

Tennessee

D.A.R.E.



**OFFICERS'
ASSOCIATION**

BY-LAWS

**STANDARD OPERATING
PROCEDURES**

**REVISED
June 2023**

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ARTICLE I DEFINITIONS

Definitions

The name of this organization shall be the Tennessee D.A.R.E. (Drug Abuse Resistance Education) Officer's Association, hereinafter referred to as the "T.D.O.A." Board of Directors, hereinafter referred to as the BOD

ARTICLE II PURPOSE

PURPOSE

The purpose of the T.D.O.A. is to provide a means to disseminate, share, and Coordinate information, which is beneficial and noteworthy to the operation of the D.A.R.E. programs on a statewide basis. The object of the T.D.O.A. is to ensure the continuity of materials and teaching to develop a means to disseminate information, which is valuable to D.A.R.E. officers in Tennessee.

ARTICLE III

MEMBERSHIP:

A. REGULAR MEMBERSHIP:

Shall consist of any P.O.S.T certified law enforcement officer employed by a law enforcement agency and has successfully completed eighty (80) hours of D.A.R.E. Officer Training at a certified training center. In addition to the above requirements, all members shall be current D.A.R.E. officers whose certification is current and in good standing. The regular membership will cost \$50.00 annually.

ARTICLE IV

Board of Directors

A. BOARD OF DIRECTORS:

The Board of Directors (BOD.) shall be the governing body of Tennessee D.A.R.E. Officers Association. The following officers shall constitute the BOD: the President, the Eastern Regional Vice-President, the Middle Regional Vice-President, the Western Regional Vice-President, the Secretary, the Treasurer, the Sergeant at Arms, the Chaplain, the State Coordinator, and the Past President. Two members of the same agency may both hold positions on the BOD with the exception that no two people shall hold presidential positions (ex., President, Vice President).

*BOD will be governed by Roberts Rules of Order

Board of Directors Eligibility:

The individuals holding office on the Board of Directors must maintain a continuous regular membership status during their perspective terms on the T.D.O.A. Board of Directors. By being present at three or more regular Board of Directors meetings each year. If a member of the Board of Directors fails to make two consecutive meetings, they may be removed at the third consecutive absence by a majority vote from the attending membership in good standing. The President must bring this issue to the attending membership. If a vacancy occurs, it will be filled according to

ELECTION OF OFFICERS:

To ensure that T.D.O.A. operates at the highest level of efficiency, integrity, and professionalism, a vote of the General Membership shall elect all positions of the Board of Directors at the Tennessee D.A.R.E. Officers Association Annual Conference.

A. President:

The President shall be a member in good standing and have been elected by a vote of the general membership. The length of the term shall be two (2) years, commencing upon the culmination of the Tennessee D.A.R.E. Officers Association Annual Conference. The President will be elected in odd years. The President shall fulfill the following duties:

- 1) Preside at all meetings of the Association and the Board of Directors.
- 2) Sign all correspondence and contracts as needed of the Association, which have been approved by the Board of Directors or by the General Membership.

- 3) Assist in the coordination and planning of the State Conference. This includes but is not limited to the solicitation of sponsors, financial partners, vendors, etc.
- 4) Be responsible for hosting the State Conference during their term of office.
- 5) Be a voting member of the Board of Directors.
- 6) Possess a credit card on the Association for the purchase of office supplies, and other board-approved expenditures not to exceed \$500.
- 7) The President can call special meetings of the BOD. with a two (2) week notice of the general membership via newsletter, e-mail, or text. If deemed necessary by the BOD.

