



**ILLINOIS D.A.R.E. OFFICERS
ASSOCIATION**

**EXECUTIVE BOARD
Policies and Procedures Manual**

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ILLINOIS D.A.R.E. OFFICERS ASSOCIATION

Policies and Procedures Manual

Introduction

Illinois D.A.R.E. Officers Association

These policies and procedures are published for the guidance and direction of the Board. It is your responsibility as a board member to become thoroughly familiar with these directives so that you may more effectively serve the membership consistently.

These guidelines have been developed in order to meet the high standards of our professions. You must base your actions in accordance with these guidelines unless there is justifiable cause for deviation. You must *always* use good judgment, common sense, and discretion in performing your board duties. No set of directives can address every phase of your responsibilities or every situation you may encounter. These policies and procedures will be updated periodically. You will be provided a copy of the updates and it is your responsibility to keep this manual current throughout your term of office.

ILLINOIS D.A.R.E. OFFICERS ASSOCIATION

Policies and Procedures Manual

Organization

Legal Status and Authority

Authority:

The Illinois D.A.R.E. Officers Association derives its authority to exist through a charter with the parent corporation of D.A.R.E. America. D.A.R.E. America has subordinate arms – they are the D.A.R.E. Regional Training Centers which are the organizations responsible for curriculum development, training, and certification; and the D.A.R.E. Chartered organizations, which are the state representatives for D.A.R.E. America..

By-laws:

The I.D.O.A. 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 in order to promote the purpose of the association. (See Appendices)

Incorporation:

The I.D.O.A. is recognized through the state of Illinois as a non-profit corporation.

Tax-exempt Status:

The I.D.O.A. is a documented and approved 501(c)(3) organization, and is thus exempt from federal income tax. This exemption was granted in April 1992. While the association is exempt from paying taxes, it must file IRS documents annually. The Treasurer shall fulfill this latter requirement. (See Appendices)

Mission Statement

We 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. Our efforts are directed towards continually assisting and educating all members of the Illinois D.A.R.E. Officers Association. We also believe all efforts must be of the highest quality possible, serving the best interests of the D.A.R.E. Program, our members, and most importantly the children we serve.

We are committed to:

- Disseminating, sharing, advising, and coordinating information which is beneficial and noteworthy to the operation of D.A.R.E. on a nationwide basis.
- Assisting in the continuity of materials and teaching techniques.
- Promoting harmony and good will among its members.
- Developing a means to disseminate information which is of value to D.A.R.E. Officers and Educators worldwide.

Individual Membership

Individuals may become members under one of the following classifications:

- Regular Members
- Life Members
- Educator Members

All members of the I.D.O.A. shall adhere to the D.A.R.E. Officer Code of Conduct (See appendices). Any member who fails to adhere to the by-laws of the Association, or who violates the D.A.R.E. Officer's Code of Conduct, or whose conduct is unbecoming, shall be subject to disciplinary action.

Membership dues (as of 2009-2010 membership year) are set at \$30.00 for Regular and Educator members and complimentary for Life members. The membership year is July 1st to June 30th.

Any member who, reportedly, is not in good standing shall have his/her membership terminated upon a two-thirds (2/3) vote of the Board of Directors. The terms "not in good standing" shall be defined as:

- one who fails to adhere to the by-laws of this Association;
- one whose conduct is unbecoming a member of this Association; or
- one who fails to renew his/her membership.

Prior to any vote to terminate membership the member in question must be given a notice in writing, of the Board of Directors' intent to terminate the membership and give the member the right to respond to the Executive Board.

Powers of the Board

The Executive Board is the governing body of the I.D.O.A. and will be in office pursuant to ARTICLE V, Section D of the by-laws.

Duties of each member of the board are detailed in the Association by-laws (ARTICLE V, Section D 1-8) and the Operations section in this I.D.O.A. Executive Board Policy and Procedures Manual.

ILLINOIS D.A.R.E. OFFICERS ASSOCIATION

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Operations

Election of the Executive Board

Elections for available board positions shall take place at each annual Illinois conference and shall be by written secret ballot except when an office is uncontested, a voice vote may be taken during the general business meeting. Proxy ballots are not permitted.

The Election Committee Chairperson, with the concurrence of the President, shall appoint Election Committee members. The Election Committee shall consist of two (2) representatives and the Committee Chairperson.

The Election Committee Chairperson shall conduct the election in the following fashion:

- a. The Election Committee Chairperson shall verbally describe the office (s) to be voted upon, as specified in the by-laws.
- b. The following time allowance shall apply:
 - 1. Candidates Speech..... 5 minutes
 - 2. Questions to Candidates/
Caucus Forums..... 30 minutes

The Election Committee shall be responsible for the preparation, distribution, collection, and tabulation of the ballots. The Election Committee Chairperson will monitor the tabulation of the ballots and will present the results of the voting to the I.D.O.A. President who will announce the results to the membership. “Robert’s Rules of Order” govern all proceedings.

The election procedure shall be divided into two (2) components:

Primary Election - is a general distribution of ballots to all I.D.O.A. members by mail. A primary election will only be held if necessary to narrow the number of candidates for each office to four (4) for the general election.

If no more than four (4) candidates are submitted for an office by a date set by the Election Chairperson, their names will automatically be listed alphabetically by office on the general election ballot.

If more than four (4) names are submitted for an office by a date set by the Election Chairperson, a mail out primary election will be conducted for that office on a time frame set by the election Chairperson. The top four- (4) candidates receiving the most primary votes will automatically be listed alphabetically by office on the general election ballot.

