

**COUNTY ALCOHOL AND DRUG PROGRAM
ADMINISTRATORS ASSOCIATION OF CALIFORNIA
(CADPAAC)**

BYLAWS

ARTICLE I – NAME

This Association shall be known as the “County Alcohol and Drug Program Administrators Association of California.”

ARTICLE II – MISSION

The Association is an organization of county alcohol and drug program administrators dedicated to the reduction of individual and community problems related to the use of alcohol and other drugs.

ARTICLE III – MEMBERSHIP

Section 1. Membership shall be composed of and limited to those county alcohol and drug program administrators designated according to the provision of state law (or their designees) who voluntarily affiliate with the Association.

Section 2. Emeritus Members:

- a. **Eligibility:** Past or retired county alcohol and drug program administrators shall be eligible to apply to the CADPAAC Executive Committee for nonvoting Emeritus membership. Emeritus members are expected to enhance the ability of the Association to fulfill its purpose.
- b. **Participation:** Requests for an Emeritus member’s participation in a project shall come from the Executive Committee. When participating in a project, reimbursement or reasonable per diem expenses shall be considered by the Executive Committee. Emeritus members shall be encouraged to participate in CADPAAC Quarterly Meetings and appropriate CADPAAC functions.
- c. **Conflict of Interest:** Upon appointment, each Emeritus member shall be required to sign a conflict of interest pledge with a statement that the member shall disclose any conflicts of interest and keep the best interests of the Association in mind. This shall be reviewed and updated annually by the Executive Committee

ARTICLE IV – MEETINGS

- Section 1. The principal governing body of the Association is the membership of the Association.
- Section 2. The membership of the Association shall meet at least quarterly.
- Section 3. A quorum shall consist of 40% of the membership.
- Section 4. Additional meetings may be called by a majority vote of the Executive Committee.

ARTICLE V – VOTING RIGHTS

- Section 1. Each County shall have one vote in conduct of the business of the Association.
- Section 2. A proxy vote shall be accepted if the name of the designee is submitted in writing to the President or the Association’s Executive Director prior to the meeting.

ARTICLE VI – FINANCIAL SUPPORT

Financial support from other than membership contributions may be accepted only upon action of the Executive Committee.

ARTICLE VII – OFFICERS

- Section 1. The officers of the Association shall be the President, two Vice-Presidents, Secretary, and Treasurer. The membership shall elect said officers at the May meeting of the Association. The terms of the officers shall be for two years, and shall begin immediately upon election.
- Section 2. The President shall preside at meetings of the Executive Committee and of the Association. With the approval of a majority of the officers, he/she may create committees, taskforces, or other bodies as necessary. He/she shall perform other duties usually incumbent upon that officer. The President shall assure that the Executive Committee shall include representatives from small, medium, and large counties.
- Section 3. The Vice-Presidents shall perform duties assigned by the President and/or the Executive Committee.

- Section 4. The Secretary shall keep and maintain records of the meetings, send notices of Executive Committee and Association meetings, and maintain files of Association correspondence.
- Section 5. The Treasurer shall keep accurate records of Association funds, complete appropriate financial records, disburse funds in accordance with state law and agreements, and shall account to the members at each Quarterly Meeting.
- Section 6. Term of Office – The term of office for all officers of the Association shall be for two years, or until their successors are elected.
- Section 7. Officer vacancies that occur between elections shall be filled by election at the next meeting of the membership.
- Section 8. Officers may be recalled from office by a majority vote of the members at any meeting of the membership.
- Section 9. The Executive Committee shall keep job descriptions for each officer on file.

ARTICLE VIII – EXECUTIVE COMMITTEE

- Section 1. The Executive Committee of the Association shall be comprised of the officers, the Past President, the chairperson of each committee of the Association, and other members as designated by the President.
- Section 2. Between meetings of the membership, the Executive Committee shall be the governing body of the Association, and shall conduct the business of the Association.
- Section 3. The Executive Committee shall meet upon the call of the President or three (3) members of the Executive Committee, or by request of the majority of the Association membership.
- Section 4. A quorum shall consist of 40% of the seated Executive Committee members.
- Section 5. Failure by a member to attend two (2) consecutive meetings, which are unexcused, shall constitute resignation from the Executive Committee.
- Section 6. The Executive Committee shall monitor expenditures of the Association, and shall establish financial guidelines or committee meetings as needed.

ARTICLE IX – COMMITTEES

- Section 1. With the approval of a majority of the officers, the President shall establish and appoint chairpersons to such committees as may be necessary to further the objectives of the Association.
- Section 2. Committee members shall be appointed by committee chairs and may include individuals from outside the Association in addition to Association members.
- Section 3. Committees are not authorized to make decisions that bind the Association.
- Section 4. The committee chairperson shall call meetings of the committee, and shall promptly provide a report of each committee meeting to the President of the Association.

ARTICLE X – BYLAWS AMENDMENT

- Section 1. Any bylaw may be temporarily suspended by a two-thirds vote of the membership.
- Section 2. Amendments to these bylaws shall require a two-thirds vote of the membership present during each of two consecutive meetings during which a quorum is present.

ARTICLE XI – PARLIAMENTARY AUTHORITY

The rules contained in *Robert's Rules of Order – Revised* shall govern all meetings of the Association, its Executive Committee, and all committees, except as they may conflict with these bylaws.