

Constitution

Learning Assistance Association of New England

Article I – Name

- A. The organization shall be known as the Learning Assistance Association of New England or LAANE.
- B. Mission Statement: LAANE is a non-profit organization dedicated to the acceptance, advancement, and improvement of developmental education through research and practice.

Article II – Purposes

- A. The purposes of LAANE shall be:
 - 1. To improve the practices and effectiveness of learning assistance and developmental education at the secondary and post-secondary level.
 - 2. To foster the professional capabilities of learning assistance and developmental educators.
 - 3. To provide programs and resources designed to prepare and support learning assistance and developmental educators in secondary and post-secondary education.
- B. The purposes shall be accomplished by:
 - 1. Developing and expanding a communications network among those interest in learning assistance and developmental education in New England.
 - 2. Sponsoring professional development, curriculum design, research and evaluation efforts among its membership and other interested parties.
 - 3. Coordinating efforts with teachers and other individuals and organization having purposes consonant with those of LAANE.
 - 4. Providing an annual conference for its membership and interested parties, and such regional and local conferences and workshops as are feasible.

Article III – Affiliation

The Learning Assistance Association of New England is a regional affiliate of the National Association for Developmental Education (NADE).

Article IV – Membership and Dues

- A. Membership Qualifications:

Any individual who is actively involved in learning assistance, developmental education or remedial studies, or who is interested in the purposes of LAANE is eligible for membership. Such individuals do not have to be members of NADE to qualify for membership in LAANE.
- B. Types of Membership/Annual Dues:

The Executive Board sets membership fees. Current fees are posted on the website (www.LAANEchapter.org)

- C. Membership Voting Rights and Representation:
Each member of LAANE, regardless of membership category, will have one delegate vote in all association elections and other voting activities (e.g. constitutional amendments).
- D. Annual Dues Cycle:
The annual dues of all members shall be reviewed each year and set by the Executive Board. The fiscal year shall be from January 1 to December 31.
- E. Membership dues shall be paid by November 1 of each year for membership through October 31, the following year.

Article V – Governance

The Executive council shall be composed of the following elected officers: President, Vice President/Conference Coordinator, Recorder/Archivist, Treasurer/Membership Coordinator, and Managing Editor/Newsletter Editor; and other positions including but not limited to, the President Emeritus, and member-at-large appointed by the Executive Council.

Article VI – Amendments

Amendments to the Constitution may be made at any annual conference by a two-thirds majority vote of the members present. Proposed amendments must be sent at least two months in advance of the annual conference to the Recorder of the Association for distribution to all members.

By-Laws

Article I – Rules of Order

Roberts Rules of Order, Revised shall be the parliamentary authority for the proceedings of the Association. The President shall appoint a parliamentarian to enforce these rules at all official meetings of LAANE.

Article II – Dues

The annual dues of all members shall be reviewed each year and set by the Executive Council. The fiscal year shall be from November 1 to October 31.

Article III – Duties of Elected Officers

- A. The President shall act as chair and officer of the Executive Council and shall act as presiding officer at each meeting of the membership of the Association and at each meeting of the Executive Council. In addition, the President shall:
 - 1. Coordinate the activities of Executive Council members
 - 2. Recommend to the Executive Council persons for chair standing and special committees
 - 3. Provide the chairs of standing and special committees with a description of their duties and provide the Policies and Procedures Manual to newly elected officers as well as the LAANE Awards criteria and Newsletter Calendar

