liaison between the Executive Board and committees.
4. Receives *Committee Goals and Activity Report* forms from committee chairs by May 1 and November 1
5. Notifies NADE Board of those committee chairs who have met the membership and reporting requirement and, thus, are eligible to receive a conference fee waiver
6. Attends Leadership Congress at the annual conference
7. Attends the NADE Business Meeting at the annual conference
8. Works closely with the annual conference team to ensure that the leadership materials used at the annual Leadership Congress include committee-related materials and forms
9. Receives by May 1 the committee budget requests and submits it to the NADE Board for approval. Communicates the decision of the NADE Executive Board by June 20th.
10. Engages in mutual decision-making regarding plans for the next year
11. Writes an article or has one of the chairs write an article about the committees for each issue of the *NADE Newsletter*
12. Maintains files of all committee activities, newsletters, and other materials
13. Provides a leadership workshop for committee chairs at the annual conference
14. Monitors group compliance with minimum activities required for continuance of the committee. If committees lack minimum levels of activity, the Coordinator will work with committee chairs to improve performance.
15. Help identify and recruit committee members with sensitivity to diversity of NADE membership and the students that NADE serves.

C. Responsibilities of a committee chair

1. Maintains NADE membership
2. Submits a written budget request to the NADE President-Elect, no later than May 1, using the *Budget Allocation Application* form (available on the NADE website) and follow up expenses within 30 days with the *Budget Reimbursement Application* form (on the NADE website)
3. Attends the NADE Annual Conference Leadership Congress
4. Attends the NADE Business Meeting held at the annual conference
5. Submits *Committee Goals and Activity Reports* electronically (available on the NADE website) by May 1 and November 1 to the Committee Coordinator
6. Conducts all committee meetings
7. Communicates bi-monthly with committee members. Communication may include email, newsletters, facebook, etc.
8. Conducts committee correspondence
9. Provides a smooth transition, including transfer of records, to new committee chairs at the annual conference
10. If possible, serves as mentor to the new chair for one year
11. Performs other duties requested by the President or the Board

D. Fiscal procedures for committees

1. Committee chairs submit annual budget requests in accordance with NADE's Fiscal Policy.
2. Committee *Budget Allocation Application* form (on the NADE website) and *Budget Reimbursement Application* form (on the NADE website) will be used to transact committee business.
3. These forms should be submitted by May 1 to the NADE President-Elect who will forward them to the NADE Treasurer by May 15. The NADE Board will notify committee chairs of their approved budget, in writing, by June 20 for the upcoming fiscal year (July 1 – June 30).

Section D: Networks

D-1 Network Policies

- A. Networks are groups of individuals with specific interests related to the field of Developmental Education. NADE supports Networks in order to provide opportunities through conference meetings, networking, and correspondence for members to meet professionals with the same interests and to work together on problems and goals. A description of NADE Networks and their responsibilities can be found in Appendix N and on the website.
- B. All Networks will meet once a year at the annual conference and communicate regularly throughout the year.
- C. Network chairs are appointed annually by the President with the approval of the Executive Board.
- D. Network chair vacancies will be filled by the President with approval of Executive Board.
- E. The Network chairs will comply with NADE fiscal policies.
- F. New Networks can be created with the approval of the Executive Board.
- G. The NADE Executive Board may dismiss appointed officials at any time during their term of appointment by majority vote of the Board when such action is deemed to be in NADE's best interest.
- H. The NADE Executive Board may dissolve a Network by a majority vote of the Board when such action is deemed to be in the best interest of NADE.

D-2 Network Procedures

- A. NADE Support for Networks in good standing
 - 1. Each Network receives one basic fee waiver for the annual conference in order to help Network chairs participate in the Leadership Congress and facilitate the individual Network meetings.
 - a. To be eligible for this fee waiver, Network chairs must submit required reports to the President-Elect. These reports and documents include:
 - May 1st report: Goals and Activity Report,
 - November 1st report: Goals and Activity Report,
 - Budget Request by May 1st, and
 - NADE Newsletter article: one per year at agreed upon month
 - b. Acceptance of the fee waiver requires attendance at the Leadership Congress at the annual conference, Network meetings, the NADE Business Meeting, and other leadership-related activities at the annual conference.
 - c. If the Network has co-chairs, those individuals decide who receives the Network's fee waiver.
 - d. Fee waivers are transferable only to those individuals who are listed in the NADE Leadership Directory as Network chairs.

2. NADE provides a leadership workshop for Network chairs at the annual conference where leadership resources and NADE information are shared with the Network chairs.
 3. Membership in Networks is free to NADE members.
 4. NADE promotes Network membership through the NADE website, NADE Newsletter, at regional conferences, and at any other venue that the NADE Executive Board views appropriate.
 5. NADE provides a time at the annual conference for Networks to meet.
 6. NADE provides technical assistance and consultation to Networks upon request.
 7. NADE provides membership lists to Network chairs.
 8. The NADE Executive Assistant will provide a list of Network members upon request.
- B. Responsibilities of a Network chair
1. Maintains NADE membership
 2. Submits *Network Goals and Activity Reports* electronically (on the NADE website) on May 1 and November 1 to the President-Elect.
 3. Conducts all Network meetings.
 4. Communicates with members and the NADE President-Elect on a regular basis. Examples of communication are newsletters, facebook sites, email, etc.
 5. Updates Network information on the NADE website.
 6. Maintains files that contain minutes, reports, etc., to pass on to subsequent chairs
 7. If possible, serves as mentor for a new chair for one year
 8. Submits at least one article per year to the *NADE Newsletter*
 9. Performs other duties as requested by the President or Executive Board
- C. Fiscal procedures for Networks
1. Network Chairs submit annual budget requests in accordance with NADE Fiscal Policy.
 2. The *Budget Allocation Application* form (Appendix G and on the NADE website) and *Budget Reimbursement Application* form (Appendix H and on the NADE website) will be used to transact Network business.
 3. These forms should be submitted to the President-Elect who will forward them to the NADE Treasurer by April 15. The President-Elect will notify Network chairs of their approved budget, in writing, by June 20 for the upcoming fiscal year (July 1 – June 30).
- D. Creation of new Networks
1. A NADE member interested in starting a new Network should write the President-Elect who conveys that interest to the NADE Executive Board.
 - a. In the letter to the President-Elect, the member proposing the new Network should document that at least ten NADE members are interested in creating a new Network.
 - b. The letter should also include a statement of rationale for the group.
 2. If the NADE Executive Board approves the creation of the Network, the Board provides seed money to support the new group.
- E. Elimination of Networks
1. If a Network has fewer than ten members for three consecutive years, the Executive Board will review whether the group should be eliminated or if other promotional activities should be conducted to encourage more membership in the Network.
 2. If there has been a lack of minimal levels of activities by the group, the Executive Board may decide to appoint new chairs or dissolve the group.

