

Article I Name

The name of this organization shall be the Pulaski County Drug Free Council, Inc. It shall be referred to herein as the Council.

Article II Purpose

The Council is the Local Coordinating Council of the Governor's Commission for a Drug Free Indiana. We strive with the concerns of all our population, especially our youth, in the areas of drug, alcohol, and tobacco abuses in this community.

The goal is to reach the community in a helpful way so that Pulaski County may continue to be a safe and healthy place to live and raise families. The target areas to receive programs funded by the Drug Free selected monies are prevention/education, law enforcement/justice and treatment.

Article III Membership

Section 1 - Qualifications for Membership: Any person who demonstrates a commitment to the purpose of the Council is eligible for membership. Anyone who is eligible for membership may become a member by agreeing to the terms of these bylaws and having an affirmative agreement of the majority of the active members present at any meeting, providing that quorum is met. The Council shall solicit membership from the following areas: law enforcement, judiciary, local government, social service, education, medical, treatment, prevention/intervention, business, youth, parents, clergy, and others.

Section 2 - Types of Membership:

a) Active Membership: Active members shall have attended 50% of the meetings held in the previous twelve months. Associate members may be nominated for active status by motion of an active member or by application to the Secretary. Change of membership status must be by affirmative vote of the majority of active members present at any meeting, providing quorum has been met. Active members shall have voting rights. Active members shall be residents of Pulaski County or have active interests in the county.

b) Associate Membership: Any resident of Pulaski County or person who has an active interest in the county can act as an associate member. Such members are not subject to the terms of the bylaws except Sections 3.3 and 3.4, and do not have voting rights. Attendees may choose to be on the membership list for notification purposes, attendance purposes, or to apply for active membership. Written application for associate

membership including name, address, e-mail, phone number, occupation, and affiliations, shall be given to the Secretary.

Section 3 - Resignation of Membership: Members may terminate their membership on the Council by giving notice to the Chairperson. Such notice shall be presented at the next meeting of the Council. All rights and privileges of a member on the Council shall cease and all records/documents or other Council property shall be relinquished upon giving notice to the Chairperson. Termination may either be complete or member may be assigned associate member status.

Section 4 - Termination of Membership: Any membership may be terminated by an affirmative vote of three fourths of the active membership present at any meeting of the Council if said membership of the individual is prejudicial to the best interests of the Council and quorum has been met. The member shall have been given prior written notice of the proposed termination and a summary of reasons at least 10 days in advance of the termination. The member shall have the right to defend his position before the termination vote. All rights and privileges of a member on the Council shall cease and all records/documents or other Council property shall be relinquished upon termination. Termination may either be complete or member may be assigned associate member status.

Appropriate reasons for termination include, but are not limited to:

- Unexcused absence at 3 meetings of the Council
- Any behavior that shows prejudice or bias toward any one person or group
- Criminal conviction
- Any behavior deemed inappropriate by the members of the Council

Article IV Meetings

Section 1 - Meetings of the Council: Ten meetings shall be scheduled per year and a list of said meetings provided to all members at the first and fifth meetings. Special meetings can be called by the Executive Board or by a majority of the active members. At least ten days notice of all meetings shall be given to each member.

Section 2 - Voting Rights: Active members shall have voting rights. Members must be physically present to cast a vote. Exceptions may be granted upon request to the Secretary. Associate members shall not have voting rights.

Section 3 - Approval and Quorum: An affirmative vote of a majority of the active members shall be required for matters (excluding amendments to the Articles of Incorporation and Bylaws; corporation dissolution; and terminations) voted upon to be deemed approved by the Council. At any meeting of the members, the presence of 5 or more active members shall constitute a quorum. A quorum must include the Chairperson or Vice Chairperson to conduct any business or vote on any matters before the Council.

Section 4 - Conduct of Meetings: Meetings shall be guided by the Robert's Rules of Order unless members present waive the requirements of this section.

Article V Powers and Duties of Officers

Section 1 - Chairperson: The Chairperson of the Council shall preside at all meetings of the Council, or authorize the Vice Chairperson to preside in case of his absence. The Chairperson may appoint an active member to act temporarily in absence of another officer. The Chairperson shall see to the appropriate storage of official documents. The Chairperson shall audit or appoint an auditor of records and official documents upon the affirmative request of the active members, and report such findings to the members of the Council. The Chairperson shall ensure that all state or federal corporation reports are filed in a timely manner. The Council may hold a special election in the event of the Chairperson's termination.

