<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A: NADE Governance</td>
<td></td>
</tr>
<tr>
<td>A-1 Policies of Governance</td>
<td>1</td>
</tr>
<tr>
<td>A-2 Procedures of Governance</td>
<td>2</td>
</tr>
<tr>
<td>2.1 Executive Board Responsibilities</td>
<td>2</td>
</tr>
<tr>
<td>2.2 Position Descriptions</td>
<td>2</td>
</tr>
<tr>
<td>2.3 Elections and Bylaws Amendments</td>
<td>5</td>
</tr>
<tr>
<td>2.4 Vacancy or Removal from Office</td>
<td>7</td>
</tr>
<tr>
<td>2.5 Attendance at Executive Board Meetings</td>
<td>7</td>
</tr>
<tr>
<td>2.6 Contracted Services</td>
<td>7</td>
</tr>
<tr>
<td>2.7 NADE Archives</td>
<td>8</td>
</tr>
<tr>
<td>A-3 Policies of Fiscal Governance</td>
<td>8</td>
</tr>
<tr>
<td>3.1 General Financial Matters</td>
<td>9</td>
</tr>
<tr>
<td>3.2 Executive Board</td>
<td>9</td>
</tr>
<tr>
<td>3.3 Chapters</td>
<td>9</td>
</tr>
<tr>
<td>3.4 Committees, Councils, Cabinets, SPINs, and Task Forces</td>
<td>10</td>
</tr>
<tr>
<td>3.5 Awards and Scholarships</td>
<td>10</td>
</tr>
<tr>
<td>3.6 Membership and Database Management</td>
<td>10</td>
</tr>
<tr>
<td>A-4 Procedures of Fiscal Governance</td>
<td>10</td>
</tr>
<tr>
<td>4.1 General Financial Matters</td>
<td>10</td>
</tr>
<tr>
<td>4.2 Executive Board</td>
<td>12</td>
</tr>
<tr>
<td>4.3 Chapters</td>
<td>12</td>
</tr>
<tr>
<td>4.4 Committees, Councils, Cabinets, SPINs, and Task Forces</td>
<td>13</td>
</tr>
<tr>
<td>4.5 Awards and Scholarships</td>
<td>13</td>
</tr>
<tr>
<td>4.6 Membership and Database Management</td>
<td>13</td>
</tr>
<tr>
<td>A-5 NADE Privacy Statement</td>
<td>13</td>
</tr>
<tr>
<td>5.1 NADE Privacy Policies</td>
<td>14</td>
</tr>
<tr>
<td>5.2 NADE Privacy Procedures</td>
<td>14</td>
</tr>
<tr>
<td>A-6 Conflict of Interest</td>
<td>15</td>
</tr>
<tr>
<td>6.1 Conflict of Interest Policies</td>
<td>15</td>
</tr>
<tr>
<td>6.2 Conflict of Interest Procedures</td>
<td>15</td>
</tr>
<tr>
<td>A-7 Intellectual Property</td>
<td>15</td>
</tr>
<tr>
<td>7.1 Intellectual Property Policies</td>
<td>15</td>
</tr>
<tr>
<td>7.2 Intellectual Property Procedures</td>
<td>15</td>
</tr>
<tr>
<td>A-8 Code of Ethics</td>
<td>16</td>
</tr>
<tr>
<td>8.1 Code of Ethics Policies</td>
<td>16</td>
</tr>
<tr>
<td>8.2 Code of Ethics Procedures</td>
<td>16</td>
</tr>
</tbody>
</table>
A-9 Payment Card Data Security
9.1 Payment Card Data Security Policy
9.2 Payment Card Data Security Procedures

B: NADE Chapters
B-1 Chapter Policies
B-2 Chapter Procedures
  2.1 Chapter Description and Support of NADE
  2.2 Creation of New NADE Chapters
  2.3 Maintaining Good Standing with NADE
  2.4 Financial Support for NADE Chapters in Good Standing
  2.5 Chapter Grants
  2.6 Leadership and Recognition Support for NADE Chapters

C: NADE Committees
C-1 Committee Policies
C-2 Committee Procedures

D: Special Professional Interest Networks (SPINS)
D-1 SPIN Policies
D-2 SPIN Procedures

E: Emeritus Cabinet
E-1 Emeritus Cabinet Policies
E-2 Emeritus Cabinet Procedures

F: Certification Council
F-1 Certification Council Policies
F-2 Certification Council Procedures
F-3 Certification Council Relationship with NADE Executive Board
F-4 Activities at NADE Annual Conference

G: Professional Liaisons
G-1 Professional Liaisons Policies
G-2 Professional Liaisons Procedures
H: Relationship with Council of Learning Assistance and Developmental Education Associations (CLADEA)

H-1 Policies related to Council of Learning Assistance and Developmental Education Associations (CLADEA) 36
H-2 Procedures related to Council of Learning Assistance and Developmental Education Associations (CLADEA) 36

I: Relationship with the Council for the Advancement of Standards in Higher Education (CAS)

I-1 Policies related to the Council for the Advancement of Standards in Higher Education (CAS) 38
I-2 Procedures related to the Council for the Advancement of Standards in Higher Education (CAS) 38

J: Relationship with Journal of Developmental Education (JDE)

J-1 Policies related to the Journal of Developmental Education 39
J-2 Procedures related to the Journal of Developmental Education 39

K: NADE Newsletter

K-1 NADE Newsletter Policies 41
K-2 NADE Newsletter Procedures 41

L: NADE Digest

L-1 NADE Digest Policies 42
L-2 NADE Digest Procedures 42

M: NADE Annual Conference

M-1 Policies related to the NADE Annual Conference 43
M-2 Procedures related to the NADE Annual Conference 43

N: Awards, Grants, and Scholarships

N-1 Policies related to NADE Awards, Grants, and Scholarships 43
N-2 Procedures related to NADE Awards, Grants, and Scholarships 44

O: Appendices (formatted for duplex printing)

Appendix A Roster of Materials for NADE Archives 48
Appendix B Chapter Development Guidelines 50
Appendix C Chapter Activity Report 52
Appendix D Chapter Grant Application 54
<table>
<thead>
<tr>
<th>Appendix</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>Chapter Grant Request for Reimbursement</td>
<td>56</td>
</tr>
<tr>
<td>F</td>
<td>Chapter Grant Outcomes</td>
<td>58</td>
</tr>
<tr>
<td>G</td>
<td>Budget Allocation Application</td>
<td>60</td>
</tr>
<tr>
<td>H</td>
<td>Budget Reimbursement Application</td>
<td>62</td>
</tr>
<tr>
<td>I</td>
<td>NADE Committees, Councils, and Cabinets</td>
<td>64</td>
</tr>
<tr>
<td>J</td>
<td>May 15 Committee Coordinator Report</td>
<td>66</td>
</tr>
<tr>
<td>K</td>
<td>November 15 Committee Coordinator Report</td>
<td>68</td>
</tr>
<tr>
<td>L</td>
<td>May 1 Committee Goals and Activity Report</td>
<td>70</td>
</tr>
<tr>
<td>M</td>
<td>November 1 Committee Goals and Activity Report</td>
<td>72</td>
</tr>
<tr>
<td>N</td>
<td>Description of SPINs</td>
<td>74</td>
</tr>
<tr>
<td>O</td>
<td>May 15 SPIN Coordinator Report</td>
<td>76</td>
</tr>
<tr>
<td>P</td>
<td>November 15 SPIN Coordinator Report</td>
<td>78</td>
</tr>
<tr>
<td>Q</td>
<td>May 1 SPIN Goals and Activity Report</td>
<td>80</td>
</tr>
<tr>
<td>R</td>
<td>November 1 SPIN Goals and Activity Report</td>
<td>82</td>
</tr>
<tr>
<td>S</td>
<td>Services Provided to Reciprocal Organizations</td>
<td>84</td>
</tr>
<tr>
<td>T</td>
<td>Council of Learning Assistance and Developmental Education Associations (CLADEA): Nomination and Election Process for CLADEA Fellows</td>
<td>86</td>
</tr>
<tr>
<td>U</td>
<td>Recommended Items for NADE Newsletter</td>
<td>90</td>
</tr>
<tr>
<td>V</td>
<td>Awards, Grants, and Scholarships</td>
<td>92</td>
</tr>
<tr>
<td>W</td>
<td>General Application Procedures for NADE Awards</td>
<td>94</td>
</tr>
<tr>
<td>X</td>
<td>Considerations for NADE Awards</td>
<td>96</td>
</tr>
<tr>
<td>Y</td>
<td>Description of NADE Awards</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Y-1  Adjunct Scholarship</td>
<td>98</td>
</tr>
<tr>
<td></td>
<td>Y-2  NADE Award to an Administrator or Public Servant For Outstanding Support to Developmental Education</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>Y-3  Anne Ferguson Award for Professional Development</td>
<td>102</td>
</tr>
<tr>
<td></td>
<td>Y-4  Curtis Miles Award to an Outstanding Established Chapter</td>
<td>104</td>
</tr>
<tr>
<td></td>
<td>Y-5  Henry Young Award for Outstanding Individual Contribution to NADE</td>
<td>106</td>
</tr>
<tr>
<td></td>
<td>Y-6  Hunter R. Boylan Outstanding Research/Publication Award</td>
<td>108</td>
</tr>
<tr>
<td></td>
<td>Y-7  John Champaign Memorial Award for Outstanding Developmental Education Program</td>
<td>110</td>
</tr>
<tr>
<td></td>
<td>Y-8  Kellogg Institute—NADE Scholarship</td>
<td>112</td>
</tr>
<tr>
<td></td>
<td>Y-9  Martha Maxwell Developmental Education Student Scholarship</td>
<td>114</td>
</tr>
<tr>
<td></td>
<td>Y-10 Vashti Muse Award to an Outstanding Alumnus of a Developmental Education Program</td>
<td>116</td>
</tr>
<tr>
<td></td>
<td>Y-11 NADE Award to an Outstanding New Chapter</td>
<td>118</td>
</tr>
<tr>
<td></td>
<td>Y-12 NADE Outstanding Proposed Research Award</td>
<td>120</td>
</tr>
<tr>
<td>Y -13</td>
<td>NADE Outstanding Research Conducted by a Developmental Education Practitioner Award</td>
<td></td>
</tr>
<tr>
<td>Y -14</td>
<td>Gladys R. Shaw Award for Outstanding Service to Developmental Education Students</td>
<td></td>
</tr>
<tr>
<td>Y -15</td>
<td>NADE Outstanding Thesis/Dissertation Award</td>
<td></td>
</tr>
<tr>
<td>Y -16</td>
<td>TIDE Institute-NADE Scholarship</td>
<td></td>
</tr>
<tr>
<td>Y -17</td>
<td>William G. White, Jr. Graduate Study Scholarship</td>
<td></td>
</tr>
</tbody>
</table>

Appendix Z  Procedures for Executive Board Presentations at Annual Conference
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 elected officers: President, President-elect, Vice President, Secretary, and Treasurer. The general areas of responsibility of each elected 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 Committee and SPIN Coordinators
   b. Executive Board liaison with NADE Certification Council
   c. Work with the Elections Committee Chair to ensure the integrity of elections
3. Secretary
   a. Executive Board minutes, agendas, official documents, and correspondence
   b. Executive Board liaison with Executive Assistant, Webmaster and Pagemaster, archivist
4. Vice President
   a. Liaison with national conference teams and Conference Manager
   b. Maintain regular communication and acts as primary Board Liaison with state and regional chapters and oversight of chapter grants
   c. Functions as Membership Chair
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

C. Elections
   1. Officers are elected by a plurality of members in good standing who return a ballot prepared for that purpose.
   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; the President-elect serves for one year as President-elect, one year as President.
   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. Meetings may be synchronous or asynchronous.
4. Three members of the Executive Board constitute a quorum of the Executive Board.
5. NADE Executive Board meetings are open to NADE members except when the Executive Board closes the meeting to address personnel issues.
6. Only NADE Executive Board members may vote in the Board meetings.
7. Incoming elected NADE officers may attend Executive Board meetings at the annual conference but may not vote.
8. Special meetings may be called by the President or at the request of any three elected officers.
9. 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. NADE Executive Board members may not accept honoraria. This policy does not apply to small gifts, plaques, or similar items.
3. 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 via synchronous or asynchronous methods. 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 via a variety of media, e.g., mail, email, phone, and fax. 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-approvers 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.
   • In conjunction with the SPIN and Committee Coordinators, notify SPIN and Committee Chairs of their appointments.
   • In collaboration with the President-elect, may provide additional Board contact with specific committees and SPINs 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 liaisons with the NADE Certification Council, Committee and SPIN Coordinators 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 SPIN leaders.
• Work with the Elections Committee Chair 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, LSCH, 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 Database Manager and Webmaster regarding areas of responsibility.
• Act as primary liaison between the Board and the Webmaster.
• Act as primary liaison to the Archives.
• 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.
• Function as Membership Chair.
• Communicate with the Conference Manager regarding NADE Conference business and the Conference Manager’s areas of responsibility.
• In conjunction with the CM, recruit chapters to submit applications to host the annual conference.
• 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 coApprover 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 EA regarding financial transactions.
• Collaborate with the NADE auditor, conference treasurers, NADE EA, 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.
• In collaboration with the Executive Board and the Conference Manager, assist in planning the Leadership Congress.
A. The Elections Committee (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 Committee Coordinator to oversee activities of the Elections Committee and ensure the integrity of all elections.

B. The Elections Committee presents to the membership, in ballot form, the final list of candidates.

C. The NADE nominations and elections timeline is as follows:
   
   **Annual Conference:** Elections Committee Chair recruits nominees through a flyer contained in the annual conference registration bag and active recruiting by Elections Committee.

   **April 1:** Elections Committee Chair arranges for Call for Nominations information to be posted to the NADE website.

   **April 1:** Elections Committee Chair sends an invitation letter to the NADE President-elect and to Committee and SPIN Coordinators who will send the invitation to all chapter leaders, committee chairs, and SPIN 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:** Elections Committee Chair submits Call for Nominations to NADE Newsletter for publication in spring Newsletter.

   **September 15:** Nominations close.

   **By September 17:** By September 17 Elections Committee Chair 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

   **By November 1:** Elections Committee Chair collects all candidate information and submits to the President for review.

   **November 5:** Elections Committee Chair 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)

Elections Chair prepares officers’ descriptions and sends the relevant information to each committed nominee with a return deadline of September 30.

- **September 30:** Elections Committee Chair 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. A suggested nomination does not automatically constitute a place on the slate. The President or President-elect informs the Committee Coordinator and Elections Committee Chair of the Executive Board’s decision regarding candidates.