B. Regional Vice-Presidents:

There will be three (3) Vice-Presidents, one (1) for each of the three (3) grand regions of the state. Regional Vice-President shall be members in good standing and have been elected by a vote of members from that region only. The length of the term shall be two (2) years, commencing upon the culmination of the Tennessee D.A.R.E. Officers Annual Conference. The Vice-Presidents from the Eastern and Western regions shall be elected on even years, and the Vice-President from the Middle region shall be elected on odd years. The Regional Vice-Presidents shall fulfill the following duties:

- 1) Assist the President in carrying out the objectives of the T.D.O.A.
- 2) Assist in the coordination and planning of the State Conference. This includes but is not limited to the solicitation of sponsors, financial partners, vendors, etc.
- 3) Sign contracts and or correspondence as needed.
- 4) Regional Vice-Presidents are responsible for contacting the D.A.R.E. Officers in their respective regions bi-annually to show support to the officers.
- 5) Authorize purchases on an as-needed basis not to exceed \$250. Any purchases above \$250 require a 2/3 majority vote of the BOD.
- 6) The Regional Vice-Presidents shall share the duties of the office of the President during the President's absence. The BOD shall appoint one of the Regional Vice-Presidents to preside over meetings in the President's absence. Each appointment will be on a case-by-case basis.

- 7) Be a voting member of the Board of Directors.

C. SECRETARY:

The Secretary shall be a member in good standing and elected by a general membership vote. The length of each elected term shall be for two (2) years. The Secretary will be elected on the odd-numbered year commencing, upon the culmination of the Tennessee D.A.R.E. Officers Annual Conference. The Secretary shall perform the following duties:

- 1) Keep the minutes of all meetings of the T.D.O.A.
- 2) Keep and maintain an up-to-date roster of all members.
- 3) Keep and maintain an up-to-date roster of Board meeting attendees.
- 4) Receive and transmit all correspondence.
- 5) Prepare replies to such correspondence as directed by the BOD
- 6) Co-sign all contracts entered into by the Association if required.
- 7) May receive dues and assessments of the yearly state conference and make any necessary bank deposits.
- 8) Be a voting member of the Board of Directors.

D. Sergeant-at-Arms:

The Sergeant-at-Arms shall be a member in good standing and elected by a general membership vote. The length of each elected term shall be for two (2) years. The Sergeant-at-Arms will be elected on odd-numbered years commencing upon the culmination of the Tennessee D.A.R.E. Officers Annual Conference. The Sergeant-at-Arms shall perform the following duties:

- 1) Assist the presiding officer as needed.
- 2) Maintain order during all meetings.
- 3) Introduce visitors to the BOD
- 4) Shall be the parliamentarian for all meetings and conferences.
- 5) Be a voting member of the BOD

E. Treasurer:

The Treasurer shall be a member in good standing and appointed by the Board of Directors. **The term of the treasurer does not expire.** This is only position with the exception of the coordinator that is not decided by a vote of the membership body. The Treasurer shall perform the following duties:

- 1) Shall have a current membership roster of all T.D.O.A. members in good standing.
- 2) Receive dues and other monies paid to the T.D.O.A... This duty may be shared with the Secretary during the Annual State Conference.
- 3) The Treasure is responsible for all financial transactions including but not limited to cash app transactions (Venmo / PayPal), deposits, etc.
- 4) Present an itemized financial report at each meeting or when requested by the BOD
- 5) Will present a yearly report at the State Conference dating from July 1st of the previous year to June 30th of the current year. This report shall be itemized with receipts from all expenditures attached. Any member of T.D.O.A. in good standing may review this report upon request.
- 6) Maintain a true and correct record of the Association's assets and liabilities. Be a voting member of the BOD.

F. Chaplain:

The Chaplain shall be a member in good standing and elected by a general membership vote. The length of each elected term shall be for two (2) years. The Chaplain will be elected on the even-numbered years commencing upon the culmination of the Tennessee D.A.R.E. Officers Annual Conference. The Chaplain shall perform the following duties:

- 1) Provide for such religious services as may be required for the good of the Association.
- 2) Provide spiritual guidance and assistance to members and their families during times of serious illness, injury, or death.
- 3) To assist the BOD. with all religious matters pertaining to the Association.

- 4) Be a voting member of the BOD.

G. State Coordinator:

The State Coordinator is responsible for coordinating the D.A.R.E. Program in Tennessee, which includes presenting the program to various schools in the state, monitoring compliance to the standards of the other agencies, and providing D.A.R.E. officer training to other agencies in the state. The State Coordinator shall also perform the following duties:

- 1) Be responsible for all D.A.R.E.-related training and updates
- 2) Assist in the coordinating and planning of the State D.A.R.E. Conference
- 3) Be the liaison between the TDOA and D.A.R.E. America
- 4) Be a voting member of the Board of Directors. *Does not vote or participate in disciplinary matters.
- 5) Can sign contracts as needed
- 6) Assist other members of the BOD as needed.
- 7) Be an authorized signer for contracts as needed.

