

**TEXAS ASSOCIATION OF ADDICTION PROFESSIONALS  
Fort Worth Chapter**

***BYLAWS***

**ARTICLE I - NAME AND AFFILIATION**

The name of this chapter shall be the Fort Worth Chapter of the Texas Association of Addiction Professionals, herein referred to as “the Chapter”. Duration of the Chapter is to be determined by Charter granted by the Texas Association of Addiction Professionals, herein referred to as “the Association”. The Chapter is affiliated with the Association and with such organizations as the Association maintains affiliation.

**ARTICLE II - OBJECTIVES**

The Chapter shall endeavor to accomplish the mission of the Texas Association of Addiction Professionals by meeting the following objectives:

A. Professional Growth Opportunities: To provide for our members the means to participate in discussions regarding prevention, intervention, and treatment efforts at the national and international level through affiliation with NAADAC, the National Association for Addiction Professionals, and with IC&RC, the International Certification and Reciprocity Consortium.

B. Ethical Standards: To develop, maintain and enforce a Code of Ethics for our members that reflect the highest standards of conduct for our profession. To advocate with state and federal regulatory agencies for the inclusion of these standards in laws and regulations.

C. Academic Growth Opportunities: To provide for our members up-to-date postings on the association website and through email listserves regarding opportunities for academic advancement. To network with faculty at academic institutions that offer coursework in addiction sciences to advocate for broader curriculum, distance learning, and advanced degrees in addiction sciences.

D. Business Growth Opportunities: To promote expanded opportunities for our members to establish and maintain addiction-related businesses, such as private practice or continuing education provider by providing professional networking opportunities, technical assistance, and a web-based referral service.

E. Peer Assistance: To provide a mentoring and support program for substance abuse counselors who live or work in the State of Texas. While assisting impaired professionals to recover and return to the profession is of paramount concern, support is also provided to counselor interns, those counselors who are isolated or who work in geographically remote areas, and for counselors who are in need of mentoring to elevate standards of practice to acceptable levels.

F. Legislative Advocacy: Our highest priority is advocacy for the prevention, intervention, and treatment of addiction. This goal is accomplished through prudent execution of personal and corporate advocacy efforts at local, state and national levels. The expertise, integrity, and commitment of our association management firm and the staff of our national affiliate lead advocacy efforts. Advocacy includes monitoring regulatory agencies at state and federal levels.

## **ARTICLE III - MEMBERSHIP**

### ***Section 1 - Classes of Membership***

#### **A. Active Members**

Active Members shall be those persons actively engaged in the field of prevention, intervention, and treatment of addiction. These members shall actively participate in the Association, have full voting rights, may serve on committees, and hold elective and appointive offices when qualified as set forth in these Bylaws. Active Members not currently engaged as set forth above, may retain their active status, provided they have been Active Members of the Association for at least two years and continue to pay such dues as are required by this class of membership.

#### **B. Student Members**

Student Members shall be those persons with an interest in prevention, intervention, and treatment of addiction, and the aims and purposes of the Association, and who are pursuing licensure or certification in the prevention, intervention, and treatment of addiction fields. Each Student Member may be affiliated with a local chapter. Student Members shall hold elected office positions and shall have voting rights.

#### **C. Associate Members**

Associate Members shall be individuals who are working towards qualification, licensure or certification in the addictions profession. Membership benefits are the same as a Professional member. Non-clinical professionals who wish to join NAADAC (e.g. probation officers, marketing representatives, public health workers, etc.) will also be eligible for membership as Associate members

#### **D. Organizational Members**

Organizational members shall be those organizations, institutions, or agencies actively involved in the field of addiction prevention, intervention, or treatment. Organizational members shall not hold state elected office positions, shall not have voting rights, nor may they serve as Board of Directors. Organizational members may enjoy such privileges as advisors in legislative and regulatory advocacy projects and be invited to contribute to publications of the Association. Organizational members may enjoy benefits such as: a hyperlink posting on the Association sponsored website, multiple copies of Association publications for employees, and employment postings on the Association sponsored website. At the discretion of the Board of Directors, Organizational members may receive discounts or incentives such as the following: Continuing Education Provider fees, advertising in newsletters, conference sponsorships, and employee memberships. The Board of Directors may suspend any listed benefit without amending these bylaws.

