

COUNCIL OF LEARNING ASSISTANCE AND DEVELOPMENTAL EDUCATION ASSOCIATIONS

POLICIES & PROCEDURES

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Article and section numbers in policies and procedures refer to the CLADEA Bylaws.

Policies and Procedures approved April 1, 2008

- Revisions:
- October 3, 2008
 - September 28, 2010 (add Endorsement of Cert. Programs; Finances H; Website)
 - November 10, 2011 (multiple revisions of Policy on Fellows)
 - October 4, 2012 (add Membership Reciprocity C)
 - January 8, 2019 (revisions of Policy on Fellows)
 - January 30, 2021 (revisions of Policy on Fellows)
 - February 23, 2021 (revision of Policy on Fellows, Article II, item 3)

Policy on
CONFLICT OF INTEREST
(Article IV, § 6)

Council of Learning Assistance and Developmental Education Associations
AGREEMENT TO COMPLY WITH CONFLICT OF INTEREST POLICY

CLADEA Bylaws Article IV, § 6: No member representative on the Council shall participate in any discussion or vote on any matter in which he or she or a member of his or her immediate family has potential conflict of interest due to having material economic involvement regarding the matter being discussed. When such a situation presents itself, the member representative must announce his or her potential conflict, disqualify himself or herself, and be excused from the meeting until discussion is over on the matter involved. The Chair of the Council is expected to make inquiry if such conflict appears to exist and the Council member representative has not made it known.

By my signature I acknowledge the following:

1. I have received, have read, and do understand the policy on conflict of interest.
2. I agree to comply with this policy.
3. I understand that CLADEA must engage primarily in activities that accomplish its tax-exempt purpose in order to maintain its exempt status.

_____ (Signature) _____ (Date)

Printed Name _____

Representing _____
(Member Organization)

***ATTESTATION OF HAVING COMPLIED WITH
CONFLICT OF INTEREST POLICY***

At the end of the year, each member representative verifies having complied with the policy by signing this statement:

I, _____ of _____, hereby verify
Printed Name Member Organization

that I have complied with the Conflict of Interest Policy of CLADEA for the year _____.

Signature _____

Policy on
ENDORSEMENT OF CERTIFICATION PROGRAMS
(Article II)

Pursuant to the Council's purpose to "endorse standards of practice and professional ethics," the Council will endorse certification programs that seek to establish standards of professional practice.

I. Certification Criteria Required for CLADEA Endorsement

A. Mission

1. The organization or association's certification must be consistent with the mission of the Council.
2. The certification must promote best practices in learning assistance, academic support or developmental education.

B. Certification Requirements

1. Content must be based on a review of research.
2. The certification must undergo field testing by professionals in the corresponding area of the field.
3. Requirements and qualifications for certification must be specific and stated.
4. Requirements and qualifications for certification must be verifiable through documentation.
5. The certification will not overlap, duplicate, or conflict with certifications of other member associations unless the content of one certification forms a contributing component to another.
6. The certification must specify policies on ethics and copyright infringement.

C. Certification Review Process

1. The review process must be unbiased (e.g., by personal relationship or favoritism).
2. The review must be conducted by professionals with expertise in a corresponding area of learning assistance, academic support, or developmental education.

D. Certification Accounting Process

1. Any required fees must be commensurate with benefits, commensurate with depth of review, and indicated with the requirements and qualifications.
2. An annual reporting process for identifying certifications completed must be in place.
3. A process for identifying, reviewing, and removing certifications no longer meeting standards must be in place.

II. CLADEA Endorsement Process

- A. CLADEA review for endorsement must be conducted by representatives of at least three members and submitted to the full Council for a vote.
- B. CLADEA reviewers will use a checklist of guidelines based on required certification criteria.
- C. Substantive changes to previously endorsed certifications must be submitted to the Council for approval in advance of implementation.
- D. CLADEA endorsement must be made formally and in writing, specifying the certification program endorsed, the sponsoring organization, and the dates of filing with and endorsement by the Council.
- E. Endorsement will continue if no substantive revisions are made.