Section 2 - Vice Chairperson: The Vice Chairperson shall preside over meetings in absence of the Chairperson. The Vice Chairperson may attend any committee meeting.

Section 3 - Treasurer: The Treasurer for the Council shall attend to all financial matters of the Council. The Treasurer shall provide an accurate statement of accounts to members at all meetings. A written summary of accounts with appropriate bank statements shall be presented annually or upon the affirmative request of the active members.

Section 4 - Secretary: The Secretary shall attend meetings of the Council and keep an accurate accounting of the proceedings of such. The Secretary of the Council shall keep a complete and accurate list of all members and their attendance. The Secretary shall maintain copies of all meeting minutes. The Secretary shall ensure that the Council has an appropriate mailing address.

Section 5 - Executive Board: The Executive Board of the Council shall consist of the Chairperson, Vice Chairperson, Treasurer, and Secretary, and shall have the duties and powers required herein.

Article VI Paid Positions

Section 1 - Coordinator: The Coordinator shall be the official representative of the Council. The Coordinator shall attend local and regional meetings and any additional meetings and/or seminars as deemed reasonable by the Council. The Coordinator shall receive a quarterly stipend approved by the active members. The Coordinator shall provide a report to members at all meetings. The Coordinator shall provide a quarterly

written report of expenses and activities. The Coordinator shall be responsible for public relations. The Coordinator shall not be a member of the Executive Board but shall have the rights and privileges of an active member. The Coordinator shall be responsible for securing appropriations from the county council. The Coordinator shall file all required Council reports to the state council or other entities as directed.

Section 2 - Termination of Paid Position: If the Coordinator shall fail to fulfill the requirements listed in section 6.1, his appointment may be terminated by an affirmative vote of three fourths of the active membership present at any meeting of the Council provided that quorum has been met. The Coordinator shall have been given prior written notice of the proposed termination and a summary of reasons at least 10 days in advance of the termination. The Coordinator shall have the right to defend his position before the termination vote. All records/documents or other Council property shall be relinquished upon termination.

Article VII Elections

Section 1 - Elections: The term of officers shall be one year. No person shall hold more than one office. Annual elections shall be held in November. Officers shall be elected to office by an affirmative vote of the active members, providing quorum has been met. Written notice of elections shall be provided to all members at least 10 days prior to the meeting at which voting will occur. All officers/nominees must be active members.

Section 2 - Special Election: The Vice Chairperson may assume the Chairperson's duties or the Council may hold a special election in case of the Chairperson's termination. Further, in the case that elections were not held in the month of November, a special election may be held with the same requirements as in section 7.1.

Section 3 - Vacancy of Officers : Should any office become vacant during the calendar year, the Chairperson may temporarily appoint an active member to serve in that office in accordance with section 5.1. A special election shall be held to fill that office within 60 days in accordance with the notice requirements in section 7.1.

Article VIII Committees

Section 1 - The Grant Approval Committee: The duty of the grant approval committee is to evaluate and propose a slate of grants for approval to the active members. The grant approval committee shall not conduct business if the number present is less than 4. No committee person shall be present for discussion of, or voting on, any grant proposal by an organization for which they serve as a member. The duration of this committee shall be no longer than one year.

Section 2 - Nominating Committee: The duty of the nominating committee is to secure and propose a full slate of officers for the annual elections and all special elections. The nominating committee shall not conduct business if the number present is less than 4.

Section 3 - Special Committees: The Council may appoint special committees to perform necessary tasks, with an affirmative vote from the active members, providing quorum has been met. Committees shall report to the members of the Council at meetings. Committees will remain effective until the Executive Board deems them unnecessary.

Article IX Fiscal Year

Section 1 - Fiscal Year: The fiscal year shall run from January 1st to December 31st.

Article X Amendments

Section 1 - Amendments to Council Bylaws: These bylaws may be reviewed at the recommendation of any active member. Proposed amendments of these bylaws shall be provided to the Chairperson or the Secretary. Active members of the Council shall have the power to amend the bylaws at any meeting. An affirmative vote by three fourths of the active members present is required, provided that quorum has been met. Written notice of proposed amendments shall have been mailed to each member at least 10 days prior to the meeting at which voting will occur.

Section 2 - Rules for Governing: The Executive Board shall have the power to make rules and regulations for their own organization and for the management of the affairs of the Council not inconsistent with the bylaws.

These bylaws were adopted by the active members of the Pulaski County Drug Free Council, Inc. on the ____ day of _____, _____.

Signatures of members voting to adopt the bylaws:
