

**The North Carolina Drug Abuse  
Resistance Education (D.A.R.E.)  
Officers' Association, Inc. (NCDOA)  
By-Laws, Policies, and Procedures**



Revised: June 2026 Annual State In-Service Training

## **Disclaimer**

These bylaws, policies, and procedures are published for the guidance and direction of the Board of Directors/Executive Board of The North Carolina D.A.R.E. Officers' Association. It is your responsibility as an Active Member or Board of Directors/Executive Board Member, (BOD), to become thoroughly familiar with these directives. This will assist the membership more effectively and consistently.

## **Legal Status and Authority**

### **Authority:**

The North Carolina D.A.R.E. Officers' Association, Inc. (NCDOA). derives its authority to exist through a charter with the parent corporation of D.A.R.E. America/International. D.A.R.E. America has subordinate arms- they are the D.A.R.E. State Training Centers which are the organizations responsible for curriculum development, training, and certification of Officers. The D.A.R.E. Chartered organizations are the state representatives of D.A.R.E. America. If at any point the Board of Directors of D.A.R.E. America dissolves or creates discontent, this organization will still exist under the General Statutes of the State of North Carolina and regulations of Incorporations until such Incorporations are dissolved by the State.

### **By-Laws:**

The NCDOA has a ratified set of by-laws, which govern the Association, the Board of Directors and the membership. These By-Laws are reviewed and updated as necessary to promote the purpose of the association.

### **Incorporations:**

The NCDOA is recognized through the State of North Carolina as a non-profit corporation. It is the responsibility of the BOD to ensure that this status is maintained.

### **Tax-Exempt Status:**

The NCDOA is a documented and approved organization 501 (c)-3 and is thus exempt from federal income tax. This exemption was granted in 1989. While the NCDOA is exempt from paying taxes, it must file the proper IRS documents annually. Those documents shall be prepared by the Treasurer each year.

## **Mission Statement**

We the NCDOA believe that the integrity of the D.A.R.E. program and its promotion worldwide are critical to maintaining D.A.R.E. as the most recognized prevention curriculum in the State of North Carolina. Our efforts are directed towards continuous training of new D.A.R.E. Officers, assisting and educating current D.A.R.E. Officers, and educating all Active Members of the NCDOA. We also believe all efforts must be of the highest quality possible, serving the best interests of the D.A.R.E. Program, our Active Members, and most importantly the children we serve.

### **We are committed to:**

- A. Disseminating, sharing, advising, and coordinating information which is beneficial and noteworthy to the operation of D.A.R.E. on a nationwide basis.
- B. Assisting in the continuity of materials and teaching techniques.
- C. The NCDOA in conjunction with the N.C. D.A.R.E. State Training Center will promote D.A.R.E. Officers' Trainings and any training required by the State Training Center.
- D. Promote harmony and goodwill among its members and non-D.A.R.E. Officer Members.
- E. Developing a means to disseminate information which is of value to D.A.R.E. Officers statewide.

## **Membership**

Individuals may become members under one of the following classifications.

- A. Active Member
- B. Lifetime Member (Past NCDOA President)
- C. Associate Member (Non-D.A.R.E. Officer/Appointed by BOD)

All members of the NCDOA shall adhere to the D.A.R.E. Officer Code of Conduct that is in policy of D.A.R.E. America. Any members who fail to adhere to the By-Laws of this Association, or who violated the D.A.R.E. Officer's Code of Conduct, or whose conduct is unbecoming, shall be subject to rejection, suspension, ejections, or disciplinary action.

Membership dues are set at \$30 for Active and Associate members of the NCDOA. Membership Dues are to be paid at each annual Conference/In-Service. The Conference/In-Service registration fee includes the cost of Membership fee. Each new D.A.R.E. Officer is an Active Member until the date of the Conference/In-Service.

Any Member who, report is not in good standing shall have their membership terminated upon a two-thirds (2/3) vote of the BOD. The Terms of "not in good standing" shall be defined as follows.

- A. One who fails to adhere to the By-Laws of the Association
- B. One whose conduct is unbecoming and violates the D.A.R.E. Code of Conduct.
- C. One who fails to renew membership or attend the annual Conference/In-Service, unless qualified as a Lifetime Member (Past President).

Prior to any vote to terminate membership, under reasons other than renewing of membership, the member in question must be notified and given notice in writing from the President of the NCDOA. The member has a right to respond to the NCDOA BOD in writing only.

### **Powers of the Board of Directors (BOD)**

The Board of Directors is the governing body of the NCDOA and will be in office pursuant to these By-Laws.

The Board of Directors in conjunction with the appointed N.C. D.A.R.E. State Training Coordinator are responsible for the integrity, funding, and support of the N.C. D.A.R.E. Training Center. The N.C. D.A.R.E. Center will establish its own Policy and Procedures that will adhere to the National D.A.R.E. America Policy and the By-Laws, Policies, and Procedures of the NCDOA.

## Operations

### Election of Board of Directors (BOD)

Elections for available BOD positions shall take place at each annual Conference/In-Service training and shall be by written ballot except when an office is not contested. If a position is uncontested during opening of nominations, a voice vote may be taken at the general business session of Conference/In-Service training. Proxy nominations or votes will not be permitted.

**There will be no ballots accepted or taken late. Absentee votes will not be allowed at any time.**

The Elections Chairperson shall be the 1<sup>st</sup> Vice President. The Elections Chairperson will select 2 Conference/In-Service Attendees who will be the Election Committee. The Election Committee shall conduct the election as follows.

- A. The Elections Committee Chairperson shall verbally describe the office as set by these by-laws and that will be voted on during the general business session of the Conference/In-Service training.
- B. The following time for each candidate to speak will be allowed and monitored by The Election Committee Chairperson during the time allowed by the President during the business session.
  1. Candidate/Nominee Speech.... 5 minutes
  2. Questions to the Candidate/Nominee..... 15 minutes

The Election Committee shall be responsible for the preparation, distribution, collection, and tabulation of the ballots. The Election Chairperson will view the results and pass onto the President. The President will announce the results/winner to the attendees/delegation at their pleasure, if the business is still in session. The Election Chairperson and the Election Committee will not at any time divulge the number received by any candidate. They are to only announce a winner to the President. The ballots will be destroyed by the Election Committee upon counting.

State Qualifications to nominate for available BOD positions are outlined below.

- A. Member is in good standing.
- B. Must be nominated by an Active Member to the Election Chairperson/1st Vice President during the time the floor for nominations are open during general business session.
- C. No more than one person from the same agency may hold a voting position on the BOD.**

In the event of tie ballots, the President of the NCDOA will conduct interviews of each candidate and then will determine a winner.

No candidate shall produce or post any type of election propaganda that induces a vote. We must remember that we are all Law Enforcement Officers, and we all have the same goal in mind.

## Appointments

There are different types of permanent appointments to the BOD defined with in these By-Laws as follows.

- A. State Coordinator: The Regional Director and the Director of Training of D.A.R.E. America/International will make the final selection of this position. The NCDOA and BOD may make recommendations to the Regional Director when vacant. The N.C. State Coordinator will be sole caretaker of the D.A.R.E. America/International Charter and Training Center Accreditor for the state of N.C. This position does not have a voting right to the BOD. The President may consult the coordinator in times of need to clarify D.A.R.E. America Policy.
- B. Board Vacancies: Any BOD vacancies will be appointed by the President and shall last that position term (excluding the State Coordinator).

There are different types of general appointments to the BOD defined within these By-Laws as follows.

- A. Trustee: The incoming President of each odd in coming year of term will make the appointment of 3 trustees to the BOD. There will be a Trustee from the Coastal, Piedmont, and Mountain region of North Carolina. This appointment will have a full voting right to the BOD. The term of a Trustee is 2 years.
- B. Chaplin: The incoming President may select from the membership a person to assist the fields of divinity. This appointment does not have a vote on the BOD. The term of Chaplin is 1 year.
- C. Webmaster: The incoming President may select from the membership a member in good standing as the person who oversees and maintains the NCDOA website. This member does not have a vote on the BOD. The term of Webmaster is 1 year.
- D. Facilities/Hotel Coordinator: The incoming President may select a Lifetime Member to assist in the securing a selection of a facility to host the Annual NCDOA Conference/In-service Training. Upon selection of the facility, they are to secure a sound contract approved by the BOD. The term of Facilities/Hotel Coordinator is 1 year.

## **Duties Board of Directors**

**President:** The President shall fulfill the following duties:

- A. Attend all NCDOA scheduled BOD meetings and the Annual NCDOA Conference/In-Service Training.
- B. Preside over all meetings of the NCDOA
- C. Appoint all committees
- D. Serve as an ex-office member on all committees with the right to debate or vote.
- E. Sign all correspondence and contacts of the NCDOA that have been approved by the BOD, membership, or designee.
- F. Oversee the planning, organizing and hosting of the Annual NCDOA Conference/In-service.
- G. Serve as a voting member on the BOD.
- H. Approve all checks written by the Treasurer.
- I. Shall appoint an Annual NCDOA Conference/In-service Hotel Coordinator, all Trustees, Chaplin, and Webmaster.
- J. Attend the National D.A.R.E. Conference on behalf of the NCDOA.

**Vice President:** The Vice President shall fulfill the following duties:

- A. Attend all NCDOA scheduled BOD meetings and the Annual NCDOA Conference/In-Service Training.
- B. Perform all the duties of the office of President during the absence of the President.
- C. Complete all task at the direction of the President.
- D. Serve as a voting member of the BOD
- E. Conduct a written evaluation of the Annual NCDOA Conference/In-Service Training at the conclusion from a conscience of the attending members.
- F. Perform all duties as assigned by the President.

**First Vice President:** The First Vice President shall fulfill the following duties. This position is voted to office by the members attending the Annual Training Conference/In-Service Training each year:

- A. Attend all NCDOA scheduled BOD meetings and the Annual NCDOA Conference/In-Service Training.
- B. Perform all the duties of the office of Vice President in the absence of the Vice President.
- C. Complete varied tasks at the direction of the President.
- D. Serve as a voting member of the BOD.
- E. Serve as Election Committee Chairperson.
- F. Shall hold a position on the BOD for a continuation of 4 years. 1 year as 1<sup>st</sup> Vice President, next 1 year as Vice President, 1 year as President, and 1 year as Past President. At the conclusion of the 1 year as President this position will be recognized as a Lifetime Member and will all privileges as an Active Member.
- G. Perform any other duties assigned by the President.

**Secretary:** The Secretary shall perform the following duties. This position is voted to office by the members attending the Annual NCDOA Conference/In-Service Training every odd numbered year.

- A. Attend all NCDOA scheduled BOD meetings and the Annual NCDOA Conference/In-Service Training.
- B. Keep minutes in all open meetings of the NCDOA and BOD.
- C. Present a membership report at the Annual NCDOA Conference/In-Service.
- D. Receive and transmit all correspondence.
- E. Prepare replies to correspondence as directed by the President.
- F. Purge files upon request of the BOD.
- G. Serve as a voting member of the BOD.
- H. Perform any other duties as assigned by the President.

**Sergeant-at-Arms:** The Sergeant-at-Arms shall perform the following duties. This position is voted into office by the membership attending the Annual Conference/In-Service Training every even numbered year:

- A. Attend all NCDOA scheduled BOD meetings and the Annual NCDOA Conference/In-Service Training.
- B. Assist presiding BOD members as needed.
- C. Preserve order during all NCDOA and BOD meetings.
- D. Introduce visitors that attend any meetings.
- E. Serve as the Parliamentarian for all meetings.
- F. Serve as a voting member of the BOD.
- G. Perform any other duties as assigned by the President.

**Treasurer:** The Treasurer shall perform the following duties. This position is voted into office by the membership attending the Annual Conference/In-Service Training every even numbered year:

- A. Attend all NCDOA scheduled BOD meetings and the Annual NCDOA Conference/In-Service Training.
- B. Coordinate and distribute funds for the Annual NCDOA Conference/In-Service Training and D.A.R.E. Officer Training Courses.
- C. Receive all funds in the name of the NCDOA and N.C. D.A.R.E. Training Center.
- D. Monitor and transfer NCDOA funds in accordance with these By-Laws, IRS, and State of North Carolina.
- E. Present a financial report at each NCDOA BOD meeting and Annual NCDOA Conference/In-Service Training.
- F. Maintain a true and correct record of the NCDOA assets and liabilities.
- G. Prepare a budget upon the feedback from and of the NCDOA BOD for each year or after each Annual Conference/In-Service Training.
- H. Prepare all IRS documentation (EZ-990 or W-9) upon the required date.
- I. Serve as a voting member of the BOD.
- J. Perform any other duties as assigned by the President.

**Past President:** The Past President shall perform the following duties:

- A. Act as an advisor to the President.
- B. Assist the Facilities/Hotel Coordinator as needed during the Annual NCDOA Conference/In-Service Training.
- C. Act as liaisons for the NCDOA with any grievance made by an Active Member.
- D. Serve as voting member of the BOD.
- E. Monitor the membership and non-membership of the trademark and copyright to the name or likeness of D.A.R.E. as stated in D.A.R.E. America Policy.
- F. Perform any other duties as assigned by the President.

**Board of Directors Regional Trustee** (Eastern, Central, and Western Regions): The Trustees shall perform the following duties:

- A. Attend all NCDOA scheduled BOD meetings and the Annual NCDOA Conference/In-Service Training.
- B. Serve as a voting member of the BOD.
- C. Be an initial contact person to assist the D.A.R.E. Officers across North Carolina to their respective regions.
- D. Maintain contact with the active D.A.R.E. Officers in their region regardless of whether the Officer is an active member.
- E. Report any falsifications of certifications of anyone instructing the D.A.R.E. Curriculum to the N.C. D.A.R.E. State Coordinator, Regional D.A.R.E. Director, and or NCDOA President.
- F. Perform any other duties as assigned by the President.

**State Training Coordinator:** Upon request of the BOD and approval of the Regional Director the State Training Coordinator shall perform the following duties.

- A. Assist the BOD with specific educational topics related to the delivery of the D.A.R.E. Program.
- B. Prepare all written articles for the NCDOA and NC D.A.R.E. Training Center upon request.

- C. Assist any Law Enforcement Agency in the start of a new D.A.R.E. program.
- D. Serve as facilitator at the Annual NCDOA Conference/In-Service Training and all D.A.R.E. Officer Trainings. The coordinator may assign a Senior Mentor to facilitate any training if unable to attend.
- E. Monitor and assure that all D.A.R.E. Policies and Procedures are followed within the state of N.C.

**Chaplin:** The Chaplin shall perform the following duties:

- A. Assist the President as needed with the care of the membership of the NCDOA.
- B. Attend to any D.A.R.E. Officer in need as recommended by the BOD.
- C. Conduct all benedictions during the Annual NCDOA Conference/In-Service Training and BOD meetings.
- D. Perform any other duties as assigned by the President.

**Webmaster:** The Webmaster shall perform the following duties:

- A. Assist the President in maintaining an accurate and updated website of the NCDOA.
- B. Coordinate all information and photos gathered during events to be posted on the website and social media.

**Facilities/Hotel Coordinator:** The Facilities/Hotel shall perform the following duties:

- A. Assist the BOD in securing an adequate facility to host the Annual NCDOA Conference/In-service Training. (The NCDOA BOD will accommodate any lodging, and mileage during the travel +on behalf of this position. This position does not require any approved Agency expense, for example, if the coordinator travels to a location on the behalf of NCDOA to inspect a facility that employing agency may not allow them to travel in an agency vehicle, therefore the NCDOA will accrue that responsibility.)
- B. Collaborate with the facility staff to secure an affordable contract and assure that the needs of the BOD are met.
- C. Be the direct contact between the facility staff and the NCDOA BOD during the Annual Conference/In-service Training.

## **BOD Meetings**

The BOD shall meet at the discretion of the President. Meetings shall be scheduled before the end of the Annual NCDOA Conference/In-Service. Meetings will be open to any Active member. The schedule will be posted on the NCDOA Website. The President shall preside over all meetings and follow the applicable Roberts rules of order. The President shall prepare an agenda for all scheduled meetings. The Secretary will take minutes and make them available at the conclusion in a timely manner. The President has the authority to call any emergency meeting by phone or email if within the scope of a decision that is pressing with the NCDOA. All votes of the BOD shall pass with a simple majority of the voting members.

## **Property**

- A. The Sergeant-at-Arms will be responsible for the physical property owned by the NCDOA, such as electrical equipment, flags, and banners.
- B. The Treasurer shall maintain an accurate record of financial property, assets, and liabilities owned by the NCDOA. Both will maintain an accurate inventory and shall be presented to President upon request.
- C. The State Training Coordinator shall be responsible for any property related to training. This shall include D.O.T. manuals, presentation disc, banners, flags, and educational material used during a D.O.T.

## **Grievances**

It is policy of the NCDOA and BOD that any member who reportedly fails to adhere to the By-laws of the Association or whose conduct violates the D.A.R.E. Officer Code of Conduct shall be subject to disciplinary action.

Any member wishing to file any grievance with the BOD must do so in writing. All grievance must be signed by the individual the grievance is pertaining to. The grievance shall be directed to the President. The President will address the issue with the BOD in closed session during any scheduled meeting.

The President shall appoint an investigator to investigate the grievance if necessary. Upon completion of the investigation, the President will be given the results and recommendation.

The copy of the investigation findings will be discussed in closed session at the discretion of the President.

Any grievances affecting the dismissal of any D.A.R.E. Officer, certification issues, and trademark issues shall be reported to the State Training Coordinator immediately. The State Training Coordinator will report any of the previous issues to the Regional Director of D.A.R.E. America.

## **Finances and Expenses**

The Treasurer of the NCDOA shall keep and maintain an accurate record of all accounts owned by the NCDOA. The Treasurer shall prepare for audits and reports to the Annual NCDO Conference/In-service Training. The Treasurer shall deposit all monies and other valuables in the name of the NCDOA in a timely manner. The Treasurer shall consult with the State Training Coordinator to distribute payment to the Educator, Mentors, Facilitator, and any other needs during D.A.R.E. Office Training.