Section E: Emeritus Cabinet

E-1 Emeritus Cabinet Policies

- A. The Emeritus Cabinet is composed of all past NADE officers.
- B. Past Presidents of NADE receive a lifetime membership to NADE.
- C. The President will appoint Chairs of the Cabinet.

E-2 Emeritus Cabinet Procedures

- A. The Emeritus Cabinet meets once a year at the annual NADE conference.
- B. The Chairs will preside at this meeting.
- C. The Chair of the Cabinet sends brief reports of Cabinet activities one week prior to each quarterly NADE Executive Board meeting or at other times, as requested.
- D. When members of the Emeritus Cabinet are present at a NADE chapter or national conference, they should be recognized by introduction at one of the early major assemblies of the conference (e.g., opening plenary, banquet, awards program).
- E. Emeritus Cabinet members may serve NADE in the following ways:
 - 1. Officially represent NADE as a speaker or in another meaningful role at chapter conferences when that is more economical or convenient than having a current Executive Board member attend. Type B grants may be used for this purpose. In addition, Emeritus Cabinet members may accept an honorarium.
 - 2. Be included in a speaker/consultant resource directory for dissemination to chapters and other professional organizations
 - 3. Prepare position papers, resolutions, and action plans on major political and/or pedagogical issues affecting the profession and/or association
 - 4. Be proactive in collecting materials (e.g., correspondence, photos, speeches, annual reports, budgets, and other items) from their NADE administration and forwarding them to the NADE Archivist for historical and research purposes
 - 5. Serve as mentors for new NADE members
 - 6. Serve as membership advocates for NADE at both the chapter and national level
 - 7. Bring relevant membership issues to the Board's attention
 - 8. Serve on review committees for NADE awards, grants, and scholarships, and on the JDE Outstanding Article Award Selection Committee
 - 9. Serve on the Professional Liaison Committee as designated liaisons to related professional associations to which they already belong
 - 10. Chair task forces as needed and requested by the current Board
 - 11. Assist with training new leaders at the chapter and national levels

Section F: Accreditation Commission

F-1 Accreditation Commission Policies

- A. The Accreditation Commission facilitates the process of accrediting program components in the fields of Developmental Education and Learning Assistance. Its purposes are as follows:
1. Stimulate sound evaluation and assessment
 2. Promote quality practices and standards
 3. Encourage research in the field
 4. Archive and provide data for research
 5. Disseminate standards of effective practice
 6. Mentor applicants for accreditation
- B. The relationship between the Accreditation Commission and NADE is as follows:
1. The Accreditation Commission functions as a Standing Commission of NADE.
 2. The Accreditation Commission obtains formal NADE Executive Board approval of all Commission policies and procedures for Commission positions, governance, operations, finances, and activities prior to implementing such policies and procedures.
 3. The Accreditation Commission maintains a policies and procedures manual that includes, at minimum, the following policies:
 - Hosting an Accreditation Institute
 - Awarding Accreditation, Interim Report approval for continuing accreditation, and Upgrading Accreditation
 - Appeals process for Pending and Non-Accreditation
 - Selecting Commission members
 - Selecting and Evaluating Accreditation Commission Trainers and Reviewers
 - Access to data collected by the Accreditation Commission
 4. The Accreditation Commission primarily finances its own operations, developing and using business and accounting procedures in accordance with NADE policies and procedures, and contributes 10% of gross revenue to the administrative expenses of the Association. Royalties from the sale of *NADE Self-Evaluation Guides* support the work of the Accreditation Commission. Commission income may be carried over from one fiscal year to the next if income exceeds expenses.
 5. The Executive Board may dismiss appointed officials at any time during their term of appointment by majority vote of the Board when such action is deemed by the President and the Executive Board to be in the best interest of NADE.

F-2 Accreditation Commission Procedures

- A. The NADE Accreditation Commission facilitates the process of accrediting components in the field of Developmental Education and Learning Assistance by performing the following activities:
1. Conducts meetings at the annual conference and throughout the year to discharge Commission business
 2. Reviews applications, makes decisions, and accredits program components
 3. Disseminates research on and standards of effective practices
 4. Designs and conducts professional development activities and workshops

5. Creates and disseminates resources for accreditation procedures
- B. The Accreditation Commission develops a Strategic Plan for establishing goals and implementing policies in accordance with NADE's mission and goals.
- C. The Accreditation Commission supports the work of NADE through its relationship with the NADE Board and the annual conference planners.

F-3 Accreditation Commission Relationship with NADE Executive Board

- A. Members of the Accreditation Commission must be NADE members.
- B. The Accreditation Commission Chair is responsible for creating, submitting for NADE Board approval, and disseminating approved policies and procedures for the Accreditation Commission staffing, governance, operations, finances, and activities.
- C. Prior to the Annual NADE Conference, the Accreditation Commission Chair submits an annual report that includes progress on and accomplishments related to the previous year's goals. Additionally, the commission submits a statement outlining proposed goals and activities, along with the commission's budget request, to the NADE President-Elect by May 1.
- D. The NADE President-Elect serves as formal liaison between the Accreditation Commission and the NADE Executive Board. The President-Elect will be invited to participate in all commission conference meetings and conference calls. The President-Elect keeps the NADE Board informed of Accreditation Commission deliberations and actions and provides Board input to the Accreditation Commission.
- E. The Vice-President encourages eligible chapters to apply for Type C Chapter Development Grants to help defray the costs of hosting Accreditation Institutes at annual chapter conferences.
- F. Information about the accreditation processes, announcements of institutes, and commission policies and procedures are posted on the Accreditation Commission website, which is linked to the NADE website.
- G. In collaboration with the NADE Board, the Accreditation Commission creates written contracts with external entities.

F-4 Activities at NADE Annual Conference

- A. At the annual conference, the Accreditation Commission provides professional development for prospective accreditation applicants, trains reviewers and trainers, and meets with individual accreditation applicants.
- B. Accreditation Commission members receive the number of basic registration fee waivers approved by the board for the NADE annual conference. This fee waiver ensures participation of the Accreditation Commission in the NADE Leadership Congress, the NADE business meeting, accreditation-related and other leadership events. To be considered eligible for these

fee waivers, the Accreditation Commission must submit all required reports to the NADE President-Elect.

- C. The Accreditation Commission is responsible for presenting a full-day accreditation institute at the annual conference as a pre-or post-conference institute, following the guidelines set forth in the NADE Conference Planning Manual:
 - 1. Before September 15, the Accreditation Commission Chair communicates with the Conference Manager to ensure that appropriate rooms are available for the Institute and Commission meetings.
 - 2. Before September 15, the Accreditation Commission Chair arranges for equipment and supplies for the Institute.

- D. Before November 15, the Accreditation Commission Chair communicates with the Conference Manager and Awards Committee Chair to ensure that accurate information about previously-accredited programs is available for conference publications.

- E. The Accreditation Commission recognizes programs accredited since the previous conference at either a plenary session or an awards ceremony.