- **October 22:** Elections Committee Chair notifies selected candidates and sends campaign guidelines, and other materials to each of them. To ensure that all candidates can compete evenly in the election process, candidates or supporters (e.g., chapters, family and friends, home institutions, national NADE committees, newsletters, SPIN groups) may not engage in advertisements, direct mail, telephone calls, or other methods to campaign for the office. 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 and generates mailing labels, if required.

- **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. 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 in the last six months (Article V) in the office of the Vice President, the NADE President appoints an acting Program Coordinator with the approval of the Executive Board.

3. 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.

4. 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.

5. 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 Attendance at Executive Board Meetings

A. Regular meetings of the NADE Executive Board are held at least four times annually, including the annual conference. Elected NADE officers participate in all Executive Board meetings.

B. All NADE Executive Board meetings are open to NADE members except when the Executive Board closes the meeting to address personnel issues. Any NADE member wishing to attend Executive Board meetings to bring issues or concerns to the Executive Board should contact the President. One week notice should be given the Executive Board President so as to be placed on the agenda. Only Board members may vote.

C. Special meetings may be called by the President and will be called at the request of any three elected officers. Sufficient notice of any special meeting should be given to each officer at least five days before the date of any special meeting. The President should confirm notification of meetings in writing to all officers. The notices will state the business to be transacted at the special meeting. No other business will be transacted at the special meetings without the Executive Board’s approval.

D. Specific individuals authorized to attend NADE Executive Board meetings at the expense of the Association are as follows:
   1. The Executive Board of the Association including the President, President-elect, Vice President, Treasurer, and Secretary
   2. Individuals specifically invited to attend at NADE’s expense
   3. Incoming officers attending the annual conference

A.2.6 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 is hired to perform 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-2.7 NADE Archives

A. The NADE Archives contain the official records of NADE and are housed at the NADE office. The NADE Secretary and unit leaders forward materials electronically and as hard copies to the Executive Assistant who classifies and saves them.

B. A roster of materials to be submitted to the Archives is in Appendix A.

C. Materials to be included in the Archives should be of lasting relevance to the Association and should fall into one or more of the following categories:

   1. Documents that address Association policies, e.g., minutes, official notifications, letters of appointment, NADE Policies and Procedures Handbook, Bylaws
   2. Documents that reflect the Association’s legal status or commitments, e.g., articles of incorporation, tax exempt documentation, contracts, reciprocal relationships
   3. Documents that reflect the Association’s financial status, e.g., tax returns, audits, treasurers’ reports, annual financial statements, annual budgets showing total income and expenditure by category
      i. The NADE Treasurer submits all financial records to the NADE auditor.
      ii. After processing the Association’s tax return and audit, the NADE auditor forwards all financial records to the Executive Assistant who retains those records for 7 years. In the eighth year, the financial records (other than the audit and the tax return) will be destroyed.
   4. Documents that compile performance reports for units within the Association
   5. Documents relevant to NADE Conferences, e.g., budgets, final reports, insurance contracts, speaker contracts, site contracts, conference publications (Call for Proposals, Call to Conference, program), other publicity materials
   6. Official publications of the Association, e.g., selected conference papers, newsletters, monographs, resolutions, position papers
   7. Official publications of units within NADE and NADE chapters, e.g., chapter constitutions/bylaws, chapter newsletters and journals, committee and SPIN newsletters

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.

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. The NADE Treasurer provides each Board member a NADE credit card for use during the 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.

E. Honoraria may not be accepted by NADE Executive Board members. This policy does not preclude acceptance of small gifts, plaques, or similar items.

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, Certification Training; 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, Councils, Cabinets, SPINs, and Task Forces**

A. Funds to support the operation and goals of Committees, Special Professional Interest Networks (SPINs), the Emeritus Cabinet, Councils, and task forces are provided through a budget application process.

B. The Certification Council is expected to be fiscally responsible and primarily self-supporting.

C. Budgets must be submitted by May 1 to the NADE Treasurer for Executive Board approval during its spring meeting.

D. 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.

E. In general, one conference registration fee waiver will be provided for each group. Participation in the pre-conference Leadership Congress, NADE Business Meeting, and other leadership activities is a requirement of acceptance.

F. 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 Certification Council 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 SPIN 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 existent 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).

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.

B. 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 (Appendix D and 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 (Appendix E and F 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, Cabinets, SPINs, and Task Forces

A. A Budget Allocation Application form (Appendix G and 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 (Appendix H and 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. Each member of the Certification Council will receive this 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 and/or mailing labels are 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/mailing labels 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. Reciprocat ing 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/mailing labels 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, SPINs, Task Forces, Cabinets, 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, SPINs, Task Forces, Cabinets, 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 deems 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.


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 on-line 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
      • certification information
      • other materials
   4. Promote the sale of NADE materials. These may include Developmental Education Posters, the NADE Self-Evaluation Guides, pins, and monographs.
   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 (Appendix B and 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 free mailing labels (or the electronic equivalent) of NADE members who reside in the potential chapter service area. NADE also will provide financial support for postage and printing of letters and promotional literature.

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 under “Chapters”:
      http://www.nade.net
5. By May 1 and November 1 of each year, a chapter must submit the following:
   a. Chapter Activity Report (Appendix C)
   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 and Past Presidents for Chapter Activities. To provide the services of current Executive Board members and Past Presidents in chapter conference activities. The grant pays up to $500 for reasonable expenses related to travel, food, and lodging. At the conference, the current Executive Board members or Past Presidents may engage in activities such as the following: meet and consult privately with chapter leaders, conduct leadership development workshop for chapter leaders, facilitate discussion during a concurrent session, provide greeting to participants, deliver a keynote address.
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, website development, a speaker (other than current Executive Board members and Past Presidents) for a conference or workshop. This is intended for innovative, one-time activities.

3. **Type C: NADE Certification Training.** To defray reasonable costs of hosting a NADE Certification Training Institute. 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 chapter must be in good standing with all relevant chapter reports submitted, and the president must participate in the following conference activities:
   - Advisory Council (NADE Chapter Presidents) Tuesday evening meeting with the NADE Board
   - Leadership Congress on Wednesday
   - Business Meeting on Friday
   - Chapter Meeting at the NADE Conference—serve as facilitator

Verification of participation will be noted in the *Chapter Grant Outcomes* form (Appendix D and on the website), which will be returned by June 1, along with the *Chapter Grant Request for Reimbursement* form (Appendix E and 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* (Appendix D and on the NADE website) 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 President-elect 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 and chapter leaders’ membership in NADE.
   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 completed *Chapter Grant Outcomes form, Chapter Grant Request for Reimbursement* form (Appendices E and F and on the NADE website), 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. A Committee Coordinator is appointed annually by the President with the approval of the Executive Board.

C. Committee chairs are appointed annually by the NADE President with the approval of the Executive Board in consultation with the Committee Coordinator at the time of the annual conference. Committee chair vacancies will be appointed by the President as needed throughout the year.

D. The Committee Coordinator and Committee Chairs will abide by NADE fiscal policies as set forth in A-3 of this Handbook.

E. All committees shall meet at least once a year at the annual conference and shall communicate regularly throughout the year.

F. 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 to the Committee Coordinator.
      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. NADE provides membership lists for committee use.

B. Responsibilities of Committee Coordinator
   1. Maintains NADE membership
   2. Communicates frequently with committee chairs throughout the year and provides suggestions for improving services to members and to support the chairs
   3. Serves as liaison between the Executive Board and committees and communicates frequently with the NADE President-elect
   4. Receives Committee Goals and Activity Report forms from committee chairs by May 1 and November 1
   5. Notifies NADE President-elect of those committee chairs who have met the membership and reporting requirement and, thus, are eligible to receive a conference fee waiver
6. Submits electronic Committee Coordinator Report forms (Appendices J and K and on the NADE website) to NADE President-elect by May 15 and November 15
7. Attends Leadership Congress at the annual conference
8. Attends the NADE Business Meeting at the annual conference
9. 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
10. Reviews committee budget requests and plans for upcoming activities.
11. Engages in mutual decision-making regarding plans for the next year
12. Writes an article or has one of the chairs write an article about the committees for each issue of the NADE Newsletter
13. Maintains files of all committee activities, newsletters, and other materials
14. Provides a leadership workshop for committee chairs at the annual conference
15. 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.

C. Responsibilities of a committee chair
1. Maintains NADE membership
2. Submits a written budget request to the NADE Treasurer, through the Committee Coordinator, no later than April 15, using the Budget Allocation Application form (Appendix G and on the NADE website) and follow up expenses within 30 days with the Budget Reimbursement Application form (Appendix H and 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 (Appendices L and M and on the NADE website) by May 1 and November 1 to the Committee Coordinator
6. Conducts all committee meetings
7. Publishes an agenda for each meeting; agenda items for committee meetings should be submitted to the chair two weeks in advance of a scheduled meeting. A published agenda should be available to each committee member at the meeting. The general format should be as follows:
   a. Call to order
   b. Adjustments to agenda
   c. Progress and activity reports
   d. Unfinished business
   e. New business
   f. Other items and announcements
   g. Adjournment
8. Conducts committee correspondence
9. Selects committee members with sensitivity to diversity of NADE membership
10. Provides a smooth transition, including transfer of records, to new committee chairs at the annual conference
11. Serves as mentor to the new chair for one year
12. 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 (Appendix G and on the NADE website) and Budget Reimbursement Application form (Appendix H and on the NADE website) will be used to transact committee business.
3. These forms should be submitted by April 1 to the Committee Coordinator who will forward them to the NADE Treasurer by April 15. The NADE Treasurer will notify committee chairs of their approved budget, in writing, by June 20 for the upcoming fiscal year (July 1 – June 30).

E. Committee meetings
1. A majority (51%) of committee members present constitutes a quorum.
2. All members of committees are entitled to one vote each. Such votes will be recorded as (1) for, (2) against, or (3) abstention. Proxy votes are not acceptable. A majority (51%) vote of the committee members present is necessary to decide an issue.

3. The chair may appoint ad hoc committees, usually consisting of 3 to 5 members, to study specific issues.

4. Minutes of the annual conference meeting should be published and distributed to the members within one month of the meeting and sent to the Committee Coordinator with the May Committee Goals and Activity Report. The format of minutes should be generally consistent with the agenda but should also include names of members present, names of members not present, others present, recommendations for future action, and date of next meeting. Minutes should be concise and written in a professional and objective manner. The chair should approve all minutes before they are distributed.
Section D: Special Professional Interest Networks (SPINs)

D-1 SPIN Policies

A. Special Professional Interest Networks (SPINs) are groups of individuals with specific interests related to the field of Developmental Education. NADE supports SPINs 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 SPINs and their responsibilities can be found in Appendix N and on the website.

B. All SPINs will meet once a year at the annual conference and communicate regularly throughout the year.

C. A SPIN Coordinator is appointed annually by the President with the approval of the Executive Board.

D. SPIN chairs are appointed annually by the President with the approval of the Executive Board in consultation with the SPIN Coordinator.

E. SPIN Coordinator and SPIN chair vacancies will be filled by the President with approval of Executive Board.

F. The SPIN Coordinator and SPIN chairs will comply with NADE fiscal policies.

G. New SPINs can be created with the approval of the Executive Board.

H. 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.

I. The NADE Executive Board may dissolve a SPIN by a majority vote of the Board when such action is deemed to be in the best interest of NADE.

D-2 SPIN Procedures

A. NADE Support for SPINs in good standing
   1. The NADE President appoints a SPIN Coordinator to assist SPIN chairs with planning, budgeting, and carrying out activities during the year.
   2. Each SPIN receives one basic fee waiver for the annual conference in order to help SPIN chairs participate in the Leadership Congress and facilitate the individual SPIN meetings.
      a. To be eligible for this fee waiver, SPIN chairs must submit required reports to the SPIN Coordinator.
      b. Acceptance of the fee waiver requires attendance at the Leadership Congress at the annual conference, SPIN meetings, the NADE Business Meeting, and other leadership-related activities at the annual conference.
      c. If the SPIN has co-chairs, those individuals decide who receives the SPIN’s fee waiver.
      d. Fee waivers are transferable only to those individuals who are listed in the NADE Leadership Directory as SPIN chairs.
   3. NADE provides a leadership workshop for SPIN chairs at the annual conference where leadership resources and NADE information are shared with the SPIN chairs.
   4. Each new or renewing NADE member receives one free SPIN membership. Members may pay for membership in additional SPINs at a fee set by the Executive Board.
   5. NADE promotes SPIN membership through the NADE membership brochure, annual conference registration form, NADE website, and at regional conferences.
   6. NADE provides a time at the annual conference for SPINs to meet.
   7. NADE provides technical assistance and consultation to SPINs upon request.
   8. NADE provides membership lists to SPIN chairs.
   9. The NADE Executive Assistant provides to the SPIN Coordinator, upon request, a set of mailing labels of all SPIN members, sorted by group. The SPIN Coordinator forwards these labels to the appropriate chair of the specific SPIN group.
B. Responsibilities of SPIN Coordinator

1. Maintains NADE membership
2. Receives SPIN Goals and Activity Report from SPIN chairs by May 1 and November 1
3. Submits SPIN Coordinator Report (Appendices O and P and on the NADE website) and SPIN reports to NADE President-elect by May 15 and November 15
4. Communicates frequently with SPIN chairs throughout the year and provides suggestions for improving services to members and to support the chairs
5. Serves as liaison between the Executive Board and SPINs and communicates regularly with the NADE President-elect
6. Notifies NADE President-elect of those SPIN chairs who have met the membership and reporting requirements and, thus, are eligible to receive a conference fee waiver
7. Works closely with the Executive Board to ensure that the leadership materials used at the annual Leadership Congress include SPIN-related materials and forms
8. Collaborates with SPIN chairs, reviews SPIN budget requests submitted by April 15, and then sends them to the NADE Treasurer.
9. Writes at least one article per year for the NADE Newsletter
10. Maintains files of all SPIN group activities, newsletters, and other materials
11. Provides a leadership workshop for SPIN chairs at the annual conference
12. Monitors compliance with minimal activities required for continuance of the SPIN (If SPIN lacks minimal level of activity, the Coordinator will work with the SPIN chair to improve performance.)
13. Monitors the NADE website to be sure that SPIN information is current
14. Distributes mailing labels and membership reports to chairs as requested
15. Provides a smooth transition, including transfer of records, to the new SPIN Coordinator at the annual conference
16. Serves as mentor to the new Coordinator for one year
17. Performs other duties as requested by the President or the Executive Board

C. Responsibilities of a SPIN chair

1. Maintains NADE membership
2. Submits SPIN Goals and Activity Reports electronically (Appendix Q and R and on the NADE website) on May 1 and November 1 to the SPIN Coordinator.
3. Conducts all SPIN meetings
4. Publishes an agenda for each meeting; agenda items for SPIN meetings should be submitted to the SPIN Chair two weeks in advance of a scheduled meeting. A published agenda should be available to each committee member at the meeting. The general format should be as follows:
   i. Call to Order
   ii. Adjustments to agenda
   iii. Progress and activity reports
   iv. Unfinished business
   v. New business
   vi. Other items and announcements
   vii. Adjournment
5. Conducts SPIN correspondence
6. Facilitates communication with the members through a newsletter, website, and/or listserv
7. Recruits a member or members to submit a proposal for the annual conference
8. Prepares a SPIN membership list with contact information and distributes it to members of that SPIN. This membership list can be requested from the NADE Executive Assistant.
9. Updates SPIN information on the NADE website.
10. Maintains files that contain minutes, reports, etc., to pass on to subsequent chairs
11. Serves as mentor for a new chair for one year
12. Submits at least one article per year to the NADE Newsletter
13. Performs other duties as requested by the President or Executive Board
D. Fiscal procedures for SPINs
   1. SPIN 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 SPIN
      business.
   3. These forms should be submitted to the SPIN Coordinator who will forward them to the NADE Treasurer
      by April 15. The NADE Treasurer will notify SPIN chairs of their approved budget, in writing, by June 20
      for the upcoming fiscal year (July 1 – June 30).

