

Minnesota D.A.R.E. Officer's Association

Article I: Name

The name of this organization will be the Minnesota D.A.R.E. **(DRUG ABUSE RESISTANCE EDUCATION)** Officers Association, hereinafter referred to as the "Association."

Article II: Purpose

The purpose of the Association is to provide a means to disseminate, share, advise and coordinate information which is beneficial and noteworthy to the operation of D.A.R.E. in Minnesota. Further, the Association may coordinate quantity purchasing and assist with providing materials. The object of the Association is to promote continuity of materials and teaching techniques, to be a voice of the members on both the state and national level, to develop a means to disseminate information which is valuable to D.A.R.E. Officers in Minnesota, and to provide continuing education for D.A.R.E. Officers.

Article III: Policy

The policy of the Association will be: A noncommercial, nonsectarian, not for profit organization. The Association will not endorse any political candidate nor will the name of the Association, nor will the names of the officers or directors be used as such in connection with any projects or partisan interests other than consistent with these bylaws. All funds collected in the name of the Association will be used for the express purpose outlined under Article II, purpose, of the Association bylaws.

Article IV: Membership

A. Membership Classifications

Members shall be designated within one (1) of the following classifications:

1. Regular Members- Regular members shall consist of any person who is employed by a law enforcement agency or the members of the school district or educational community who are substantially involved in the operation or presentation of the D.A.R.E. Program within the schools.
2. Honorary Members- The Board of Directors (B.O.D.) may invite selected persons to become Honorary Members when, in the B.O.D.'s opinion, those selected persons have rendered outstanding service to the association or to the youth of this State through their work in drug abuse education.
3. Life Members- Life membership shall be conferred to all past Presidents of this Association and any other board member that serves four or more years. The annual membership fee will be waived for all Life Members.

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4. Associate Members- Associate members will be any person who supports the philosophy and ideals of the D.A.R.E. Program, and which is not covered under the Regular Member status. Associate memberships are subject to approval of the B.O.D. Associate Members are non-voting members. Associate members will have all of the privileges of regular membership, except for the rights to vote, serve on committees, and to hold office.

B. Termination of Membership

Any member who, reportedly, is not in good standing shall have his/her membership terminated upon a two-thirds (2/3) vote of the Board of Directors. The terms "not in good standing" shall be defined as:

1. one who fails to adhere to the By-Laws of this Association;
2. one whose conduct is unbecoming a member of this Association;
3. one whose conduct is a clear detriment or liability to the Association;
4. one who violates the D.A.R.E. Officers Code of Conduct;
5. one who fails to renew his/her membership.

If said member is on the Board of Directors, he or she will not have a vote. Termination will require documentation of cause. Prior to any vote to terminate membership, the member in question must be given written notice of the Board of Directors intent to terminate the membership and the notice of members right to respond.

C. Rights and Privileges

All active members who are in good standing and have paid annual membership dues will be accorded all the rights and privileges of membership including the right to vote.

The right to vote will be limited to active members only and each member will have only one vote. No proxy voting will be permitted.

Revised 10/16/2003

Article V: Meetings

The Association will conduct a minimum of one meeting of the membership annually. The President may call as many additional meetings as deemed necessary to conduct the business of the Association. The annual meeting will be designated by the Association board of Directors. All members will be notified of the annual meeting date at least six (6) months in advance.

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Article VI: Quorum

A quorum for a general membership meeting will consist of all the active members present. A majority of active members present at a properly convened meeting will be sufficient for the transaction of business.

A quorum for a Board of Directors meeting will consist of at least fifty percent (50%) of the Board members.

Article VII: Dues

Dues for membership in the Association will be determined for the following calendar year by a majority of the membership. Dues will be paid by February 1st and if delinquent at the annual meeting the member will forfeit membership rights.

The assessment will be used to fund ordinary and necessary operating expenses and for any other purpose in accordance with Article II and approved by the Board of Directors. A complete accounting of all funds will be available to the membership at all times.

Revised 2/15/98

Article VIII: Board of Directors

The Board of Directors will be the governing body of the Association. The Board of Directors will consist of the President, First Vice President, Second Vice President, Past President, Secretary, Treasurer, DARE America National Advisor and five members at large, one from each of the regions, set by the board.

The Board of Directors will establish policy and administer the Association. The Board of Directors will meet periodically, but no less than quarterly, including once a year at the site of the annual membership meeting. The date and time of all Board of Directors meetings will be determined by the Board of Directors.

Election of the Board of Directors will take place at the annual meeting. The right to vote and hold office will be limited to active members.

To ensure that the Association operations and activities are maintained to the highest level of quality and consistency, the offices of President and First Vice President will be filled by a system of progression rather than through the general election process. The highest office to be filled through the election process is the Second Vice President. The Second Vice President will be elected for a term of four years and will automatically advance through the offices as follows:

1. Serve first year as Second Vice President
2. Serve second year as First Vice President
3. Serve third year as President
4. Serve fourth year as Past President

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A Minnesota educator may serve on the Board of Directors as Educational Advisor. This position will be a nonvoting position on the Board of Directors. The Educational Advisor will be appointed annually by the President and subject to confirmation by the Board of Directors.