4. Provide listing from NADE Chapter Resource Handbook of current NADE officers, key chairs, and NADE chapter officers to LAANE Executive Council
 5. Coordinate the activities of standing and special committees
 6. Engage in liaison activities with other associations, institutions, or legislative bodies as necessary to promote the goals and objectives of the Association
 7. Coordinate an annual recruitment drive for building and maintaining the Association membership in cooperation with Membership Chair
 8. Report on the status of the Association at the annual Association conference
 9. Prepare article on NADE Conference for Association spring newsletter; submit to Managing Editor within two weeks following the NADE Conference
- B. The Vice President/Conference Coordinator shall serve as presiding officer in the absence of the President. In addition, the Vice President/Conference Coordinator shall:
1. Serve as official Association Conference Coordinator ensuring the smooth and timely organization of all conference activities including the selection of conference chairs (see By-Laws, Article VI)
 2. Compile annual Association conference evaluations and report findings to Executive Council
 3. Prepare article on annual Association conference including summary of evaluations for LAANE winter newsletter; submit to Managing Editor within one month following the annual Association conference
 4. Conduct liaison activities as necessary to promote the goals and objectives of the Association
- C. The Recorder/Archivist shall be the official custodian of all documents belonging to the Association, shall record the proceeding of all general and special meetings of the membership and the Executive Council, and shall carry out the general duties of the Association. In this capacity, the Recorder shall:
1. Assume correspondence on behalf of the Executive Council, including notification of all Executive Council members of the time and place of Executive Council meetings three weeks in advance of the meeting date; maintain minutes of meetings
 2. Write a summary of all Executive Council meetings and submit to the Managing Editor within two weeks after each Executive Council meeting
 3. Update the Executive Council officer listing after the annual Association conference and submit it to the NADE President
 4. Serve as official custodian of all documents belonging to the Association, update archives at end of each year, pass all documents to next Recorder/Archivist
- D. The Treasurer/Membership Coordinator shall be responsible for all the financial transactions of the Association. In this capacity, the Treasurer/Membership Coordinator shall:
1. Receive and record the receipts of dues and other income as well as expenditures approved by the Executive Council
 2. Assume responsibility for all activities related to the tax-exempt status of the Association
 3. Write and sign all checks for allowable expenditures
 4. Make a financial report at each general and special meetings of the membership and of the Executive Council

5. Serve as Membership Committee Coordinator ensuring the smooth and timely organization of all membership activities (see By-Laws, Article VI)
 6. Supervise, finalize financial transactions of the Association annual conference, and serve as Conference Registration Chair (see By-Laws, Article VI)
- E. The Managing Editor shall act as the Newsletter Editor ensuring the publication of three newsletters per year. In this capacity, the Managing Editor shall:
1. Appoint Newsletter staff and coordinate staff activities
 2. Solicit, prepare, and edit copy of newsletters ensuring that pertinent information and inserts are included in a timely manner. Suggested articles are as follows:
 - i. Winter Newsletter: Article on annual Association conference; announcement of new officers (authored by Nominating Chair); annual conference call-for-proposals flyer insert (authored by Conference Publicity Chair); article on award recipients (authored by Awards Chair); article on Special Professional Interest Networks (authored by SPINS Committee Chair); ---deadline for submission of materials is December 1 and deadline for final newsletter copy to printer is January 1
 - ii. Spring Newsletter: Article on annual conference keynote speaker (authored by Conference Chair); article requesting award nominations (authored by Awards Chair); article requesting officer nominations (authored by Nominating Chair); article on annual NADE conference (authored by LAANE President); LAANE annual conference flyer insert (prepared by Publicity Chair); article on Cultural Diversity Committee or diversity topic (submitted by Cultural Diversity Chair); article on Special Professional Interest Networks (submitted by SPINS Committee Chair);---deadline for submission of materials is March 1 and deadline for final newsletter copy to printer is April 1
 - iii. Fall Newsletter: Article on Association conference program (authored by Program Chair); ballot insert of slate of officers (prepared by Nomination Chair); article on Cultural Diversity Committee or diversity topic (submitted by Cultural Diversity Chair); article on Special Professional Interest Networks (submitted by SPINS Committee Chair); ---deadline for submission of materials is July 1 and deadline for final newsletter copy to printer is August 1
 3. Ensure that the newsletters are printed, labeled, and distributed to reach membership in early February, early May, and early September, mail copy of each newsletter to the NADE Newsletter Editor and NADE President-Elect
 4. Furnish the LAANE Membership Chair with extra copies of the newsletters for supplemental distribution as needed

Article IV – Terms of Office

Each newly elected officer shall take office on November 1. All officers shall be elected bi-annually, with the President, Treasurer/Membership Coordinator, and Managing Editor/Newsletter Coordinator elected in even years and the Vice-President/Conference Coordinator and the Recorder/Archivist elected in odd years.