E. Creation of new SPINs
   1. A NADE member interested in starting a new SPIN should write the SPIN Coordinator who conveys that
      interest to the NADE Executive Board.
      a. In the letter to the SPIN Coordinator, the member proposing the new SPIN should document that at
         least ten NADE members are interested in creating a new SPIN.
      b. The letter should also include a statement of rationale for the group.
   2. If the NADE Executive Board approves the creation of the SPIN, the Board provides seed money to
      support the new group.

F. Elimination of SPINs
   1. If a SPIN 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 SPIN.
   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 Immediate Past President serves as Chair of the Cabinet.

E-2 Emeritus Cabinet Procedures

A. The Emeritus Cabinet meets once a year at the annual NADE conference.

B. The immediate Past President 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 A or 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.
F-1  Certification Council Policies

A. The Certification Council facilitates the process of certifying 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 through training
   6. Mentor applicants for certification

B. The relationship between the Certification Council and NADE is as follows:
   1. The Certification Council functions as a Standing Council of NADE.
   2. The Certification Council obtains formal NADE Executive Board approval of all Council policies and procedures for Council positions, governance, operations, finances, and activities prior to implementing such policies and procedures.
   3. The Certification Council maintains a policies and procedures manual that includes, at minimum, the following policies:
      • Hosting a Certification Training Institute
      • Awarding Certification, Continuing Certification, and Upgrading Certification
      • Appeals process for Pending and Non-Certification
      • Selecting Council members
      • Selecting and Evaluating Certification Council Trainers and Reviewers
      • Access to data collected by the Certification Council
   4. The Certification Council primarily finances its own operations, developing and using business and accounting procedures in accordance with NADE policies and procedures. Royalties from the sale of NADE Self-Evaluation Guides support the work of the Certification Council. Council 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  Certification Council Procedures

A. The NADE Certification Council facilitates the process of certifying 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 Council business
   2. Reviews applications, makes decisions, and certifies program components
   3. Disseminates research on and standards of effective practices
   4. Designs and conducts training activities and workshops
   5. Creates and disseminates a resource for certification procedures

B. The Certification Council develops a Strategic Plan for establishing goals and implementing policies in accordance with NADE’s mission and goals.

C. The Certification Council supports the work of NADE through its relationship with the NADE Board and the annual conference planners.

F-3  Certification Council Relationship with NADE Executive Board

A. Members of the Certification Council must be NADE members.

B. The Certification Council Chair is responsible for creating, submitting for NADE Board approval, and
disseminating approved policies and procedures for the Certification Council’s staffing, governance, operations, finances, and activities.

C. Prior to the Annual NADE Conference, the Certification Council Chair submits an annual report that includes progress on and accomplishments related to the previous year’s goals. Additionally, the Council submits a statement outlining proposed goals and activities, along with the Council’s budget request, to the NADE President-elect by May 1.

D. The NADE President-elect serves as formal liaison between the Certification Council and the NADE Executive Board. The President-elect will be invited to participate in all Council conference meetings and conference calls. The President-elect keeps the NADE Board informed of Certification Council deliberations and actions and provides Board input to the Certification Council.

E. The Vice President encourages eligible chapters to apply for Type C Chapter Development Grants to help defray the costs of hosting Certification Training Institutes at annual chapter conferences.

F. Information about the certification processes, announcements of training institutes, and Council policies and procedures are posted on the Certification Council website, which is linked to the NADE website.

G. In collaboration with the NADE Board, the Certification Council creates written contracts with external entities.

F-4 Activities at NADE Annual Conference

A. At the annual conference, the Certification Council provides training for prospective certification applicants, trains reviewers and trainers, and meets with individual certification applicants.

B. All Certification Council members receive basic registration fee waivers for the NADE annual conference. This fee waiver ensures participation of the Certification Council in the NADE Leadership Congress, the NADE business meeting, certification-related and other leadership events. To be considered eligible for these fee waivers, the Certification Council must submit all required reports to the NADE President-elect.

C. The Certification Council is responsible for presenting a Certification Training Institute at the annual conference, following the guidelines set forth in the NADE Conference Planning Manual:
   1. Before September 15, the Certification Council Chair communicates with the Conference Chair to ensure that appropriate rooms are available for the Institute and Council meetings.
   2. Before September 15, the Certification Council Chair arranges for equipment and supplies for the Institute.

D. Before November 15, the Certification Council Chair communicates with the Conference Chair and Awards Committee Chair to ensure that accurate information about previously certified programs is available for conference publications.

E. The Certification Council recognizes programs certified since the previous conference at either a plenary session or an awards ceremony.

F. The Certification Council conducts at least one concurrent session focusing on certification processes and/or recruiting certification reviewers.

G. The Certification Council meets with the NADE Executive Board to discuss the Annual Report of accomplishment of its previous year’s goals.
Section G: Professional Liaisons

G-1 Professional Liaisons Policies

A. NADE establishes reciprocal relationships with other organizations that have complementary missions and/or memberships.

B. The Chair of the Professional Liaison Committee is appointed by the NADE President annually and is responsible for making contacts and establishing agreements with other organizations.

C. The agreements between NADE and the reciprocating organizations will be specific about the services each offers to the other.

D. Executive Board members or representatives selected by the Executive Board will represent NADE at the reciprocating organization’s annual conference.

E. As a member of the Council of Learning Assistance and Developmental Education Associations (CLADEA), NADE will participate in all reciprocal activities agreed upon by that group, formerly known as the American Council of Developmental Education Associations (ACDEA).

G-2 Professional Liaisons Procedures

A. NADE and its reciprocating organizations will mutually support goals they hold in common in such areas as the following:
   1. Professional development
   2. Instructional improvement
   3. Student success
   4. Research
   5. Political awareness

B. Cooperative ventures may include the following:
   1. Political liaison
   2. Job placement bureau
   3. Networking
   4. Joint state, regional, or national conferences
   5. Development of professional standards
   6. Other issues of mutually determined importance

C. The Professional Liaison Committee solicits interest from proposed reciprocating organizations. The Executive Board, often in conjunction with CLADEA, will also suggest possible organizations. NADE members may also provide input.

D. The NADE Board reviews the recommendations of the Professional Liaison Committee regarding new relationships and also the type of activities and services to exchange with the reciprocating organization.

E. The NADE President formalizes the relationship in writing to the president of the reciprocating organization with a copy to the Professional Liaison Chair and to the NADE Executive Assistant for the Archives.

F. NADE and the reciprocating organization agree to support each other’s purposes in specified ways following a sharing of current goals and activities of each organization. Since goals and activities may change, these agreements should be reviewed on an annual basis.

G. Responsibilities of Professional Liaison Chair are as follows:
   1. Provide to NADE Executive Board contact information and a brief statement of activities or goals of all organizations or groups that have complementary missions or memberships with NADE.
2. Submit budget requests according to NADE fiscal policies
3. Submit required activity reports to NADE Committee Coordinator by May 1 and November 1
4. Send original reciprocating agreements to the NADE Executive Assistant
5. Keep copies of agreements and update them annually (The status of these agreements will be reported in the semi-annual activity reports.)
6. Serve as contact person with liaisons of other organizations during the annual conference

H. Services that may be offered to reciprocating organizations (Appendix S and on the NADE website) are as follows:
1. Exchange mailing lists and labels with the understanding that they are to be used only for conference announcements and not to be sold or used for any other purpose without permission of the organization (If individual NADE members have requested that their names not be made available, their names will be withheld.)
2. Provide financial support for an Executive Board member or designee to attend the annual conference of another reciprocating organization (NADE is not responsible for travel costs unless the travel has formal, prior approval of the Executive Board.)
3. Provide one-half page space in each other’s newsletters and annual conference program once a year
4. Assign one basic registration fee waiver for reciprocating organization’s designee at the annual conference (Additional fee-based activities are not covered.)
5. Provide a guaranteed concurrent session for the reciprocating organization’s designee to make a presentation at the annual conference on a topic of his/her choice but approved by the organization’s program committee
6. Provide one complimentary exhibit hall booth with the basic set-up package (Complimentary booths are not to be used for commercial purposes.)
7. Permit a short annual article written by each organization’s president to be printed in respective national publications (issue to be determined by the publication’s editor)
8. Schedule a meeting for NADE officer or Executive Board and reciprocating organization’s Board and NADE officer
9. Establish website links between the reciprocating organizations or entities
10. Transmit electronic announcements up to twice per year
11. Recognize official representatives of the reciprocating organization or entity at a major conference function

I. Executive Board member attendance at conferences
1. An Executive Board member may attend conferences of organizations without current reciprocal agreements in order to investigate the possibility of such agreements.
2. Expenses for this attendance must be approved by the Executive Board in advance.
Section H: Relationship with Council of Learning Assistance and Developmental Education Associations (CLADEA)

H-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.

H-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 labels 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 I: Relationship with the Council for the Advancement of Standards in Higher Education (CAS)

I-1 Policies related to the Council for the Advancement of Standards in Higher Education (CAS)

A. The Council for the Advancement of Standards in Higher Education (CAS) is a consortium of more than thirty-five professional organizations working toward the improvement of higher education programs and services that promote student learning and development.

B. The NADE Executive Board will appoint a CAS Director and alternate to represent NADE.

I-2 Procedures related to the Council for the Advancement of Standards in Higher Education (CAS)

A. The CAS Director and alternate will be past or present NADE Board members and will serve renewable three year terms. The individuals need a balance of experience in certification, assessment, Developmental Education, and the internal structure of NADE. Historically, CAS values longevity of terms.

B. The CAS Director will fulfill the expectations of CAS representation, report to the Board within two weeks following CAS meetings, and communicate CAS activities to the membership at the annual NADE conference (e.g. Leadership Congress, business meeting, and exhibit hall).

C. The CAS Director will submit a budget request in accordance with NADE fiscal policies to enable the Director (or alternate) to attend two CAS meetings each year.

D. One fee waiver is issued each year for the CAS Director to attend the NADE conference. Acceptance of this fee waiver requires attendance at the Leadership Congress and a brief presentation at the Leadership Congress on CAS activities. The alternate will serve in the absence of the Director.

E. The CAS Director will submit information to the Executive Assistant for publication on the NADE website and to the NADE Newsletter periodically.

F. The CAS Director will provide timely updates on CAS assessment activities to the Certification Council.
Section J: Relationship with Journal of Developmental Education (JDE)

J-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.

J-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 K: NADE Newsletter

K-1 NADE Newsletter Policies

A. The NADE Newsletter is published three times per year.

B. The Newsletter editor is appointed by the NADE President with the concurrence of the Executive Board and serves as chair of the NADE Newsletter Committee.

C. The Newsletter should be located at an academic institution. The Editor should have an academic affiliation and some experience in the field of publications.

D. Because the Newsletter is not a review journal, it does not have an elaborately structured editorial board that decides the merits of particular articles. The NADE Newsletter Committee is solely responsible for the content of the Newsletter.

E. There is no paid advertising in the NADE Newsletter unless authorized by the NADE Executive Board.

F. Conference and workshop notices for organizations with which NADE has reciprocal agreements may be printed in one issue of the Newsletter per year.

K-2 NADE Newsletter Procedures

A. Three electronic copies of the NADE Newsletter are published annually.

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, SPIN, and Certification Council 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, or printed, labeled, and distributed (Planned dissemination methods for limited hard copies will be identified at the time of fiscal year budget approval.)
   3. Coordinate activities of the NADE Newsletter Committee
   4. Use the formalized style sheet developed by the Executive Assistant for the Newsletter
   5. Furnish the Executive Assistant with extra copies of the Newsletter, if available, for distribution to new NADE members
   6. Furnish the NADE website with electronic copies of each Newsletter for posting
   7. Maintain liaison with the Board Members, Committee Coordinator, and Committee Chairs
   8. Correspond with contributors to the Newsletter
   9. Answer questions from membership or direct questions to appropriate individuals
   10. Submit Committee Goals and Activity Report (Appendices L and M) by May 1 and November 1 and the Budget Allocation Application (Appendix G) by April 15 to the Committee Coordinator
   11. Coordinate communications between NADE chapter newsletter editors
   12. Maintain the budget of the Newsletter
   13. Maintain a set of procedures for NADE Newsletter operations.
Section L: NADE Digest

L-1 NADE Digest Policies

A. The NADE Digest is an official publication of the National Association for Developmental Education.

B. The Digest Editor (or Co-Editor) is appointed by the NADE President with the concurrence of the Executive Board and serves as chair of the NADE Digest Committee. The Editor should have an academic affiliation and some experience in the field of publications.

C. The Digest publishes articles of interest to Developmental Education professionals including Developmental Educators, learning assistance personnel, academic counselors, and tutors who are interested in the discussion of practical issues in post-secondary Developmental Education.

D. All manuscripts are reviewed prior to publication. Articles published should relate to issues that inform and broaden the understanding and practice of teaching and learning in Developmental Education. The subjects of the article may emphasize innovative approaches, best practices, how meaningful research effects teaching and learning, or techniques to enhance student performance.

E. The Digest should be located at an academic institution.

F. Paid advertising is available in the Digest for professional organizations, related publications and conferences, and vendors associated with Developmental Education. Advertising rates are published in each issue.