### ***Section 3 - Dues***

Dues are payable to the Association by the Member on the anniversary of the month joined. The Association shall remit to the Chapter Treasurer that portion of the membership dues allocated to the Chapter on a monthly basis.

#### **Dues Refund**

No dues shall be refunded to any member whose membership terminates for any reason.

## **ARTICLE IV - OFFICERS**

The Executive authority of the Chapter shall be vested in the elected and appointed officers.

### ***Section 1 - Elected Officers***

The elected officers of the Chapter shall be: Vice-President. The other members of the Executive Board will be appointed by the new President when he/she takes office. Election for the Vice President position will be completed per the nomination and voting guidelines indicated.

***Section 2 - Appointed Officers***

The appointed officers of the Chapter shall be such officers as deemed necessary to conduct the business of the Chapter; including the Secretary and the Treasurer positions. Appointments shall be made by the Chapter President and approved by the Chapter Membership.

***Section 3 - Terms of Office***

The elected officers shall assume office on the day following the annual conference for a term of two years.

***Section 4 - Vacancies/Removal***

A. A vacancy in the office of Chapter President shall be filled by the Vice-President for the remainder of the term. Any other vacancy in elected or appointed office shall be filled by appointment by the Chapter President subject to approval by the Chapter Membership at its next regular meeting.

B. Any officer may be removed from office for cause by two-thirds (2/3) vote of Chapter Members present and voting at any Chapter meeting. Causes for removal are:

- 1) breach of the Code of Ethics;
- 2) conflicts which are deemed by the Chapter Membership to be detrimental to the Chapter, and;
- 3) failure to carry out the duties of office or by reason of non-participation

***Section 5 - Absence of Officers***

A. If any person holding office in the Chapter is absent from regular meetings of the Executive Committee or of the Chapter after being duly notified on two consecutive occasions, or fails to perform the duties of office as prescribed by these bylaws, said person's office shall be deemed vacant by recommendation of the Executive Committee and shall be filled as provided in Section 4A of this Article. A person whose office is vacated shall have the right to appeal this recommendation at the next regular Chapter meeting for final determination.

B. In the event an officer is unable to attend a regular meeting of the Executive Committee or of the Chapter, said officer shall notify the Chapter President or Secretary. The body from which the officer is absent, *i.e.*, the Executive Committee or the Chapter, shall determine if said officer's absence is for cause. Any officer who fails to notify the President or Secretary as prescribed herein shall be deemed to be absent without cause.

***Section 6 - Compensation and Expenses***

No officer of the Chapter may receive any salary or compensation from the Chapter, but may be allowed reasonable and necessary expenses incurred in performing their duties.

***Section 7 - Duties of Officers***

***A. President***

The President shall:

- 1) preside at all meetings of the Chapter and the Executive Committee;
- 2) be an ex-officio member of all committees except the Nominations and Elections Committee;
- 3) subject to the approval of the Chapter Membership, make all appointments of officers and committee chairs necessary to execute the business of the Chapter, and;
- 4) perform such other duties as may be directed by the Chapter Membership or the Executive Committee.
- 5) Shall represent Chapter at State TAAP Conference and all State TAAP President's meetings

***B. Vice President***

The Vice President shall preside at all meetings of the Chapter and the Executive Committee in the absence of the President, and shall assume the duties of that office in the event the President is unable to act. He/she shall perform such other duties as may be directed by the President or the Executive Committee.

***C. Secretary***

The Secretary shall:

- 1) be responsible for taking minutes of all meetings of the Chapter and of the Executive Committee;
- 2) supply written minutes thereof at the next Chapter meeting;
- 3) maintain current rosters of the officers and members of the Chapter, standing committees, ad hoc committees, and committee chairs;
- 4) oversee distribution of all meeting notices, and;
- 5) perform such other duties as may be directed by the President or the Executive Committee.

***D. Treasurer***

The Treasurer shall:

- 1) be Chair of the Finance Committee;

- 2) have charge of funds and disbursements of the Chapter, under the supervision of the Executive Committee and subject to approval of the Chapter Membership. All checks drawn from Chapter funds shall be signed by either both or the Treasurer and (or) the Chapter President;
- 3) keep an itemized account of all moneys received and disbursed, including per capita dues or assessments from members, and make a report thereof with budget comparison at each Chapter meeting, and;
- 4) perform such other duties as may be directed by the President or the Executive Committee.