Policy on
FELLOWS
(Article II)

**Nomination and Election Process for Fellows of the Council of Learning Assistance
and Developmental Education Associations**

- All current ACDEA Fellows become by definition also CLADEA Fellows.
- Nominations to CLADEA Fellows may be submitted to the Council Chairperson at any time by CLADEA member organizations. The election cycle and induction will take place every two years and will be announced via email to CLADEA member organizations and CLADEA Fellows. No more than one nomination will be accepted from each CLADEA member organization.
- A nomination for an individual to be considered for election as a CLADEA Fellow will be accepted from current Fellows when the respective nominee has documented support from a minimum of two Fellows.
- Nomination packets will be gathered until February 15 of each odd numbered year and should be submitted electronically. Nomination packets received after the deadline will be held for the next election period. The deadline for submission of nomination packets will not be waived without a majority vote of the representatives from the member organizations prior to February 15th.
- By March 15, the Council Chairperson or designee will send to the electing Fellows appropriate copies of instructions, packets currently on file, and ballots using an electronic format. The Council Chairperson or designee will also notify nominators of current packets that the packet is included in the current election process.
- By April 15, electing Fellows will return their completed election ballots to the Council Chairperson or designee.
- To be elected as a Fellow a nominee must receive an affirmative vote from at least 75% of the Fellows who have cast ballots.
- By May 15, the Council Chairperson or designee 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 or designee will notify CLADEA member organizations of results of the election 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 CLADEA member organizations.

- 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.
- Elected Fellows will allow the Council to post their accomplishments as needed in the Fellows file found on the CLADEA website.

DEMONSTRATION OF QUALIFICATIONS AND REQUIREMENTS for Election to CLADEA Fellows

The Council 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 CLADEA website at <https://cladea.info/fellows/>

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:
 - 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 Board

- or Committee; President of State, Regional or Local Association; and Editor of a national, state or local association newsletter.
2. 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. invitations(s) to be a visiting professor, or
 - i. invitations(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.

Policy on
FINANCES
(Article IV)

- A. An accounting of funds and financial obligations, documented by bank statements, will be provided by the Chairperson in writing at each meeting of the Council and at the request of any Council member.
- B. The Chairperson will draft an annual budget of income and expenses and present it in writing at or before the first meeting of each fiscal year. After consideration and revision, an annual budget will be adopted at that meeting.
- C. On dissolution of the Council, each member organization will be reimbursed the amount of the remaining treasury dollars minus anticipated and outstanding bills, divided by the number of member organizations remaining. Disbursement will be made within three calendar months of written notification by the organization of the name and location of the individual or institution to receive reimbursement on behalf of the organization.
- D. Payments will be made to and by CLADEA in US dollars. Purchase orders will not be accepted as payment.
- E. Expenses incurred on Council business are reimbursable as follows:
 - a. Requests for reimbursement must be submitted on CLADEA Reimbursement Request Forms and accompanied by receipts, invoices, or bills.
 - b. Mileage will be reimbursed at the mileage rate most recently adopted by the IRS of the United States of America.
 - c. Only legitimate travel expenses, budgeted expenses, and expenses approved by the Council will be honored for reimbursement.
 - d. The cost of alcoholic beverages will be paid by the individual rather than the Council and will not be considered a reimbursable meal expense.
 - e. Travel to Council meetings for the Chairperson or his/her designee will be reimbursed by the Council.
 - f. Budgeted expenses shall be paid by the Chairperson when due.
- F. An audit of Council finances shall be conducted annually, between January 1 and the first Council meeting of the year.
 - a. The audit may ordinarily be conducted by two Council member representatives other than the Chairperson.
 - b. By majority vote, an external audit may be required.

- G. Representatives of member organizations will comply with the conflict of interest policy, Article IV, Section 6, of the Bylaws.
1. The Chair will present to each new representative to the Council an Agreement to Comply with Conflict of Interest Policy.
 2. Each new representative will return the Agreement to Comply with Conflict of Interest Policy with a signature affirming it has been received, read, and understood, and that the representative agrees to comply with it, and understands that the Council must engage primarily in activities that accomplish its tax-exempt purpose in order to maintain that exemption.
 3. At the end of the year, each member representative to the Council will verify that she or he has complied with the policy by signing the *Attestation of Having Complied with Conflict of Interest Policy*.
- H. The Council Chairperson or a delegate is responsible for filing the appropriate tax return annually.

Council of Learning Assistance and Developmental Education Associations
REIMBURSEMENT REQUEST FORM

Dr. Jenny Haley, CLADEA Chair

Email: jhaley@bsu.edu

| | |
|---------|-----------------|
| From | Make payment to |
| Address | Address |

TOTAL AMOUNT REQUESTED \$ _____

Original receipts and bills for which reimbursement is sought must be attached to this form. All requests for reimbursement must be made within 90 days after expense is incurred.

| | | | | |
|-------------------------|------------|----------|----------------------------|-------------------|
| Purpose of expenditure: | | | | |
| Budget sector/line: | | | | |
| Airfare | Car Rental | Taxi | Car Mileage (per mile) | Garage Parking |
| Hotel | Food | Printing | Postage | Supplies |
| Advertising | Other | | | |

| | | |
|---|--------------|-------------|
| Signature _____ Position _____ Date _____ | CLADEA Only | |
| | Check Number | Date Issued |
| | Approval: | |

