

CoADE: Colorado Association for Developmental Education

BY-LAWS

ARTICLE I – RULES OF ORDER

Robert's Rules of Order, Revised shall guide the Association in all areas not in these by-laws.

ARTICLE II – DUES

The annual dues shall be reviewed each year and may be changed by the Executive Board with approval of the membership present at the annual business meeting. The fiscal year shall be from one annual conference to the next. Annual dues are as follows:

- \$15.00 – Full-time professional member
- \$10.00 – Adjunct professional member
- \$7.00 – Student member
- \$150.00 – Institutional Membership for 10+ members
- \$75.00 – Institutional Membership for 7 – 9 members

ARTICLE III – DUTIES OF OFFICERS

President runs the organization by presiding at board meetings, business meetings, and the annual conference, and conducts additional duties at the discretion of the Executive Board.

President-Elect acts as presiding officer in absence of President and Vice-President; coordinates process of amending the constitution and by-laws; supervises/assists the activities of the Election Committee; coordinates CoADE Spring Conference; prepares to assume the office of President the following year; and conducts additional duties at the discretion of the President and the Executive Board.

Vice-President acts as presiding officer in absence of President; organizes, plans, coordinates, and supervises the annual conference; prepares annual report after conference; conducts liaison activities as necessary; acts as general advisor to the President, and conducts additional duties at the discretion of the President and the Executive Board.

Secretary records the proceedings of all general meetings and special meetings of the membership and executive Board; conducts correspondence on behalf of the executive Board; and conducts additional duties at the discretion of the President and the Executive Board.

Treasurer keeps an accurate account of all financial transactions; prepares regular financial reports; coordinates/supervises Membership Committee; is responsible for mailings, and conducts additional duties at the discretion of the President and the Executive Board.

Publisher/Editor solicits and collects articles, features, and other materials appropriate for the **CoADE CHRONICLE**; edits and publishes the **CoADE CHRONICLE** working with the webmaster to e-mail it to the membership.

Immediate Past President acts as a non-voting member in an advisory capacity.

The Executive Board may appoint committee chairs to help with any of the functions listed above.

ARTICLE IV – TERMS OF OFFICE

Each newly elected officer shall take office at the annual meeting and shall serve the following terms:

- President 1 year
- President-Elect 1 year
- Vice-President 1 year
- Secretary 2 years
- Treasurer 2 years

ARTICLE V – EXECUTIVE BOARD

The Executive Board is made up of the officers listed in Article III and committee chairs as is deemed necessary by the officers. Responsibilities are to uphold the duties listed in Article IV, and to represent CoADE and NADE in a positive and productive manner.

ARTICLE VI – COMMITTEES

1. Nominating or Elections Committee
2. Conference Committee
3. Awards Committee
4. Membership Committee
5. Publications Committee
6. Newsletter Committee
7. Other Committees, as deemed necessary by the Executive Board

ARTICLE VII – ELECTION PROCEDURES

1. Members make nominations for offices.
2. Officers shall be elected by a simple majority vote of the membership at the annual fall conference.

ARTICLE VIII – ANNUAL CONFERENCE

1. An annual conference shall be held during the fall of each year. Dates and location shall be appropriate for maximum attendance.
2. A meeting of the membership shall be held at the annual fall conference, with a quorum consisting of those members who are present.

ARTICLE IX – AMENDMENTS

Amendments to the by-laws may be made at any annual conference by a majority vote of the membership present, provided such proposed amendments have been prepared in written or electronic form and distributed to the membership prior to the scheduled meeting.

ARTICLE X – EXPENDITURE OF FUNDS

Funds of the organization will be kept in a checking account. Majority vote of the Executive Board shall approve all expenditures. All expenditures require receipts and must be submitted to and retained by the Treasurer.

Ratified on October 16, 2004