L-2 NADE Digest Procedures

A. Two issues of the NADE Digest are published annually.

B. The deadline for the spring issue is October 1; the deadline for the fall issue is May 1.

C. Manuscripts are accepted throughout the year.

D. The job description for the Digest Editor (Co-Editors) is as follows:
   1. Solicit, prepare, and edit copy and graphics for two issues of the Digest each year.
   2. See that the Digest is printed, labeled, and distributed (Planned dissemination methods will be identified at the time of fiscal year budget approval.).
   3. Coordinate activities of the NADE Digest Committee.
   4. Use the formalized style sheet developed by the Executive Assistant for the Digest.
   5. Furnish the Executive Assistant with extra copies of the Digest, if available, for distribution to new NADE members.
   6. Maintain liaison with the Board Members and Committee Coordinator.
   7. Correspond with contributors to the Digest.
   8. Answer questions from membership or direct questions to appropriate individuals.
   9. Submit Committee Goals and Activity Report (Appendices L and M) by May 1 and November 1 and the Budget Allocation Application (Appendix G) by April 15 to the Committee Coordinator.
   10. Maintain the budget of the Digest (see A-4.1.I for bid procedures relative to budget development).
   11. Maintain a set of procedures for NADE Digest operations.
Section M: NADE Annual Conference

M-1 Policies related to the NADE Annual Conference

A. 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 Vice President or the Conference Manager.

B. Individuals who have served NADE in some capacity are recognized at the annual conference with a certificate and, in some cases, a NADE lapel pin or a plaque. (Appendix Z details NADE awards.)

M-2 Procedures related to the NADE Annual Conference

A. The NADE Secretary prepares all certificates and pins that are given at the annual conference.

B. The NADE Vice President submits names of the outgoing NADE officers and the conference chairs (co-chairs) to the awards chair for preparation of plaques.

C. The NADE Secretary ensures that there is a sufficient supply of NADE lapel pins available for out-going Executive Board members, committee and SPIN chairs, chapter presidents, and council members. These pins are presented at the conference.

D. Appendix Z lists details of Board-presented certificates and plaques.

E. Section N details conference-related responsibility of the NADE Awards Committee Chair.

F. A NADE National Exhibits Chair is appointed annually by the President with the approval of the Executive Board to assist the annual conference planning team and the NADE Conference Manager in monitoring exhibitor relationship policies and procedures. The NADE Annual Conference Planning Manual on the NADE website contains a comprehensive list of National Exhibits Chair responsibilities, including the following:
   1. Maintains and updates an annual directory of prospective exhibitor and sponsor contacts, and makes that information available to all chapter and NADE conference planners
   2. Serves as member of the Exhibitor Advisory Committee, which is chaired by the NADE Conference Manager and attended by the Vice President
   3. With the NADE Conference Manager, monitors implementation of NADE Exhibitor Relations policies at the annual conference

Section N: Awards, Grants, and Scholarships

N-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.

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.

3. An individual may receive only one award per year.

4. Anyone who has received an individual NADE award will be excluded from receiving that same individual NADE award at any future time (except for a special recognition award granted by the NADE Executive Board) unless he or she is being considered to receive a NADE publication 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
   • 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.

N-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.

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 SPIN 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. TIDE Scholarship
   4. Adjunct Scholarship
   5. 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. NADE 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, Certification Council, 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. NADE Award to an Outstanding Alumnus of a Developmental Education Program
2. Henry Young Award for Outstanding Individual Contribution to NADE
3. NADE 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-Y17), and general application procedures (Appendix W) can be found on the NADE website.

K. A description of what award winners receive and additional considerations are 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 NADE Newsletter editor to print in the spring and summer newsletters.

May 1  Awards Chair sends an email and/or letter to all chapter presidents concerning NADE awards. A copy of the “Call to Nominate” brochure is enclosed with information for accessing awards criteria from the NADE website.

June 1  Awards Chair sends reminder note to all chapter presidents concerning deadlines for awards.

June 30  Awards Chair secures three reviewers for each Award. See “Procedures” above.

November 15  Award application packets must be received by the Awards Chair.

November 20  Awards Chair faxes or mails application packets to reviewers.
December 5

Reviewers return rating sheets to Awards Chair.

December 10

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 15

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 20

After approval by NADE President and Executive Board, the Awards Chair sends recipients a letter of commendation and requests a black and white 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 Conference Chairs.

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.
Roster of Materials for NADE Archives
Appendix A

One copy of each of the following should be submitted to the Executive Assistant for the NADE Archives:

Chapters
• Executive board member contact information, within one month of elections
• Call to Conference
• All publications
• Chapter reports
• Chapter constitutions/bylaws

Committees
• All publications
• Committee reports
• Committee Coordinator’s reports

SPINs
• All publications
• SPIN reports
• SPIN Coordinator’s reports

NADE Conference Teams
• Each piece of promotional literature
• Call for Proposals
• Call to Conference
• Conference Program
• Final conference budget, showing all expenditures and income and the resulting conference profit
• Final conference report
• Final conference evaluation report
• All contracts

Executive Board
• Final draft minutes with “Approved On {date}” in the header
• Preliminary fiscal year budget
• Final fiscal year budget showing income and expenditures
• Annual Report
• Every contract, including reciprocal agreements, entered into or renewed by the Board
• NADE Policies and Procedures Handbook as of the end of the Board’s term
• NADE Constitution/Bylaws as of the end of the Board’s term
• NADE Annual Conference Planning Manual as of the end of the Board’s term
• Fact Sheet for the year
• Any communication affecting policy
• Letters of appointment to leadership positions
• Strategic Plan as of the end of the Board’s term

Auditor
• Annual tax return
• Annual audit
• Complete set of financial records (stored for five years)

Executive Assistant/Database Manager
• Each contract with the Board
• Contingency plan
• Each report to the Board
• Ballot and candidate slate
• Elections tally (actual ballots stored three years)
• Conference registration and income reports
• Leadership Directory as of July 1 of each year
• Inventory of NADE materials as of July 1 of each year
• Information on NADE website—domain name registration, web host account
• Current style manual for NADE publications (e.g., conference materials, NADE forms, NADE Newsletter, NADE Digest)

Certification Council
• Letters granting certification
• End-of-year report detailing Council activities for that year
• Final fiscal year budget showing income and expenditures
• Certification Council Policies and Procedures Manual as of July 1 each year
• Strategic Plan
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.

Actions to be taken on unchecked items:
Chapter Activity Report
Fiscal Year: 20__ - __
Appendix C

Chapter Name: ____________________________ Date: ______________

Directions: Save this blank form to a disk or your hard drive and then complete it on your computer by inserting your responses. Once you’ve completed this form, save it. Then send it to the NADE Vice President as an email attachment. The Vice President’s email address is available in the NADE Leadership Directory: www.nade.net. These reports are due May 1 and November 1.

Submitted By Name: ____________________________
Position/Title in Chapter: ____________________________
Address: ________________________________________
City/State/ZIP: ____________________________
Email: ________________________________________
Phone: ________________________________________
Fax: ________________________________________

1. List and describe your short-term (one-year) goals.

2. List and describe chapter accomplishments to date.

3. List and describe recommendations for future action.

4. Indicate any specific chapter issues on which you would like NADE Board input.

5. Does the NADE Leadership Directory (http://www.nade.net) accurately reflect the names and contact information of your current chapter leadership? ____. Attach an updated list here, and make adjustments on the NADE website, if needed.

6. Does the NADE website (http://www.nade.net) contain current and accurate information about your chapter’s annual conference? ____ If no, attach the appropriate information.

7. Does the NADE website (http://www.nade.net) list accurately, the chapter’s website? ____ Please provide the URL: ____________________________

8. Are all elected officers members of NADE? ____

Please email this completed form to the NADE Vice President.
Chapter Grant Application
Fiscal year 20 __ - __
Appendix D

Chapter: ____________________________ Date: ____________________________

President: ____________________________
Print President's Name: ____________________________ President’s Signature: ____________________________

Email: ____________________________

- **Directions:** Save this blank form to a disk or your hard drive and then complete it on your computer by inserting your responses. Submit this form for consideration of funding for Type A, B, C, and D grants, which are subject to availability of funds. Chapters must be in good standing in order to qualify for grant funding. Chapters may apply for one of each type of grant per fiscal year (one per form). This form must be received by the Vice President two weeks prior to the event or activity in order to be considered for a chapter grant. Once you’ve completed this form, save it. Then send it to the NADE Vice President as an email attachment. The Vice President’s email address is available in the NADE Leadership Directory: www.nade.net.

- Applications will be accepted throughout the year; however, to ensure consideration for funding, submissions must be received by the NADE Vice President no later than two weeks prior to the related activity. All requests for reimbursement must be received by June 1 of the same fiscal year.

- To receive reimbursement upon grant completion, chapters must submit Chapter Grant Request for Reimbursement form, Chapter Grant Outcomes form, proof of payment, and original receipts to the NADE Vice President. Chapters may be requested to share their activity at the annual conference.

**Type of Financial Request (Check Type A, Type B, Type C, or Type D):**

- **Type A.** Funding to bring an Executive Board or Past President to speak at a chapter conference or event. Type A grant funds may be used to cover costs up to $500 for transportation, lodging, and meals. The chapter is initially responsible for paying all associated costs and reimbursing the Executive Board or Emeritus Cabinet member upon delivery of original expense receipts after the event. Current Executive Board members funded by this type of grant may not accept financial honoraria, but may accept small expressions of appreciation (pen, sweatshirt, etc.). Past Presidents may accept honoraria. Please indicate activities the speaker will be requested to perform; check all that may apply:
  - Deliver a keynote address
  - Present a concurrent session
  - Facilitate discussion during a concurrent session prepared by someone else
  - Meet and consult privately with chapter leaders
  - Conduct leadership development workshop for chapter leaders
  - Provide greeting to conference participants
  - Other: ____________________________________________

- **Type B.** Funding for a special innovative project. Grant covers reimbursement of approved expenditures up to $500. Examples of special projects include website development, marketing tool development, membership promotions, a speaker (other than current Board members and Past Presidents), etc.

- **Type C.** Funding to support Certification Institutes at the chapter level. Grant covers reimbursement of approved expenditures up to $500. Funding may be used to offset expenses such as meals for participants,
costs associated with meeting space, or other expenses that are the responsibility of the hosting chapter. Funds may not be used to offset the participant registration fees associated with the Institute.

☐ **Type D.** Funding in the amount of $500 to support a current NADE chapter president’s attendance at the NADE Conference. The president must participate in the following conference activities:

- Advisory Council (NADE Chapter Presidents) Tuesday evening meeting with the NADE Board
- Leadership Congress on Wednesday
- Business Meeting on Friday
- Chapter Meeting at the NADE Conference—Serve as facilitator

Use the space below to describe your grant request (e.g., name of desired speaker or explanation of the special project, date and location of the chapter conference or activity, itemized estimate of costs, etc.):

What is the anticipated outcome of this grant-supported activity?

Provide contact information about the person completing this form.

NAME: ________________________________________________________________

ADDRESS: ______________________________________________________________________

PHONE: _______________________________ FAX: _______________________________

EMAIL: ________________________________________________________________

Please email this form to the NADE Vice President.
Chapter Grant Request for Reimbursement
Fiscal year 20__ - __

Appendix E

Chapter: ___________________________ Date: _______________________

President: ___________________________ ___________________________

Print President’s Name President’s Signature

Email: ______________________________

Chapters should use this form to submit expenses and documentation for grant activities paid for by chapters. Reimbursement checks will be paid to chapters only, not to individuals. Send this form with signatures, original receipts, proof of payment, and Chapter Grant Outcomes to the NADE Vice President within two weeks of activity or project completion. The NADE Vice President’s address is available in the NADE Leadership Directory, www.nade.net. The NADE Vice President will forward the confirmed Chapter Grant Request for Reimbursement to the NADE Treasurer for processing.

Event Date(s): ___________________________

Type of Event (check one):

☐ Type A Grant: Travel expenses for NADE Current Board Members/Past Presidents
☐ Type B Grant: Special Project
☐ Type C Grant: Certification Training
☐ Type D Grant: Chapter President Support Funding for NADE Conference

Paid To (vendor) Payment For (item or service purchased) Amount Paid
_________________________________________ ___________________________ ___________________________
_________________________________________ ___________________________ ___________________________
_________________________________________ ___________________________ ___________________________
_________________________________________ ___________________________ ___________________________

Total $________________

Amount Requested (maximum $500) $________________

Amount Approved (maximum $500) $________________

Pay to: NAME: ___________________________ ___________________________

ADDRESS: ______________________________________________________________________________

CITY: ___________________________ STATE: _________ ZIP: ___________________________

Approved By: ___________________________ ___________________________

Print Name of NADE Vice President Signature of NADE Vice President

Date: ___________________________
Chapter Grant Outcomes
Fiscal year 20__-
Appendix F

Chapter: ___________________________________________ Date: ____________________________

President: __________________________________________ President’s Signature

Print President’s Name

Email: ___________________________________________

Chapters should use this form to submit outcomes and evaluation information for grant-related activities. A completed copy of this Chapter Grant Outcomes report must accompany your Chapter Grant Request for Reimbursement. Reimbursement checks will be paid to chapters only. Send the Outcomes form and the Request for Reimbursement form to the NADE Vice President within two weeks of activity or project completion. The NADE Vice President will forward the confirmed Chapter Grant Request for Reimbursement to the NADE Treasurer for processing.

Directions: Save this blank form to a disk or your hard drive and then complete it on your computer by inserting your responses. Once you have completed this form, save it. Then send it to the NADE Vice President. The Vice President’s address may be found in the NADE Leadership Directory, www.nade.net.

Type of Chapter Development Grant (check one):

☐ Type A Grant: Travel expenses for NADE Current Board Members/Past Presidents
☐ Type B Grant: Special Project
☐ Type C Grant: Certification Training
☐ Type D Grant: Chapter President Support Funding for NADE Conference

Date(s) of Activity: ______________________________ Date Submitted: __________________________

Reimbursement Amount Requested: ______________________________ (maximum $500.00)

1. In general, did the grant-related activity meet your expectations? Explain (e.g., provide statistics, anecdotes, quotes, and/or details).

2. List the things your chapter especially enjoyed or found particularly useful. Idea/Comment/Explanation

3. Do you have any recommendations for improving any aspect of the activity? Include suggestions for use by other chapters (e.g., outreach to more participants; ideas for future speakers, themes, or topics; etc.).

Provide contact information for the person completing this form.

NAME: __________________________________________ Email: __________________________________

ADDRESS: __________________________________________

____________________________________________________________________________________

CITY: __________________________________________ STATE: ______ ZIP: ______________________

PHONE: __________________________ Email: __________________________________

Chapter URL: __________________________________________
Committee, SPIN, Council, Cabinet, or Task Force

Budget Allocation Application
Fiscal year 20__ - __
Appendix G

Unit: ______________________  ______________________ Date: ______________________
Chair: ______________________  ______________________
Email: ______________________

Please fill in the category and amount requested below and then send this form to the NADE Treasurer. This form must be received by the NADE Treasurer by May 1 to be considered in this fiscal year budget.

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<tr>
<th>Category</th>
<th>Amount Requested</th>
<th>Amount Approved</th>
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</thead>
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</table>

Check if additional materials attached.  TOTAL $ Office use

FEE WAIVER: In addition to the amounts allocated, the group named above will receive one basic fee waiver, provided the individual selected fulfills the required leadership responsibilities to attend the mandatory leadership activity at the NADE annual conference.

Explanatory Notes:

- The NADE fiscal year runs from July 1 to June 30.
- Allocated amounts are subject to availability of funds. Reimbursement checks may take up to 8 weeks to process.
- No 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 notifying the NADE Board of the potential conflict of interest in advance of the expenditure. In such cases, formal NADE Board approval must be obtained in advance of the expenditure, and such approval should not be assumed.
- Expenditures incurred in excess of approved amounts or for purposes other than those approved will not be paid or reimbursed without formal NADE Board approval in advance of the expenditure. Such approval should not be assumed. Funding requests for individual purchases exceeding $2000 must include at least three bids and an explanation for accepting a bid for services.
- All reimbursement requests must include both a reimbursement form and original receipts for each expenditure taped to a separate sheet of paper. Forms are available at www.NADE.net.
- Invoices or reimbursement requests against this allocation must be delivered to the NADE Treasurer by June 15 of the fiscal year in which the allocation was approved. Late invoices or requests for reimbursement against the allocation will be handled at the discretion of the NADE Executive Board, which may choose to deny payment and/or reimbursement.

Send this form to

NADE Attn: Treasurer
500 N. Estrella Parkway
Ste. B2 PMB 412
Goodyear, AZ 85338
# Budget Reimbursement Application

**Fiscal year 20__ - __**

Appendix H

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**Committee, SPIN, Council, Cabinet, or Task Force**

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**Unit:** ____________________________  **Date:** ____________________________

**Chair:** ____________________________  **Print Chair’s Name:** ____________________________  **Chair’s Signature:** ____________________________

**Email:** ____________________________  ____________________________

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Please fill in the category and amount requested below and then send this form to the NADE Treasurer to arrive before June 15 of this fiscal year.

<table>
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<th>Category</th>
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</tbody>
</table>

Check if additional materials attached.  **TOTAL** $ __________  **Office use**

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**To whom should the check be made payable?**

**Pay to:**

**NAME:** ____________________________

**ADDRESS:** ____________________________

**CITY:** ____________________________  **STATE:** __________  **ZIP:** __________

---

**Explanatory Notes:**

- The NADE fiscal year runs from July 1 to June 30.
- Allocated amounts are subject to availability of funds. Reimbursement checks may take up to 8 weeks to process.
- No 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 notifying the NADE Board of the potential conflict of interest in advance of the expenditure. In such cases, formal NADE Board approval must be obtained in advance of the expenditure, and such approval should not be assumed.
- Expenditures incurred in excess of approved amounts or for purposes other than those approved will not be paid or reimbursed without formal NADE Board approval in advance of the expenditure. Such approval should not be assumed.
- All reimbursement requests must include this reimbursement form and original receipts for each expenditure taped to a separate sheet of paper. Exceptions to the receipt requirement are minimal out-of-pocket expenses such as tips (15% maximum suggested) or mileage (currently $0.45/mile, as of July 1, 2008). Forms are available at [www.NADE.net](http://www.NADE.net).
- Invoices or reimbursement requests must be delivered to the NADE Treasurer by June 15 of the fiscal year in which the allocation was approved. Late invoices or requests for reimbursement against the allocation will be handled at the discretion of the NADE Executive Board, which may choose to deny payment and/or reimbursement. All unexpended allocations return to the general fund at the end of each fiscal year. No funds may be carried into the following fiscal year.

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Send this form to

**NADE Attn: Treasurer**

**500 N. Estrella Parkway**  
**Ste. B2 PMB 412**  
**Goodyear, AZ 85338**  

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*NADE Policies and Procedures Handbook*  
*February 2012*
NADE Committees, Councils, and Cabinets

Appendix I

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

**ARCHIVES:** Collects and organizes NADE materials for easy access and historical preservation.

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

**BYLAWS:** Provides information about the NADE Bylaws, as well as information for amending the documents, and makes recommendations for possible changes.

**CERTIFICATION COUNCIL:** 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.

**CHAPTER DEVELOPMENT:** Chaired by the NADE Vice President, includes all NADE Chapter Presidents and Presidents-elect in its membership. Maintains the organizational and communication structure between the NADE Board and each NADE Chapter as well as provides services to assist chapters in their development.

**COUNCIL FOR THE ADVANCEMENT OF STANDARDS IN HIGHER EDUCATION (CAS) DIRECTOR:** Is a consortium of more than thirty-five professional organizations working toward the improvement of higher education programs and services that promote student learning and development.

**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 is chaired by the Immediate Past President and 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 Vice President and NADE Conference Manager to bring together volunteers to plan and produce a professional, profitable annual NADE conference.

**NADE DIGEST:** Provides opportunities for Developmental Education professionals to publish articles in the NADE Digest to further discussion of practical issues in Developmental Education.

**NADE NEWSLETTER:** Assists with writing, editing, and other production aspects of the NADE Newsletter.
NATIONAL EXHIBITS CHAIR: Appointed annually by the President with the approval of the Executive Board to assist the annual conference planning team and the NADE Conference Manager in monitoring exhibitor relationship policies and procedures.

POLITICAL LIAISON: Serves as a clearinghouse of information among the NADE chapter political liaisons, identifies key issues on the state and national level, and oversees the NADE political liaison newsletter (“The Liaison”).

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.

PROFESSIONAL LIAISON: Coordinates information among like-minded professional organizations and recommends cooperative agreements between NADE and other organizations.

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.
May 15
Committee Coordinator Report
Fiscal year 20__ -__
Appendix J

Coordinator: ____________________________________________________________

Date: __________________________

Save this blank form to a disk or your hard drive and then complete it on your computer by inserting your responses (available space will expand as you insert information). Once you’ve completed this form, save it and email it to the NADE President-elect.

1. A detailed description of the contacts with Committee Chairs since the annual conference including their projects, requests for help, and/or recommendations for their continued activities

2. Summary of budget requests

3. Goals for the year

4. Strategies for accomplishing these goals

5. Assistance needed from NADE

6. Other information to share with NADE Executive Board

7. Does the NADE Leadership Directory (www.nade.net) accurately reflect your name and contact information? ___yes ___no If not, please attach updated information.

8. Provide a list of current Committee Chairs and verification of their NADE membership.

Email this form to the NADE President-elect.
November 15
Committee Coordinator Report
Fiscal year 20__ -__
Appendix K

Coordinator: __________________________________________________________

NADE Membership Number: ______________ Date: __________________________

Save this blank form to a disk or your hard drive and then complete it on your computer by inserting your responses (available space will expand as you insert information). Once you’ve completed this form, save it and email it to the NADE President-elect.

1. A detailed description of the contacts with Committee Chairs since the annual conference including their projects, requests for help, and/or recommendations for their continued activities

2. Summary of budget reimbursements

3. Goals accomplished

4. List of Committee Chairs eligible for conference fee waivers

5. Assistance needed from NADE

6. Other information to share with NADE Executive Board

7. Does the NADE Leadership Directory (www.nade.net) accurately reflect your name and contact information? ___yes ___no  If not, please attach updated information.

8. Provide a list of current Committee Chairs and verification of NADE membership.

Email this form to the NADE President-elect.
May 1
Committee Goals and Activity Report
Fiscal year 20 __ - __
Appendix L

Committee: ____________________________ Date: ____________________________
Chair: ____________________________ Email: ____________________________
NADE Membership Number: ____________________________ Expiration Date: ____________________________

Save this blank form to a disk or your hard drive and then complete it on your computer by inserting your responses (available space will expand as you insert information). Once you’ve completed this form, save it and email it to the NADE Committee Coordinator.

1. Copy of budget request
2. Copies of budget reimbursement requests, if any
3. Copy of the minutes, including conference calls conducted since the annual conference
4. Current Committee goals accomplished
5. Future goals with timeline for completion
6. Strategies for accomplishing these goals
7. Activities since the conference
8. Assistance needed from NADE
9. Does the NADE Leadership Directory (www.nade.net) accurately reflect your name and contact information? ___ yes ___ no If not, please attach updated information.
10. Please list contact information for the designated Chair’s fee waiver recipient. (Limit of one fee waiver per committee)

Name: ____________________________
Address: __________________________________________
City/State/ZIP: ____________________________
Phone: ____________________________ Fax: ____________________________
Email: ____________________________

Email this form to the Committee Coordinator.
November 1
Committee Goals and Activity Report
Fiscal year 20 __ - __
Appendix M

Committee: _________________________________ Date: ____________________________
Chair: _________________________________ Email: _____________________________
NADE Membership Number: _______________________________ Expiration Date: __________

Save this blank form to a disk or your hard drive and then complete it on your computer by inserting your responses (available space will expand as you insert information). Once you've completed this form, save it and email it to the NADE Committee Coordinator.

1. Copy of budget request

2. Copies of budget reimbursement requests, if any

3. Copy of the minutes, including conference calls conducted since the annual conference

4. Current Committee goals accomplished

5. Future goals with timeline for completion

6. Strategies for accomplishing these goals

7. Activities since the conference

8. Assistance needed from NADE

9. Does the NADE Leadership Directory (www.nade.net) accurately reflect your name and contact information? ___ yes ___ no  If not, please attach updated information.

10. Please list contact information for the designated Chair's fee waiver recipient. (Limit of one fee waiver per committee)

   Name: ____________________________________________________________
   Address: __________________________________________________________
   City/State/ZIP: __________________________ Fax: ________________________
   Phone: ___________________________ Email: ____________________________

   Email this form to the Committee Coordinator.

NADE Policies and Procedures Handbook

February 2012
Description of SPINs

Appendix N

ADJUNCT FACULTY: This SPIN recognizes that adjuncts are important professionals in Developmental Education. The Adjunct Faculty SPIN 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 SPIN 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 SPIN group allows professionals to network at the NADE conference and through correspondence to address the issues facing colleagues. The SPIN group offers a professional avenue for growth by increasing interaction among the SPIN 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 their educational community; 5) Advisors are responsible to their educational practices and for themselves personally. In addition, we review topics that address when it is appropriate to serve as advisor and/or to serve as a counselor. Counselors are licensed personnel and advisors are not.

BRAIN-COMPATIBLE EDUCATION: This SPIN 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 the successful learners they were born to be.

ENGLISH/WRITING/ESL: This group is committed to the success of NADE’s academic community. Our SPIN 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 SPIN, we often think of excellence and achievement; accordingly, we look to grow our network to ensure further opportunities for our members to achieve excellence.

INTEGRATION OF BASIC SKILLS (IBS): Enforcement of good math, reading, and English in all classes, not just in isolated learning environments, is one area in higher education that this SPIN explores. Members of this SPIN help connect others to their practices of how basic skills are integrated throughout a college’s curriculum, which might include areas such as math intensive courses, writing across the curriculum, and critical reading in various disciplines.

LEARNING COMMUNITIES: (UNDER CONSTRUCTION)

LEARNING & STUDY SKILLS: A group dedicated to discovering and sharing with each other the latest research in learning and study skills, plus what works for them and their students.

LEARNING DISABILITIES: This group concentrates on students with learning disabilities. Regardless of the discipline, our goal is to discuss learning disabilities in all subjects and how dealing with a learning disability shapes the developmental student throughout his or her college experience. One of our primary goals is to discuss how new technology can be used to accommodate students with different learning styles to improve their retention rates in both two and four-year colleges.
MATHEMATICS: This group discusses issues pertaining to Developmental Math students, teaching and research. Members are teachers, administrators and those interested in the field.

ON-LINE 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 SPIN 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 SPIN 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.

TECHNOLOGY: Promotes, informs, and educates its members on the integration of technology in the design, delivery, and development of Developmental Education courses, programs, and support services; facilitates the appropriate use of the broad range of current technology available; and promotes innovation in the use of emerging technology.

TRIO: The TRIO SPIN group exists to support the developmental education needs of TRIO students, to communicate new information regarding TRIO, and to address the educational climate regarding developmental education and its impact on the ability of TRIO projects to function effectively.

WORKFORCE DEVELOPMENT: The goal of the Workforce Development SPIN 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 SPIN is committed to “looking at” any area that its members feel is a viable subject.
May 15
SPIN Coordinator Report
Fiscal year 20 __-__
Appendix O

Coordinator: _______________________________________________________________

NADE Membership Number: ___________________________ Date: __________________________

Save this blank form to a disk or your hard drive and then complete it on your computer by inserting your responses (available space will expand as you insert information). Once you’ve completed this form, save it and email it to the NADE President-elect as an email attachment.

1. A detailed description of the contacts with SPIN chairs since the annual conference including their projects, requests for help, and/or recommendations for their continued activities

2. Summary of budget requests

3. Goals for the year

4. Strategies for accomplishing these goals

5. Assistance needed from NADE

6. Other information to share with NADE Executive Board

7. Does the NADE Leadership Directory (www.nade.net) accurately reflect your name and contact information? ___yes ___no If not, please attach updated information.

8. Provide a current list of SPIN Chairs and verification of their NADE membership.

   Email this form to the NADE President-elect.
November 15
SPIN Coordinator Report
Fiscal year 20 ___ - ___
Appendix P

Coordinator: _______________________________________________________

NADE Membership Number: ______________ Date: _______________________

Save this blank form to a disk or your hard drive and then complete it on your computer by inserting your responses (available space will expand as you insert information). Once you've completed this form, save it. Then send it to the NADE President-elect as an email attachment.

1. A detailed description of the contacts with SPIN chairs since the annual conference including their projects, requests for help, and/or recommendations for their continued activities

2. Summary of budget reimbursement requests, if any

3. List of SPIN Chairs eligible to receive fee waiver for annual conference

4. Status of goals for the year

5. Assistance needed from NADE

6. Other information to share with NADE Executive Board

7. Does the NADE Leadership Directory (www.nade.net) accurately reflect your name and contact information?  
   ___yes ___no  If not, please attach updated information.