Any Per Diem for travel on business for the NCDOA other than normal scheduled meetings and fundraisers will be submitted to the Treasurer. Upon approval of the President. The Per Diem rate will be in accordance with the Federal Per Diem Rate.

The President will be allocated a budget of \$500 annually for the following purposes.

- A. Flowers, cards, or other sediments in the event of an illness or death of an Active Member and their immediate relatives.
- B. Gifts for each BOD Member at the conclusion of term.
- C. Emergency items needed at the discretion of the President and within the realm of bettering the NCDOA, Active Members, or D.A.R.E. Officer.

## Awards

To better serve the membership, the NCDOA will implement special awards. The title page of each award will be posted on the website. Each award will be selected by the Annual Conference/In-Service Training, and the recipients must attend excluding the Scholarship winner.

A. North Carolina D.A.R.E. Officer of the Year.

1. Be a member in good standing.
2. Be nominated by an Active Member.

B. Glen Mowery Executive of the Year

1. Be nominated by an Active Member
2. Currently have the D.A.R.E. Program taught through their agency.
3. Must be able to attend the formal banquet during in-service conference

C. Educator of the Year

1. Be nominated by an Active Member.

D. Mike Adkins' North Carolina D.A.R.E. Lifetime Achievement Award

1. Selected by the current NCDOA President.

E. "Big County" Award

1. Must be a Board Member in good standing
2. Selected by the current president

F. NCDOA Scholarship Award (High School Senior, Home School Senior, or College Student)

1. Must be nominated by a D.A.R.E. Officer from N.C.
2. Must have successfully completed one of the D.A.R.E. Curriculum.
3. A letter must be submitted by the candidate about how the D.A.R.E. program has affected them, what skills were gained, and what challenges you face currently and how the D.A.R.E. Program helps. (double spaced, no more than 3 pages)
4. Submit an accurate and true transcript of the educational institution currently attending.
5. Scholarships are dependent on available funding.

## **Communications**

To maintain constant communications with the state Officers, State Training Coordinator, and Regional Director, the BOD of the NCDOA is expected to communicate with the State Coordinator and Regional Director monthly by phone or email.

Additionally, the NCDOA BOD will maintain a website titled [ncdare.org](http://ncdare.org). The NCDOA BOD owns all rights and privileges to the website. Any member may request information to be posted on the website through the appointed webmaster. The President and Webmaster will have full access to the website. Businesses may advertise on the website for a fee to be determined by the BOD. A contract with a business will be valid for 1 year once posted. Webmaster and their designee may produce outlets on social media to distribute information as needed. The webmaster will assure that all social media is within the guidelines of this by-law and within the conduct of the D.A.R.E. Program.

## **Annual Conference/In-Service Training**

While the original D.A.R.E. Officer Training provides the foundation for all D.A.R.E. Officers, in-service training workshops; are vital in assisting officers to maintain their skill level and proficiency in presenting the D.A.R.E. Curriculum. All information regarding any training must be consistent with the duties of a D.A.R.E. Officer.

The following process will help to ensure the quality of the training.

- A. All formal D.A.R.E. training sessions/workshops are to be reviewed by the NCDOA BOD and approved by the State Training Coordinator.
- B. The State Training Coordinator will provide an agenda of sessions/workshops to the Regional Director for approval.
- C. The State Training Coordinator will assure that all D.A.R.E. America policies are followed during the Annual Conference/In-Service Training.
- D. The BOD will select an adequate site upon the recommendation of the Facilities/Hotel Coordinator.
- E. The agenda and registration for the Annual Conference/In-Service Training will be made available to all N.C. D.A.R.E. Officers by posting on the website and social media.

## Oath of Office

Each BOD member will take an oath of office as follows.

I (state your name) Do hereby solemnly swear that I will faithfully execute the office of (state the position) of the North Carolina D.A.R.E. Officers' Association by always following the by-laws of the association and by continuously striving to seek the betterment of the D.A.R.E. Officers in the State of North Carolina and the children they serve. I do swear/affirm to the best of my ability.

The Past President shall swear the incoming President in, and the President shall swear in the following when necessary.

- A. Vice President
- B. 1st Vice President
- C. Secretary
- D. Sergeant-at-Arms
- E. Treasurer
- F. Past President
- G. Eastern, Central, Western Region Trustees

### **Adoption and Revisions**

These By-Laws, Policies, and Procedures shall be a continuous working document of the NCDOA

This version of the NCDOA By-laws, Policies, and Procedures are adopted and approved

\_\_\_\_\_ Date

\_\_\_\_\_ President