H. Educational Advisor:

The State Coordinator appoints the position of Educational Advisor. The State Coordinator must recommend the appointment at the first meeting of the Annual State Conference. The Educational Advisor must be the current Educational Advisor of the Tennessee D.A.R.E. Training Center. The Educational Advisor's length of appointment shall run in conjunction with their contractual obligation with the Tennessee D.A.R.E. Training Center. The Educational Advisor shall cast any tie breaking vote in the event of a tie. The qualifications for the Educational Advisor are set forth by D.A.R.E. America and Tennessee D.A.R.E. Training Center.

I. Youth Advisory Board Member

The Youth Advisory Board Member hereinafter referred to as Y.A.B. is a non-voting member of the BOD. Any T.D.O.A. Member in good standing can make a Y.A.B. recommendation. The Y.A.B is appointed by a 2/3 vote of the T.D.O.A.

membership. This appointment will be made at the Annual State Conference. The Y.A.B. is a co-terminus to their position and is bound by the Rules for Conduct in Article XII. The Y.A.B. member serves as an advisory position.

J. Voting Procedures:

A. Meeting Vote Requirements:

A quorum must be present for the Board of Directors to conduct business during a business meeting on all matters. All members in good standing of the T.D.O.A. can vote on any issue brought before the membership. Any topics may be voted on by Text Message or email if a vote is needed prior to a scheduled Board Meeting.

B. Board Meeting Attendance Requirements

All current members are required to physically attend all scheduled board meetings. However, due to circumstances beyond control, a BOD Member may attend two meetings by way of Zoom, Facetime, MS Teams, or other forms of video conferencing. This requirement does not apply to any Past presidents or Educational Advisors. Excused absences are allowed for illness, family emergencies, and the occasional Departmental interference.

- 1) Violations of the Attendance Policy are subject to Disciplinary actions set forth in Article XII.

C. Quorum Requirements:

A Quorum exists when five - (5) of the nine - (9) members of the Board of Directors are present at a meeting.

D. Amendments to By-Laws:

Amendments to the By-Laws shall require a two-thirds (2/3) vote of the attending BOD to be passed.

E. Disciplinary Charges

To initiate an action of the Board of Directors pursuant to suspension, reinstatement, or termination of association members, a two-thirds (2/3) vote of the attending, BOD shall be required.

ARTICLE V VACANCIES IN OFFICE

VACANCIES IN OFFICE

Should any office of the Board of Directors become vacant prior to the regular expiration of the term, the following procedures will be utilized to fill that vacancy:

A. President:

Should the office of President become vacant, the Secretary of the T.D.O.A. will:

- a) Notify each of the three (3) Vice-Presidents and ask if they want to be considered for the position.
- b) If more than one Vice-President replies yes, the Secretary will construct a ballot listing each Vice-President's name. The BOD will vote to decide which Vice-President will preside until the Annual State Conference.
- c) A nomination for President will be made at the Annual Conference. The President-elect will complete the remainder of the term.

B. Vice-President:

Should the office of Vice-President become vacant, the Secretary of the T.D.O.A. will: Send out correspondence to the BOD of any of the above-named vacancies.

- a) The BOD will select a T.D.O.A. Member who is in good standing to complete the remainder of the term.
- b) The Vice-Presidency will be permanently filled following the election procedures outlined in Article XI.

C. All Other Offices:

Should the offices of Secretary, Treasurer, Sergeant-at-Arms, or Chaplain become vacant, a T.D.O.A. member in good standing shall fill the vacancy. The President appoints a member in good standing with the approval of the Board of Directors.

ARTICLE VI AMENDMENTS TO THE BY-LAWS

A. AMENDMENTS TO THE BY-LAWS

1. The Board of Directors:

Amendments to the By-Laws may be proposed at any BOD meeting upon a motion from a member of the Board with a second to the motion and a 2/3 majority vote by the BOD membership in attendance. Amendments may be voted on at any BOD Meeting.