General Election will be held at the yearly I.D.O.A. Conference. Voting is available to all I.D.O.A. members present at the conference, or by absentee ballots of members in good standing.

State qualifications to nominate for available I.D.O.A. Executive Board positions are outlined below:

- Member of good standing in I.D.O.A.
- Must submit completed nomination packet to the Election Committee Chairperson including following information: Office sought, Name, Address, a short personal biography, Applicant's signature and a letter of commitment from that individual's agency head.

Outline of Election Procedures:

1. All nominations must be received by a pre-determined postmark deadline to the Election Committee Chair.
2. The Election Committee under the direction of the Chairperson shall compile and present a list of candidates to the I.D.O.A. members.
3. The members will vote for their candidate of choice and return the ballot to the Election Committee Chairperson by a pre-determined date to narrow the number of candidate for each office to four (4) candidates. This process will only be held if more than four (4) candidates are nominated for an office on the I.D.O.A. Executive Board.
4. The Election Committee under the direction of the Chairperson is responsible for tabulating the results and determining the top four-(4) candidates for each office.
5. The Chairperson of the Election Committee is responsible for notifying all candidates and the I.D.O.A. membership of the results of the Primary Election (if needed).
6. The Election Committee Chairperson will be responsible for distributing an election package to the top four- (4) candidates for each office available. No write in candidates will be permitted.
7. Candidates must notify the Election Chairperson or a Election Committee member upon arrival at the Annual Conference site.
8. Election Committee Chairperson will describe the duties and responsibilities of each office at the opening session of the I.D.O.A. Annual Conference or a time set by the President.
9. Candidates will be allowed to participate in a (30) thirty minute Caucus Forum to be held at the Conference Site.
10. Candidates will be given an opportunity to make a five

(5) minute speech to the conference general membership at the Conference Site.

11. The General Elections will be held and all I.D.O.A. members present may vote.
12. The Election Committee will tabulate the votes under the direction of the Election Committee Chair. Results are announced at a designated time during the Conference.
13. In the event of a tie, the Board of Directors shall conduct an oral interview of the candidates then after a majority vote by the Board of Directors, select a winner from the candidates.
14. No election signage re: Posters, banners will not be displayed on any conference property (which includes hotels). Such items as flyers, buttons, brochures are acceptable.
15. The I.D.O.A. Executive Board will be responsible for monitoring campaign materials and practices. If in the opinion of the I.D.O.A. Board, any campaign is deemed to be unfair or unprofessional, the I.D.O.A. Executive Board reserves the right to remove that candidate from the election process.

Absentee Voting Process

Absentee ballots can be requested in writing from the Election Committee Chairperson during the period of time designated by the Election Committee.

Installation of the Executive Board

Newly elected Board of Directors are installed at the I.D.O.A.'s annual training conference. The following protocol applies:

The out-going President swears in all new Board members (as a group) except the in-coming President and Educational Advisor. The out-coming President then swears in the in-coming President. The first official duty of the newly sworn President is to swear in the Educational Advisor. At that time, the Educational Advisor will perform a special dance of his/her choosing (ie: Irish Jig).

(See appendices for Oath of Office.)

Appointments

There are three types of appointments made to the Executive Board for the I.D.O.A. These positions are:

- Educational Advisor – a one-year appointment. The appointment is recommended by the incoming President and approved by the current Executive Board.
- D.A.R.E. International Advisory Committee (D.I.A.C.) representative – shall be filled by the Past President unless the position is vacant. At that time, an appointment will be made by the incoming President.
- Board Vacancies - If the position of President becomes vacant prior to the regular expiration of the term, the Vice President shall complete the remaining term as President. The same would apply for the Vice President's position. Should any of the remaining Board positions become vacant, the President, with Board approval, shall appoint a member in good standing to complete the remaining term for that position.

Duties of the Executive Board

President - The President shall fulfill the following duties:

- a. attend all I.D.O.A. scheduled Executive Board Meetings and I.D.O.A. Illinois Conference in the capacity of President;
- b. preside at all meetings of the Association and the Executive Board;
- c. appoint all committees;
- d. serve as an ex officio member of all committees with the right to debate and to vote;
- e. sign all correspondence and contracts of the Association that have been approved by the Executive Board or the membership, or designee;
- f. oversee the planning, organizing and hosting of the Illinois Conference during his/her term of office;
- g. serve as a voting member of the Executive Board;
- h. approve all checks written by the Treasurer;
- i. appoint the Educational Advisor with approval of the current Executive Board;
- j. shall appoint the I.D.O.A. Conference Liaison;
- k. serve as the I.D.O.A. Liaison to D.A.R.E. America; and will attend D.A.R.E. America B.O.D meetings and Regional Training Center meetings on behalf of the Association.

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

- a. attend all I.D.O.A. scheduled Executive Board Meetings and I.D.O.A. Illinois Conference in the capacity of Vice President;
- b. assist the President in carrying out the objectives of the I.D.O.A.;
- c. chair committees as appointed by the President;
- d. perform all the duties of the Office of President during the President's absence;
- e. serve as a voting member on the Executive Board;
- f. serve as the Conference Liaison;
- g. perform any other duties assigned by the President and/or Executive Board.

First Vice President - The First Vice President shall fulfill the following duties:

- a. attend all I.D.O.A. scheduled Executive Board Meetings and I.D.O.A. Illinois Conference in the capacity of First Vice President;
- b. perform all the duties of the office of Vice President during the Vice President's absence;
- c. complete varied tasks at the direction of the President;
- d. serve as a voting member of the Executive Board;
- e. serve as the Election Committee Chairperson;
- f. perform any other duties as assigned by the President.