Article V – Executive Council

- A. Membership of the Executive Council shall be:
1. President as presiding officer
 2. Vice President/Conference Coordinator

3. Recorder/Archivist
4. Treasurer/Membership Coordinator
5. Managing Editor/Newsletter Coordinator
6. President Emeritus
7. Members-at-large who are appointed by the Executive Board
8. Committee Chairs

(Elected officers are required to hold current membership in the National Association of Developmental Education (NADE))

- B. Five members of the Executive Council shall constitute a quorum.
- C. The Executive Council shall be responsible for the professional maintenance and professional direction of the Association.

Article VI – Committees

- A. Conference Committee
- B. Membership Committee
- C. Nomination Committee
- D. Constitution Committee
- E. Special Professional Interest Networks (SPINS) Committee
- F. Liaison Committee
- G. Cultural Diversity Committee
- H. Emeritus Council

Article VII – Election Procedures

- A. Officers shall be elected by a simple majority vote of the membership. Ballots will be mailed to all members between September 1 and October 1 of each year.
- B. Any voting member of the Association may submit a petition to the Executive Council to place a name in nomination. Any nominee must be a member in good standing and accept the nomination. Upon receipt of the petition, the Nomination Committee shall place the eligible name on the ballot.

Article VIII – Annual Conference

- A. An annual conference shall be held each year. Date and location shall be appropriate for maximum attendance of the membership.
- B. A meeting of the membership shall be held at the annual conference as designated by the Executive Council. Agenda items for the Association at the annual conference shall be determined by the Executive Council and announced at least on month in advance to all members of the Association. Additional agenda items may be placed on the agenda by a two-thirds vote of the members attending the conference.

Article IX – By-Laws Amendments

Amendments to the By-Laws may be adopted, amended or repealed by a majority vote of the membership with ballots mailed to all members between November 1 and September 1 of the calendar year.

Article X – Initial Approval (of original document)

- A. Adoption of the Constitution and By-Laws for the Learning Assistance Association of New England shall be made by a majority of those paid members of NADE who attend the annual conference.

- B. Upon adoption of the Constitution and By-Laws, nomination and election of the five officers shall take place.
- C. Terms of office shall expire on October 31.

Article XI – Conflict of Interest Policy

Any possible conflict of interest on the part of any member of the Board or committee member shall be disclosed in writing to the Board. The minutes of the meeting shall reflect that a disclosure was made, the abstention from voting, and the actual vote itself. Every new member of the Board or committee will be advised of this policy upon entering the duties of his or her office, and shall sign a statement acknowledging understanding of and agreement to this policy. The board will comply with all requirements of New Hampshire law in this area and the New Hampshire requirements are incorporated into and made a part of this policy statement.

Article XII – Dissolution Provision

Upon LAANE’s dissolution, all assets will be turned over to the National Association of Developmental Education (NADE), Federal ID#: 43-1252344. NADE is a non-profit organization which “seeks to improve the theory and practice of developmental education at all levels of the educational spectrum, the professional capabilities of developmental educators, and the design of programs to prepare developmental educators.”

This Dissolution Provision is also stated on the Articles of Agreement, Form NP-1.