Policy on
MEETINGS
(Article V)

- A. Council meetings shall take place at least twice a year at the conferences or meetings of Council members and shall be conducted face to face if possible.
- B. Additional meetings of the Council may take place as determined by majority vote of Council members and may be held by telephonic or electronic communication.
- C. Choice of conditions for additional meetings shall be made so that the greatest number of members can participate.
- D. Meetings by telephonic or electronic communication must permit member representatives to identify themselves to the Chairperson; to make, second, and vote on motions; and otherwise to participate in meetings.
- E. Representatives of member organizations that have failed to pay dues may seek to be recognized by the Chair during discussion of a motion but shall not be recognized by the Chair to introduce, second, or vote on any action before the Council.
- F. Asynchronous electronic voting may be employed as deemed necessary to accomplish the purposes of the Council when a face-to-face or telephonic vote is not practicable. Such voting is not permitted in cases affecting the Council's constitution and bylaws. In order to ensure representation of all members in electronic voting, the following procedure will be followed:
 - 1. The motion to be voted upon must be addressed in a message to all currently serving recognized voting representatives of the Council members.
 - 2. Any other voting member may second the motion via e-mail.
 - 3. Following a second, the Chairperson will officially state the motion and call for a quorum via e-mail.
 - 4. A quorum will be achieved by a simple majority of members acknowledging their "presence" for discussion of the motion within 72 hours of the call for quorum
 - 5. The Chairperson may then call for discussion on the motion.
 - 6. The discussion period will end no earlier than seven 24-hour days following the call for discussion.
 - 7. Following the discussion period, the Chairperson may call for a vote.
 - 8. The voting period will be no less than 72 hours.
 - 9. All Council members may vote in the voting period, even those who did not acknowledge their "presence" during the 72-hour period for establishing a quorum.
 - 10. The Chairperson will report the results of the voting to all members, including a record of each member's vote.

Policy on
MEMBERSHIP
(Article III)

- A. An organization wishing to join the Council will submit to the Council an application packet including the following:
 - 1. completed Membership Application form
 - 2. completed Eligibility Verification form
 - 3. signed Commitment Statement form
- B. An application for membership must be received by the Council Chairperson [electronic copy preferred] at least three months prior to the regular meeting at which it is to be considered.
- C. The Chairperson will distribute a hard copy or electronic copy of the application packet to the recognized representative of each Council member at least two months prior to the regular meeting.
- D. Member representatives will consult with their respective boards as necessary within the two months prior to the regular meeting.
- E. The Council Chairperson will communicate all questions, concerns, and requests for information from the Council to the designated contact for the applicant. Other members of the Council shall not contact the applicant directly regarding the application nor accept information or additional materials from the applicant.
- F. The Council will consider applications for approval only in regular meetings.
- G. Each member will identify the name, institution, address, email address, telephone number, and fax number of its voting representative in writing to the Council Chairperson.
 - 1. Only the member's chief executive officer may identify the member's designee.
 - 2. The voting designee may be designated for one meeting or for an extended term.
 - 3. The designee will ordinarily be named at least thirty days before a meeting.
 - 4. Voting rights of a designee named less than thirty days before the meeting will be verified by direct communication between the member's chief executive officer and the Council Chairperson to the latter's satisfaction or by majority vote of the Council.

- H. A member may be disaffiliated for due cause. A member organization may be involuntarily disaffiliated from membership in the Council by majority vote of the Council for any of the following actions:
1. thwarting the purposes of the Council
 2. refusing to abide by agreements of the Council
 3. taking actions inconsistent with those of a professional association concerned with postsecondary learning assistance or developmental education
 4. modifying its mission and purposes so as to be no longer a professional association concerned with postsecondary learning assistance or developmental education
 5. failure to pay dues
 6. failure to send representation to Council meetings
- I. A member organization losing membership on the Council by majority vote of the Council will be reimbursed for each remaining full month in the fiscal year the amount of one-twelfth of any dues already paid by the organization for that fiscal year, rounded to the nearest whole dollar. Reimbursement will be made within one calendar month of written notification by the organization of the name and location of the individual or institution to receive reimbursement on behalf of the organization.
- J. A member organization disaffiliating voluntarily from the Council may be reimbursed for each remaining full month in the fiscal year the amount of one-twelfth of any dues already paid by the organization for that fiscal year, rounded to the nearest whole dollar.
1. If the Council determines reimbursement to be appropriate, payment will be made within one calendar month of written notification by the organization of the name and location of the individual or institution to receive reimbursement on behalf of the organization.
 2. If the Council declines to reimburse dues, written notification of the Council's decision will be made to the chief executive officer of the organization.