Secretary - The Secretary shall perform the following duties:

- a. attend all I.D.O.A. scheduled Executive Board Meetings and I.D.O.A. Illinois Conference in the capacity of Secretary;
- b. keep the minutes of all meetings of the I.D.O.A.;
- c. shall present a membership report at the Annual Conference;
- d. receive and transmit all correspondence;
- e. prepare replies to such correspondence as directed by the Executive Board;
- f. purge files following Executive Board's approval;
- g. serve as a voting member of the Executive Board;
- h. perform any other duties as assigned by the President.

Sergeant-At-Arms - The Sergeant-at-Arms shall perform the following duties:

- a. attend all I.D.O.A. scheduled Executive Board Meetings and I.D.O.A. Illinois Conference in the capacity of Sergeant-At-Arms;
- b. assist the presiding officer as needed;
- c. preserve order during all meetings;
- d. introduce visitors to the Executive Board;
- e. serve as the Parliamentarian for all meetings and conferences;
- f. serve as a voting member of the Executive Board;
- g. perform any other duties as assigned by the President.

Treasurer - The Treasurer shall perform the following duties:

- a. attend all I.D.O.A. scheduled Executive Board Meetings and I.D.O.A. Illinois Conference in the capacity of Treasurer;
- b. coordinate and distribute funds for the State Conference;
- c. receive all dues and assessments;
- d. monitor and transfer association funds in accordance with Article X of the trustee of this Association;
- e. present a financial report at each meeting of the Board of Directors and at the annual conference of this Association;
- f. maintain a true and correct record of this Association's assets liabilities;
- g. prepare all checks and ensure that all checks are properly signed;
- h. serve as a voting member of the Executive Board;
- i. perform any other duties as assigned by the President.

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

- a. attend all I.D.O.A. scheduled Executive Board Meetings and I.D.O.A. Illinois Conference in the capacity of Past President
- a. serve as chair of the Awards Committee;
- b. serve as a voting member of the Executive Board;
- c. serve as the D.I.A.C. to D.A.R.E. America;
- d. perform other duties as assigned by the President.

Educational Advisor - The Educational Advisor shall fulfill the following duties:

- a. attend all I.D.O.A. scheduled Executive Board Meetings and I.D.O.A. Illinois Conference in the capacity of Educational Advisor;
- b. assist the Executive Board with specific educational related assignments;
- c. prepare a written article for the I.D.O.A. newsletter upon request.
- d. assist in the involvement of D.A.R.E. educators in local D.A.R.E. programs;
- e. serve as a voting member of the Executive Board;
- f. serve as Chairperson of the I.D.O.A. Scholarship committee;
- g. performs any other duties as assigned by the President.

Calendar

Executive Board meetings are conducted quarterly, typically in November; February; April; and June. The February meeting is always held in conjunction with the State Presidents' meeting and the June meeting is held during the week of the Annual Training Conference.

The President may call a discretionary meeting of a portion or the Board in its entirety as necessary. Such meetings are called when specific issues or necessary Board action must occur.

As viable bids are received for Annual Training Conference sites some or all members of the Board will visit the submitted applicant's cities and facilities.

Contracts

The President or his/her designee has the responsibility to negotiate all contracts for the I.D.O.A. While it is important to get the best deal possible for the I.D.O.A. membership, demands should not exceed usual and customary business practices. No demands should contain any aspect of personal gain.

The president may request that the hosting city provide complimentary hotel rooms and meals during conference site visits. Suites should not be requested except for the president and that solely for the purpose of hosting board meetings during site visits.

Furthermore, no sitting Board member, or any I.D.O.A. member fulfilling requested duties may enter into any contract which would result in personal gain during any I.D.O.A.-sponsored activity.

Property

Pursuant to by-laws ARTICLE V, Section D-6, the Treasurer shall maintain a true and correct record of Association assets and liabilities. This includes any and all property belonging to the I.D.O.A. Such assets, liabilities, and property shall include, but not be limited to:

- All money and bank accounts
- I.D.O.A. materials related to the Annual Training Conference
- Complimentary registrations
- Complimentary meal tickets
- Hotel room vouchers
- Honorariums
- Banners/flags
- I.D.O.A. Office equipment and records

With the exception of money and bank accounts, these items need not be in the Treasurer's physical possession, but the Treasurer must be aware of the location of such property or material and maintain a written record of said locations. The Treasurer has no authority to distribute any property (aside from money and/or bank accounts) without the direction of the I.D.O.A. President or the Executive Board.

Grievances

It is the policy of the I.D.O.A. that any member who reportedly fails to adhere to the By-laws of this Association or whose conduct violates the D.A.R.E. Officers' Code of Conduct shall be subject to disciplinary action.

Any member wishing to file a grievance with the Executive Board must do so in writing. All grievances must be signed by the individual completing the form. The grievance should be directed to the sitting President of the association. The President will address the issue to the Executive Board, and take the appropriate action, as directed by the Executive Board. This may include (but not be limited to) the President appointing a board member to investigate the allegation. The accused member shall be notified, in writing, of the complaint and be afforded the opportunity to respond.

The "investigator" shall review the complaint, gather information and/or evidence related to the allegation, and submit a written report to the Executive Board. The Executive Board will review the report, determine the validity of the original complaint, and will determine what, if any, disciplinary action should be taken. Any such actions must be based upon a 2/3-majority vote of those members present. Disciplinary action may include written reprimand, membership suspension or termination.