- F. The Accreditation Commission conducts at least one concurrent session focusing on accreditation processes and/or recruiting accreditation reviewers.

- G. The Accreditation Commission meets with the NADE Executive Board to discuss the Annual Report of accomplishment of its previous year's goals.

Section G: Relationship with Council of Learning Assistance and Developmental Education Associations (CLADEA)

G-1 Policies related to Council of Learning Assistance and Developmental Education Associations (CLADEA)

- A. NADE is a member of the Council of Learning Assistance and Developmental Education Associations (CLADEA), formerly (prior to October 2007) the American Council of Developmental Education Associations (ACDEA).
- B. NADE and the other CLADEA organizations agree to offer specific services.
- C. NADE can nominate deserving individuals to become CLADEA Fellows.
- D. The NADE Executive Board appoints a liaison to CLADEA to serve a three-year term.

G-2 Procedures related to Council of Learning Assistance and Developmental Education Associations (CLADEA)

- A. Responsibilities of CLADEA membership
 - 1. The NADE liaison to CLADEA attends biannual CLADEA meetings, which are held at member conferences—one at a spring conference and one at a fall conference. In order to maintain close communication between the liaison and the NADE Executive Board, the liaison ensures that the NADE Executive Board receives CLADEA minutes and other pertinent documents as soon as they become available, communicates with the Board prior to each CLADEA meeting to discuss possible agenda items, and submits a report to the Executive Board within two weeks of each CLADEA meeting.
 - 2. Other NADE officers should attend CLADEA meetings if they are attending the conference.
 - 3. NADE hosts CLADEA meetings on a rotating basis with the other member organizations.
 - 4. President, President-Elect, and Incoming President-Elect attend CLADEA meetings held at NADE conferences.
 - 5. NADE hosts the induction of CLADEA Fellows on a rotating basis with the other member organizations.
- B. Reciprocal services between NADE and other CLADEA members are as follows:
 - 1. Mailing for Call to Conference or transmission of two announcements per calendar year to membership lists; does not preclude granting additional dissemination requests
 - 2. One-half page advertisement per year in the organization's newsletter
 - 3. One fee waiver for an Executive Board member to attend conferences
 - 4. One free booth space in conference exhibit hall
 - 5. One guaranteed concurrent session time at annual national conference, provided that the proposal is received by the submission deadline, follows format requirements, and is identified as the association's CLADEA reciprocity session
 - 6. One-half page advertisement per year in the organization's conference program
 - 7. Recognition of official representatives of other organizations at a major conference function

- C. A NADE representative to CLADEA and/or an officer of NADE will attend conferences of other CLADEA organizations with a fee waiver from that organization and other expenses paid by NADE. The officer will arrange the following activities:
1. Contact the NADE President at least one month prior to all meetings for CLADEA meeting agenda items.
 2. Contact conference planners of reciprocating organizations to determine if NADE will have space to display NADE materials
 3. Set up NADE display in the exhibit hall and stay with the exhibit as much as possible (The NADE Executive Assistant sends the display board and materials for the display.)
 4. At the end of the conference, box up display board and remaining materials (if a significant number) and return to the NADE Executive Assistant, using the NADE shipping account
 5. Determine whether there is an expectation regarding the NADE officer's speaking to the group
 6. Determine the expectation of the reciprocating organization for the NADE officer to present a concurrent session
 7. Determine whether the NADE officer is expected to stay for the entire conference
 8. Identify the financial obligations of both the organization sponsoring the conference and NADE
 9. Ensure contact with officers of the reciprocating organization during the conference
 10. Submit a report to the NADE Executive Board outlining meeting outcomes within two weeks after CLADEA meeting.
- D. Procedures for nomination of CLADEA Fellows
1. Nominations may be made by either CLADEA organizations or Fellows.
 2. Nominators should exercise attention to professional documentation and discipline written communication. They should:
 - not include copies of any research, publications, or awards, abstracts, newsletter articles, or books/papers in preparation
 - not duplicate use of writings or book reviews
 - supplement the VITA with requested materials only
 3. Packet materials must be organized and sequenced in the order required as listed in Appendix T and on the NADE website.
 4. When NADE-nominated Fellows are inducted at a NADE conference, they receive a conference fee waiver for that conference. When NADE-nominated Fellows are inducted at other CLADEA conferences, the NADE Executive Board will determine the extent to which financial support may be offered to these inductees in order for them to attend the induction.

**Section H: Relationship with the Council for
the Advancement of Standards in Higher Education (CAS)**

- H-1** As of 2017, the only relationship with CAS (Council for the Advancement of Standards in Higher Education) will be the responsibility of and at the discretion of the Accreditation Commission.

Section I: Relationship with *Journal of Developmental Education (JDE)*

I-1 Policies related to the *Journal of Developmental Education*

- A. NADE and the National Center for Developmental Education (NCDE) maintain a *JDE* Advisory Council for the purpose of enhancing communication between the two entities for issues that relate to the *Journal of Developmental Education (JDE)*.
- B. The Executive Board of NADE submits articles to *JDE* and assists with the annual award for outstanding article.
- C. NADE and *JDE* negotiate a contract every four years to set subscription rates to NADE members.
- D. A representative of *JDE* presents a workshop at the annual conference to provide guidelines related to submitting manuscripts for publication.

I-2 Procedures related to the *Journal of Developmental Education*

- A. NADE and the NCDE agree to maintain an Advisory Council.
 1. The *JDE* Advisory Council is composed of members of the NADE Executive Board selected by the NADE President and three representatives appointed by the Editor of the *Journal of Developmental Education*.
 2. The members of the Advisory Council from *JDE* will be the managing editor, the editor, and/or a rotating NCDE staff member.
 3. The Advisory Council will meet, at the invitation of the NADE President, at least once per year at the NADE annual conference to discuss *JDE* and how it meets the needs of NADE and its members. Discussions will include the following:
 - general content
 - physical appearance
 - circulation to NADE membership
 - costs and billing procedures
 - the relationship to the NADE database
 4. The role of the Council is to provide advice and to enhance communication between NADE and *JDE*. It does not have the authority to override *JDE*'s editorial or fiscal policy. It is not a voting or policy-making entity.
- B. NADE collaborates with *JDE*:
 1. *JDE* provides free space and typesetting/layout for three NADE-authorized columns of 300-350 words each for publication in each volume of *JDE*.
 2. The NADE President is responsible for writing or assigning other Executive Board or Emeritus Cabinet members to write the columns.
 3. These articles should cover current NADE news and events or important announcements for NADE members.
 4. These articles will be submitted to *JDE* by the following column deadlines: Issue 1, May 15; Issue 2, July 15; Issue 3, September 15.
 5. Two NADE representatives will be appointed by the NADE President to the selection

panel for the annual award for the outstanding *JDE* article. These individuals will be named immediately following the annual conference and should have some knowledge or experience with publishing.