## **ARTICLE V - MEETINGS**

The governing authority of the Chapter and election of officers shall be vested in the Chapter Membership.

### ***Section 1 – Monthly Membership Meetings***

Membership meetings will be held monthly on the 4<sup>th</sup> Wednesday of the month. If a holiday falls on that month, the meeting can be cancelled.

### ***Section 2 – Executive Board Meetings***

Executive meetings will be held quarterly, beginning in January and then scheduled quarterly thereafter.

### ***Section 2 - Special Meetings***

The Chapter President, with Chapter Executive Committee approval, may call a meeting of the Chapter Membership when time is of the essence with ten (10) days notice to all members. Any Chapter business may be conducted at such a called meeting except elections.

### ***Section 3 - Quorum***

A quorum for any Chapter meeting shall be the Chapter members in good standing who are present.

## **ARTICLE VI - COMMITTEES**

### ***Section 1 - Standing Committees***

The Standing Committees of the Chapter shall be Executive; Finance; Membership, and; Nominations and Elections.

#### ***A. Executive Committee***

The Executive Committee shall:

- 1) coordinate day-to-day affairs of the Chapter and make recommendations and suggestions to the Chapter Membership;
- 2) be constituted of the elected and appointed officers of the Chapter, and;
- 3) shall meet separately and apart from all other Chapter meetings and committee meetings. Such meetings shall be open to observers.

#### ***B. Finance Committee***

The Chapter Treasurer, with approval of the Executive Committee, will fulfill the duties of the Finance Committee. As such he/she shall:

The Treasurer of the Chapter shall be the Chair of the Finance Committee. This committee shall: work with Metamorphosis and conference Committees to ensure a conference budget and payment of conference expenses in meeting the The Chapter's Mission.

- 1) Recommend the policies governing the fiscal operation of the Chapter throughout the fiscal year, which shall commence on January 1 and end on December 30, both dates inclusive, and;
- 2) Prepare and present an annual budget for the ensuing fiscal year subject to approval of the Executive Board and Chapter members.

*C. Membership Committee/Liaison*

The Membership Committee/Liaison shall be responsible for developing and implementing programs for the benefit of the Chapter members. The Membership Committee/Liaison shall promote programs to attract new members and maintain current membership. The Membership Liaison/Committee Chair shall act as a liaison between the Chapter and the Membership/Public Relations Committee of the Association. The Membership Committee shall consist of a minimum of three (3) and a maximum of five (5) members.

*D. Nominations and Election Committee*

The Nominations and Election Committee shall:

- 1) Consist of three (3) Chapter members appointed by the Chapter President and subject to approval by the Chapter Membership, and;
- 2) be chaired by an Active Member of the chapter and shall be presented first for approval by the Chapter Membership at the first meeting of the calendar year. The Chapter President will then present the remaining appointees for approval.

The duties of this committee shall be:

- 3) to prepare a slate of officer candidates and delegates/alternates to the Annual Conference, and to present this slate to the Chapter Membership at least sixty (60) days prior to the last meeting of the fiscal year ending June 30, and;
- 4) to serve as tellers of the election of Chapter officers and delegates to the Annual Conference.

*C. Membership Chair*

- 1) The Membership Chair shall be responsible for developing and implementing programs for the benefit of the Chapter members.
- 2) The Membership Chair shall promote programs to attract new members and maintain current membership.
- 3) The Membership Chair shall act as a liaison between the Chapter and the Membership/Public Relations Committee of the Association.
- 4) Will work with the State Membership Chair to attend to the TAAP/NAADAC booth at the Chapter Conference
- 5) Will work with the Student Liaison to discuss TAAP membership within the local colleges

#### D. Nominations and Election Committee

The Nominations and Election Committee shall:

- 1) consist of three (3) Chapter members appointed by the Chapter President and subject to approval by the Chapter Membership, and;
- 2) be chaired by an Active Member of the chapter and shall be presented first for approval by the Chapter Membership at the first meeting of the calendar year. The Chapter President will then present the remaining appointees for approval.

The duties of this committee shall be:

- 3) to prepare a slate of officer candidates and delegates/alternates to the Annual Conference, and to present this slate to the Chapter Membership at least sixty (60 days) prior to the annual conference.
- 4) to serve as tellers of the election of Chapter officers and delegates to the Annual Conference.