A request to appear before the Executive Board will be considered or may be requested by the Board itself.

Upon completion of the investigation and Board action, a copy of the investigative report will be placed on file with the Secretary.

Finances

All funds received by the Treasurer of the I.D.O.A. shall be deposited in an interest bearing trust account in the name of I.D.O.A. and not in the name of any individual. Withdrawal from such fund shall require the approval of the President and the signature of the Treasurer.

Fund expenditures shall be restricted to the purchase, production, distribution of material necessary to accomplish the goals of I.D.O.A. for the rental of facilities and equipment, transportation, consultant services and other items deemed necessary to conduct the Illinois D.A.R.E. Officers Association Annual Conference or necessary Board meetings. All travel required by job description of the Executive Board will be an approved expenditure.

The Treasurer of I.D.O.A. shall keep and maintain adequate and correct books and records of accounts of the properties and business transactions relating to I.D.O.A. including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital, retained earnings and matters customarily included in financial statements. The books of accounts shall be open to inspection by the Executive Board of the I.D.O.A. at all reasonable times. Said books and records shall be kept and maintained in accordance with Illinois accepted general accounting principals and both state and federal regulations.

The Treasurer shall prepare records for audits of the annual conference and the I.D.O.A. account. All paperwork needed for the Treasurer shall file Internal Revenue Service annually.

The Treasurer of I.D.O.A. shall deposit all monies and other valuables in the name and to credit of I.D.O.A. with such depositories as may be designated by the I.D.O.A. Executive Board; shall render to the President and to the Executive Board upon request an account of transactions related to I.D.O.A. and a report of the financial condition of the I.D.O.A.; prescribed by the I.D.O.A. Executive Board.

Travel Arrangements and Expenses

Commercial Airline: Generally, board members will make their own travel arrangements and will either direct bill to the I.D.O.A. Treasurer or seek reimbursement. The I.D.O.A. will only reimburse for coach class tickets.

Personal Vehicle or Rental Car: Board members may travel by personal vehicle and be reimbursed at the maximum rate per mile allowed by the IRS with a limit equal to the cost of a coach airline ticket. Reasonable parking charges will also be reimbursed. Rental car charges and gasoline expenses will be reimbursed at the maximum rate per mile allowed by the IRS.

Per Diem: When travelling on I.D.O.A. business, board members are entitled to a \$35/day per diem – Breakfast=\$10; Lunch=\$10; Dinner=\$15.

All reimbursement requests will be made in writing and receipts and documentation will be kept on file with the secretary.

Discretionary Expenditures

I.D.O.A. President: The president may authorize payment of a meal while on business, when he/she deems it appropriate.

The president may purchase a gift for each board member in order to recognize their service to the association. These items should be budgeted under the annual training conference (Conference Awards) and are presented at the conference.

The president may authorize flowers or other appropriate sentiments in the event of death or illness of board members, their immediate family or other I.D.O.A. contacts.

The board in its entirety may elect to present a gift to the outgoing president for his/her service to the association. Any cost should be budgeted under the annual training conference (Conference Awards).

Projects

In order to better serve the membership, the I.D.O.A. implements special awards. Currently these awards include:

- I.D.O.A. Awards – announced at annual training conference
 - D.A.R.E. Officer of the Year
 - Educator of the Year
 - Other awards at the discretion of the President

Other awards may be presented at the discretion of the sitting board.

- I.D.O.A. Scholarships – announced at annual training conference
 - (2) \$250 cash awards to a graduating H.S. student or College Freshman

All scholarship winners must be legal dependents (children) of I.D.O.A. members in good standing. IDOA members are not eligible. Applicants must be accepted or registered in a program for the fall that year.

Scholarship applicants must write a double-spaced, typed essay not to exceed three pages on one of the following topics:

- How has your DARE parent affected your decision to live a drug-free life?
- What skills have you gained that have helped you say "NO" to drugs?
- What do you feel are the most challenging problems facing your generation and how can the DARE Program assist in dealing with those problems?

Ethics

All officers who become certified D.A.R.E. instructors must adhere to the Rules of Conduct for D.A.R.E. Officers (D.A.R.E. State Training Center Policy and Procedures #92-01). All members of the I.D.O.A., whether officer, educator, or administrator are expected to abide by the I.D.O.A. Code of Conduct in order to maintain membership in good standing.

SEE APPENDICES

Communications

In order to maintain constant communication with state affiliations and their D.A.R.E. America Regional Directors, the Executive Board of the I.D.O.A. is expected to communicate with their Regional Director at least once a month. Any concerns or problems experienced by the states will be directed to D.A.R.E. America.

Additionally, the I.D.O.A. will publish a newsletter four times a year at a minimum. The contents of the newsletter will be approved by the President of the association and will contain timely information on the conference, scholarships, and other urgent matters.

I.D.O.A. Office Equipment

Annually, the out-going President and the incoming President will cause an audit of I.D.O.A. office equipment and records to be completed and forwarded to the Treasurer for safekeeping.

ILLINOIS D.A.R.E. OFFICERS ASSOCIATION

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Meetings

Schedule

The Executive Board shall hold quarterly board meetings for the purposing of conducting I.D.O.A. business. These board meetings should be scheduled to maximize attendance by all board members and to minimize travel and per Diem costs to the association.

Meetings are generally held in November, February (State Presidents meeting), April, and June (Illinois Conference). The president shall endeavor to inform all board members of the meeting schedule as soon as dates and locations are known.

Meetings outside of the quarterly board meetings (Transitional Board Meeting, Conference site visits) will be scheduled by the attending Executive Board officers.

Notification

The president shall endeavor to inform all board members of the meeting schedule as soon as dates and locations are known. The written notification should include arrival and departure dates, hotel arrangements, per diem, attire and itinerary.

Board meetings shall be scheduled to maximize attendance of all Executive Board officers.

Agenda

The President of the association will put the agenda for all meetings together by polling all board members for items of interest and concern. The President determines attire for meetings. This information will also be included within the meeting agenda. Once the agenda is completed, it shall be forwarded to the Secretary for distribution to all board members.

Rules of Order

Robert's Rules of Order govern the I.D.O.A. for all parliamentary procedures. It is the responsibility of the Sgt.-at-Arms to maintain order at all meetings utilizing these Rules.

Voting Methods

All votes of the Executive Board shall pass with a simple majority of those members present, unless otherwise specified in a by-law.

Minutes

It is the responsibility of the secretary of the association to keep accurate minutes of all board meetings. The secretary will forward a draft copy of the minutes to board members for corrections or additions. The secretary will then prepare the final copies of the minutes and distribute them at the following State Meeting.

Minutes of the previous meeting will be approved at the next meeting by a vote of the Executive Board and filed as record.

Appeals and/or Appearances Before the Board

Any member of the association wishing to appear before the Executive Board must submit a request in writing to the president of the association stating the reason for the appearance.

ILLINOIS D.A.R.E. OFFICERS ASSOCIATION

Policies and Procedures Manual

Conference

Review of D.A.R.E. Training Related Conference and Workshops

While the original D.A.R.E. Officer Training provides the foundation for all D.A.R.E. officers, in-service training and conference workshops; are vital in assisting officers to maintain their skill level and proficiency in presenting D.A.R.E. curricula. All information provided must be consistent with national D.A.R.E. standards for curricula and training. It is essential that attendees at D.A.R.E. training sessions receive only approved information and products that are consistent with program objectives so that program integrity and consistency are preserved.

The following review process will help ensure quality training for officers. Likewise, the process will help ensure that there are no infringements upon licensing or service mark agreements.

1. All formal D.A.R.E. training sessions and/or workshop training sessions are to be reviewed and approved by the jurisdictional State Training Center (STC). The review process is two-fold:
 - An administrative review and, when possible
 - On-site monitoring
2. At least 90 days prior to conducting a D.A.R.E. in-service training session and/or training workshop, an overview for each block of instruction shall be submitted to the jurisdictional STC for review. Once a class or workshop has received formal approval, it may be taught until such time as changes are made to the approved overview or until the information is longer valid.
3. When the STC receives written notification from a D.A.R.E. conference organization regarding a request for approval of a D.A.R.E. training class or workshop, prompt action shall be taken to review and provide a response to the request. The review shall ensure that training content is consistent with the D.A.R.E. model and does not conflict with any national D.A.R.E. standard. The STC shall provide timely written response to the requesting entity and

forward a copy of all relative material to the concerned D.A.R.E. America Regional Director for review.

4. Only vendors licensed by D.A.R.E. America are eligible to participate in D.A.R.E. training conferences. No fees shall be assessed upon a D.A.R.E. America licensed vendor to participate in a D.A.R.E. training conference.
5. State training coordinators/centers are responsible for monitoring compliance with the provisions of sections C-1 through C-4 of this policy and procedure for D.A.R.E. training activities conducted within their jurisdiction. In the absence of a state training coordinator/center, monitoring of this policy and procedure is the responsibility of the concerned D.A.R.E. America Regional Director.
6. The concerned D.A.R.E. America Regional Director shall be responsible for provisions of this policy and procedure when the state training coordinator/center is conducting in-service training sessions or workshops.
7. The decision of a state training coordinator/center can be appealed by filing a written request for review with the concerned D.A.R.E. America Regional Director. The Regional Director will review the appeal and provide a prompt response. Should the decision of the Regional Director be challenged an appeal may be made to the Senior Deputy Director, D.A.R.E. America.

Site Specifications

The I.D.O.A. Annual Training Conference site specifications will be determined by the Executive Board at least six months prior to the start of the Conference. The following will be considered:

Hotel Provisions

- Minimum number of rooms available
- Room Rate
- Date availability

Convention Center

- Space availability
- Workshop rooms
- Food Service

Transportation

- Necessary?
- Cost
- Proposed schedules

Special Events (all self-supporting)

- Service Project
- Golf Tournament
- Car Show

Conference Events

- Welcome Reception
- Theme Setting
- Opening Ceremonies
- Family Night
- Banquet with entertainment
- Closing Ceremonies

Site Selection Process

Site visit

- Hotels
- Convention Center
- Tour of city/area
- Meet with potential Committee members
- Review of estimated costs

Site announcement

- Made by President

I.D.O.A. Executive Board Conference Related Duties

President:

- Serves as host of the annual conference
- Confers with Regional Training Center and DARE America
- Serves as ad-hoc member of all conference committees
- Provides itinerary of conference week to all board which includes all events board members should attend and uniform/clothing of the day
- Coordinates with Treasurer to present conference closeout
- Submits an written evaluation of the conference

Vice President:

- Confers with Regional Training Center and DARE America
- Negotiates contracts related to conference housing, convention center, transportation, meals, and any other conference event deemed necessary by board
- Confers with local site Conference Coordinator with regard to conference format, operation, and budget
- Coordinates with local site Conference Coordinator with regard to preparation for January State Presidents' meeting
- Coordinates with I.D.O.A. Treasurer complimentary hotel rooms for speakers
- Performs all duties of the conference host
- Submits a written evaluation of the conference

