

# **Maryland Association of Prevention Professionals and Advocates**

## **BY-LAWS**

### **Article I: Name**

- 1.1 The name of this association shall be the Maryland Association of Prevention Professionals and Advocates (MAPPA).

### **Article II: Philosophy**

- 2.1 MAPPA believes that Alcohol, Tobacco and Other Drug (ATOD) abuse prevention is a proactive process designed to promote and protect health and wellness by reducing, preventing and/or delaying the use of alcohol, tobacco and other drugs. MAPPA believes that the prevention of ATOD has much in common with the prevention of other problems such as violence, crime, school dropouts, and young parenthood.

### **Article III: Vision**

- 3.1 The vision of MAPPA is to unite and empower leaders in ATOD Prevention for a healthy and resilient Maryland in which there is no misuse or abuse of alcohol or prescription drugs and no use of illicit drugs.

### **Article IV: Statement of Mission and Objectives**

- 4.1 The purpose of MAPPA is to establish and maintain a support system for prevention professionals and to promote public recognition of prevention as a viable, distinct professional discipline.
- 4.2 MAPPA plans to fulfill its purpose through the following objectives:
  - a) to identify professional training needs;
  - b) to provide for the enhancement of training opportunities;
  - c) to identify and address prevention issues as deemed appropriate;
  - d) to recognize and reward excellence in the field of prevention;
  - e) to increase networking opportunities for prevention professionals;
  - f) to advocate for and support credentialing standards for prevention professionals and
  - g) to advocate for adequate, appropriate and science-based prevention strategies.

### **Article V: Membership**

- 5.1 Membership in MAPPA shall be open to any individual with an interest in the field of ATOD prevention or other compatible prevention fields.
- 5.2 An individual becomes a member of MAPPA upon payment of annual membership dues.

- 5.3 Annual dues shall be determined by the Board of Directors and shall be due January 1 of each year.
- 5.4 The term of membership shall be from January 1 through December 31. Dues shall be payable to MAPPAs.
- 5.5 Members who have not paid their dues by March 31 shall be dropped from the membership Roster.

### **Article VI: Board of Directors**

- 6.1 The affairs of MAPPAs shall be governed by the Board of Directors comprised of the President, President-elect, Vice-President, Secretary, Treasurer, Chairpersons of the Standing Committees and the 4 regional representatives or their alternates from the following ADAA (Alcohol & Drug Abuse Administration) defined regions: Central, Southern, Western, and Eastern Shore.
- 6.2 The function of the MAPPAs Board of Directors shall be to:
- a) meet quarterly or as called;
  - b) establish the agenda for meetings;
  - c) ensure that all activities are in accordance with MAPPAs objectives;
  - d) manage the finances and ensure the financial integrity of the association;
  - e) maintain communication with the membership and
  - f) conduct the business of the organization between meetings of the general membership.
- 6.3 To be eligible to serve on the board of directors individuals must possess a MAPPAs membership.
- a) to be eligible to be President or Vice-president, an individual must possess a current MAPPAs (Maryland Association of Prevention Professionals and Advocates ) prevention certification, or comparable certification from another body.
- 6.4 The Board of Directors shall be elected to serve a two-year term. Terms shall commence January 1 following the election at the annual meeting. An individual may serve on the Board of Directors in any one capacity or position for a maximum of two consecutive (2) terms.
- 6.5 Powers and duties of the President:
- a) preside over MAPPAs Board of Directors and general membership meetings;
  - b) perform such duties as are normally associated with the office of the President;
  - c) appoint chairpersons of all committees;
  - d) serve as a liaison to promote the organization;
  - e) have the authority to sign in the name of the association as approved by the Board of Directors and

f) following the completed term, provide technical assistance for the newly elected President, including attending the first two quarterly meetings of the year of the new administration.

6.6 Powers and duties of the Vice-President:

- a) preside over meetings in the absence of the President;
- b) assist the President in his/her duties; and
- c) assume the responsibilities of the President in the event that the President is unable to complete his/her term of office.

