

CONSTITUTION AND BYLAWS
OF
MISSISSIPPI ASSOCIATION OF DRUG COURT PROFESSIONALS
(As Amended in 2013)

ARTICLE I

Identification

Section 1

The name of this Association shall be Mississippi Association of Drug Court Professionals (hereafter "Association").

Section 2

The Association shall be non-sectarian and nonpartisan. The Association shall not make any political contributions to any candidate, *nor endorse any candidate*.

ARTICLE II

Purposes and Objectives

The primary purposes and objectives of the Association shall be:

1. To provide a professional organization for individuals and groups working in or interested in Mississippi drug courts.
2. To promote the coordination, funding and development of drug courts in Mississippi.
3. To develop and maintain liaisons with national, regional, state and local associations and agencies in working with drug court or related fields for mutual assistance and the interchange of ideas and information.
4. To promote, support and encourage initiatives, programs, and legislation (at a grass roots level) designed to improve or enhance drug courts.
5. To foster, develop and encourage high ethical standards for drug court professionals.
6. To work with and support the Mississippi Drug Court Advisory Committee.

7. To communicate to the legislative and executive branches of government and the public, the importance of having fully-qualified personnel in our Drug Courts in order to achieve and maintain high performance standards.
8. To conduct or sponsor conferences, seminars, or other programs designed to inform and educate the membership.
9. To strengthen and increase recognition of the drug court field as a profession and to contribute to the professionalism of drug court personnel.
10. To provide a unified voice concerning the needs and concerns of drug courts before the state legislature, local government, public and private agencies, organizations and clubs.
11. To provide a forum for discussion of issues and items of interest to those working with or in drug courts.
12. To publish, finances permitting, a newsletter or electronic mailout communicating the activities of the association to its membership.
13. To provide a clearinghouse or depository of forms, information or other material concerning exemplary drug court programs in the state and on the national level, finances permitting.
14. To review legislative matters being considered before the state legislature relating to drug courts and to provide to the public information concerning the impact of these matters on the Association's purpose.

MISSISSIPPI ASSOCIATION OF DRUG COURT PROFESSIONALS

BY-LAWS

ARTICLE 1

Membership

- Section 1. *Definition:* Membership shall be open to all persons who are interested in and supportive of the Association, who subscribe to the Associations' constitution and by-laws and who pay annual dues.
- Section 2. *Types of Membership*
- A. Professional Membership: Professional members shall be those persons, including clerical and support staff, who are currently employed by, working with, or working to establish a drug court in Mississippi, including but not limited to judges, prosecutors, public defenders, coordinators, administrators, probation or corrections officers, treatment providers, and social service providers. Professional members shall have the right to vote on all matters arising before the Association and to hold office in the Association.
 - B. Associate Membership: Associate members are those persons who are interested in and supportive of the objectives of the Association; however, such members shall not have the right to vote or to hold office.
 - C. Sustaining Membership: Sustaining members shall be those private agencies, commercial and business enterprises (industrial or corporate) with an interest in drug court or related fields, who contribute \$100.00 or more annually to the Association. Such members shall not have the right to vote or to hold office.
 - D. Honorary Membership: Honorary members of the Association may be elected by the membership at a properly-constituted annual meeting on a recommendation by the Board of Directors. Such members shall not have the right to vote or hold office.
- Section 3. *Application for Membership:* Application must be in writing using the form accepted, prescribed, and furnished by the Board of Directors.
- Section 4. *Length of Membership:* Membership for the previous year terminates at the start of the Annual Association of Drug Court Professionals Conference. Membership dues for the current year shall be automatically included in the Registration Fees for the Conference; those individuals who do not attend the Conference, but desire to remain as members in good standing may submit their annual dues directly to the Treasurer.

Section 5. *Termination of Membership*: The Board of Directors shall have the power and responsibility to terminate the membership of any Association member for nonpayment of dues or for behavior that conflicts with the Association's Constitution and By-Laws.

ARTICLE II

Government

Section 1. **Governing Body**: The Association shall be governed by the membership of the Association, the Officers, and the Board of Directors.

Section 2. **Officers**:

- A. The officers of the Association shall be President, Vice President, Secretary, and Treasurer.
- B. Only persons who are professional members in good standing shall be eligible for office.
- C. The initial slate of officers shall be selected as set forth in Article III. Thereafter, the nominating committee will submit a slate of nominees at the annual conference for each office.
- D. The floor will be opened for nominations in addition to the slate of officers submitted by the nominating committee at the annual conference.
- E. The term of office for each elected officer shall be a term of two (2) years following installation, (or until the end of the respective term of the predecessor if the person shall not have completed such term, and until the election of a successor).
- F. In the event of death, disability, incapacity or resignation, these offices shall be appointed by the Board of Directors for the balance of these terms.

Section 3. **Duties of Officers**:

- A. The duties of the officers shall be such as are implied by their respective titles and as they are specified in these by-laws. Each officer shall keep accurate records of his/her work and turn them over to his/her successor.

President: The President shall preside at the Annual Conference of the Association and at all meetings of the Board of Directors, shall appoint the chairperson of each standing committee, shall be an ex-officio member of all committees except the nominating committee, shall serve as the chairperson of the Board of Directors and shall report to the Board of Directors all important interim actions.

- B. Vice President: The Vice President shall have such general administrative and other duties as may be assigned to him/her from time to time by the Board of Directors or the President. In the event of a vacancy in the office of the President, the Vice President shall succeed to that office for the unexpired portion of that term. The Vice President shall also be available to consult with and be of assistance to committee chairpersons.
- C. Secretary: The Secretary shall keep an accurate and permanent written records of the meetings of the Association and of the Board of Directors. All minutes of the Board meetings shall be transcribed and mailed to all Board members and committee chairpersons within thirty (30) days after the meeting date. The secretary shall maintain a current mailing list of all Association members, shall maintain a current mailing list of all standing committee chairpersons and their respective committee members, and shall preserve in a permanent file all records and letters of value to the Association and its officers. He/she shall be the custodian of the permanent records of the Association such as minute books, Constitution and By-laws, financial reports and other files deemed necessary by the Board. The Secretary or his/her designee shall maintain the key to the Post Office box located in Jackson and shall check the box twice weekly and distribute mail. He/she may make deposits for the Treasurer when designated by the Treasurer to do so.
- E. Treasurer: The Treasurer shall be the financial officer of the Association, shall be responsible for the custody and the disbursement of Association funds and other assets, shall be custodian of the financial records of the Association, and shall have charge of the investment of the Association's funds subject to the approval of the Board of Directors. The treasurer shall give such bond for the faithful discharge of his/her duties as the Board of Directors may require, at the expense of the Association, and shall perform such duties as may from time to time be assigned to him/her by the Board of Directors. Also, he/she shall keep an itemized record, in a permanent file, of all receipts and expenditures, prepare and present a financial report quarterly to the Board of Directors, and shall turn over to his/her successor within 60 days of vacating office all books, records, and papers. There shall be two signatures included on the Mississippi Association Checking Account, one being the State Drug Court Coordinator.
- F. State Drug Court Coordinator: Will hold a permanent position as an ex-officio member of the Board of Directors. The State Drug Court Coordinator will act as the liaison between the organization and the drug court governing agency. This person shall also work with the organization's treasurer to ensure oversight of the organization's financial records.

ARTICLE III

Election and Installation

Section 1. Election

A. The initial slate of officers shall be: President: Mike Parker and Secretary: Brenda Mathis (*for the initial establishment of MADCP only*). The remaining officers and board members shall be elected at the initial meeting by nomination and vote of those in attendance. Thereafter, the nominating committee will submit names at the annual conference for officers and members of the board of directors.

B. The floor will be opened for nominations in addition to the slate of officers and directors submitted by the nominating committee at the annual conference.

Section 2. Installation

The officers and members of the Board of Directors shall be installed at the annual Conference and shall assume their respective duties prior to the adjournment of the Annual Conference. The ex-officio board member position will be automatically filled by the incumbent State Drug Court Coordinator.

ARTICLE IV

Board of Directors

Section 1. Composition

The Board of Directors shall consist of 8 members, including the elected officers of the Association, the immediate past president, two (2) at-large members, and (1) ex-officio member which shall be a permanent position on the Board and held by the incumbent State Drug Court Coordinator. At least two (2) members shall be from Adult Drug Courts and at least two (2) members shall be from Youth Drug Courts. During the first year (*2003*), there shall be three (3) at-large members as there is no immediate past president. All members on the Board shall have the right to vote.

Section 2. Term of Office

A. The term of office for the members of the Board of Directors will be two (2) year or until their successors are elected.

B. The election of the Board of Directors shall be as outlined in Article III – Election and Installation – of these by-laws.

Section 3. Vacancies

In the event of death, disability, incapacity or resignation, the seat on the Board of Directors shall be filled in accordance with Article II, Section 2.

Section 4. Powers and Duties of the Board of Directors

A. Powers: The Board of Directors shall exercise all powers of the Association as specified in these by-laws.

B. Duties: The Board of Directors shall:

- (1) Supervise the affairs of the Association and shall transact any business of the Association in the interim period between Annual Conferences;
- (2) Make recommendations to the Association regarding proposed amendments to the by-laws;
- (3) Consider all recommendations proposed by committee chairpersons, or by the Association, before such recommendations are presented at the Annual Conference;
- (4) Establish and/or dissolve committees and task forces based on the program and administrative needs of the Association;
- (5) Have responsibility for the financial policy of the Association, shall adopt the budget, and prepare an annual financial report to presented at the annual conference.
- (6) Supervise and support programs for the recruitment of new members.
- (8) The Board of Directors by a two-thirds vote has the power to impeach officers who have been found after review to be negligent in his/her duties.