2. The General Membership:

The general membership shall have the right to recommend By-Law amendments to the Board of Directors by the following methods:

- a) At an open meeting of the Board of Directors
- b) At the business meeting during the Annual State Conference
- c) By writing their Regional Vice-President and requesting that they present the motion at the next Board of Directors meeting.

ARTICLE VII FUNDS MANAGEMENT

A. FUNDS MANAGEMENT

1. Establishments of Billing:

- a) A bill for the annual membership assessment, as established by the Board of Directors shall accompany state pre-conference registration.
- b) Each Member who has not paid or communicated with the Treasurer regarding payment by September 1st of each year shall be dropped from the active role.

2. Operational Expenditures:

The assessment shall be used to assist the funding of the Tennessee D.A.R.E. Officers Association Annual Conference, to fund meetings of the Board of

Directors, for the ordinary and necessary operating expenses, and for any other purpose approved by the Board of Directors.

3. **Additional Expenditures:**

Additional Expenditures may be made on a case-by-case basis. The approval of such additional expenditures shall require a 2/3 majority vote of the Board of Directors.

- a) All funds collected in the name of the T.D.O.A. shall be used for the express purpose outlined under ARTICLE II, PURPOSE, hereinabove.
- b) All funds received by the Treasurer of T.D.O.A. shall be deposited in an interest-bearing trust account in the name of Tennessee D.A.R.E. Officers Association and not in the name of any individual. Withdrawal from such a fund shall require the approval of the BOD for any amount over \$200.00
For standard operating costs, such as postage and telephone calls, the Treasurer may issue checks on his signature as long as these costs are detailed at the next BOD meeting.
- c) Fund expenditures shall be restricted to the purchase, production, and distribution of materials necessary to accomplish the goals of T.D.O.A. for the rental of facilities and equipment, transportation, consultant services, and other items deemed necessary to conduct the Tennessee D.A.R.E. Officers Annual Conference business.
- d) The Treasurer of T.D.O.A. shall keep and maintain adequate and correct books and records of accounts of the properties and business transactions relating to T.D.O.A.; including accounts of its assets, liabilities, disbursements, gains, losses, capital retained earnings, and matters customarily included in financial statements. The book of accounts shall be open to inspection by the Board of Directors of the T.D.O.A. at all reasonable times. Said books and records shall be kept and maintained in accordance with nationally accepted general accounting principles and both state and federal regulations.

4. Sponsors and Vendors

Any corporation that supports the philosophy and ideas of the D.A.R.E. program and is not directly involved in the sale of alcohol or tobacco products, either retail, wholesale, or manufacturing, may become a corporate sponsor and or vendor at the Annual State D.A.R.E. Conference. All Vendors must pay the fee set by the venue for their booth space. In addition to the booth set up fee, all Vendors must also pay the \$50 conference set up fee. Sponsorships will be set up on a tiered system. The BOD will vote on this sponsorship tier. annually

ARTICLE VIII ILLNESS AND DEATH BENEFITS

A. ILLNESS AND DEATH EXPENDITURES

- 1) If there is a death of a T.D.O.A. Member, the T.D.O.A. will pay a \$1,000 death benefit to help the family with expenses.
- 2) If there is a death of a T.D.O.A. member's spouse or child, the T.D.O.A. will give a contribution of \$500.00 to help the family with expenses.
- 3) If there is a death of a T.D.O.A. member's mother, father, brother, or sister, the T.D.O.A. will send a sympathy card, a \$250 gift card, or a \$250 donation in lieu of flowers and gift card.
- 4) If a **current** D.A.R.E. student is terminally ill or dies the T.D.O.A. will give a one-time contribution of \$200.00 to buy the child a gift or to assist the family with traveling expenses. The T.D.O.A. will provide the child with a \$200.00 contribution to supply the needs of the child at that current time.
- 4) If there is a loss of the home of a D.A.R.E. student due to fire, flood, tornado, etc., or if there is a death of the D.A.R.E. student's parents, The T.D.O.A. will provide assistance as necessary and financially possible and within reason.