First Vice President:

- Shadows Vice President in all Conference Liaison duties with regards to planning and implementation of conference
- Coordinates I.D.O.A. Elections to be held at annual conference
- Makes notifications of election and positions available
- Verify eligibility of all candidates
- Notify candidates of slate and timeline of events
- Notify membership of absentee ballots or primary election
- Form an election committee
- Facilitate candidates' forum
- Monitor election process
 - Observe voting procedure
 - Tally the ballots
 - Deliver election results to President
 - Process ballots after the election
- Attend Board meetings during the conference
- Responsible for appearance and assistance at one special event at the conference
- Submits a written evaluation of the conference

Treasurer:

- Drafts conference budget based upon information provided by local Conference Coordinator and Conference Committee
- Receives copy of all reviews for contacts and general knowledge
- Opens and maintains the Conference checking account
- Provides all conference vendors with billing requirements
- Monitors conference budgetary expenses to insure fees charged are adequate
- Coordinates operation of the registration area with local host committee and contract firm
- Ensures proper accounting of all funds received on site
- Prepares financial compilation and has an audit prepared of all conference accounts
- Submits a written evaluation of the conference

Secretary:

- Responsible for arranging the Memorial Service at the Opening Ceremony
- Responsible for taking minutes at all board meetings during conference
- Assist and be present during special events at the conference
- Submits a written evaluation of the conference

Sgt.-At- Arms:

- Recommends to Board the awards to be given to winners, workshop presenters, speakers, VIP's
- Orders awards (after Board approval) and arranges shipping to local Conference Coordinator
- Coordinates the reservation of VIP tables for all meal functions
- Responsible for appearance and assistance at special events at the conference
- Submits a written evaluation of the conference

Past President:

- Responsible for assistance and appearance at special events at the conference
- Submits a written evaluation of the conference

Newsletter Editor:

- Attends all conference events and gathers information and photographs of all events
- Take photographs of board members and other groups of officers/educators as requested.

ILLINOIS D.A.R.E. OFFICERS ASSOCIATION

Policies and Procedures Manual

Appendices

I.D.O.A. Code of Conduct

Membership in the Illinois D.A.R.E. Officers Association is a privilege and a violation of any of the following standards may result in written reprimand and or loss of membership privileges.

1. Criminal misconduct
2. Conduct Unbecoming a D.A.R.E. Officer or Educator

The officer/educator are the most visible representatives of D.A.R.E. Their conduct is closely scrutinized, and conduct on or off duty, in or out of the classroom, may reflect directly on the program. D.A.R.E. officers and educators must conduct themselves at all times in a manner, which does not bring discredit to them, their fellow officers and educators or the D.A.R.E. program.

3. Violations of Trademark and Copyright Laws

I.D.O.A. members shall not violate the D.A.R.E. America Trademark Infringement Policy that states, “No local production of any D.A.R.E merchandise may be undertaken. Only authorized licensed vendors of D.A.R.E America may use the D.A.R.E. name or family of D.A.R.E. trademarks on D.A.R.E. items or promotional items. Any person who utilizes any of these trademarks on merchandise, promotional items, or in publications without the written consent of D.A.R.E. America may be in violation of federal law and subject to prosecution

4. Decertification and loss of privilege to teach the D.A.R.E. program

Any officer losing certification to teach the D.A.R.E. program may also lose membership in the I.D.O.A.

Oath of Office

I *(state your name)*

DO HEREBY SOLEMNLY SWEAR THAT I WILL
FAITHFULLY EXECUTE THE OFFICE OF

(state the position into which you are being sworn)

OF THE ILLINOIS D.A.R.E. OFFICERS ASSOCIATION,
ALWAYS FOLLOWING THE BY-LAWS OF THE ILLINOIS
D.A.R.E. OFFICERS ASSOCIATION AND PERFORMING THIS
ROLE TO THE BEST OF MY ABILITY.

BY-LAWS OF THE ILLINOIS D.A.R.E. OFFICERS ASSOCIATION

ARTICLE I NAME

The name of this organization shall be the Illinois D.A.R.E. (Drug Abuse Resistance Education) Officers Association, hereinafter referred to as I.D.O.A.

ARTICLE II PURPOSE

The purpose of the I.D.O.A. is to provide a means to disseminate, share, advise and coordinate information which is beneficial and noteworthy to the operation of DARE in Illinois. The object of the I.D.O.A. is to promote continuity of materials and teaching techniques; to promote harmony and good will among its members; to be the voice of the members on both a State and National level; and to develop a means to disseminate information which is valuable to DARE officers in Illinois.

ARTICLE III POLICY

The policy of the I.D.O.A. shall be:

A. a non-commercial, non-sectarian, non-partisan, not for profit organization. The I.D.O.A. shall not endorse any political candidate nor shall the name of the I.D.O.A., nor the names of its officers or directors be used as such in connection with any projects or partisan interests other than those consistent with these By-Laws; and,

B. all funds collected in the name of the I.D.O.A. shall be used for the express purposes outlined under Article II, PURPOSE, hereinafter.