C. The Board of Directors shall replace an officer or director who misses two (2) consecutive meetings without good reason.

Section 5. Meetings of the Board of Directors

The Board of Directors shall meet at least two times per year. One of these meeting shall be held at the Annual Conference.

A. Special meetings shall be held at the call of the President or by petition of the majority of the Board.

A majority of the members of the Board of Directors shall constitute a quorum for the transaction of all business.

B. The meetings conducted by the Board of Directors shall be governed by "Robert's Rules of Order Newly Revised."

ARTICLE V

Committees and Task Forces

Section 1. Formation of Standing Committees

In addition to any committees or task forces established by the Board of Directors in accordance with Article III or the President as set forth in section 2 of this article, the Association shall have the following initial committees: Nominating, Conference and Program, Correspondence and Governmental Affairs. The President of the Association shall appoint the chairperson of each Committee.

Section 2. Other Committees and Task Forces

The President shall appoint from time to time such other committees or task forces as may be desirable in forwarding the purposes of the Association. Such committees or task forces shall exercise such powers and perform such duties as may be prescribed by the president. Members of such committees or task forces need not be members of the Board of Directors, but shall be members of the Association. The Board of Directors shall review annually the composition and duties of such committees or task forces.

Section 3. Term of Office

The term of office for each committee or task force member shall be for the duration of the appointing president's term.

Section 4. Committee Reports

All committees and task forces shall file written reports to the Board of Directors at least annually and shall present oral reports when requested.

Section 5. Duties of Standing Committees

A. Governmental Affairs Committee: It shall be the duty of Governmental Affairs Committee to stimulate interest and activity in state and national legislation pertaining to drug courts and treatment of individuals suffering from addiction. The committee shall maintain close ties with the Administrative Office of the Courts and the Mississippi Drug Court Advisory Committee, and shall take whatever action is appropriate in support of the Association's purposes.

B. Conference and Program Committee: It shall be the duty of the Conference and Program Committee to plan the annual meeting and conference for the Association and to plan and present educational programs or seminars for the membership.

C. Nominating Committee: It shall be the duty of the Nominating Committee to

coordinate the screening, appointment and/or election of nominees for all elected offices. The immediate past president shall be the chairperson of this committee. At least two (2) members shall be from Adult Drug Courts and at least two (2) members shall be from Youth Drug Courts

Committee to D. Correspondence Committee: It shall be the duty of the *Correspondence* promote participation in the Association. The *Correspondence* Committee will maintain a current listing of all active members and communicate the activities of the association to the membership via newsletters or electronic mailings.

ARTICLE VI

Meetings

Section 1. Annual Conference

There shall be an Annual Conference for the membership at a site approved by the Board of Directors. The annual meeting shall be held in January of each year or at such other time approved by the Board.

Section 2. Other Meetings

places approved Other meetings of the members may be held during the year at times and by the Board of Directors.

Section 3. Notice

Notice of the time and place of the Annual Conference and other member's meetings shall be provided to the members in writing or by electronic mail at least ten (10) days prior to the meeting.

ARTICLE VII

Dues

Section 1. Mississippi There shall be an annual fee of \$20 for Professional Membership in the Association of Drug Court Professionals; this fee shall be included in the registration fee for the annual conference..

Section 2. There shall be an annual fee of \$20 for Associate membership in the Mississippi Association of Drug Court Professionals; this fee shall be included in the registration fee for the annual conference.

Section 3 Sustaining Membership: There shall be a \$100.00 fee per calendar year for sustaining members.

Section 4. There is no membership fee for honorary members.

Section 5. A member is in good standing when dues are paid.

ARTICLE VIII

Incorporation

This Association shall be incorporated as a non-profit organization under the laws of the State of Mississippi.

ARTICLE IX

Amendments

Section 1. These by-laws may be amended by a two-thirds (2/3) vote of the members present at any duly-called meeting, provided a copy of the proposed amendments shall have been sent to every member at least ten (10) days prior to the meeting.

Section 2. These by-laws may also be amended by a two-thirds (2/3) vote of the members present at the Annual Conference, provided the proposed amendment shall have been given to every member on the day of registration and to be voted on at the business meeting of said conference.

ARTICLE X

Miscellaneous

Section 1. No Association member shall speak on behalf of the Association without the approval of the President or the Board of Directors

Section 2. The fiscal year of the Association shall be January 1 through December 31.