

BY-LAWS OF THE D.A.R.E. ASSOCIATION OF SOUTH CAROLINA INC

ARTICLE I NAME

The name of this organization shall be the D.A.R.E. Association of South Carolina, Inc., hereinafter referred to as "DASC".

ARTICLE II PURPOSE

The purpose of the DASC is to provide a means to disseminate, share, advise, and coordinate information which is beneficial and applicable to the operation of D.A.R.E. on a statewide basis.

ARTICLE III OBJECTIVES

The objectives of the DASC shall be:

- A. To promote continuity of materials and teaching techniques; to reinforce and maintain discipline of the D.A.R.E. curriculum; to promote harmony and good will among members of the DASC; and to develop a means to disseminate information which is valuable to all D.A.R.E. Officers and Educators statewide.
- B. To promote attitudes and practices of a drug-free lifestyle among D.A.R.E. Officers, students, parents of students, and educators; by establishing and maintaining a drug-free environment at all DASC functions and events, and any related events endorsed by the DASC.

ARTICLE IV DISCLAIMERS

- A. A noncommercial, non-secretarial, and nonpartisan organization. The DASC shall not endorse any political candidate nor shall the name of the DASC, nor the names of its officers or directors be used as such in connection with any projects of partisan interest or other interests other than those consistent with these By-Laws; and
- B. The DASC will accept no gifts, awards, donations, assistance, endorsements, or gratuities of any character, from any agent, representative, manufacturer, distributor, or producer of alcoholic beverage products or tobacco products or any other type of drugs, with the intent to obtain identity with D.A.R.E or the DASC.
- C. All funds collected in the name of the DASC shall be used for the express purpose outlined under ARTICLE H, PURPOSE, herein above.

ARTICLE V MEMBERSHIP

A. MEMBERSHIP CLASSIFICATIONS

Members shall be designated within one (1) of the following classifications:

- 1. Regular Members: Regular members shall consist of any members of the school district or drug education prevention community, who are actively and substantially involved in the promotion, operation and/or presentation of the D.A.R.E. Program within the schools. These members are eligible for nomination and election to the Executive Board.
- 2. Honorary Members: The Executive Board may invite selected persons to become Honorary Members when, in the Executive Board's opinion, these selected persons have rendered outstanding service to the association or to the youth of this state

and/or county through their work in drug abuse education. Honorary members cannot be nominated or elected to the Executive Board, but may serve on any committee appointed by the President or the Executive Board.

3. Life Members: Life memberships shall be conferred on all past Presidents, and shall be entitled to the same rights, privileges, and responsibilities of regular members.
4. Association Members: Association members will be any person who supports the philosophy and ideals of the D.A.R.E. program, and which is covered under the Regular Member status. Associate memberships are subject to the approval of the Executive Board, and Associate Members may serve on any standing or appointed committee with the approval of the executive board.

B. TERMINATION OF MEMBERSHP

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

1. One who fails to adhere to the by-laws of the Association;
2. One whose conduct is unbecoming a member of this association; or
3. 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 Executive Board’s intent to terminate the membership and the member the right to respond to the executive board.

Any executive board member who, reportedly, is not in good standing shall have his/her membership terminated upon a two-thirds (2/3) 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 the Association;
2. One whose conduct is unbecoming a member of this association; or
3. One who fails to renew his/her membership
4. One who has been disciplined more than 3 separate documented times

ARTICLE VI

OFFICES

- A. **EXECUTIVE BOARD.** The Executive Board shall be the governing body of the DASC. The following officers shall constitute the Executive Board: the President, Vice President, Second Vice President, Secretary, Treasurer, Sergeant at Arms, Chaplin, Educational Advisor, Regional Representative and the Past President. The Executive Board officers will accept, at their request, a liaison officer from Richland County Sheriff’s Department D.A.R.E. Training Center (the agency responsible for the daily operations of D.A.R.E. Training Center. The members of the Executive Board will consist of only three persons from any one agency at a time while holding a position.
- B. **ELECTION OF OFFICER.** To ensure that DASC conferences 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 procession rather than through the general election process. The highest office to be filled through the election process is the Second Vice President. The

Second Vice President will be elected for a term of two years and will automatically advance through the offices as follows:

1. Serve two years as Second Vice President;
2. Serve second term as Vice President then moving into the office of President at the end of the current President term of two years.

