

D.A.R.E.[®]

**MARYLAND D.A.R.E. OFFICERS
ASSOCIATION BY-LAWS**

Revised: 04/03/2007

Maryland D.A.R.E. Officers' Association

By-Laws

ARTICLE I

NAME

The name of this organization shall be the Maryland D.A.R.E. (Drug Abuse Resistance Education) Officers' Association, hereinafter referred to as "M.D.O.A."

ARTICLE II

MISSION

The primary mission of the M.D.O.A. is to provide children with the information and skills they need to live drug-and-violence-free lives by making healthy and wise choices.

ARTICLE III

PURPOSE

The purpose of the M.D.O.A. 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. on a state wide basis. The object of the M.D.O.A. is to ensure continuity of materials and teaching techniques; to promote harmony and good will among its members; to assist in the expansion and proliferation of D.A.R.E. programs; and to develop a means to disseminate information that is valuable to D.A.R.E. Officers state wide.

ARTICLE IV

POLICY

The policy of the M.D.O.A. shall be:

1. A noncommercial, non-sectarian and non-partisan fraternal organization. The M.D.O.A. shall not endorse any political candidate or party, nor shall the name of the M.D.O.A. or the names of its officers or directors be used as such in connection with any projects of partisan interests or other interests other than those consistent with these By-Laws; and
2. All funds collected in the name of the M.D.O.A. shall be used for the express purpose outlined under Article III above.

ARTICLE IV
MEMBERSHIP

A. Classifications:

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

1. Regular Members: any Maryland Peace Officer or person who is employed by a law enforcement agency or their cooperative school district, and is currently involved in the administration of the D.A.R.E. program.
2. Honorary Members: the Board of Directors may invite selected persons to become Honorary Members (in name only) when, in the B.O.D., those selected persons have rendered outstanding service to the association or to the youth of the state through their work in D.A.R.E. (Non-voting member)
3. Life Members: conferred on all Past Presidents of this association, and recipients of the Lifetime Achievement Award.
4. Associate Member: the Board of Directors may approve selected persons as Associate Members who are not eligible as a Regular Member, but support the philosophy and ideals of the D.A.R.E. program and the Association.

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 B.O.D. The term not in good standing shall be defined as:

1. One who fails to abide by the By-Laws of this association.
2. One who conduct is unbecoming a member of this association.
3. One who fails to renew his/her Regular or Associate Membership by July 1 for the new fiscal year.

Prior to any vote to terminate membership, the member in question must be notified in writing of the intent to terminate and be given the opportunity to respond to the B.O.D.

ARTICLE VI
BOARD OF DIRECTORS

- A. The Board of Directors shall be the governing body of the M.D.O.A. Offices on the Board of Directors shall consist the President; Vice President, Past President, Secretary, Treasurer, and Sergeant at Arms. The State D.A.R.E. Coordinator or his/her designee shall be a sitting member of the B.O.D. as a consultant.
- B. Officers of the Board of Directors shall attend all meetings of the Board and meetings of the general membership unless otherwise excused by the President.
- C. Election of Officers.

To ensure that the M.D.O.A. activities are maintained at the highest level of quality and consistency, the offices of the President and Past President shall be filled by a system of progression rather than through the general election process. The highest office to be filled through the election process shall be Vice President. The Vice President shall be elected for a term totaling three (3) years and will automatically progress through the offices as follows:

- a) serve first year as Vice President; then,
- b) serve second year as President; then,
- c) serve third year as Past President.

1. President:

The president shall be a member in good standing and shall have served one (1) year as the Vice President immediately preceding his term as President. The length of the term shall be one (1) year, commencing with the fiscal year (July 1st).

The President shall ensure that the mission, purpose, and objectives are carried out, as well:

- a) preside at all meetings of the Association and the B.O.D.;
- b) appoint all committees;
- c) be an ex officio member of all committees with the right to debate and to vote;
- d) sign all correspondence and contracts of the Association which have been approved by the B.O.D. or membership;
- e) be a voting member of the B.O.D.; and,
- f) to sign all checks with the Treasurer

2. Vice President:

The Vice President shall be a member in good standing and shall be elected by popular vote of the membership. The term shall consist of one year as Vice President commencing with the fiscal year (July 1st), then automatically progress to the office of President for the next fiscal year (July 1), and finally progress to Past President for a third fiscal year (July 1).