ARTICLE IX ANNUAL STATE CONFERENCE

ANNUAL STATE CONFERENCE

A. The Board of Directors:

The Board of Directors shall be responsible for the theme of the Conference and the program format. The Board of Directors is exempt from paying all conference fees. However, the Board of Directors will be required to pay their annual dues of \$50 beginning with the 2022 State Conference. All Executive Members and the State Coordinator of the BOD are required to participate in the coordination and planning of the Annual State Conference. This includes but is not limited to the solicitation of sponsors, financial partners, vendors, etc. *With the exception of the State Coordinator, as a solicitation in any form violates Tennessee State Law.*

B. Purpose:

The purpose of the Tennessee D.A.R.E. Officers Association Annual Conference shall be to share techniques and developments within the organization's field of mutual interest and conduct necessary Association business. Emphasis should be on trends and new technology in Drug Prevention Education.

D. Frequency:

The Tennessee D.A.R.E. Officers Association Conference will be held annually.

E. Location Selection:

The Annual State Conference location will be decided by the BOD annually.

F. Expenditures:

The Treasure should make every effort to see that the revenue received will pay for the expenses paid out. However, unusual expenses for the Conference may create tremendous handicaps for the Board of Directors at the start of their term, which would not necessarily be their fault.

**ARTICLE X
ELECTIONS**

ELECTIONS

A. Candidate Qualifications:

- 1) Members in good standing of the T.D.O.A.
- 2) Must have a letter of support from the highest-ranking official at their agency.
- 3) For better diversity, no agency can have more than two (2) members serving on the Board of directors at one time.
- 4) The following positions will be elected on even years.
 - a) East and West Tennessee Vice Presidents
 - b) Chaplain
- 5) The following positions will be elected on odd years.

a) President	c) Sergeant at Arms
b) Middle TN Vice President	d) Secretary

A. Election Procedures:

- 1) Elections shall be by secret ballot except as provided by.
- 2) If an office is uncontested, a voice vote may be taken.
- 3) Proxy ballots are not permitted.
- 4) The President shall select an Election Chairperson. In the event that the President is seeking another term, the State Coordinator shall select an Election Chairperson. The Board of Directors must approve the Election Chairperson chosen by the State Coordinator. The Sergeant at Arms and the Election Chairperson will ensure the integrity of the votes counted and voting results.
- 5) The Election Committee Chairperson shall conduct the election:
- 6) Shall verbally describe the offices to be voted upon as specified in the By-Laws.
- 7) If two or more persons are running for the same office position, each candidate will have the opportunity to make a campaign speech in front of the entire membership.

B. Campaign Speeches

The following shall apply to campaign speeches, any violation of the following will result in immediate disqualification:

- 1) Campaign speeches will be made on the morning of the Banquet and voting.
- 2) Candidates shall not in any way speak negatively about their opponents.
- 3) Candidates will be allowed two minutes for their speech and 10 minutes for questions from the general membership.
- 4) Any campaign promises made during election speeches by the candidates must be fulfilled within **12 months** unless prevented by circumstances beyond the candidates' control. Failure to fulfill campaign promises may result in the suspension of duties until campaign promises are fulfilled.

C. Tie Vote:

In the event of a tie, the following procedure will take place:

- 1) Those current members of the Board at the time of the Conference will convene in a private session.

- 2) Each Member of the Board will come up with one (1) question pertaining to D.A.R.E and or the T.D.O.A. for each candidate.
- 3) The candidates tied for the contested office will be brought before the board one at a time.
- 4) The same question shall be asked to each candidate.
- 5) The candidates will not be allowed to prepare after given their question; they must answer when it is given.
- 6) After each candidate has had an opportunity to answer all the questions, the Board will vote by secret ballot, and this vote will decide the outcome of the election.
- 7) If one of the candidates for the contested/tied office position is a sitting member of the T.D.O.A. Board, that candidate will not be allowed to take part in the tie-breaking procedures. The Election Chairperson will assume the voting position for the Board members position for a tie-breaking vote.