6.7 Powers and duties of Secretary:

- a) record proceedings of all meetings of MAPPAs;
- b) handle all necessary correspondence;
- c) act as custodian of MAPPAs minutes and other MAPPAs records.

6.8 Powers and duties of Treasurer:

- a) handle all financial matters of MAPPAs;
- b) maintain accurate records; and
- c) submit a financial report at each duly constituted board meeting.

6.9 Powers and duties of standing committee Chairpersons:

- a) schedule and preside over committee meetings;
- b) direct the business of the committee and report recommendations to the Board of Directors for action.

6.10 Powers and duties of Regional Representatives:

- a) hold at least two regional meetings per year;
- b) act as a liaison to general membership in respective regions;
- c) communicate regional concerns to Board of Directors.

6.11 Board of Directors members absent from two (2) consecutive meetings without notifying the president, will be contacted by the president to review their future availability and commitment, and may be asked to resign.

6.12 All meetings of the Board of Directors shall be open to all members.

6.13 Voting at the MAPPAs Board of Directors meetings shall be limited to members of the Board of Directors. The President shall vote only in case of a tie vote.

6.14 One-half (1/2) of those serving on the Board of Directors shall constitute a quorum for the transaction of business.

6.15 Signatories: the President, Vice President, Treasurer, and Secretary shall serve as the signatories of the Association. One signatory may conduct financial transactions that have been approved by the board. Non-budget expenses must have the prior approval of the board

### **Article VII: Committees**

- 7.1 Standing committees shall be established as needed by the Board of Directors. The chair of each standing committee shall be a member of the Board of Directors and reports to the board.
- 7.2 MAPPA Board of Directors will appoint an ad-hoc Nominating Committee to consist of one representative from each region (regional person shall not be the elected Regional Representative) and one member of the Board of Directors.
- 7.3 MAPPA Board of Directors will appoint additional ad-hoc committees as necessary.
- 7.4 All committees will work under the direction of the Board of Directors, acting only upon the approval of the Board of Directors.
- a. Committees shall receive board approval before taking action
  - b. Each committee shall establish policies and procedures as necessary to complete committee work. Such policies and procedures shall be approved by the Board of Directors

## **Article VIII: Nomination & Election of Officers**

- 8.1 The MAPPAs Board shall appoint the Nominating Committee by July 1 of an election year.
- 8.2 The Nominating Committee shall present a slate of officers for elections to the MAPPAs Board by September 30 of an election year.
- 8.3 The election of the MAPPAs Board can be by written ballot, in person, e-mail, fax, or by mail in November of election year (every two years). The Board of Directors will decide which method would be the most efficient.
- 8.4 In the event of competing nominations, a majority of votes received shall be required for election.
- 8.5 Appointments shall be made by the MAPPAs Board to fill an unexpired term for any office except that of President. The Vice President shall complete any unexpired term of the President

## **Article IX: Annual Meeting**

- 9.1 An Annual Meeting, open to the full membership, shall be planned by the Board of Directors and shall take place in November.

## **Article X: Fiscal Year**

- 10.1 The fiscal year of MAPPAs shall be January 1 – December 31.

## **Article XI: Amendments**

- 11.1 These by-laws may be amended by the concurring vote of two-thirds (2/3) of the members of the Board of Directors. However, before any amended by-law becomes official it must be ratified by a majority vote of the full membership. Copies of the proposed amendment must be sent to all the membership at least fifteen (15) days before the voting date established by the Board of Directors. This notification and vote can be by e-mail, fax or mail with the replies received within the specified time constituting the membership vote.

## **ARTICLE XII: MEETINGS**

All meetings are governed by *Robert's Rules of Order, Newly Revised*, where not inconsistent with these *by-laws*.

These by-laws shall take effect as of August 12, 1998

Revised and approved November 19, 2002

Revised and approved November 19, 2004