

# **Vermont Drug and Alcohol Coalition By-Laws**

**Mission Statement:** The Vermont Drug and Alcohol Coalition exists to continually improve access to quality prevention, intervention, treatment, enforcement, and recovery services and programs for all Vermonters.

The affairs to the Vermont Drug and Alcohol Coalition (hereafter referred to as the VDAC) shall be governed by the following By-laws.

## **ARTICLE I-OBJECTIVES**

The purpose of the Association shall be:

1. To promote empirically supported high standards and best practices in the fields of substance abuse prevention, intervention, treatment and recovery;
2. To advocate that Vermonters support polices and resource requests to reduce abuse of and dependency on alcohol, tobacco and other drugs;
3. To promote the understanding among Vermonters that abuse of and dependency on alcohol, tobacco and other drugs are public health problems requiring active involvement of physicians, other medical professionals, clinical professionals, community members and youth to improve prevention, intervention, enforcement, treatment and recovery.
4. To help Vermonters understand that substance abuse and dependency are serious public health problems requiring cooperation among schools, community, business, political, prevention, intervention, enforcement, treatment, and recovery resources. Communities must improve positive cultural and social values and norms to reduce harm caused by abuse of and dependency on alcohol, tobacco or other drugs.
5. To promote advocacy in the Vermont State Administration, Legislature, Judiciary and all State Agencies to improve and support substance abuse prevention, intervention, enforcement, treatment, and recovery for all Vermonters;
6. To strive to ensure that Vermonters understand that abuse of alcohol, tobacco and other drugs has serious biopsychosocial causes and consequences.

The Coalition communicates a consistent message with a unified voice in support of the state of the art prevention, intervention, enforcement, treatment, and recovery services and programs for all Vermonters.

## **ARTICLE II-MEMBERSHIP**

The Executive Board will define what the membership is.

- Membership is open to anyone who supports the VDAC mission
- Only paid members will have voting privileges
- Both individuals and organizations may delegate a representative for voting privileges
- Associate (non-paying members) will have a voice but no voting privileges

## **ARTICLE III-DUES**

The membership calendar is from July 1 to June 30 of each year. In the first year of membership, new members will be billed dues prorated from the first of the month in which they are elected to membership. Annual dues are as follows:

Individual dues: \$20.00 per year.

Agency/organizational dues: \$50.00 per year.

Annual dues shall be determined by the Executive Board, and may be adjusted subject to the approval of a two-thirds vote of the Executive Board. A member whose yearly dues have not been met by July 1 shall cease to be a member in good standing of the Association and shall not vote as a member.

## **ARTICLE IV-MEETINGS**

1. The Association shall hold at least one Annual Meeting in October of each calendar year, with the date to be determined by the Executive Board and publicized to the membership at least sixty (60) days in advance.
2. A special meeting of the Association may be called when necessary, taking into consideration proper notice.
3. Quorums shall consist of those voting members present at any meeting held in accordance with the Bylaws. Decisions made by a majority of voting members present at a duly warned Annual or special meeting will be binding on the membership.
4. Meetings of the membership and of the Executive Board shall be governed by Robert's Rules of Order.

## **ARTICLE V-EXECUTIVE BOARD**

1. The Executive Board of the Association shall consist of the President, Co-Vice Presidents, Secretary, Treasurer. Each officer will be a representative of one of the following if possible: prevention, intervention, treatment, and recovery.
2. The Executive Board shall be the administrative body that exercises general supervision and control over the property and affairs of the Association. Duties of the Executive Board shall be:
  - a. To review the recommendations of the Membership Committee, consider particular circumstances, to ensure balanced representation among stakeholders, and vote into membership qualified applicants.
  - b. To conduct the business of the VDAC between Annual meetings of the Association.
  - c. To take such timely and necessary action as shall be approved by a majority vote of the Executive Board. The nature of such action and the reason for it shall be presented to the membership for subsequent approval at the next Annual meeting.
  - d. To make recommendations it deems necessary concerning the policies of the Association to the members at the next Annual Meeting.
  - e. To call a special meeting of the Association when collective action and deliberation seem to be required.

## **ARTICLE VI-OFFICERS**

All officers shall be members of the Association: Officers of the Association and their duties shall be as follows:

A. President: serves as a spokesperson for the VDAC, presides at all meetings, appoints committee chairpersons, and conducts the business of the Association as approved by the membership, with the assistance of the Executive Board (and the Executive Director should one exist.)

B. Vice-Presidents will serve as a spokesperson if the President is unavailable, and will preside over the meetings and conduct the business of the Association if needed.

C. Secretary shall coordinate the clerical business of the Association, manage the mailing list, publish Minutes, arrange ballots and serve as coordinator of the membership process.

D. Treasurer shall coordinate the financial business, collecting dues and providing the Coalition with a monthly statement.

## **ARTICLE VII-COMMITTEES**

1. Committees to be determined by the Executive Board.

## **ARTICLE VIII-NOMINATIONS AND ELECTIONS**

Email or postal ballots of the membership shall elect the following members of the Executive Board: President, Vice-Presidents, Secretary, and Treasurer.

Nominations for elective officers shall be obtained in three ways: by mail from all members prior to the Annual Meeting, from the majority vote of the Executive Board, and from the floor or from membership by mail.

Length of term shall be two years, with election of officers staggered to allow for continuity of Board membership. Should an officer step down before the end of the term, the Executive Committee will appoint a member to complete the term.

## **ARTICLE IX-FINANCES**

The fiscal year of the Association shall run from July 1 through June 30. A budget for each new fiscal year shall be prepared by the Secretary and /or Treasurer, in cooperation with the President, for the consideration of the Executive Board at least three months before the end of the old fiscal year.

A report of the budget of the past fiscal year, including general categories of income and expenses, shall be submitted to the membership at the Annual Meeting.

## **ARTICLE X-AMENDMENTS**

Amendments to these By-laws shall be made by a majority vote of those voting members who return a mail ballot. Thirty (30) days after the date of mailing, the poll shall be closed and the votes counted by the Secretary and/or Treasurer and two other members of the Executive Board. Amendments may be proposed by a two-thirds vote of the Executive Board or by a majority vote of these members present at a duly warned annual or special meeting of the Association.

Adapted from and with special thanks to the Vermont Psychological Association, 11/01

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