Policies and Procedures #1:

LAANE Awards and Award Criteria

LAANE Awards

1. Outstanding Service to Developmental Students
2. Outstanding Alumnus of a Developmental Program
3. Outstanding Support to Developmental Education by a college administrator and/or public servant
4. Outstanding Developmental Education Program
5. Outstanding Contribution to LAANE
6. Outstanding Research Publication Award

LAANE Awards Criteria

1. Outstanding Service to Developmental Students
 - a. Description: This award recognizes a developmental educator whose work on behalf of developmental studies exemplifies the philosophy of developmental education.
 - b. Requirements:
 - i. Letter of nomination, including identification of student populations the nominee served or is currently serving
 - ii. Letter of endorsement from state/regional organization or the equivalent
 - iii. of the nominee with LAANE membership number
 - iv. Letters of support from: students, administration, faculty, and/or colleagues; developmental studies faculty members

- v. News clippings or other information detailing the nominee's impact upon developmental studies
- 2. Outstanding Student in a Developmental Program
 - a. Description: This award honors a student, tutor, or alumnus/a who participated in a developmental program and then became a member of a profession and/or a contributing member to his or her community, thereby exemplifying the effectiveness of development education.
 - b. Requirements:
 - i. Letter of nomination
 - ii. Letter of endorsement from a developmental education practitioner. This letter must be from a developmental educator who taught the nominee and must include specific information about the developmental education courses which the nominee completed.
 - iii. Resume of nominee
 - iv. Supporting material must include: information detailing the nominee's activities and contributions to a profession and/or community; letters from community organizations regarding the nominees contributors; letters from the nominee's employer and/or instructors.
- 3. Outstanding Support to Developmental Education by a College Administrator and/or Public Servant
 - a. Requirements:
 - i. Letter of nomination from local institutions
 - ii. Information detailing contributions to developmental education
- 4. Outstanding Developmental Education Program
 - a. Description: This award recognizes a developmental education program which exemplifies the best of current practice in the field of developmental education.
 - b. Requirements:
 - i. Letter of nomination
 - ii. Letters of support from: students, campus administrators and other members of the college community, developmental education program, and faculty or staff members outside the developmental education area
 - iii. Description of the program including quantitative data and highlights of unique features and components
 - iv. Copies of program brochures, flyers, other publicity materials
 - v. Copies of recent program evaluations
 - vi. Copies of program recognition awards
- 5. Outstanding Contribution to LAANE
 - a. Description: This award recognizes a significant contribution to the growth and development of the association through service as a committee member, chairperson, state chapter leader, or coordinator of a major LAANE activity.
 - b. Requirements:
 - i. Letter of nomination with a LAANE membership history
 - ii. Letter of endorsement from a current or former LAANE officer

- iii. Suggested supporting material, letters, flyers, other materials which support the contribution of nominee to LAANE

6. Outstanding Research Publication Award

- a. Description: This award recognizes the individual or individuals who have authored a published article, book, periodical, or monograph in the field of development education. Dissertations are not considered for this award.
- b. Requirements:
 - i. Letter of nomination with a LAANE membership history
 - ii. Letter of endorsement from a developmental educational practitioner
 - iii. Supporting material may include: samples of articles, monographs, journals or newsletter articles; summary of research conducted; and copies of book reviews with sources noted

Policies and Procedures #2:

Allowable Expenditures

Allowable expenditures shall be considered as:

1. LAANE Conference registration fee will be waived for LAANE elected officers and conference chairs.
2. Reasonable costs related to LAANE activities such as telephone calls, postage, printing, award plaques, supplies and food items will be reimbursed upon receipt of the LAANE Reimbursement form and appropriate receipts. Cash Advances may be approved for such expenditures upon receipt of the LAANE Cash Advance Request form (see Policies and Procedures No. 3).
3. Reasonable transportation cost to the annual NADE Conference will be reimbursed for the LAANE President if his/her employer does not pay such transportation costs.

*All other expenditures must be approved by the Executive Council.

Policy and Procedure #3:

LAANE NEWSLETTER CALENDAR

Edition	Deadline for Submission of Materials	Date to Printer	Date to be received by membership
Winter Edition	December 1	January 1	February 1
Spring Edition	March 1	April 1	May 1
Fall Edition	July 1	August 1	September 1