8. Provide a list of current SPIN Chairs and verification of their NADE membership.

   Email this form to the NADE President-elect.
May 1
SPIN Goals and Activity Report
Fiscal year 20__ - __
Appendix Q

SPIN: ___________________________ Date: ___________________________

Chair: ___________________________ Email: ___________________________

NADE Membership Number: ______________ Expiration Date: ______________

Save this blank form to a disk or your hard drive and then complete it on your computer by inserting your responses (available space will expand as you insert information). Once you’ve completed this form, save it. Then send it to the SPIN Coordinator as an email attachment.

1. List of members (attachment)
   Have you contacted your members? (List may be obtained from Executive Assistant office at www.nade.net)

2. Copy of budget request

3. Copy of the minutes of the meeting at the annual conference

4. Goals for the year

5. Strategies for accomplishing these goals

6. Activities since the conference

7. Assistance needed from NADE

8. Does the NADE Leadership Directory (www.nade.net) accurately reflect your name and contact information?
   ___yes ___no  If not, please attach updated information.

   Email this form to the SPIN Coordinator.
November 1
SPIN Goals and Activity Report
Fiscal year 20__ - __
Appendix R

Save this blank form to a disk or your hard drive and then complete it on your computer by inserting your responses (available space will expand as you insert information). Once you've completed this form, save it. Then send it to the SPIN Coordinator as an email attachment.

1. List of Members (attachment)
   Have you contacted your members? (List may be obtained from Executive Assistant office at www.nade.net.)

2. Minutes of meetings, including conference calls conducted since the annual conference

3. Goals accomplished or timeline for completion

4. Activities in progress

5. Proposed initiatives for subsequent year

6. Assistance needed from NADE

7. Does the NADE Leadership Directory (www.nade.net) accurately reflect your name and contact information? 
   ____yes  ____no  If not, please attach updated information.

8. Please list contact information for the designated Chair's fee waiver recipient. (Limit of one fee waiver per group)

   Name:

   Address:

   City: __________________________ State: _________ ZIP: ____________

   Phone: __________________________ Fax: __________________________

   Email: ____________________________

   Email this form to the SPIN Coordinator.
## Services Provided To Reciprocal Organizations

### Appendix S

<table>
<thead>
<tr>
<th>Name of Organization</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
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</tr>
</thead>
<tbody>
<tr>
<td>American Mathematical Association of Two-Year Colleges</td>
<td>AMATYC</td>
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<td>Association for the Tutoring Profession</td>
<td>ATP</td>
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<td>Council for the Advancement of Standards</td>
<td>CAS</td>
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<td>Council for Learning Assistance and Developmental Education Associations</td>
<td>CLADEA</td>
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<td>College Reading and Learning Association</td>
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<td>Forum for Access and Continuing Education</td>
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<td>National Academic Advising Association</td>
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<td>National College Learning Center Association</td>
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<td>National Center for Developmental Education</td>
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<td>National Institute for Staff and Organizational Development</td>
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<tr>
<td>Technology in Developmental Education</td>
<td>TIDE</td>
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**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
Nomination and Election Process for CLADEA Fellows

- All Current ACDEA Fellows become by definition also 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.

- Elected Fellows may participate in the work of the Council by serving on commissions and committees at their request or by request of the Council; nominating, voting on, and initiating new Fellows; and petitioning the Council for action.

- Elected Fellows will contact the Chairperson and member representatives of the Council to update their contact information as necessary.

Demonstration of Qualifications and Requirements for Election to CLADEA Fellows

CLADEA has adopted the qualifications and requirements for election to CLADEA Fellows as defined and explained in Martha Maxwell’s initial proposal – Maxwell, M. (1998) Fellows in learning assistance and developmental education: A proposal. *Journal of College Reading and Learning*, 29 (1), 41-47 – with later amendments by the Council. A copy of Dr. Maxwell’s article is archived on the publications page of the CRLA website at [http://www.crla.net/Publications.htm](http://www.crla.net/Publications.htm). Current Fellows of the Council may sponsor candidates for nomination. Council member organizations may also sponsor candidates for nomination. The nominator submits a document to the Council Chairperson, with pages numbered, to include the following:
1. Cover sheet including the following:
   a. Name, address, title, phone number, and email address of the nominee
   b. Name and title of the nominator, including the organizational title, if appropriate, with contact information including phone number and email address

2. Letter(s) of endorsement by the nominator(s), describing the candidate’s qualifications and professional accomplishments (to be documented in the applicant’s curriculum vitae or accompanying materials) and addressing the general requirements for fellowship status of either at least 15 years’ professional experience directly relating to developmental education or learning assistance or significant contributions to related areas of study that influence developmental education or learning assistance.

3. Two additional letters of endorsement from professionals in the field of learning assistance or developmental education describing the candidate’s professional accomplishments. At least one of these letters must be from someone who is not currently and has not been the nominee’s major professor, supervisor, or close colleague. Thus at least one of the letters must come from an individual outside the nominee’s institution or agency. The CLADEA Council Chair may not write nomination or support letters for Fellows candidates.

4. The candidate’s curriculum vitae addressing the qualifications:
   a. At least 15 years’ professional experience directly relating to developmental education or learning assistance or significant contributions to related areas of study that influence developmental education or learning assistance:
      (1) Abstract or synopsis of the dissertation, if candidate has a doctoral degree
      (2) Reference to (but not copies of) certificates, relevant graduate courses, research, and publications.
   b. Suitable documentation in at least four of the six areas listed on pages 43-46 of Dr. Maxwell’s JCRL article:
      (1) outstanding leadership, scholarship, or service to the field,
      (2) public recognition as an authority,
      (3) significant impact on state, national, or international programs and policy,
      (4) promotion of the field and improvement of its image,
      (5) development of an effective program,
      (6) outstanding research and publication record.
   c. Documentation organized and sequenced in the order provided in Martha Maxwell’s article (on pages 43-46), with headings to specify the area addressed.
   d. Thorough yet concise documentation
      (1) Do not include copies of any research, publications, or awards.
      (2) Do not include abstracts, newsletter articles, or manuscripts.
      (3) Do not make duplicate reference to writings or book reviews.

To fulfill 4.b., above, a candidate for Fellow must provide suitable documentation in at least four of the six areas described below:

1. The candidate has shown outstanding leadership, scholarship, or service to the field:
   a. outstanding teacher (documented by letters from students or student and peer ratings)
   b. author of a textbook or textbooks (including letters from a minimum of two professionals in other institutions who have adopted the textbook),
   c. author of a book or books for professionals (including two book reviews attesting to the value of the work for the profession),
   d. president or dean of a college or university,
   e. editor or founder of a quality journal,
   f. chairperson of a credentialing body,
   g. administrative officer or influential person in national or regional organization in the field, or
   h. recipient of an award or awards from national or regional associations (including a clear statement of the criteria for the award).

The following position descriptions are insufficient even if considered together: Learning Center Director, Department Chairperson; Director of Tutor Training or other training programs; Consultant; Associate journal Editor; President of a Division or Special Interest Group; Member of a
6. The candidate has received public recognition as an authority
   a. election to a scholarly society,
   b. selection as a reviewer for a scholarly journal,
   c. selection as a reviewer for grant applications,
   d. assumption of a leadership role (e.g., chair of a scientific or educational group),
   e. selection as a reviewer for manuscripts from publisher(s) of books in learning assistance or
developmental education,
   f. the development of innovative materials for instruction or research as evidenced by written
reports in journals or presentations at conferences,
   g. statements by colleagues of frequent and high-quality service (as in letters of reference
regarding teaching or other contributions),
   h. invitation(s) to be a visiting professor, or
   i. invitation(s) to be a presenter or mentor at learning assistance or developmental education
institutes.
3. The candidate has had a significant impact on state, national or international programs and policy. Creative
   and innovative application of principles to programs or problems reflects the candidate’s depth of
knowledge and leadership. Such leadership might result in statements of support such as, “The nominee
chaired a committee that developed and published national professional standards, guidelines, and ethical
standards for the profession.”
4. The candidate has promoted the field on the social and political scenes and has made special efforts to
improve the image of the field.
5. The candidate has developed a program that provides effective education and training:
   a. recognition of the merits of the program by peers, outside agencies, or other colleges (stated
explicitly and in detail rather than in sweeping generalities),
   b. evaluation involving follow-up of students (e.g., grade point averages, retention,
graduation rates, attendance in graduate school),
   c. evidence of the individual’s impact on a community, organization, or institution, through
research or application of principles relevant to learning assistance and developmental
education.
6. The candidate has an outstanding research and publication record for the field:
   a. publication in academic journals (to be rated on content, quality of journal(s), and single versus
multiple authorship,
   b. frequent selection as chair of paper-reading sessions,
   c. organization of, and participation in, symposia at professional meetings,
   d. presentation of significant papers at professional meetings,
   e. citations of nominee’s publications in professional publications by others,
   f. presentation of invited addresses,
   g. author or editor of a major textbook or textbooks in the field (including two published reviews
of each book),
   h. author of a whole chapter or major section of a book in the field (including copies of two
published reviews of book),
   i. author or editor of a major work or works for professionals in the field (including copies of two
published reviews),
   j. principal investigator on a grant funded by federal, state/provincial, or private foundation,
   k. reviewer on a journal for a minimum of three years,
   l. editor of a journal, or
   m. creator of a film or video series involving the theories, principles, or instructional strategies in
learning assistance and developmental education.
Recommended Items for NADE Newsletter

Appendix U

A. 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 SPIN groups by their chairs (these would be included on a space available basis)
   - Short legislative update by Political Liaison Committee (this 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 SPINs (included at least once each year, more often on a space available basis)
   - Order form to purchase NADE materials (e.g., pins, posters, journals, NADE Self-Evaluation Guides; included at least once each year, more often on a space available basis)
   - Conference announcements by NADE chapters
   - Information for subscribing to LRNASST computer discussion group (included at least once a year, more often on a space available basis)
   - Address information for the NADE Internet Web homepage
   - Changes to Leadership Directory of NADE national and chapter leaders by Executive Assistant
   - Complete contact information for NADE Executive Board members
   - J/P memberships listed
   - List of corporate sponsors

B. Items to appear in late spring edition in addition to standard items (goal to distribute by June 15):
   - Leadership Directory of NADE national and chapter leaders
   - Call for Nominations for NADE awards (four pages) by Awards Committee
   - Call for Nominations for NADE Executive Board positions by Elections Committee
   - 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)—advertisements provided camera-ready. Note: Please see Services Provided to Reciprocal Organizations (Appendix S and on the NADE website) to clarify abbreviations
   - Pre-conference information by national conference committee chairs (e.g., keynote speaker, registration fees, hotel contact information, and local sights).
   - Conference registration form provided by national conference planners
   - 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. 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)
- Condensed version of “The Liaison,” NADE’s political information newsletter (4 pages) provided by the editors of “The Liaison”
- Information about the Summer Technology Institute (TIDE)
- Information from reciprocating organizations that have spring conferences, such as ATP
- Free advertisement to promote Kellogg Summer Institute—advertisement provided camera-ready
## Awards, Grants, and Scholarships

### Appendix V

<table>
<thead>
<tr>
<th>Name of Award</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Administrator or Public Servant for Outstanding Support to Developmental Education</td>
<td>Recognizes the special supporting role of individuals other than Developmental Education professionals to the field of Developmental Education.</td>
</tr>
<tr>
<td>Adjunct Scholarship</td>
<td>Supports attendance of adjunct personnel at NADE annual conference.</td>
</tr>
<tr>
<td>Anne Ferguson Award for Professional Development</td>
<td>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).</td>
</tr>
<tr>
<td>Curtis Miles Award to an Outstanding Established Chapter</td>
<td>Recognizes excellence in state and regional chapters that have been in existence for at least six years.</td>
</tr>
<tr>
<td>Henry Young Award for Outstanding Individual Contribution to NADE</td>
<td>Recognizes long-term contribution of service to NADE.</td>
</tr>
<tr>
<td>Hunter R. Boylan Outstanding Research/Publication Award</td>
<td>Honors significant scholarly contributions to the field of Developmental Education.</td>
</tr>
<tr>
<td>Journal of Developmental Education Outstanding Article Award</td>
<td>Recognizes the outstanding article published in the Journal of Developmental Education since the previous conference. (Awarded by JDE)</td>
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<tr>
<td>John Champaign Memorial Award for Outstanding Developmental Education Program</td>
<td>Recognizes excellence in a Developmental Education program or one of its components.</td>
</tr>
<tr>
<td>Kellogg Institute-NADE Scholarship</td>
<td>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.</td>
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<tr>
<td>Martha Maxwell Developmental Education Student Scholarship</td>
<td>Supports graduates of Developmental Education programs as they continue their college degree aspirations.</td>
</tr>
<tr>
<td>Vashti Muse Award for Outstanding Alumnus of a Developmental Education Program</td>
<td>Recognizes graduates of a Developmental Education program who have distinguished themselves in their continued studies and in their careers.</td>
</tr>
<tr>
<td>Outstanding New Chapter</td>
<td>Recognizes excellence in state and regional chapters that have been in existence for fewer than six years.</td>
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<tr>
<td>Outstanding Proposed Research</td>
<td>Supports future non-thesis or dissertation research or research in progress by a NADE member.</td>
</tr>
<tr>
<td>Outstanding Research Conducted by a Developmental Education Practitioner</td>
<td>Honors recently completed non-thesis/dissertation research by a NADE member.</td>
</tr>
<tr>
<td>Gladys R. Shaw Award for Outstanding Service to Developmental Education Students</td>
<td>Recognizes long-term service to Developmental Education students by a NADE member.</td>
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<tr>
<td>Outstanding Thesis/Dissertation Award</td>
<td>Honors recently completed thesis or dissertation research by a NADE member.</td>
</tr>
<tr>
<td>Technology in Developmental Education Institute Scholarship</td>
<td>Enables a NADE member to attend the TIDE Institute for intensive work on current use of technology in Developmental Education.</td>
</tr>
<tr>
<td>William G. White, Jr. Graduate Study Scholarship</td>
<td>Promotes graduate study in Developmental Education for the purpose of advancing research and/or practice in the field.</td>
</tr>
</tbody>
</table>
General Application Procedures for NADE Awards
Appendix W

1. Four (4) copies of the application packet from the nominated person(s) or group must be submitted by the appropriate deadline:

Submit by November 15
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
Outstanding Thesis/Dissertation Award
Technology Institute for Developmental Educators Scholarship (TIDE)
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 (www.nade.net)

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
## Considerations for NADE Awards