C. Voting and Election Results

- 1) The Election Chairperson and the Sergeant at Arms shall be responsible for the preparation, distribution, collection, and tabulation of the ballots. The election will be held on the morning of the Banquet. The election hours are from 9:00 am-2:00 pm.
- 2) The Election Chairperson will announce the election results at the beginning of the Banquet with the newly elected officers officially taking their positions at the end of the Banquet.
- 3) All members in good standing shall participate in the election process.
- 4) All meetings held at the Annual State Conference shall be conducted using Parliamentary Procedure.

ARTICLE XI

RULES FOR CONDUCT

RULES FOR CONDUCT

A. The goal of the T.D.O.A. and its members is to provide a positive role model for the students through example and instruction. To be effective, the D.A.R.E. the program requires men and women of integrity, high ideals, and human understanding.

To promote the philosophy and purpose of the D.A.R.E. curriculum, T.D.O.A. and its members believe all D.A.R.E. Officers should maintain high standards in their personal, law enforcement, and school relationships. These standards include the following:

- 1) As a non-commercial, non-sectarian, non-partisan organization, the T.D.O.A. shall not endorse any political candidate. At no time shall the name of the T.D.O.A., its officers, or directors' names be used in connection with any projects of partisan interest or other interest other than consistent with these By-Laws.
- 2) At all times, think in terms of "children first" and how my actions will affect the child, their education, training, and future.
- 3) At all times, strive to improve my efficiency and knowledge in the field of drug education and legal issues in the particular drug-related area.
- 4) At all times, strive to replicate the D.A.R.E. program model.
- 5) Shall not disclose any information about fellow officers, teachers, or students obtained in the course of professional service unless disclosure is required by law, and such disclosure will be made within proper lines of authority.
- 6) At all times strive to establish and improve a friendly and intelligent cooperation between law enforcement and the school system.
- 7) Shall refrain from using law enforcement or school contacts in any manner that might impair or appear to influence professional or personal decisions or actions.
- 8) At all times, be a Professional, Ethical and Moral representative of my law enforcement agency, school system, T.D.O.A., and fellow D.A.R.E. officers. At

no time present oneself in a public or private manner that may bring shame or dishonor upon the profession.

B. Violations:

If a Tennessee D.A.R.E. Officers Association member is dismissed from their agency for illegal or immoral conduct, their membership is automatically revoked.

- 1) Any member that witnesses a violation of the Rules of Conduct by a member of the T.D.O.A., and elects to take formal action against the accused shall send a written letter describing the violations(s) to the T.D.O.A. Secretary, President or other Member of the Board of Directors and the accused Member.
- 2) It is the responsibility of the President or acting President at the next Board of Directors meeting to present this accusation to the members present to determine if additional action should be taken. If the majority of the members of the BOD vote that sufficient evidence has been presented deems further investigation, the accused and accuser must attend the same BOD meeting within the next six (6) months, with the date being set by the Board of Directors.
- 3) After both parties have had a chance to present their evidence in a private meeting of the BOD., it shall be voted upon by the members of the BOD and presented as to the guilt or innocence of the accused. A two-thirds (2/3) vote will be needed to determine guilt or innocence. If the accused is found not guilty of the charges against them, no further action will be taken.
- 4) If at this meeting the accused is found guilty of the charge(s) against them, it shall be the responsibility of the two (2) regional Vice Presidents from which the accused is not from to recommend to the BOD the degree of punishment, with the two-thirds (2/3) vote needed for action to be taken against the violator of the Rules of Conduct.
- 5) The Secretary will record the vote and announce the results to the Association Membership.

ARTICLE XII

DISCIPLINARY ACTIONS

A. Disciplinary Actions:

- 1) An oral reprimand by the President of the T.D.O.A.
- 2) A written reprimand by the President of the T.D.O.A. to be written by the Secretary of the T.D.O.A.
- 3) Dismissal from the T.D.O.A. Upon being dismissed from the T.D.O.A., the Secretary shall write a letter to the Member and forward a copy of this letter of dismissal to the head of their respective agency.
- 4) Board of Directors Members who fail to abide by the Attendance Policy are subject to the above Disciplinary Actions. However, removal from the BOD does not also result in removal from the T.D.O.A.