ARTICLE IV MEMBERSHIP

A. MEMBERSHIP CLASSIFICATIONS

Members shall be designated within one of the following classifications:

1. Regular Members. Regular members shall consist of any person who is employed by a law enforcement agency and who are substantially involved in the operation or presentation of the D.A.R.E. program within the schools.
2. Life Members. Life Memberships shall be conferred on all Past Presidents of this Association. For those who wish to attend the annual state training conference, conference registration will be waived.
3. Educator Members. Educator Members shall be members of the school district or educational community who are substantially involved in the operation or presentation of the D.A.R.E. program within the schools.

B. TERMINATION OF MEMBERSHIP

Any member who, reportedly, is not in good standing shall have his/her membership terminated upon a two-thirds vote of the Executive Board. The term “not in good standing” shall be defined as:

1. one who fails to adhere to the By-Laws of this Association or;
2. one whose conduct is unbecoming a member of this association;
3. one who fails to renew his/her membership.

Prior to any vote to terminate membership for a violation of the by-laws or due to conduct unbecoming, the member in question must be given notice in writing of the Executive Board’s intent to terminate the membership and give the member the right to respond.

C. GRIEVANCE PROCEDURE

Any member wishing to file a grievance with the Executive Board must do so in writing in accordance with the Policy and Procedure Manual.

D. CODE OF CONDUCT

Any member that violates the rules of conduct for D.A.R.E. officers (D.A.R.E. Regional training Center Advisory Board Policy and Procedures #92-01) is subject to disciplinary action. The Executive Board will review each allegation, presented to the Executive Board in writing and will take action appropriate to the incident. The Executive Board will make the final decision on the disciplinary action that may include termination of membership on a two-thirds (2/3) vote of the Executive Board members present.

ARTICLE V EXECUTIVE BOARD

A. EXECUTIVE BOARD POSITIONS

The Executive Board shall be the governing body of the Illinois D.A.R.E. Officers Association. The following officers shall constitute the Executive Board: the President, Vice President, 1st Vice President, Secretary, Treasurer, Sergeant At Arms, Past President, and Educational Advisor. The Executive Board will be in office pursuant to Article V, Section C (*infra.*). The Executive Board shall establish policy and administer the I.D.O.A. The Executive Board shall meet periodically but no less than once a year at the site of the Illinois I.D.O.A. Conference. The date and time of all Executive Board meetings shall be designated by the Executive Board.

B. ELECTION OF OFFICERS

To ensure that the I.D.O.A. conference and activities are maintained at the highest level of quality and consistency, the offices of President and Vice President will be filled by a system of progression rather than through the general election process. The highest office to be filled through the election process is the First Vice President. The First Vice President will be elected for a term of four (4) years and will automatically advance through the offices as follows:

- serve first year as First Vice President
- serve second year as Vice President
- serve third year as President
- serve fourth year as Past President

1. President

The President shall be a member in good standing and shall have served, if possible, one year as Vice President immediately preceding his term as President. The length of the term shall be one (1) year commencing upon culmination of the Illinois D.A.R.E. Officers Association Conference. Upon completion of this term, he/she will serve one (1) year as Past President. The President shall fulfill the duties as outlined in the Policy and Procedure Manual.

2. Vice President

The Vice President shall be a member in good standing and shall have served, if possible, as 1st Vice President for one year immediately preceding his/her term. As Vice President, the length of term shall be one (1) year, commencing upon the culmination of the Illinois D.A.R.E. Officers Association Conference. After serving one (1) year as Vice President, the Vice President shall automatically be elevated to the office of President. The Vice President shall fulfill the duties as outlined in the Policy and Procedure Manual.

3. 1st Vice President

The First Vice President shall be a member in good standing. The First Vice President shall be elected for a term of four (4) years. The First Vice Presidents term of office will commence upon the culmination of the Illinois D.A.R.E. Officer's Association Conference. After the first year in office, the First Vice President shall automatically be elevated to the office of Vice President. Upon completion of one (1) year as Vice President, he/she will be automatically elevated to the office of President. Finally, after the completion of one (1) year as President, he/she will be automatically elevated to the office of Past-President (as per Article V, Section 8). The First Vice President shall fulfill the duties as outlined in the Policy and Procedure Manual.

4. Secretary
The Secretary shall be a member in good standing. As the office becomes vacant, on the even numbered years the Secretary shall be elected for a term of two (2) years, commencing upon the culmination of the Illinois D.A.R.E. Officers Association Conference. The Secretary shall perform the duties as outlined in the Policy and Procedure Manual.
5. Sergeant At Arms
The Sergeant At Arms shall be a member in good standing. As the office becomes vacant, on the even numbered years the Sergeant At Arms shall be elected for a term of two (2) years, commencing upon the culmination of the Illinois D.A.R.E. Officer's Association Conference. The Sergeant At Arms shall perform the duties as outlined in the Policy and Procedure Manual.
6. Treasurer
The Treasurer shall be a member in good standing. As the office becomes vacant, on the even numbered years the Treasurer shall be elected for a term of two (2) years, commencing upon the culmination of the Illinois D.A.R.E. Officers Association Conference. The Treasurer shall perform the duties as outlined in the Policy and Procedure Manual.
7. Past President / DIAC
The Past President shall be the immediate President whose term has just expired. The Past President shall serve as a member of the Executive Board with voting rights. The Past President shall perform duties as outlined in the Policy and Procedure Manual.
8. Educational Advisor
The position of Educational Advisor is a one (1) year appointment. The appointment must be recommended by the incoming President and approved by the current Executive Board, prior to the closing ceremonies of the annual conference. The recommended appointment must be approved by the current Executive Board by a majority vote. The Educational Advisor's length of appointment shall run in conjunction to the tenured time period of the current I.D.O.A. President (one year). If the

recommended choice of the President does not receive a majority Executive Board vote of approval, a second nominee will then be put forth for consideration by the President and such process will continue until an advisor is approved by Executive Board majority vote. If the advisory position becomes vacated during the scheduled year of appointment, the above described process of majority Executive Board approval will again commence at the next scheduled Executive Board meeting for appointment replacement running in conjunction to the time period remaining in office of the current I.D.O.A. President. The position of I.D.O.A. Educational Advisor is a non-elected, voting position on the Board. The Educational Advisor shall fulfill the duties as outlined in the Policy and Procedures Manual.