### Appendix X

<table>
<thead>
<tr>
<th>Name of Award</th>
<th>What is Awarded</th>
<th>Other Considerations</th>
</tr>
</thead>
</table>
| Adjunct Scholarship | ✓ Basic NADE conference fee waiver  
✓ Up to five of these scholarships may be available | ✓ Reserved seating for awards presentation |
| Administrator or Public Servant for Outstanding Support to Developmental Education | ✓ Plaque | ✓ Reserved seating for awards presentation |
| Anne Ferguson Award for Professional Development | ✓ Plaque  
✓ $500 stipend  
✓ Invitation to present at next annual conference | ✓ Reserved seating for awards presentation for two chapter representatives |
| Curtis Miles Award to an Outstanding Established Chapter | ✓ Plaque  
✓ $500 stipend  
✓ Invitation to present at next annual conference | ✓ Reserved seating for awards presentation for two chapter representatives |
| Henry Young Award for Outstanding Individual Contribution to NADE | ✓ Plaque  
✓ $500 stipend | ✓ Reserved seating for awards presentation |
| Hunter R. Boylan Outstanding Research/Publication Award | ✓ Plaque for all individuals listed on the research or publication  
✓ $500 stipend, shared  
✓ Invitation to present at next annual conference | ✓ Reserved seating for awards presentation |
| John Champaign Memorial Award for Outstanding Developmental Education Program | ✓ Plaque  
✓ $500 stipend  
✓ Invitation to present at next annual conference | ✓ Reserved seating for awards presentation for two representatives of awarded program |
| Kellogg Institute-NADE Scholarship | ✓ $500 Institute tuition waiver  
✓ $500 NADE stipend paid at conference | ✓ Reserved seating for awards presentation |
| Martha Maxwell Developmental Education Student Scholarship | ✓ Plaque  
✓ $1000 stipend  
✓ Fee waiver to attend conference | ✓ Reserved seating at 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 | ✓ Plaque  
✓ Fee waiver to attend conference  
✓ $500 Stipend | ✓ Reserved seating at 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 | ✓ Plaque  
✓ $500 stipend  
✓ Invitation to present at next annual conference | ✓ Reserved seating at awards presentation for two chapter representatives |
<table>
<thead>
<tr>
<th>Name of Award</th>
<th>What is Awarded</th>
<th>Other Considerations</th>
</tr>
</thead>
</table>
| Outstanding Proposed Research                          | ➢ Plaque for up to 3 individuals listed on research proposal  
➤ $500 stipend, shared  
➤ Invitation to present at annual conference when research has been completed                                                                                      | ➢ Reserved seating for awards presentation               |
| Outstanding Research Conducted by a Developmental Education Practitioner | ➢ Plaque for up to 3 individuals involved in research project  
➤ $500 stipend, shared  
➤ Invitation to present at next annual conference                                                                                                           | ➢ Reserved seating for awards presentation               |
| Gladys R. Shaw Award for Outstanding Service to Developmental Education Students | ➢ Plaque  
➤ $500 stipend  
➤ Invitation to present at next annual conference                                                                                                           | ➢ Reserved seating for awards presentation               |
| Outstanding Thesis/Dissertation Award                  | ➢ Plaque  
➤ $500 stipend, shared  
➤ Invitation to present at next annual conference                                                                                                           | ➢ Reserved seating for awards presentation               |
| TIDE Scholarship                                        | ➢ $1,000 stipend  
➤ Tuition paid directly to TIDE and the remainder paid to recipient at the conference                                                                 | ➢ Reserved seating for awards presentation               |
| William G. White, Jr. Graduate Study Scholarship        | ➢ $1,000 stipend  
➤ Invitation to present at annual conference upon completion of program                                                                                   | ➢ Reserved seating for awards presentation               |
Adjunct Scholarship
Appendix Y-1

Purpose of award
- This scholarship is intended to assist in defraying expenses to the NADE conference.

Definition of an Adjunct Instructor
- An instructor who is employed on a part-time basis with an institution of higher education.

Criteria for evaluation
- One year as a NADE member
- Current employment as an educator in a Developmental Education program
- Two to three years experience as an educator in a Developmental Education program
- Two letters of support from supervisors or colleagues

Special features
- Fee waiver for the NADE basic conference registration
- May award up to five per year

Directions for application
- Verification of NADE membership
- Name of employing institution
- Title of teaching position(s)
- Two letters of support from supervisors or colleagues
- One to two paragraphs explaining how the applicant would share information obtained from NADE with colleagues
- See Appendix W or NADE website for specific requirements for submission of application packet to the Awards Committee Chair by November 15.
NADE Award to an Administrator or Public Servant
For Outstanding Support to Developmental Education
Appendix Y-2

Purpose of award
This award recognizes the special supporting role of individuals other than professional Developmental Education professionals to the success of Developmental Education.

Criteria for evaluation
• clear evidence of private and public support of Developmental Education
• long-term support for Developmental Education

Directions for application
• letter of nomination from the local chapter or Developmental Education department (1-2 pages)
• if available, recent newspaper articles, professional publications and/or formal public presentations supporting Developmental Education and a resume of the nominee (1-10 pages)
• letter(s) of support from at least two of the following groups (1 page per letter, maximum of 2 letters)
  ➢ director/instructor in a Developmental Education program
  ➢ Developmental Education student
  ➢ NADE chapter officer or chapter executive board
• See Appendix W or NADE website for specific requirements for submission of application packet to the Awards Committee Chair by November 15.
Anne Ferguson Award for Professional Development

Appendix Y-3

Purpose of award
This award recognizes professionals in the field of Developmental Education who have excelled in a number of ways.

Criteria for evaluation

- one year as a NADE member
- one year as an educator or administrator in a Developmental Education program
- current employment as an educator or administrator in a Developmental Education program
- description of a professional development project in the area of individual/departmental/or institutional growth, instructional design, or research/evaluation and how that project will contribute to professional development for the nominee, the nominee's department, the nominee's institution, and to the profession of Developmental Education

Special features

$500 stipend to be used for personal or institutional professional development

Directions for application

- letter of nomination from a NADE member
- current job title and responsibilities
- title and description of the proposed development project, including how it will contribute to professional development for the nominee, the nominee’s department, the nominee’s institution, and to the profession of Developmental Education (limit of 1 page)
- See Appendix W or NADE website for specific requirements for submission of application packet to the Awards Committee Chair by November 15.

Award Honoree
This award is named in honor of the late Anne Ferguson for her commitment to elevating professionalism in Developmental Education. She was an outstanding educator at Southeastern Louisiana University. She served as president of the Louisiana Association of Developmental Education, Vice President of NADE, and mentor to many Developmental Educators.
Purpose of award
This award recognizes excellence (e.g., service, conferences, political advocacy, professional development) in state and regional chapters that have been in existence for at least six years.

Criteria for evaluation
- chapter constitution/bylaws and organization
- regular chapter conferences
- service to current members
- all current elected officers are members of NADE
- at least 30 percent of chapter members are NADE members
- outreach to the community and policy makers

Special features
- $500 stipend
- invitation to present activities and strategies the chapter has used to serve its members and influence Developmental Education in its state or region at the following year’s annual conference

Directions for application
- abstract that summarizes chapter activities, strengths, and accomplishments (1-5 pages)
- member information (1 page)
  - alphabetical list of current chapter members
  - percent increase in chapter membership over the past three years
  - total attendance at chapter meetings over the past three years
  - percent of current chapter members who are also NADE members
  - chapter members who have participated in NADE activities (e.g., attended NADE conferences, served on NADE committees) over the past three years
- chapter and member political liaison activities including copies of letters sent to legislators and local newspapers (1-2 pages)
- copy of most recent newsletter or journal
- copy of most recent minutes of chapter business or Executive Board meeting
- copy of the most recent chapter conference program booklet and evaluation report of that conference
- chapter professional development activities and awards, including networking with other professionals and organizations, assistance to new professionals, special programs for professional development (1-2 pages)
- letters of support from college administrators, public school leaders or other community leaders.
- See Appendix W or NADE website for specific requirements for submission of application packet to the Awards Committee Chair by November 15.

Award Honoree
This award is named in honor of Curtis Miles to recognize his leadership in the original development of NADE chapters. Miles was president of NADE in 1984-85. He was the founding president of the South Carolina Association for Developmental Education, the first NADE state chapter. Miles served Developmental Education as Dean of Workforce Development and Special Projects at Piedmont Technical College in Greenwood, SC.

At the time of submission of awards materials, chapters may request that applications materials be returned subsequent to completion of the selection process. Return of materials will be at chapter expense, paid prior to shipping.
Henry Young Award for Outstanding Individual Contribution to NADE
Appendix Y-5

Purpose of award
This award recognizes long-term contribution of service to the Association by a NADE member.

Criteria for evaluation
• length and diverse nature of service to NADE
• recognition by peers of contribution to NADE
• involvement at both the chapter and national level of NADE
• member of NADE

Special Features
• $500 stipend

Directions for application
• letter of nomination summarizing the nominee's contributions to NADE (1-2 pages)
• one or two letters of support from other NADE members or national leaders (1 page each)
• resume of the nominee's service to NADE: chapter and national offices held, committee and task force participation, and awards received (1-5 pages)
• a sample of articles written or supervised by the nominee (e.g., journals, newsletters, committee/task force reports) (1-10 pages)
• description of workshops or presentations related to Developmental Education (1-5 pages)
• See Appendix W or NADE website for specific requirements for submission of application packet to the Awards Committee Chair by November 15.

Award Honoree
The award honors Henry Young's long, effective, and loyal service. He was an early leader of NADE in the 1970s and 1980s and was instrumental in bringing other African-Americans into NADE leadership roles. Young's other professional activities include helping to organize the Louisiana Association of Developmental Education (LADE), NADE Vice President, and director of the Communication Skills Center at Southern University in Baton Rouge, LA.
Hunter R. Boylan
Outstanding Research/Publication Award
Appendix Y-6

Purpose of award
This award recognizes significant research and scholarly contributions to the field of Developmental Education.

Criteria for evaluation
- impact of research or publication upon the field of Developmental Education
- recognition of significance by experts in the field

Award
- $500 stipend (to be shared if more than one person is involved with the research project)
- invitation to present at following year's NADE conference

Directions for application:
- letter of nomination summarizing the significance of research findings or publication to the field of Developmental Education (1-2 pages)
- two letters of endorsement by Developmental Education professionals (limit of 1 page per letter)
- supporting material
  - 1-2 published articles with a photocopy of journal cover and table of contents
  - 1-2 page summary (from the nominee) of philosophy of Developmental Education as demonstrated by research and goals for future research
- See Appendix W or NADE website for specific requirements for submission of application packet to the Awards Committee Chair by November 15.

Award Honoree
This award honors Dr. Hunter Boylan's lifetime contribution of research and scholarly publications in the field of Developmental Education. He is currently a faculty member in the School of Education at Appalachian State University in Boone, NC, and the Executive Director of the National Center for Developmental Education. He is one of the founders of NADE and of the Council of Learning Assistance and Developmental Education Associations (CLADEA) and served as president of NADE from 1981 to 1983.
John Champaign Memorial Award for Outstanding Developmental Education Program

Appendix Y-7

Purpose of award
This award recognizes excellence in a Developmental Education program or one of its components.

Criteria for evaluation
• recognized program quality by peers and campus administrators
• quality service to students
• demonstrated effectiveness through achievement of objective criteria

Special features
• Invitation to present a session at the following year’s NADE conference to highlight the strategies it has used to promote excellence
• $500 stipend

Directions for application
• letter of nomination (1 – 2 pages), which summarizes strengths and achievements of the Developmental Education program
• description of the Developmental Education program (1 – 7 pages)
  ➢ mission statement
  ➢ program components
  ➢ unique program features
  ➢ instructional delivery systems
  ➢ staffing
  ➢ program evaluation criteria
  ❖ percent of student body served
  ❖ number of students served
  ❖ qualitative and/or quantitative research of program effectiveness regarding student outcomes
  ❖ partnerships with other campus or off-campus departments and agencies
• letter of endorsement by state or regional NADE chapter (1 page); chapters may endorse more than one nominee from their service area
• letter of support from nominee’s campus administrator (1 page)
• supporting materials of the program (1 – 5 pages)
  ➢ campus promotional materials
  ➢ newspaper/magazine articles describing the program
  ➢ awards received by the program
• See Appendix W or NADE website for specific requirements for submission of application packet to the Awards Committee chair by November 15.

Award Honoree
John Champaign directed the Developmental Education Department at Finger Lakes Community College in Canandaigua, NY. He demonstrated how effective Developmental Education could be with limited resources. His program was recognized as exemplary. Champaign chaired several NADE committees and was chairperson of NADE’s Future Directions Task Force.
Purpose of award
This scholarship is intended to assist in defraying expenses to the Kellogg Institute.

Criteria for evaluation
• acceptance to Kellogg Institute for the year of the award
• NADE membership
• three or more years as an educator or administrator in a Developmental Education program
• current employment as an educator or administrator in a Developmental Education program
• letter of administrative financial support or other assurance of financial commitment for the nominee to attend the Kellogg Institute
• one to three letters of support from supervisors, colleagues, and/or students
• a letter from the applicant (limit of 1-2 pages) stating
  ➢ length of membership in NADE
  ➢ number of years and type of experience in Developmental Education
  ➢ anticipated impact of how participation in the Kellogg Institute will contribute to personal professional development and to the Developmental Education program in which the nominee is currently employed
• See Appendix W or NADE website for specific requirements for submission of application packet to the Awards Committee Chair by November 15.

Special features
• $500 Institute waiver paid directly to National Center for Developmental Education for Kellogg registration
• $500 NADE stipend to be paid to the recipient at the conference
Purpose of award

This award supports graduates of Developmental Education programs as they continue their college degree aspirations.

Criteria for evaluation

- recommendation by a NADE chapter (limit of one nomination per year) Each chapter is free to develop its own process for selecting a nominee from its service area for the scholarship
- completion of at least two developmental courses or participation in at least two of the following developmental program activities
  - TRIO Upward Bound
  - TRIO Student Support Services
  - high school-to-college bridge program
  - special admissions program
  - enrollment in developmental classes (math, writing, reading, ESL, or study skills)
- 3.0 cumulative GPA (based on a 4.0 scale)
- plans to enroll in or continue enrollment in a postsecondary educational institution during the next academic year

Special features

- $1000 stipend
- Fee waiver for the NADE basic conference registration to attend the conference the year that the award is given
- one night’s accommodations provided by NADE at the conference hotel the year the award is given
- 3-5 minute presentation at conference when award is presented

Directions for application

- 500-word, typewritten, double-spaced essay on “How my involvement in Developmental Education has helped me prepare for regular college courses.”
- copy of most recent college transcript
- letter of recommendation from the sponsoring NADE chapter (1 page)
- letter of recommendation from school official, instructor, or counselor, (1 page)
- resume (1-3 pages) that includes
  - educational background
  - involvement in Developmental Education
  - goals and aspirations
  - leadership skills
  - extracurricular activities
  - honors and awards
  - community involvement
- See Appendix W or NADE website for specific requirements for submission of application packet to the Awards Committee Chair by November 15.