Revised 2/19/2000

Article IX: Duties of the Board of Directors:

President: The President will fulfill the following duties; preside at all meetings of the Association and the Board of Directors; appoint members of all committees and may serve as an ex officio member (or designate a board member to serve) on all committees with the right to debate and vote; sign or designate a signee for all correspondence and contracts of the Association which have been approved by the membership or the Board of Directors; represent, correspond and interact with the Minnesota D.A.R.E. Advisory Council, Minnesota D.A.R.E., Inc., the office the Bureau of Criminal Apprehension, any other agency with D.A.R.E. in the state of Minnesota, and the Minnesota D.A.R.E. Officers Association; and any other duties the Association requires in the conduct of its business.

First Vice President: The First Vice President will act as the presiding officer of the Association during the absence or temporary disability of the President; be an advisor to the President and assist the President in carrying out the objectives of the Association; and perform all tasks delegated by the President.

Second Vice President: The Second Vice President will perform all duties of the First Vice President during any absence of the First Vice President; assist and advise the President and First Vice President, and perform all tasks delegated by the President or First Vice President.

Past President: The Past President will be an advisor to the Board and will assist the President in carrying out the objectives of the Association.

Secretary: The Secretary will keep a full and accurate written record of all proceedings of the Association and will present the minutes for approval at each succeeding meeting of the Association; and perform all tasks delegated by the President.

Treasurer: The Treasurer will keep a complete and accurate record of all money received and disbursed as provided in Article II; make assessments as to other monies; prepare all checks and ensure that all checks are properly co-signed; prepare an annual financial report an annual membership report for the annual meeting; maintain an up- to-date membership roster; and perform all tasks delegated by the President.

Members at Large: The Members at large will serve on committees and perform all tasks delegated by the President.

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National Officers Advisor: The association will be responsible for a DARE officer to serve on the DARE America Officer Advisory panel. This Officer will be elected at the general membership meeting. The term of this position will be a two (2) year term beginning the 1st day of September. This officer will be responsible for serving on the National panel and will make regular reports to the board of directors. Requirements for this position will be stated in the General Operation Procedures.

Revised 10/16/2003

Vacated Office: In the event an Officer or Board Member is unable to serve out his/her term, the Board of Directors will select a replacement for the remainder of that term. In case of replacement of top the three officers, the replacement will fill out the term of the Second Vice President, and the others will ascend one level for the balance of the term.

Article X: Order of Business

The current edition of *Robert's Rules of Order* will be the standard for conducting business within the Association.

General Operating Procedures

Specific policy and procedures for daily operations of the MNDOA business shall be developed and implemented by the Board of Directors. The policy and procedures shall be reviewed and updated as necessary but at least every (2) two years. Additional policy and procedures shall be developed and implemented as needed.

Revised 10/16/2003

Article XI: Amendments

The Board of Directors may amend these bylaws by a majority of the quorum. This vote is subject to ratification by the membership at the next annual association meeting by a 2/3 majority vote. Members have the right to propose changes to the bylaws and the right to vote on any change made to the bylaws.

Article XII: Fund Management

All funds received by the Treasurer of the Association will be deposited in an account in the name of the Association and not in the name of any individual. Disbursements from such funds will require the signatures of the Treasurer and an approved member of the Board of Directors. In the absence of either the Treasurer, an approved member of the Board of Directors may sign as the alternative. If a member of the Board of Directors is to be reimbursed for any expense, that member may not be a consignor of that check.

Fund expenditures will be restricted to the purchase, production, distribution of material necessary to accomplish the goals of the Association, for rental of facilities, equipment, transportation, consultant services, legal fees, and other items deemed necessary to conduct business of the Association.

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The Treasurer of the Association will keep and maintain adequate and correct books and records of accounts of the properties and business transactions relating to the Association including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital, retained earnings and matters customarily included in financial statements. The books and records will be open to inspections by the Board of Directors of the Association at all reasonable times. Said books and records will be kept and maintained in accordance with nationally accepted general accounting principals and both the State and Federal regulations.

The Treasurer of the Association will deposit all monies and other valuables in the name and to the credit of the Association with such depositories as may be designated by the Association Board of Directors; will disburse the funds as may be ordered by the Board of Directors; will render to the President and to the Board of Directors upon request an account of transactions related to the Association; and a report of the financial condition of the Association; and perform such duties as may be prescribed by the Association Board of Directors.

Article XIII: Grants, Gifts and Donations

The Board of Directors is empowered to accept grants, gifts and donations to carry out the purpose and objectives of the Association.

Article XIV: Committees

All committees and their chairperson will be appointed by the President. Standing committees may be created, as well as special committees for programs and projects.

Article XV: Continuity

It is the intent of the Association to maintain continuity of the D.A.R.E. program through cooperation with other D.A.R.E. organizations including but not limited to the National D.A.R.E. Officers Association.

Date of Changes: 5/31/95

Voted Upon and Approved by Members: 2/18/96

Revised: 4/1/96, 2/15/98, 2/19/2000, 10/16/2003