- C. Quorum: A quorum of the Executive Board exists when half plus one of the members are present. A quorum of the Executive Committee exists when a majority plus one of the Committee members then in office are present. When there is a majority plus one of both the Executive Board and Executive Committee, a quorum of the Board of Directors exists.
- D. Executive Board Eligibility: Those individuals holding office on the Executive Board must maintain continuous regular membership status during their respective terms on the I.D.O.A. Executive Board.
- E. Voting Procedures: To initiate action of the Board of Directors pursuant to suspension, reinstatement or terminations of Association members, a majority vote of the Executive Board shall be required. On all matters not specifically designated, a simple majority of the quorum of the Executive Board shall be required.

ARTICLE VI VACANCY IN OFFICE

- A. If the position of President becomes vacant prior to the regular expiration of the term, the Vice President shall complete the remaining term as President. He/She will then fulfill their full term as President.
- B. The same would apply for the Vice President position.
- C. Should the position of First Vice President become vacant prior to the

expiration of normal term, the President shall appoint, with the approval of the I.D.O.A. Executive Board, a member in good standing to fill the vacancy until the next general election.

- D. Should the positions of Secretary, Treasurer, Sgt.-At-Arms, Educational Advisor or Past President become vacant, the President, with the Approval of the I.D.O.A. Executive Board, shall appoint a member in good standing to complete the remaining term for that position.

ARTICLE VII AMENDMENTS TO THE BY-LAWS

- A. Executive Board: The Executive Board may amend the By-Laws by a majority vote of the quorum.
- B. Members: The members shall have the right to recommend By-Law amendments to the Executive Board. Additionally, any current member may cause to be placed on an election ballot a proposed By-Law amendment (not to exceed 2 per year), provided the suggested change is in writing and signed/co-sponsored by a minimum of one fourth the members in good standing.

ARTICLE VIII REGIONS, EXECUTIVE COMMITTEE

- A. Regions: The Executive Board shall establish regions to be represented by elected representatives. Regional boundaries shall be drawn to provide equitable representation for all members.
- B. Region Representative Eligibility: Region Representatives shall be members in good standing. Each member shall be elected by Regional caucus in odd numbered years, at the annual Conference and shall serve for a term of two (2) years, commencing upon the conclusion of the I.D.O.A. Annual Conference.
- C. Vacancies: Should any Region Representative office become vacant prior to the regular expiration of the term, the Regional caucus shall submit the President names of qualified candidates, said member does not have

to be a current member of the Executive Board to complete the unexpired term.

ARTICLE IX DUES AND ASSESSMENTS

A. Establishment of Billing

1. A bill for the annual membership assessment, as established by the Executive Board shall be mailed to each member by August 1 of each year advising that the annual membership assessment is then due and payable, except for the initial I.D.O.A. membership which shall be assessed upon ratification of these By-Laws.
2. Life Members and Honorary Members shall be exempt from paying dues
3. Each member who has not paid or communicated with Association Secretary regarding payment by September 1 of each year shall be dropped from the active role.

B. Purpose of Assessment

The assessment shall be used to assist the funding of the Illinois D.A.R.E. Officers Association Annual Conference, to fund meetings of the Executive Board for ordinary and necessary operating expenses and for any other purpose approved by the Executive Board. A complete accounting of all funds shall be available to the membership at all times.

C. Additional Fees

Additional fees may be imposed by a majority vote of the Board of Directors.

ARTICLE X FUNDS MANAGEMENT

Fund expenditures shall be restricted to the purchase, production, and distribution of materials necessary to accomplish the goals of the I.D.O.A., for the rental of facilities and equipment, transportation, consultant services and other items deemed necessary to conduct the I.D.O.A. Annual Conference, or

quarterly meetings. Travel expense shall be within the continental United States. The Executive Board must approve all requests for travel outside the continental United States on a case by case basis.

ARTICLE XI ANNUAL ILLINOIS CONFERENCE

- A. The I.D.O.A. Training Conference will be held annually.
- B. The site selection will be approved by the Executive Board.
- C. Purpose: The purpose of the Illinois D.A.R.E. Officers Annual Conference shall be to share techniques and developments within the organization field of mutual interest and to conduct necessary I.D.O.A. business. Emphasis should be on trends and new technology in drug prevention education.
- D. I.D.O.A. will not serve alcohol at any I.D.O.A. function.
- E. Smoking will not be allowed at official functions of the I.D.O.A.

ARTICLE XII ELECTIONS

- A. Election Procedures
 - 1. Elections shall be by written ballot except as provided by number
 - 2. If an office is uncontested, a voice vote may be taken
 - 3. Absentee ballots are permitted upon written request to the Secretary of the Executive Board.
 - 4. The Election Committee Chairperson, with the concurrence of the President, shall appoint the Election Committee members.
 - 5. The Election Committee shall consist of two (2) representatives and the Committee Chairperson.
 - 6. All proceedings shall be governed by the current edition of "Robert Rules of Order".