C. NADE and *JDE* maintain a contractual agreement:

1. The NADE Treasurer is responsible for working with *JDE* to negotiate a contract to set *JDE* subscription rates for NADE members.
2. The negotiations occur every four years.
3. The NADE Treasurer presents the contract to the NADE Executive Board for NADE approval and sends an approved copy to NADE's Executive Assistant for archival purposes.

Section J: *NADE Newsletter*

J-1 *NADE Newsletter Policies*

- A. The *NADE Newsletter* is published monthly.
- B. The *Newsletter* editor is appointed by the NADE President with the concurrence of the Executive Board.
- C. Because the *Newsletter* is not a review journal, it does not have an elaborately structured editorial board that decides the merits of particular articles.
- D. There is no paid advertising in the *NADE Newsletter* unless authorized by the NADE Executive Board.
- E. Conference and workshop notices for organizations with which NADE has reciprocal agreements may be printed in one issue of the *Newsletter* per year.

J-2 *NADE Newsletter Procedures*

- A. The *NADE Newsletter* is published monthly.
- B. The following priorities are used in making publication decisions:
 - 1. Publish timely information about NADE activities, e.g., the annual conference, professional development workshops, Executive Board meetings, and committee, Network, and Accreditation Commission activities.
 - 2. Publish information about Developmental Education activities across the country.
 - 3. Publish short articles and book reviews (500-1000 words), which provide information about the "state-of-the-art" research or projects in the field of Developmental Education.
 - 4. Publish general information about news of interest to NADE members.
- C. Recommended list of items to appear in the *Newsletter* can be found in Appendix U.
- D. The job description for *Newsletter* Editor (Co-Editors) is as follows:
 - 1. Solicit, prepare, and edit copy and graphics for the three editions of the *Newsletter* each year
 - 2. See that the *Newsletter* is posted to the NADE website
 - 3. Use the formalized style sheet developed by the Executive Assistant for the *Newsletter*
 - 4. Furnish the NADE website with electronic copies of each *Newsletter* for posting
 - 5. Maintain liaison with the Board Members, Committee Coordinator, and Committee Chairs
 - 6. Correspond with contributors to the *Newsletter*
 - 7. Answer questions from membership or direct questions to appropriate individuals
 - 8. Coordinate communications between NADE chapter newsletter editors
 - 9. Maintain a set of procedures for NADE Newsletter operations.

Section K: NADE Annual Conference

K-1 Policies related to the NADE Annual Conference

All policies, procedures, and forms related to the annual NADE Conference are found in the *NADE Annual Conference Planning Manual*. This manual is available on the NADE website or by contacting the NADE Conference Manager.

Section L: Awards, Grants, and Scholarships

L-1 Policies related to NADE Awards, Grants, and Scholarships

- A. NADE annually confers awards, grants, and scholarships that recognize important contributions to the Association, students, and the profession. These annual recognitions are determined by nominations from NADE members and are reviewed by panels of NADE members. The awards, grants, and scholarships are presented at the annual conference.
- B. An Awards Committee Chair is appointed by the NADE President and oversees and coordinates the awards process. The NADE Awards Chair may not apply for any award while in their tenure as awards chair.
- C. The following rules govern review of applicants:
 - 1. Current members of the Executive Board and members serving on the Awards Committee or review committees will be excluded from consideration for these awards during their tenure.
 - 2. Membership on the Executive Board or the Awards Committee or review committees does not exclude that member's chapter from consideration for a chapter award.
- D. If a NADE Award is named or renamed in recognition of an individual, that individual is recognized at the conference when the award is first presented. This individual is always given the opportunity to present the award to the recipient at subsequent conferences.
- E. The NADE Executive Board may also award recognition plaques to individuals in celebration and acknowledgment of special contributions to the Association.
- F. A nominee must be a member of NADE except for the following awards:
 - Hunter R. Boylan Outstanding Research/Publication Award
 - Vashti Muse Award for Outstanding Alumnus of a Developmental Education Program
 - NADE Award to an Administrator or Public Servant for Outstanding Support to Developmental Education
 - Martha Maxwell Developmental Education Student Scholarship
- G. A table of NADE Awards and Scholarships is in Appendix Y and on the NADE website.

L-2 Procedures related to NADE Awards, Grants, and Scholarships

- A. At least three reviewers are appointed by the Awards Chair for each award, grant, or scholarship. Reviewers may apply for and receive an award as long as it is not for the award reviewing.
- B. The Awards Chair solicits the assistance of and gives priority to Emeritus Cabinet members to serve on awards review panels.
- C. Persons who have had awards named in their honor (e.g., Curtis Miles, Hunter Boylan) receive an automatic invitation to review nominations for awards that bear their names.

- D. Additional reviewers can be former recipients of the award, chapter presidents, national committee and Network chairs, and other NADE members who have indicated an interest in serving.
- E. The Professional Development Committee determines the recipients of the
1. Kellogg Institute-NADE Scholarship
 2. Anne Ferguson Award for Professional Development
 3. Adjunct Scholarship
 4. William G. White, Jr. Graduate Study Scholarship
- F. The Research Committee determines recipients of the following awards:
1. Hunter R. Boylan Outstanding Research/Publication Award
 2. Susan E. Hashway Outstanding Thesis/Dissertation Award
 3. NADE Outstanding Research Conducted by a Developmental Education Practitioner Award
 4. NADE Outstanding Proposed Research Award
- G. The Awards Chair coordinates with the NADE Executive Board, Accreditation Commission, and all other awarding groups prior to formatting and purchasing plaques for all award winners except the *JDE* Article Award winner.
- H. The Managing Editor of the *Journal of Developmental Education* coordinates selection of the Outstanding *JDE* Article Award winner, is responsible for the plaque for this award, and presents the award at NADE's annual conference.
- I. The review committees, with the approval of the Executive Board, determine the recipients of the
1. Vashti Muse Award for Outstanding Alumnus of a Developmental Education Program
 2. Henry Young Award for Outstanding Individual Contribution to NADE
 3. Gladys R. Shaw Award for Outstanding Service to Developmental Education Students
 4. NADE Award to an Administrator or Public Servant for Outstanding Support to Developmental Education
 5. Curtis Miles Award to an Outstanding Established Chapter
 6. NADE Award to an Outstanding New Chapter
 7. John Champaign Memorial Award for Outstanding Developmental Education Program
 8. Martha Maxwell Developmental Education Student Scholarship
- J. General descriptions (Appendix V), specific details related to all NADE awards (Appendices Y1-17), and general application procedures (Appendix W) can be found on the NADE website.
- K. A description of award considerations is listed in Appendix X and on the NADE website.
- L. Information about award recipients will be published in the conference program book or in a separate publication. Photographs and background information will be included, as well as a few sentences of information about the recipient or a short quotation from a letter of reference. Information about the award itself and its namesake will be included.
- M. At the awards ceremony, which is conducted in a highly visible conference venue, a short statement concerning each award and its namesake should be read as the award is presented.