#### E. Education Chair

- 1) is responsible to ensure that the CEU provider certificate is renewed annually
- 2) will sign off on all CEU certificates for the Monthly Membership meetings and conferences
- 3) will obtain speakers for the Monthly Membership meetings

#### F. Legislative Chair

- 1) Will organize the local visits to the Senators and representatives in the Chapter area
- 2) Will work with the State TAAP Legislative Chair to coordinate visits to during the State and National Legislative Conferences
- 3) Will attend the State and National Legislative Conferences

#### G. Social Media Chair

Will be responsible for ensuring that all communication concerning the Chapter is reported via Mail Chimp, Facebook, Twitter and will ensure that the Web site is up to date. Will give monthly reports at the Chapter Membership Meetings, the number of posts for each social media site and the number of new friends or followers

- 1) Mail Chimp
  - a) Will ensure work with the Membership Chair to ensure that the e-mail addresses on mail chimp are current and will continue to add more e-mails to the list
  - b) Will send out e-mail blasts about Chapter meetings a week before and the day before the Membership meeting
  - c) Will send out e-mail blasts about Chapter events – Conferences, rallies and other events that the Board of Director's may approve at least monthly before the event and weekly the month of the event and a couple of times the week of the event.
- 2) Facebook

- a) Will ensure that the Facebook account is up to date
  - b) Post all Chapter Membership meetings a week before and the day before the meeting
  - c) Will post Chapter events – Conferences, rallies and other events that the Board of Director’s may approve at least monthly before the event and weekly the month of the event and a 2-3 days the week of the event.
  - d) Will repost State TAAP posts, NAADAC posts, SAMSHA Posts on the Ft. Worth Facebook
- 5) Twitter
- a) Post all Chapter Membership meetings a week before and the day before the Membership meeting
  - b) Will post Chapter events – Conferences, rallies and other events that the Board of Director’s may approve at least monthly before the event and weekly the month of the event and a 2-3 days the week of the event.
  - c) Will repost State TAAP posts, NAADAC posts, SAMSHA Posts on the Ft. Worth Twitter
  - d) Will follow other people on twitter
- 6) Web site
- a) Is responsible for ensuring that the website is up to date with the latest information and if functional
  - b) Is responsible for putting monthly Chapter Meeting info, ie speaker information, annual conferences or rally information to the website.

H. Student Liaison

- 1) Will work local schools to increase the Chapter Student Membership. W
- 2) Will assist Membership chair to cover the TAAP/NAADAC booth at the Chapter Conference
- 3) Will be the Chair the Student Scholarship committee

G. Parliamentarian

- 1) Is responsible for ensuring that the Board meetings are ran according to the Robert’s Rules of Order, Newly Revised
- 2) Is responsible to ensure that the By-Laws are followed by all Executive and Membership meetings

**Section 2 - Ad Hoc Committees**

Ad hoc committees may be established and appointed by the President subject to the approval by the Chapter Membership at its next regular meeting. Ad hoc committees shall have a term of no more than one (1) year. Any ad hoc committee that needs to continue more than one year must be re-authorized by the Chapter Membership and the Chair must be re-appointed by the Chapter President.

**ARTICLE VII - PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Robert’s Rules of Order, Newly Revised* shall govern the proceedings of the Chapter in all cases in which they are not inconsistent with these bylaws.

### **ARTICLE VIII - AMENDMENTS**

Amendments to these bylaws shall be made by a vote of two-thirds (2/3) of those members present and voting at any Chapter meeting. Proposed amendments shall be mailed or emailed to the Chapter members at least thirty (30) days prior to any vote of adoption for amendments.

### **ARTICLE IX - DISSOLUTION CLAUSE**

The assets of the Chapter in the process of dissolution shall be applied and distributed as follows:

- A. All liabilities and obligations of the Chapter shall be paid and discharged; in case its property and assets are not sufficient to satisfy or discharge all the Chapter's liabilities and obligations, the Chapter shall apply them so far as they will go to the just and equitable payment of the liabilities and obligations.
- B. Assets held by the Chapter upon condition requiring return, transfer or conveyance, which occurs by reason of a dissolution, shall be returned, transferred or conveyed in accordance with the individual requirement of these assets.