Special procedures

- A minimum of one scholarship of $1000 or more will be awarded each year.
- Scholarships are based upon the interest income generated by the endowment. The principal is not be used for scholarships.
- If there is a year when the interest income is less than $1000, the difference between the interest income and $1000 will be drawn from the NADE general account to award one scholarship.
- If sufficient interest is generated, additional scholarships of $1000 or more may be awarded.
• Scholarships may not be renewed.
• The scholarship check will be sent directly to the student.

Award Honoree
Dr. Martha Maxwell is one of the founders of modern Developmental Education. Beginning with her work at the University of California-Berkeley, she continued to serve the field through consulting, publications, and research. She published the seminal book in the field *Improving Student Learning Skills.*
Vashti Muse Award for Outstanding Alumnus of a Developmental Education Program
Appendix Y-10

Purpose of award
This award recognizes an alumnus of a Developmental Education program who has distinguished himself/herself in an educational career and other areas of life.

Criteria for evaluation
Completion of two developmental courses or participation in at least two of the following developmental program activities:
- TRIO Upward Bound
- TRIO Student Support Services
- high school-to-college bridge program
- special admissions program
- outstanding accomplishments outside the classroom in an educational or career setting
- enrollment in developmental classes (e.g., mathematics, reading, study skills, writing)

Special features
- $500 stipend
- one night’s accommodation provided by NADE at the conference hotel the year award is presented
- fee waiver for the NADE basic conference registration for conference the year award is presented
- 3-5 minutes to speak at a conference plenary session

Directions for application
- letter of nomination that explains specific developmental classes taken, and/or developmental programs in which the nominee participated, and the nominee’s further educational and/or career accomplishments (1-2 pages)
- one or two letters of endorsement from developmental and other college faculty (1 page each)
- one or two letters of reference from current work supervisor, post-graduate faculty member, and/or community leader (1 page each)
- nominee’s resume
- See Appendix W or NADE website for specific requirements for submission of application packet to the Awards Committee Chair by November 15.

Award Honoree
Vashti Muse, Ed.S., a 50 plus years veteran educator, was devoted to developmental students not only in the classroom but outside as well, investing much of her own time and resources to helping student overcome personal challenges to stay in school. She was a NADE president, NADE award winner, NADE conference chair and a devoted NADE Emeritus Cabinet member.
NADE Award to an Outstanding New Chapter
Appendix Y-11

Purpose of award
This award recognizes excellence (e.g., service, conference, political advocacy, professional development) in state and regional chapters that have been in existence for fewer than six years.

Criteria for evaluation
• chapter constitution/bylaws and organization
• elected officers current members of NADE
• service to its current members
• outreach to community and policy makers

Special features
• $500 stipend
• invitation to present activities and strategies the chapter has used to serve its members and influence Developmental Education in its state or region at the following year’s annual conference

Directions for application
• summary of chapter activities, strengths, and accomplishments (1-5 pages)
• member information (1 page)
  ➢ alphabetical list of current chapter members
  ➢ percent increase in chapter membership over the past three years
  ➢ total attendance at chapter meetings over the past three years
  ➢ percent of current chapter members who are also NADE members
  ➢ chapter members who have participated in NADE activities (e.g., attended NADE conferences, served on NADE committees) over the past three years
• chapter and member political liaison activities including copies of letters sent to legislators and local newspapers (1-2 pages)
• copy of most recent newsletter or journal
• copy of most recent minutes of chapter business or Executive Board meeting
• copy of the most recent chapter conference program booklet and evaluation report of that conference
• chapter professional development activities and awards, including networking with other professionals and organizations, assistance to new professionals, special programs for professional development (1-2 pages)
• letters of support from college administrators, public school leaders or other community leaders
• See Appendix W or NADE website for specific requirements for submission of application packet to the Awards Committee Chair by November 15.
NADE Outstanding Proposed Research Award

Appendix Y-12

Purpose of award
This award supports future non-thesis or dissertation research or research in progress by a NADE member.

Criteria for evaluation
- NADE membership
- significance to the field of Developmental Education
- theoretical/research basis
- rationale for the study
- theoretical basis and description of research methodology
- projected applicability of results
- quality of written presentation
- projected timeline

Special features
- $500 stipend (to be shared if more than one person is involved in the project)
- invitation to present at NADE conference as soon as the research project has been completed

Directions for application
- prepare 4 copies of the research abstract that describes all the award criteria (maximum of 15 double spaced typewritten pages)
- include title page and “Works Cited”
- no identification of author or author’s employing institution should appear except on the cover page as described in the General Application Procedures
- See Appendix W or NADE website for specific requirements for submission of application packet to the Awards Committee Chair by November 15.
NADE Outstanding Research Conducted by a Developmental Education Practitioner Award
Appendix Y-13

Purpose of award
This award honors recently completed non-thesis/dissertation research by a NADE member in published or unpublished form.

Criteria for evaluation
• NADE membership
• significance to the field of Developmental Education
• theoretical/research basis
• rationale for the study
• theoretical basis and description of research methodology
• soundness of conclusions from research
• quality of written presentation
• publication of research or documentation that publication is forthcoming

Special features
• $500 stipend (to be shared if more than one person is involved in the project)
• invitation to present at following year’s NADE conference
• plaque for up to three individuals involved in the research project

Directions for application
• prepare 4 copies of the research abstract that describes all the award criteria (maximum of 15 double-spaced typewritten pages)
• include title page and “Works Cited”
• no identification of author or author’s employing institution should appear except on the cover page as described in the General Application Procedures
• See Appendix W or NADE website for specific requirements for submission of application packet to the Awards Committee Chair by November 15.
Gladys R. Shaw Award for Outstanding Service to Developmental Education Students

Appendix Y-14

Purpose of award
This award recognizes long-term service to Developmental Education students by a NADE member.

Criteria for evaluation
- Nominee will have spent at least five years serving Developmental Education students through teaching and/or administration
- Nominee’s record of service and recognition by others
- NADE membership

Special features
- The award recipient will be invited to present a session at the following year’s NADE conference.
- $500 stipend

Directions for application
- letter of nomination summarizing contributions by the nominee to Developmental Education students (limit of 1-2 pages)
- letter of endorsement by state or regional NADE chapter (limit of one page); chapters may endorse more than one nominee from their service area.
- resume of the nominee should reflect length of service and diverse ways the nominee has served Developmental Education students; additional contributions that indirectly affect students, such as leading on-campus faculty development workshops, conference presentations, and articles in education journals and newsletters; a record of local, state, or national recognition of the nominee’s service to Developmental Education students (limit of 10 pages).
- Letters of support from 1-3 individuals from any of the following groups (1 page per letter, maximum of 3 letters)
  - students
  - administrators
  - faculty members teaching Developmental Education classes
  - colleagues outside the Developmental Education area
- See Appendix W or NADE website for specific requirements for submission of application packet to the Awards Committee Chair by November 15.

Award Honoree
Gladys Riemath Shaw has had a profound influence on our field. She was a powerful advocate of college access, especially in El Paso, where she was a developmental education faculty member at El Paso Community College and the Director of the Tutoring and Learning Center and Director of Student Support Services (TRIO) at University of Texas at El Paso. She was passionate about standards and ethics, served on Commission XIV (NOTE to us: I thought it was commission XVI of ACPA), and was instrumental in the creation of certification standards for both CRLA and NADE. She served as Treasurer of both organizations. She is a Fellow of the Council of Learning Assistance and Developmental Education Associations and she was inducted into the El Paso Commission for Women Hall of Fame in 2010. Her professional life was centered on students and the professionals who serve them.
NADE Outstanding Thesis/Dissertation Award

Appendix Y-15

Purpose of award
This award honors a recently completed thesis or dissertation by a NADE member.

Criteria for evaluation
• NADE membership
• significance of the topic to the field of Developmental Education
• theoretical/research background and rationale
• theoretical basis and description of research methodology
• soundness of conclusions from research results
• quality of written presentation

Special features
• $500 stipend (to be shared if more than one person is involved with the project)
• invitation to present at the following year’s NADE conference

Directions for application
• prepare 4 copies of the research abstract that describes all the award criteria (maximum of 15 double-spaced pages)
• title page, abstract, and references
• no identification of author or author’s employing institution should appear except on the cover page as outlined in the General Application Procedures
• See Appendix W or NADE website for specific requirements for submission of application packet to the Awards Committee Chair by November 15.
TIDE Institute – NADE Scholarship
Appendix Y-16

**Purpose of award**
This scholarship is intended to assist in defraying expenses to the Technology Institute for Developmental Educators held on the campus of Texas State University, San Marcos, Texas.

**Criteria for evaluation**
- NADE membership
- One or more years as an educator or administrator in a Developmental Education program
- Current employment as an educator or administrator in a Developmental Education program

**Special features**
- $1,000 NADE stipend: Tuition paid directly to TIDE and the remainder paid to recipient at the conference
- Invitation to present at following NADE conference

**Directions for application**
- Letter from supervisor acknowledging ability to attend TIDE if this scholarship is received
- Description of a technology project that would be used at the Institute for hands-on instruction and practice
- Participant will present a report or a concurrent session at the conference that immediately follows TIDE attendance
- Letter from applicant (limit of 1-2 pages) stating
  - length of membership in NADE
  - number of years and type of experience in Developmental Education
  - anticipated impact of how participation in the TIDE Institute will contribute to his or her work as a developmental educator
- See Appendix W or NADE website for specific requirements for submission of application packet to the Awards Committee Chair by November 15.
William G. White, Jr. Graduate Study Scholarship
Appendix Y-17

Purpose of award: This award promotes graduate study in Developmental Education for the purpose of advancing research and/or practice in the field.

Criteria for evaluation
• One year as a NADE member
• One year as an educator or administrator in a Developmental Education program
• Admission to an accredited program of graduate study in Developmental Education
• Description of the graduate study as it applies to research and/or practice in the profession of Developmental Education

Special features
• $1,000 stipend to be used for tuition, fees, and/or course materials
• Submission of a current session proposal at a NADE Conference upon completion of the program

Directions for application
• Letter of application and resume
• Verification of NADE membership
• Description of the graduate study program including the specific graduate courses
• Description of the benefit of the graduate study to research and/or practice in the profession of Developmental Education
• See Appendix W or NADE website for specific requirements for submission of application packet to the Awards Committee Chair by November 15.

Award Honoree
This award is named to honor the late Dr. William G. White, Jr., for his lifetime dedication to preparing students to join the ranks of the academy. As professor at Grambling State University, he had a profound influence on his students, requiring rigor and excellence while maintaining a warm and empathic approach. His students prized his mentorship and many have become NADE leaders and experts, claiming his tutelage as the source of their inspiration. Dr. White was posthumously named a Fellow of the Council of Learning Assistance and Developmental Education Associations in 2009.
# Procedures for Executive Board Presentations at Annual Conference

## Appendix Z

<table>
<thead>
<tr>
<th>Officer, Chair, or Leader</th>
<th>Type of Recognition</th>
<th>When Presented</th>
<th>Who Presents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outgoing President</td>
<td>Plaque</td>
<td>Celebration Breakfast</td>
<td>Incoming President</td>
</tr>
<tr>
<td></td>
<td>Board lapel pin</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outgoing President-elect</td>
<td>Gavel</td>
<td>Celebration Breakfast</td>
<td>Outgoing President</td>
</tr>
<tr>
<td></td>
<td>Board lapel pin</td>
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</tr>
<tr>
<td>Outgoing Vice President</td>
<td>Plaque</td>
<td>Celebration Breakfast</td>
<td>Outgoing President</td>
</tr>
<tr>
<td>(no award if remaining on the Board)</td>
<td>Board lapel pin</td>
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<tr>
<td>Outgoing Secretary</td>
<td>Plaque</td>
<td>Celebration Breakfast</td>
<td>Outgoing President</td>
</tr>
<tr>
<td>(no award if remaining on the Board)</td>
<td>Board lapel pin</td>
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<td></td>
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<tr>
<td>Outgoing Treasurer</td>
<td>Plaque</td>
<td>Celebration Breakfast</td>
<td>Outgoing President</td>
</tr>
<tr>
<td>(no award if remaining on the Board)</td>
<td>Board lapel pin</td>
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<tr>
<td>Conference Co-Chairs</td>
<td>Plaque</td>
<td>Celebration Breakfast</td>
<td>Vice President</td>
</tr>
<tr>
<td></td>
<td>Certificate</td>
<td>Leadership Congress</td>
<td>SPIN &amp; Committee Coordinators</td>
</tr>
<tr>
<td></td>
<td>NADE lapel pin</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Committee and SPIN Chairs</td>
<td>Certificate</td>
<td>Leadership Congress</td>
<td>SPIN &amp; Committee Coordinators</td>
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<tr>
<td></td>
<td>NADE lapel pin</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Retiring Committee and SPIN Coordinator (if he/she has served three or more years)</td>
<td>Plaque</td>
<td>Leadership Congress</td>
<td>President-elect</td>
</tr>
<tr>
<td></td>
<td>NADE lapel pin</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(one time)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Retiring SPIN and Committee Chairs (if they have served three or more years)</td>
<td>Plaque</td>
<td>Leadership Congress</td>
<td>SPIN &amp; Committee Coordinators</td>
</tr>
<tr>
<td></td>
<td>NADE lapel pin</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>(one time)</td>
<td></td>
<td></td>
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<tr>
<td>Current Chapter Presidents</td>
<td>Certificate</td>
<td>Business Meeting at Annual Conference or chapter meeting at annual conference</td>
<td>Vice President</td>
</tr>
<tr>
<td></td>
<td>NADE lapel pin</td>
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<tr>
<td>Certification Council (outgoing members and Chair receive plaque if they have served three or more years)</td>
<td>Certificate</td>
<td>Business Meeting at Annual Conference</td>
<td>President-elect</td>
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<td>NADE lapel pin</td>
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<tr>
<td>CAS Director</td>
<td>Certificate</td>
<td>Leadership Congress</td>
<td>President</td>
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<tr>
<td>NADE Digest Editors</td>
<td>Certificate</td>
<td>Business Meeting at Annual Conference</td>
<td>President</td>
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<td>Retiring NADE Digest Editors</td>
<td>Plaque</td>
<td>Business Meeting at Annual Conference</td>
<td>President</td>
</tr>
<tr>
<td>Emeritus Cabinet New Members</td>
<td>Pins</td>
<td>Emeritus Cabinet Meeting</td>
<td>Emeritus Cabinet Chair</td>
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