The person announcing the award should also share a few sentences of information about the recipient or a short quotation from a letter of reference.

N. Award recipients may be asked to share a few comments upon receiving the award. The Conference Chairs make this decision based on the amount of time allowed for the awards ceremony. Exceptions: Recipients of the Outstanding Alumnus Award and the Martha Maxwell Scholarship are given three to five minutes to speak.

O. The award timeline is as follows:

February/March	“Call to Nominate” brochure and awards criteria are distributed at the annual conference.
	Awards Chair submits “Call to Nominate” brochure and awards criteria to the <i>NADE Newsletter</i> editor to print in the spring and summer newsletters.
May 1	Awards Chair sends an email to the board that is forwarded to all chapter presidents concerning NADE awards.
June 1	Awards Chair sends reminder note to the board that is forwarded to all chapter presidents concerning deadlines for awards.
June 30	Awards Chair secures three reviewers for each Award. See “Procedures” above.
November 1	Award application packets must be received by the Awards Chair.
November 5	Awards Chair emails application packets to reviewers.
November 20	Reviewers return rating sheets to Awards Chair.
November 30	Awards Committee reviews rating sheets, notifies the review committees of the outcome of the ratings, and, with their approval, determines the most qualified recipients.
December 5	Awards Chair notifies NADE President (who, in turn, consults with the Executive Board) of the recommended recipients for all awards.

In case of a tie, names of the candidates will be forwarded to the Executive Board for a decision.

If the Awards Committee and/or review committees believe that nominees do not meet minimum standards, the Awards Chair must make a written recommendation to the NADE Executive Board not to give an award. The NADE Executive Board will make the final decision.

If the Board has concerns about the intended recipients, the

President will notify the Awards Chair, and appropriate actions will be taken, e.g., choosing another recipient or not granting the award that year. Refusal to grant an award must be accompanied by a letter from the NADE President to the Awards Chair stating specific reasons.

- December 10 After approval by NADE President and Executive Board, the Awards Chair sends recipients a letter of commendation and requests photograph due by January 10 for use in publicity material. They are informed of the dates of the annual conference and an approximate day and event of the awards presentation.
- January 10 Awards Committee sends information and photographs of recipients to Conference Chairs and the Committee Coordinator.
- The Managing Editor of the *Journal of Developmental Education (JDE)* sends information and photograph of *JDE* Outstanding Article recipient to Awards Chair.
- January-February The Awards Chair orders plaques and certificates that will be awarded to recipients of awards, grants, and scholarships except the plaque for the *Journal of Developmental Education* Award. *JDE* provides this plaque.
- The NADE Treasurer writes checks for award winners and delivers them to the Awards Chair to be presented along with plaques at the conference.
- Awards Chair informs the Conference Registrar of all awards, grants, and scholarship recipients so that a special “Award Recipient” ribbon for the name tag can be placed in the registrant’s packet.
- Conference Chairs integrate awards information into the conference program book or a separate publication given to all conference attendees.
- The Awards Chair sends names of award winners and one up-line administrator at the award winners’ institutions to the NADE President who will send recognition letters.
- The NADE Conference Manager receives confirmation of conference attendance by the Martha Maxwell and the Vashti Muse Alumnus award winners, adds their names to the Master rooming list, and makes the appropriate hotel reservations.

Appendix A: Chapter Development Guidelines

FINANCIAL STABILITY

- ❑ Chapter dues are collected on an annual basis.
- ❑ Written policies and procedures govern the expenditure of funds.
- ❑ Checks and balances are in place to ensure proper use of funds.
- ❑ Chapter income regularly exceeds chapter expenses.
- ❑ Chapter financial accounts are maintained according to commonly accepted principles of accounting.
- ❑ Funds not budgeted for immediate dispersal are held in an interest-bearing account.
- ❑ A report of chapter income and expenses is presented annually to the chapter executive board and to chapter members.
- ❑ An orderly procedure exists for transfer of financial records and funds from one executive board to another.
- ❑ The chapter has established federal non-profit tax status.
- ❑ Chapter treasuries should have two signatories on all accounts.

POLICIES AND PROCEDURES

- ❑ Chapter bylaws that incorporate the chapter constitution or a constitution with an accompanying set of bylaws exists for governing chapter operation.
- ❑ Committee chairs present annual reports of their activities.
- ❑ A written procedure exists for holding elections for chapter leaders.
- ❑ Written goals and objectives for the chapter are developed by the chapter executive board in consultation with chapter members.
- ❑ Chapter funds are allocated on the basis of those written goals and objectives.
- ❑ Written policy guidelines exist for most chapter operations.
- ❑ Written job descriptions exist for chapter officers and committee chairs.

CHAPTER ACTIVITIES

- ❑ An annual conference is held for the chapter members.
- ❑ Chapter officers and members conduct a meeting at the annual NADE conference.
- ❑ A newsletter is distributed to chapter members on a regular basis.
- ❑ The chapter maintains a website with current information.
- ❑ All committees are currently operational (e.g., chairs have been appointed and members are carrying out committee assignments).
- ❑ The executive board communicates with members through regular letters, e-mail, memorandums, newsletters, its website, and/or announcements.
- ❑ The chapter maintains appropriate liaison with other state and regional agencies, organizations, and institutions concerned with developmental education.
- ❑ The chapter has established channels of communication with appropriate state and regional legislative bodies.
- ❑ Chapter officers and committee chairs meet on a regular basis.
- ❑ Most of the chapter members are familiar with the chapter executive board members and the offices they hold.

NADE AFFILIATION

- ❑ A copy of the chapter newsletter is sent to the members of the NADE Executive Board and the editor of the *NADE Newsletter*.
- ❑ All elected officers are members of NADE.
- ❑ A minimum of 30 percent members of the local chapter are also members of NADE.
- ❑ At least half of the chapter executive board members (or their designees) attend the annual NADE conference.
- ❑ The chapter executive board communicates regularly with the Vice-President of NADE.
- ❑ Two reports of chapter activities are provided annually to the NADE Executive Board.
- ❑ News releases concerning upcoming chapter conferences and activities are sent to the editor of the *NADE Newsletter* for possible inclusion in upcoming issues.
- ❑ Chapter officers participate in leadership activities at the annual NADE conference.

Appendix B: NADE Committees, Councils, and Cabinets

ACCREDITATION COMMISSION: Promotes student success and professional growth of developmental educators by setting standards of best practice, emphasizing the use of theory to inform practice, and supporting effective evaluation and quality research in developmental education and learning assistance programs.

ADJUNCT FACULTY: Encourages adjunct faculty participation and development and establishes professional growth activities.

AWARDS: Coordinates promotion of NADE awards, selects reviewers for awards program, promotes nominations for the various awards, and assists with award ceremony.

CULTURAL DIVERSITY: Ensures that cultural diversity is recognized and celebrated in all NADE activities.