CLADEA Membership Application Form

Membership in the Council is limited to professional organizations concerned with postsecondary learning assistance or developmental education whose applications are approved by the majority vote of the Council.

Applicant professional association name _____

Professional association website _____

1. Demonstration that the organization is a professional association – an organization of, by, and for professional persons or institutions – by copy of constitution or bylaws, state registration as a professional association, or similar means: please attach.
2. Demonstration that the professional association is concerned with postsecondary learning assistance or developmental education, by copy of vision or mission statement, constitution or bylaws, brief history, list of publications, and descriptive statistics on membership: please attach.

CLADEA Eligibility Verification Form

Membership in the Council is limited to professional organizations concerned with postsecondary learning assistance or developmental education whose applications are approved by the majority vote of the Council.

Applicant Professional Association
name _____

President/Chief Executive Officer
name _____

Application contact information:

Name _____

Role _____

Address 1 _____

Address 2 _____

Address 3 _____

Address 4 _____

Phone _____ Fax _____

E-mail _____

Professional Association website _____

Federal ID number _____

CLADEA Commitment Statement Form

Membership in the Council is limited to professional organizations concerned with postsecondary learning assistance or developmental education whose applications are approved by the majority vote of the Council.

[*Name of professional association*] seeks admittance to the Council of Learning Assistance and Developmental Associations and supports its purposes, to

- coordinate the work of its members
- promote collaboration among its members
- serve as a forum for effective communication among its members
- provide leadership on policy development in postsecondary education
- recognize outstanding contributors to the field of postsecondary learning assistance and developmental education
- encourage the development of new professionals and future leaders in the field
- endorse standards of practice and professional ethics
- advocate for professional development and research in the field

If admitted to the Council of Learning Assistance and Developmental Associations, [*name of professional association*] commits to uphold the vision, mission, and purposes of the Council, pay annual dues, and send representation to Council meetings.

Signature or e-signature of CEO

Date

Policy on
MEMBERSHIP RECIPROCITY
(Article II)

- A. Membership on the Council provides certain reciprocal rights and benefits free of charge:
1. Transmission of two announcements per calendar year to other members' membership lists. This does not preclude granting additional dissemination requests.
 2. Announcement space in any member newsletter once per calendar year.
 3. Announcement space either in the electronic conference program or on the conference website.
 4. One basic conference registration fee waiver for the representative of each Council member, provided the registration form is received by the end of the regular registration period.
 5. Recognition of official representatives of other member organizations at a major function at each member's annual or periodic conference.
 6. One guaranteed conference session, provided the proposal for such is received by the advertised proposal submission deadline, the session follows the format requirements, and it is identified as the presentation to be included in the program by terms of this policy.
 7. One guaranteed standard booth space at the annual or periodic conference of each member, in or near the exhibitor hall, provided the request is received by the advertised deadline set for vendors and exhibitors.
- B. A rolling calendar of activities, due dates, and contact information will be maintained.
1. The rolling calendar will be updated at least twice annually.
 2. The calendar will be maintained by the Vice-Chairperson or designate.
- C. Conference registration fees and benefits of membership (including journals) provided by member organizations are waived for the chair of the Council.

Policy on
WEBSITE
(Article VII)

1. The website should contribute to the mission and purposes of the Council.
2. The Council Chairperson's responsibility to maintain the website may be delegated to a volunteer for a designated term, with approval by majority vote of the Council.
3. The Council Chairperson will communicate concerns, requests, and documents for the website from the Council to any Council-approved website manager.
4. The website, *cladea.info*, should appear to be independent of the website of any member or external organization or entity.
5. Design of the website should follow accessibility principles so that content is available to users using a variety of agents (e.g., voice browser, mobile phone) or operating under various usage constraints (e.g., low-light conditions, hands-free environments).
6. The website will display the following Council information in the public space: name, logo, names of member organizations, links to websites of member organizations, Council contact information, vision and mission statements, bylaws, history, names of Fellows, information about Fellows selection and inductions, tax-exempt status, criteria for endorsement of certification programs, information about endorsed certification programs, upcoming meetings, and reports and statements published by the Council.
7. The website will archive in a restricted space for access by Council members the following documents: minutes, policies and procedures, calendar of reciprocal events and contacts, unpublished committee and commission reports, and financial reports.
8. The website will archive in a restricted space for access by Fellows and Council Chairperson the following documents: Fellows nomination documents and Fellows contact information.