

MINNESOTA ASSOCIATION OF DEVELOPMENTAL EDUCATION BYLAWS

ARTICLE 1 DUES

The annual dues of members shall be reviewed each year and set by the Executive Committee. The fiscal year shall be from January 1 to December 31.

ARTICLE 2 MEMBERSHIP APPLICATION

Individuals interested in membership shall file an application with the Membership Chair. Upon receipt of the membership fee, the applicant will be a member in good standing.

ARTICLE 3 EXECUTIVE COMMITTEE

In addition to the elected officers, the Executive Committee shall consist of representatives of the standing committees and the immediate past president(s).

ARTICLE 4 ELECTED OFFICIALS

A. Duties and Powers

1. President(s): Shall call and preside at all meetings of the Executive Committee, prepare the agenda for these meetings, shall represent or assign a designee as a spokesperson in public arenas, serve as liaison with other organizations having similar interests, serve as MNADE's official representative to NADE, serve as ex-officio member of all standing committees, and appoint, with the approval of the Executive Committee, the members of all permanent and ad-hoc committees.
2. President Elect(s): Shall serve as chairperson of the Conference Planning Committee, assume the chair of the Executive Committee in the absence of the President(s), and serve as MNADE president for the following year.
3. Secretary: Shall record the minutes of all Executive Committee meetings, submit copies of the minutes for the approval of the Executive Committee, maintain the archives of the association, maintain the master mailing lists, and carry on all general correspondence as needed.
4. Treasurer: Shall monitor the association budget, provide a minimum of quarterly reports on income and expenditures to the Executive Committee, maintain all financial records, issue all checks and purchase orders (with-authorization by the Executive Committee), prepare an annual Financial Statement for the membership and conduct all other necessary financial activities of the organization. The Treasurer shall be bonded.

B. Election and Term of Office

1. Procedure: Officers shall be elected by a simple majority vote of the membership in an online ballot or through a majority vote at the annual business meeting.
2. Term: Each newly elected officer shall take office at the annual conference and shall serve for one year. The President(s)-elect shall succeed into the presidency upon completion of one year. If co-presidents are elected, they will serve for two consecutive years.

C. Nomination of Officers.

1. The Nominating Committee shall issue a call for nominations to all members no later than April 1. A slate of candidates will be presented for a vote at the annual business meeting.
2. Any voting member of the Association may submit a petition to the Nominating Committee to place his or her name in the nomination.

D. Restrictions on Officers.

1. The President may not normally serve as an elected officer during the next fiscal year following his or her term as President.
2. All elected officers must be qualified members of the organization.

E. Conflict of Interest

No member of the Executive Committee shall participate in any discussion or vote on any matter in which the member or a member of his or her immediate family has a potential conflict of interest.

ARTICLE 5 STANDING APPOINTMENTS

Constituency, Powers and Duties

1. Nominating Committee: The committee shall consist of the immediate past President(s), President(s), one at-large members chosen by the President(s) and ~~two~~ one at-large members chosen by the other Executive Committee members. The chair of the committee shall be appointed by the President(s). This committee shall serve as the collection and certification of the election body for all balloting.

2. Membership Chair: The membership chair shall be appointed by members of the Executive Committee. This person shall handle all correspondence regarding membership status and applications, report to the Executive Committee the status of membership, keep the list-serv up-to-date and will submit a minimum of quarterly membership reports to the Executive Committee.
3. Communication Committee: The committee shall consist of members appointed by the Executive Committee. The chair of the committee shall be appointed by the President(s) and report regularly. The Communication Committee shall devise a systematic plan for recruitment of members, plan regular communications and interactions for members, keep the MNADE website up-to-date, and produce the bi-annual newsletter.
4. Program Committee: This committee shall be appointed by and chaired by the president(s)- elect. The committee shall be responsible for planning the annual fall conference and annual spring regional meetings, and overseeing the Mini-Grant applications.
5. Political Liaison: This member will be appointed by the Executive Committee. The Political Liaison shall follow developmental education matters in the state and national legislatures and recommend courses of action for MNADE and its members.
6. College Reading and Learning Association (CRLA) Liaison: This member will be appointed by CRLA and shall attend Executive Committee meetings.

ARTICLE 6 BUDGET

The treasurer shall submit a minimum of quarterly reports to the Executive Committee and prepare an annual report to submit to the Executive Committee and membership for approval at the annual meeting.

ARTICLE 7 QUORUM

A quorum for voting at a regular or special membership meeting, or for online voting, shall be at least ten percent (10%) of the membership of MNADE at the time of the vote.