EMERITUS CABINET: The Emeritus Cabinet is composed of all past Association officers who remain members in good standing. The Emeritus Cabinet serves in an advisory capacity to the Executive Board on matters for which the Executive Board seeks its counsel.

ELECTIONS: Provides information and promotes nomination of officer candidates, coordinates process for selection of candidate slates, and supervises the election process.

INTERNATIONAL: Promotes and increases communication between NADE members and international partners through on-going networking efforts and at the annual conference, where the committee hosts international attendees and sponsors dedicated sessions and events

MARKETING: Works with the Board and other NADE groups to coordinate the dissemination and promotion of information, press releases, policy statements, and products.

NADE CONFERENCE: Works with the NADE Conference Manager to bring together volunteers to plan and produce a professional, profitable annual NADE conference.

NADE DIGEST: NADE Digest is published 3 times a year.

NADE NEWSLETTER: Assists with writing, editing, and other production aspects of the NADE Newsletter.

PROFESSIONAL DEVELOPMENT: The Professional Development Committee (A) Coordinates a professional development website and links to the NADE website. (B) Maintains a membership of 5+ members. (C) Identifies lead professors in graduate programs in the field, receives approved annotated bibliographies from same, and facilitates posting. (D) Investigates and invites experts from various areas to participate in website postings and updates. (E) Assigns topics and areas to committee members and facilitates postings. (F) Coordinates annual awards to support continuing education by individual NADE members. (G) Recommends activities to support professional development of members, and coordinates professional development workshops for the members.

PROFESSIONAL JOB OPPORTUNITIES: Coordinates information concerning job opportunities to the NADE membership and provides information at the annual conference.

RESEARCH: Coordinates research concerning NADE activities (e.g., membership, conferences), coordinates annual research awards for individual NADE members, and recommends and coordinates research studies concerning developmental education. This committee is responsible for creating the overall conference evaluation form, collecting information from that form, and disseminating that information to the NADE Board and to conference teams.

Appendix C: Description of Networks

ADJUNCT FACULTY: This Network recognizes that adjuncts are important professionals in Developmental Education. The Adjunct Faculty Network provides a forum for adjunct instructors to share ideas and concerns, network with others in their field, and share best practices both in the classroom and in the workplace.

ADMINISTRATION: The purpose of the Administration Network is to provide opportunities through conference meetings, networking, and correspondence for members to meet and interact with other professionals interested in issues that impact administrators and the programs they lead. This Network group allows professionals to network at the NADE conference and through correspondence to address the issues facing colleagues. The Network group offers a professional avenue for growth by increasing interaction among the Network group members.

ADVISING & COUNSELING: A group of individuals who collaborate on current issues involving advising and counseling. Specifically, we discuss the Core Values of counseling and current trends in the field. Moreover, we collaborate on the six ethical core values that all advisors should adhere to: 1) Advisors are responsible to the individuals they advise; 2) Advisors are responsible for involving others, when appropriate, in the advising process; 3) Advisors are responsible to their institutions; 4) Advisors are responsible to higher education; 5) Advisors are responsible to their educational community; 6) Advisors are responsible to their professional practices and for themselves personally. In addition, we review topics that address when is it appropriate to serve as advisor and/or to serve as a counselor. Counselors are licensed personnel and advisors are not.

BRAIN-COMPATIBLE TEACHING & LEARNING: This Network focuses on teaching practices based on brain research. Its goals are to help educators understand (1) how the brain learns, (2) how to translate educational neuroscience knowledge into brain-compatible curricula and instructional strategies in their classrooms, and (3) how to use this knowledge to engage and empower students, regardless of learning differences, gender, age, and culture, to become successful learners.

ENGLISH/WRITING/ESL: This group is committed to the success of NADE's academic community. Our Network affords opportunities for developmental educators to grow professionally as educators and administrators. We provide valuable avenues for networking and skill acquisitions that can be incorporated into the best practices that are readily employed at the various member colleges and universities to assist in promoting student success. When we think of the English, Writing, and ESL Network, we often think of excellence and achievement; accordingly, we look to grow our network to ensure further opportunities for our members to achieve excellence.

MATHEMATICS: This group discusses issues pertaining to Developmental Math students, teaching and research. Members are teachers, administrators and those interested in the field.

ONLINE EDUCATORS: Our purpose is to compare various delivery methods, share steps for creating cohesive community and discuss other areas affecting the online delivery of foundations-level curriculum. Our website is located at http://groups.yahoo.com/group/NADE_Online_Educators_SPIN/

TUTORING & PEER ASSISTED LEARNING: Provides support for colleagues directly involved in

student success programs where student leaders, tutors or peer mentors are used. Subscribers receive at least two online newsletters per year containing announcements of relevant upcoming workshops/symposiums/conferences, reviews of presentations or books, an exchange of effective mentoring methods, and discussion of current issues surrounding this type of academic assistance.

READING: The NADE Reading Network is a community of learners, researchers, and practitioners who share ideas about teaching developmental reading at the college level. Toward this goal, the members are encouraged to share teaching ideas, research, syllabi, course outlines, and resources to help meet the challenges of preparing developmental readers for the rigors of reading in the 21st century. Additionally, the NADE Reading Network provides a forum where research and practice related to content area reading can be presented and discussed for the purpose of promoting reading comprehension in all disciplines.

WORKFORCE DEVELOPMENT: The goal of the Workforce Development Network is to share information, ask and answer questions, brainstorm ideas as they relate to grants, programs, courses, the needs of present and/or prospective student populations, etc. Workforce development is a very broad, dynamic topic. This Network is committed to “looking at” any area that its members feel is a viable subject.

Appendix D: Services Provided to Reciprocal Organizations

Name of Organization		A	B	C	D	E	F	G	H	I	J	K	L
American Mathematical Association of Two-Year Colleges	AMATYC					*	*	*					
Association for the Tutoring Profession	ATP	*	*	*	*	*	*	*		*	*	*	*
Association of Colleges for Tutoring and Learning Assistance	ACTLA	*	*	*	*	*	*	*		*	*	*	*
Council for the Advancement of Standards	CAS		*						*		*		
Council for Learning Assistance and Developmental Education Associations	CLADEA		*			*					*		*
College Reading and Learning Association	CRLA	*	*	*	*	*	*	*		*	*	*	*
Forum for Access and Continuing Education	FACE	*	*	*	*	*	*	*	*	*	*		*
National Academic Advising Association	NACADA		*		*	*	*	*		*	*	*	*
National College Learning Center Association	NCLCA	*	*	*	*	*	*	*		*	*	*	*
National Center for Developmental Education	NCDE	*	*	*	*	*	*	*		*	*	*	*
National Institute for Staff and Organizational Development	NISOD	*	*	*	*	*	*	*		*	*		*

Key to matrix:

- A. Exchange mailing lists and labels
- B. May provide financial support for NADE representative to attend conference or meeting of reciprocating organization
- C. Minimum of one-half page space in newsletter once a year
- D. Minimum of one-half page space in annual conference program
- E. Provide one basic fee waiver for an officer of reciprocating organization
- F. Provide a guaranteed concurrent session at NADE’s annual conference
- G. Provide one complimentary exhibit hall booth
- H. Schedule a meeting for NADE officer or Executive Board and reciprocating organization’s Board and NADE officer
- I. Print articles from reciprocating organization in respective publications
- J. Establish website link with reciprocating organization
- K. Transmit electronic announcements up to twice per year
- L. Recognize official representatives at a major conference function

Appendix E: Council of Learning Assistance and Developmental Education Associations (CLADEA)

Nomination and Election Process for CLADEA Fellows

- Nominations to CLADEA Fellows may be submitted to the Council Chairperson at any time. Nominations are accepted from current Fellows; no more than one nomination will be accepted from each CLADEA member organization, currently the Association for the Tutoring Profession (ATP), College Reading and Learning Association (CRLA), National Association for Developmental Education (NADE), National Center for Developmental Education (NCDE), and the National College Learning Center Association (NCLCA). Nomination packets will be gathered until February 15 of each even-numbered year and should be submitted electronically. Nomination packets received after the deadline will be held for the next election period.
- By **March 15**, of each even-numbered year, the Council Chairperson will send to the electing Fellows appropriate copies of instructions, packets currently on file, and ballots. The Council Chairperson will also notify nominators of current packets that the packet is included in the current election process.
- By **April 15**, of each even-numbered year, electing Fellows will return their completed election ballots to the Council Chairperson.
- By **May 15**, of each even-numbered year, the Council Chairperson will notify nominators of the status of their nominees. Nominators will notify nominees of their status. The Council Chairperson will follow this notification with a letter on CLADEA stationery to each nominee conveying congratulations for nomination and/or election.
- By **June 15**, the Council Chairperson will notify CLADEA member organizations of the names of all new electees and work with the hosting organization to plan the induction of new Fellows.
- New electees will be installed at the next designated organizational conference. Installations will rotate between NADE and ATP in Spring, and between CRLA and NCLCA in Fall.

Demonstration of Qualifications and Requirements for Election to CLADEA Fellows

Please refer to the CLADEA website for information about the qualifications and requirements for election to CLADEA.

Appendix F: Recommended Items for NADE Newsletter

A. Suggested Items to appear in each issue:

- Article from NADE President
- Short summary of Executive Board meetings and all action items by NADE Secretary
- Short articles and book reviews submitted by NADE members
- Announcements and calendar of events
- Reports from NADE committees, task forces, and Network groups by their chairs (these would be included on a space available basis)
- Letter from the NADE President-Elect (this would be included on a space available basis)
- Letter from the NADE Vice-President
- Photographs of NADE members in action with captions identifying them (e.g., conference activities)
- Annual guest columns from other associations with whom NADE has reciprocal agreements
- *Newsletter* editorial information (e.g., when published, length of submitted articles, editorial freedom, submission requirements, deadlines, where to send submissions; this would be included on a space available basis)
- Membership application and application for Networks (included at least once each year, more often on a space-available basis)
- Order form to purchase NADE materials
- Conference announcements by NADE chapters
- Complete contact information for NADE Executive Board members

B. Suggested Items to appear in late spring edition in addition to standard items (goal to distribute by June 15):

- Call for Nominations for NADE awards (four pages) by Awards Committee
- Call for Nominations for NADE Executive Board positions
- Short post-conference summary by national conference committee chairs (e.g., conference statistics, highlights)
- Photograph of new Executive Board
- Short summary of NADE Annual Report with information on how to obtain a complete copy of the report by Immediate Past President
- Article listing all NADE award, grant, and scholarship winners along with photographs by Awards Committee Chair
- Free advertisement to promote CRLA and NCLCA annual fall conferences, FACE conferences, and the NCDE fall Research Conference (every four years)-.
- Pre-conference information by national conference committee chairs (e.g., keynote speaker, registration fees, hotel contact information, and local sights).
- Short article on services provided to the chapters and individuals through NADE dues, including pie charts of income and expense categories (these items to be developed by NADE Treasurer)

C. Suggested items to appear in winter edition in addition to standard items (goal to distribute by February 15, except when the conference is in February, in which case the goal is to publish one month prior to the conference)

- Summary of pre-conference information by national conference committee chairs (e.g., photo of keynote speakers, registration information, hotel information, local sights, sample of concurrent

presentation titles); application form to volunteer for NADE national committees and task forces (this material to be included on a space-available basis)

- Information from reciprocating organizations that have spring conferences, such as ATP

Appendix G: Awards, Grants, and Scholarships

Name of Award	Description
NADE Award to an Administrator or Public Servant for Outstanding Support to Developmental Education	Recognizes the special supporting role of individuals other than Developmental Education professionals to the field of Developmental Education.
NADE Adjunct Instructor Conference Fee Waiver	Supports attendance of adjunct personnel at NADE annual conference
Anne Ferguson Award for Professional Development	Enables a NADE member to pursue professional development. Recognizes a NADE member who has excelled in professional development (e.g., instructional design, research/evaluation, individual/departmental/institutional growth).
Cengage Adjunct Faculty Advocate Grant	Assists in defraying expenses to the NADE conference (sponsored by Cengage).
Curtis Miles Award to an Outstanding Established Chapter	Recognizes excellence in state and regional chapters that have been in existence for at least six years.
Henry Young Award for Outstanding Individual Contribution to NADE	Recognizes long-term contribution of service to NADE.
Hunter R. Boylan Outstanding Research/Publication Award	Honors significant scholarly contributions to the field of Developmental Education.
<i>Journal of Developmental Education Outstanding Article Award</i>	Recognizes the outstanding article published in the Journal of Developmental Education since the previous conference. (Awarded by JDE)
John Champaign Memorial Award for Outstanding Developmental Education Program	Recognizes excellence in a Developmental Education program or one of its components.
Kellogg Institute NADE Scholarship	Enables a member to attend the Kellogg Institute for intensive work on current topics and state-of-the-art strategies for Developmental Education and Learning Assistance.
Martha Maxwell Developmental Education Student Scholarship	Supports graduates of Developmental Education programs as they continue their college degree aspirations.
Maxine Elmont Award for Outstanding Alumnus of a Career Associate Program	Recognizes an alumnus of a career program who has distinguished himself/herself in an educational career and other areas of life.
Vashti Muse Award for Outstanding Alumnus of a Developmental Education Program	Recognizes graduates of a Developmental Education program who have distinguished themselves in their continued studies and in their careers.