The Vice President shall assist the President in carrying out the mission, purpose, and objectives of the M.D.O.A., as well as:

- a) chair committees as appointed by the President;
- b) perform all the duties and responsibilities of the President in his/her absence;
- c) be a voting member of the B.O.D.;
- d) serve as chairperson of the election committee.

3. Secretary:

The Secretary shall be a member in good standing who is elected for a term of two (2) years by popular vote of the membership on even number years. The office shall run for two fiscal years commencing in July 1 of the election year.

Duties of the Secretary shall include:

- a) keep the minutes of all meetings of the M.D.O.A.;
- b) maintain an up-to-date roster of all members;
- c) receive and transmit all correspondence;
- d) prepare responses to such correspondence as directed by the B.O.D.;
- e) cosign all contracts with the President entered into by the M.D.O.A.;
- f) purge files upon approval of the B.O.D.; and,
- g) be a voting member of the B.O.D.

4. Treasurer:

The Treasurer shall be a member in good standing who is elected for a term of two (2) years by popular vote of the membership on odd number years. The office shall run for two fiscal years commencing in July 1 of the election year.

Duties of the Treasurer shall include:

- a) receive all dues, donations, deposits, assessments, and invoices;
- b) prepare all checks for disbursement and ensure they are properly co-signed;
- c) maintain and true and correct record of all assets and liabilities;
- d) present a financial report at each meeting of the B.O.D. and general membership;
- e) maintain association status with the Internal Revenue Service and Stat Comptroller;
- f) manage all funds of the M.D.O.A. in accordance with Article XI; and,

g) be a voting member of the B.O.D.

5. Sergeant at Arms:

The Sergeant at Arms shall be a member in good standing and be elected by popular vote of the membership each year for a term of one (1) fiscal year commencing on July 1.

Duties of the Sergeant at Arms shall include:

- a) assist the presiding officer at all M.D.O.A. functions as needed;
- b) preserve order during all meetings;
- c) introduce all visitors to the B.O.D. and membership;
- d) function as parliamentarian for all meetings; and,
- e) be a voting member of the B.O.D.

6. Past President:

The Past President shall be the immediate President whose term has just expired, and a member in good standing. Duties of the Past President shall include:

- a) preside over M.D.O.A. meetings and functions in the absence of the President and Vice President;
- b) consult for the B.O.D.; and,
- c) be a voting member of the B.O.D.

7. Consultants:

The State D.A.R.E. Coordinator shall be a sitting consultant of the B.O.D. who has no voting rights, unless requested by the Board in the event of a tie vote among the Board. An Educational Consultant may be appointed by the B.O.D. to consult on matters of education, but will have no voting rights.

D. Quorum: A quorum of the B.O.D. exists when four (4) of the six (6) members are Present.

E. Board of Directors Eligibility: Individuals holding office on the B.O.D. must maintain their regular membership status during their respective terms of office, with the exception of the Past President who is a Life Member.

F. Voting Procedures: All matters brought before the B.O.D. shall require a simple majority vote of the quorum of the Officers present.

ARTICLE VII
VACANCY IN OFFICES

Should any B.O.D. office become vacant prior to the prescribed expiration of the term, the President may appoint an interim officer from the regular membership to complete the term of office until the next general election of the M.D.O.A. on the prescribed year, if applicable. At that time the interim appointee shall revert to his/her prior status. If eligible, the interim appointee may run as a candidate for the office in the general election.

ARTICLE VIII
AMENDMENTS TO THE BY-LAWS

- A. **Board of Directors**: The B.O.D. may, in the case of an emergency, amend the By-Laws by a majority vote of the quorum. Such changes will remain in effect until the next annual State Conference.
- B. **Members**: Any regular member of the M.D.O.A. shall have the right to recommend By-Law amendments to the B.O.D.
- C. **Memberships**: All changes to the By-Laws of the M.D.O.A. must be approved by a two-thirds (2/3) majority vote of the membership at the Annual State Conference.

