

Kosciusko Coalition on Drug Education
K-CODE
By-Laws
(Rev. June, 2004)

Article I. Name

The name of the organization shall be the Kosciusko Coalition on Drug Education, a local coordinating council in Kosciusko County, also referred to herein by the initials K-CODE or LCC (formerly known as).

Article II. Mission

The purpose of this Council is to INVESTIGATE problems associated with drug, alcohol and other addictive behaviors in our community, REDUCE substance abuse among youth and adults, EXAMINE available funding and to COORDINATE programs of prevention, treatment and education.

Article III. Membership and Participation

There shall be four levels of participation defined as follows:

Section 1. Membership: shall be comprised of representatives from the following areas...Law Enforcement; Addiction Treatment, Education; Community Prevention/Intervention; Government; Media; Religion; Corrections; Self-Help; Family; Special Interests; Medicine; Business and Youth.

All members shall be either employed in or reside in Kosciusko County.

New or replacement representatives shall be nominated by the nominating committee or by nomination from the floor at a regular meeting and be voted on by the K-CODE membership at a meeting. A majority vote will seat a new or replacement member.

Membership entitles the member to voting; to notification, attendance and minutes of business meeting; the dissemination of information generated within the organization; and the holding of office.

Section 2. Ad Hoc Members: Replacement/Proxy for regular members – Ad Hoc Members will assume member's voting for that meeting.

Section 3. Grantees: Anyone whose proposal was funded must attend a minimum of five (5) K-CODE meetings during that calendar year. In order for K-CODE to monitor proposals, a six-month and twelve-month report must be submitted to the chairperson. Note: If a member is unable to attend and has no Ad Hoc member available to attend, that member will be excused by notifying an officer.

Section 4. Guests: All interested persons are welcome to attend the meeting and participate in K-CODE sponsored activities.

Article IV. Fiscal Year

The fiscal year shall run from July 1st through June 30th.

Article V. Voting Rights

Each member in good standing (or his designated alternate) shall have one vote.

To be a member in good standing (or his designated alternate) must attend a minimum of five (5) K-CODE meetings per year, after January 1, 1997.

Article VI. Quorum

Six members at any business meeting shall constitute a quorum for the transaction of business.

Article VII. Officers

Officers shall consist of a chairperson and a vice-chair.

Section 1. Term of Office: Terms shall run from June 1 to May 31.

Section 2. Vacancies: Vacancies among the officers shall be filled for the remainder of the unexpired term by a majority vote from a slate submitted by the nominating committee.

Article VIII. Duties of Office

The duties of the officers shall be as follows:

Section 1. The chairperson shall be the Chief Officer and official representative. She/he will preside at all meetings and shall appoint all committee and official delegates, as she/he deems necessary and not otherwise provided for. She/he may invoke parliamentary rules to expedite business.

Section 2. The Vice-Chair shall support the Chairperson in her/his duties and shall perform all other duties as assigned by the Chairperson.

Either the K-CODE Chairperson, Vice-Chair or Coordinator shall attend Regional Advisory Board (RAB) meetings on the second Wednesday of the month at 10:15 a.m. in Fort Wayne. If neither are able to attend, a representative appointed by the Chairman will

attend. Our county has two representatives. If the Chairman or the Vice-Chair are not RAB members, they may be an Ad Hoc member.

Section 3. The K-CODE part-time coordinator shall (if funding exists for this position) send out all official notices and letters as may be decided upon at meetings and shall keep on file all correspondence and letters written by her/him. She/he shall keep updated the mailing list and shall perform other duties usually pertaining to the office of secretary. The K-CODE coordinator shall record minutes of all meetings and forward them to the membership. In addition, the K-CODE coordinator will work with the Chairperson and Vice-Chair and on all other duties assigned by officers of the K-CODE.

Section 4. Each Officer will file a Conflict of Interest Statement with the K-CODE upon election and prior to any grant decision-making. The form of the statement shall be determined and supplied by the K-CODE, become a part of the K-CODE records, and shall be open to public inspection.

Article IX. Nomination of Officers

Section 1. A slate with at least one candidate for each office to be filled shall be sent out to the membership at least ten (10) days prior to the April meeting.

Section 2. Nominations will be accepted from the floor at the April meeting.

Section 3. All nominees must be members in good standing.

Article X. Elections

Officers shall be elected by a majority vote of the members present at the May meeting.

Article XI. Standing Committees

Standing committees shall be instituted at the pleasure of the chairperson. Members of the Program Proposal Selection Committee will ensure a current Conflict of Interest Statement is on file with the K-CODE prior to any grant decision-making. The form of the statement shall be determined and supplied by the K-CODE, becomes a part of the K-CODE records, and shall be open to public inspection.

Article XII. Meetings

Meetings shall take place as follows:

Section 1. Ordinary monthly meetings, with at least ten (10) days prior notification. A regular monthly meeting shall be held at 11:30 a.m. on the fourth Tuesday of every month. **The months of July and December will not have a scheduled meeting.**

Section 2. Special meetings can be called by the chairperson or by a majority of the membership.

Article XIII. Amendments

Proposed amendments to these by-laws must be mailed to all members ten (10) days prior to the business meeting at which time they will be discussed.

Section 1. Action on the proposed amendment will be taken at the business meeting, following the discussion.

Section 2. A two-thirds (2/3) majority vote of all members present shall be required for adoption of amendment to the by-laws.

Article XIV. Dissolution

K-CODE shall be dissolved if three-fourths (3/4) of the total membership votes for dissolution.