NADE Award to an Outstanding New Chapter	Recognizes excellence in state and regional chapters that have been in existence for fewer than six years.
NADE Outstanding Proposed Research Award	Supports future non-thesis or dissertation research or research in progress by a NADE member.
NADE Outstanding Research Conducted by a Developmental Education Practitioner Award	Honors recently completed non-thesis/dissertation research by a NADE member.
Gladys R. Shaw Award for Outstanding Service to Developmental Education Students	Recognizes long-term service to Developmental Education students by a NADE member.
Susan E. Hashway Outstanding Thesis/Dissertation Award	Honors recently completed thesis or dissertation research by a NADE member.
William G. White, Jr. Graduate Study Scholarship	Promotes graduate study in Developmental Education for the purpose of advancing research and/or practice in the field.

Appendix H: General Application Procedures for NADE Awards

1. The application packet from the nominated person(s) or group must be submitted by the appropriate deadline:

Submit to Awards Committee Chair

Adjunct Scholarship

Administrator or Public Servant for Outstanding Support to Developmental Education

Anne Ferguson Award for Professional Development

Curtis Miles Award to an Outstanding Established Chapter

Henry Young Award for Outstanding Individual Contribution to NADE

Hunter R. Boylan Outstanding Research/Publication Award

Journal of Developmental Education Outstanding Article Award

John Champaign Memorial Award for Outstanding Developmental Education Program

Kellogg Institute-NADE Scholarship

Martha Maxwell Developmental Education Student Scholarship

Vashti Muse Award for Outstanding Alumnus of a Developmental Education Program

Outstanding New Chapter

Outstanding Proposed Research

Outstanding Research Conducted by a Developmental-Education Practitioner

Gladys R. Shaw Award for Outstanding Service to Developmental Education Students

Susan E. Hashway Outstanding Thesis/Dissertation Award

William G. White, Jr. Graduate Study Scholarship

2. All application packets, regardless of the award, grant, or scholarship, are to be submitted to the address of the Awards Committee Chair, which can be found on the “Awards” page of the NADE website.
3. Each application packet should include a cover page (available in conference packets or on the website) with the following information:
 - a. name of the NADE award, grant, or scholarship
 - b. nominator’s information
 - name and address
 - work phone
 - FAX number
 - email address
 - c. nominee information
 - name, chapter, or program
 - job position
 - institution name
 - department name
 - address
 - work phone
 - FAX number
 - email address

5. To be considered, a nominee must be a member of NADE except for the following awards:

- a. Hunter R. Boylan Outstanding Research/Publication Award
- b. Outstanding Alumnus of a Developmental Education Program
- c. NADE Award to an Administrator or Public Servant for Outstanding Support to Developmental Education
- d. Martha Maxwell Developmental Education Student Scholarship

Appendix I: Considerations for NADE Awards

Name of Award	What is Awarded	Other Considerations
Adjunct Scholarship	<ul style="list-style-type: none"> ➤ Basic NADE conference fee waiver ➤ Up to five of these scholarships may be available 	<ul style="list-style-type: none"> ➤ Reserved seating for awards presentation
Administrator or Public Servant for Outstanding Support to Developmental Education	<ul style="list-style-type: none"> ➤ Plaque 	<ul style="list-style-type: none"> ➤ Reserved seating for awards presentation
Anne Ferguson Award for Professional Development	<ul style="list-style-type: none"> ➤ Plaque ➤ \$500 stipend 	<ul style="list-style-type: none"> ➤ Reserved seating for awards presentation
Curtis Miles Award to an Outstanding Established Chapter	<ul style="list-style-type: none"> ➤ Plaque ➤ \$500 stipend ➤ Invitation to present at next annual conference 	<ul style="list-style-type: none"> ➤ Reserved seating for awards presentation for two chapter representatives
Henry Young Award for Outstanding Individual Contribution to NADE	<ul style="list-style-type: none"> ➤ Plaque ➤ \$500 stipend 	<ul style="list-style-type: none"> ➤ Reserved seating for awards presentation
Hunter R. Boylan Outstanding Research/Publication Award	<ul style="list-style-type: none"> ➤ Plaque for all individuals listed on the research or publication ➤ \$500 stipend, shared ➤ Invitation to present at next annual conference 	<ul style="list-style-type: none"> ➤ Reserved seating for awards presentation
John Champaign Memorial Award for Outstanding Developmental Education Program	<ul style="list-style-type: none"> ➤ Plaque ➤ \$500 stipend ➤ Invitation to present at next annual conference 	<ul style="list-style-type: none"> ➤ Reserved seating for awards presentation for two representatives of awarded program
Kellogg Institute-NADE Scholarship	<ul style="list-style-type: none"> ➤ \$500 Institute tuition waiver ➤ \$500 NADE stipend paid at conference 	<ul style="list-style-type: none"> ➤ Reserved seating for awards presentation
Martha Maxwell Developmental Education Student Scholarship	<ul style="list-style-type: none"> ➤ Plaque ➤ \$1000 stipend ➤ Fee waiver to attend conference 	<ul style="list-style-type: none"> ➤ Reserved seating for awards presentation ➤ One night's accommodation at annual conference to receive award ➤ 3-5 minutes for remarks at annual conference awards presentation

Vashti Muse Award for Outstanding Alumnus of a Developmental Education Program	<ul style="list-style-type: none"> ➤ Plaque ➤ Fee waiver to attend conference ➤ \$500 Stipend 	<ul style="list-style-type: none"> ➤ Reserved seating for awards presentation ➤ One night's accommodations at annual conference to receive award ➤ 3-5 minutes for remarks at annual conference awards presentation
Outstanding New Chapter	<ul style="list-style-type: none"> ➤ Plaque ➤ \$500 stipend ➤ Invitation to present at next annual conference 	<ul style="list-style-type: none"> ➤ Reserved seating at awards presentation for two chapter representatives
Outstanding Proposed Research	<ul style="list-style-type: none"> ➤ Plaque for up to 3 individuals listed on research proposal ➤ \$500 stipend, shared ➤ Invitation to present at annual conference when research has been completed 	<ul style="list-style-type: none"> ➤ Reserved seating for awards presentation
Outstanding Research Conducted by a Developmental Education Practitioner	<ul style="list-style-type: none"> ➤ Plaque for up to 3 individuals involved in research project ➤ \$500 stipend, shared ➤ Invitation to present at next annual conference 	<ul style="list-style-type: none"> ➤ Reserved seating for awards presentation
Gladys R. Shaw Award for Outstanding Service to Developmental Education Students	<ul style="list-style-type: none"> ➤ Plaque ➤ \$500 stipend ➤ Invitation to present at next annual conference 	<ul style="list-style-type: none"> ➤ Reserved seating for awards presentation
Susan E. Hashway Outstanding Thesis/Dissertation Award	<ul style="list-style-type: none"> ➤ Plaque ➤ \$500 stipend, shared ➤ Invitation to present at next annual conference 	<ul style="list-style-type: none"> ➤ Reserved seating for awards presentation
William G. White, Jr. Graduate Study Scholarship	<ul style="list-style-type: none"> ➤ \$1,000 stipend ➤ Invitation to present at annual conference upon completion of program 	<ul style="list-style-type: none"> ➤ Reserved seating for awards presentation