ARTICLE IX
BALLOTING

- A. **Business**: The B.O.D. may place matters before the membership for approval. All members, except for Honorary Members, have the right to cast their vote on matters put before them. A simple majority vote (by voice or hand) of members present at a meeting shall rule, except as provided in Article VIII above.
- B. **Elections**: General elections for officers on the B.O.D. shall be conducted by written ballot at the Annual State Conference. All members, except for Honorary Members, have the right to cast their election ballots for eligible candidates. See Article XII.
- C. **B.O.D.**: Officers of the B.O.D. have the same right to vote as Regular Members on matters before the membership. Matters limited to the B.O.D. are governed by Article 6-F

Article X
DUES AND DONATIONS

- A. An annual membership drive shall be conducted at the State Conference each year for new and renewal memberships. Membership drives may also be conducted at each Maryland D.A.R.E. Officer Training Seminar for new members, Applications for renewal and new memberships shall be delivered to each member prior to June 1 each year.
- B. Paid members will be effective for the fiscal year beginning July 1 until June 30. New memberships paid between January 1 and June 30 will be applied to the next fiscal year.
- C. Dues Assessment:
 - 1. Dues amounts for Regular and Associate members shall be established by the B.O.D.
 - 2. Life members and Honorary Members shall be exempt from paying dues.
 - 3. Members who have not paid dues or communicated with the Secretary regarding payment by July 1 of each year, shall be dropped from the active roll.
- D. Dues shall be used to fund meetings of the general membership and the B.O.D., for ordinary and necessary operating expenses of the M.D.O.A., and for other expenditures approved by the B.O.D. A complete accounting of all funds shall be available to all members at all times.
- E. Charitable contributions shall be accepted by the M.D.O.A. in the name of an identified charity established by the B.O.D., and deposited into a specified sub-account until such time as the funds are presented to the charity.
- F. Donations and other funds raised and submitted to the M.D.O.A. for specified local D.A.R.E. programs shall be accepted and deposited into a specified sub-account for the identified local program.

ARTICLE XI
FUNDS MANAGEMENT

- A. Accounts:
 - 1. All funds received by the Treasurer of the M.D.O.A. shall be deposited in an interest bearing trust account in the name of the M.D.O.A. and not in the name of any individual. Withdrawal from such fund shall require the signatures of the President and the Treasurer.
 - 2. Donations and other funds raised in the name of a specified local D.A.R.E. program which are entrusted to the M.D.O.A. for accounting and deposit shall be recorded as such and earmarked for sole use of the specified local program.

3. Funds donated to or raised by the M.D.O.A. in the name of a specified charity that has been approved by the B.O.D. shall be recorded and deposited into the trust account. These charitable funds shall be earmarked for the specified charity until such time as they are presented to the charity and deleted from the account.
- B. Expenditures: Shall be restricted to the purchase, production, and distribution of materials necessary to accomplish the mission and purpose of the M.D.O.A., for the rental of facilities and equipment, transportation, consultant services and other items deemed necessary to conduct meetings, training, and conferences, as well as per diem, lodging, and transportation for the President or designee to attend the National D.A.R.E. Training Conference.
- C. Records: The Treasurer shall keep and maintain adequate and correct books and records of accounts of the properties and business transactions relating to the M.D.O.A., including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital, retaining earnings and matters customarily included in financial statements. The books of account shall be open to inspection by the B.O.D. of the M.D.O.A. at all times. Said records and books shall be kept and maintained in accordance with nationally accepted general accounting principles, and both State and federal regulations.
- D. Reports: The Treasurer of the M.D.O.A. shall deposit all monies and other valuables in the name and to the credit of the M.D.O.A. with such depositories as may be directed by the B.O.D. Upon request, the Treasurer shall render to the President and B.O.D. an account of all transactions related to the M.D.O.A., and a report of the financial condition of the association.

Article XII ELECTIONS

- A. Procedures:
1. Elections for B.O.D. shall be written secret ballot, except as provided in #2.
 2. If an office is uncontested, a voice vote may be taken.
 3. Absentee or Proxy ballots are not permitted
 4. The Election Committee Chairperson (Vice President), with the concurrence of the President, shall appoint the election Committee, which shall not consist of more than four (4) representatives and the chairperson.
 5. The Election Committee shall conduct the election and shall verbally describe the office(s) to be voted upon, as described in the By-Laws.
 6. The Election Committee shall be responsible for the preparation, distribution, collection, and tabulation of the ballots.

Article XIII
ORDER OF BUSINESS

Roberts Rules of Orders shall prevail for parliamentary law in the absence of a governing rule. The association shall provide the President with a copy of Roberts Rules of Order which shall be made available for reference by any member at all general meetings and B.O.D. meetings to facilitate solution of questions of rule of order.

Article XIV
DISSOLUTION

Upon dissolution of the association, all assets shall be given to a 501 -C organization to be determined by the B.O.D. in furtherance or the concepts of drug education.