C. PRESIDENT

The President shall be a member in good standing and, with the exception of the initial DASC resident, shall have served, if possible, four years as Vice President immediately preceding his/her term as President. The length of the term shall be four years, commencing upon the installation of Offices at the D.A.R.E. Association of South Carolina Conference. The President shall perform the following duties:

1. Preside at all meetings of the association and Executive Board and appoint all committees;
2. Plan and determine with the Executive Board the number of meetings to be held each month
3. Represent the DASC at the state level as required;
4. Serve as an ex officio member of all committees with the right to debate;
5. Sign all correspondence and contracts of the Association which have been approved by the Executive Board or the membership;
6. Represent the DASC at all media events as determined by the Executive Board;
7. Have the power to vote; and
8. Cosign all checks when the secretary is unavailable.

D. VICE PRESIDENT

The Vice President shall have served, if possible, as Second Vice President for four years immediately preceding his/her term. As Vice President the length of his/her term shall be four years, commencing at the D.A.R.E. Association of South Carolina Conference. Then after serving two years as Vice President, the Vice President shall automatically be elected to the office of the President. The Vice President shall perform the following duties:

1. Assist the President in carrying out the objectives of this Association;
2. Serve as chairman of committees as appointed by the President;
3. Perform all the duties of the President during the President's absence; and
4. Serve as a voting member of the Executive Board.

E. SECOND VICE PRESIDENT

The second Vice President shall be a member in good standing. At the first DASC Conference and thereafter, as this office becomes vacant, the Second Vice President will be elected for a term of four years. After four years in office, the Second Vice President shall automatically be elected to the office of Vice President; he/she will be automatically elevated to the office of the President. The Second Vice President shall perform the following duties:

1. Perform all duties of the Vice President during the Vice President's absence;
2. Complete varied tasks at the direction of the President or Vice President;

3. Be a voting member of the Executive Board; and
4. Serve as Election Committee Chairperson

F. SECRETARY

The Secretary shall be a member in good standing. At the first DASC Conference and thereafter, an office becomes vacant, the secretary shall be elected for a term of four years. The Secretary will be elected on the odd number year commencing at the DASC Conference. The Secretary shall perform the following duties:

1. Keep the minutes of all meetings of the DASC;
2. Keep an updated roster of all members
3. Receive and transmit all correspondence on behalf of DASC;
4. Prepare replies to such correspondence as directed by the Executive Board;
5. Cosign all contracts entered into by the DASC and be a consignee of all checks along with the treasurer and/or the President;
6. Purge files following Executive Board approval;
7. Be a voting member of the Executive Board

G. TREASURER

The Treasurer shall be a member in good standing. The length of each elected term shall be for four years. The Treasurer will be elected on the even numbered years commencing at the DASC Conference. The Treasurer shall perform the following duties:

1. Present a membership report at the annual conference;
2. Receive all dues and assessments;
3. Transfer Association funds;
4. Present a financial report at each meeting of the Executive Board and at the annual conference of this Association;
5. Maintain a true and correct record of the Associations assets and liabilities;
6. Prepare all checks and ensure that all checks are properly cosigned;
7. Make sure that all expenditures are approved by the Executive Board; and
8. Be a voting member of the Executive Board

H. BOOKKEEPER

The Bookkeeper shall be a member in good standing. At the DASC Conference and thereafter as this office becomes vacant, the Bookkeeper shall be elected for a term of four years. The Bookkeeper will be elected on the odd numbered year commencing at the DASC Conference. The Bookkeeper shall perform the following duties;

1. Fill in for the Secretary and Treasurer during their absence, individually or as a pair;
2. Maintain the minutes of each DASC meeting;
3. Maintain the DASC website and updating it on a monthly schedule;
4. Create and manage the D.A.R.E. email tree and notifications;
5. Maintain the online DASC calendar.

I. SERGEANT AT ARMS

The Sergeant at Arms shall be a member in good standing. At the first DASC Conference and hereafter, as this office becomes vacant, the Sergeant at Arms shall be elected for a term of four year. The Sergeant at Arms shall perform the following duties:

1. Assist the presiding officer as needed;
2. Preserve order during all meetings;
3. Introduce visitors to the Executive Board;
4. Shall be the Parliamentarian for all meetings and conferences; and
5. Be a voting member of the Executive Board.

J. CHAPLAIN

The Chaplain shall be a member in good standing. At the first DASC Conference and thereafter, as this office becomes vacant, the Chaplain shall be elected for a term of four years. This person can be of any religious faith. The Chaplain shall perform the following duties.

1. Open all meetings of this Association with prayer;
2. Complete varied tasks at the direction of the President;
3. Serve as committee chairperson or on any committees as appointed by the President;
and
4. Be a voting member of the Executive Board.

K. EDUCATIONAL ADVISOR

The position of Educational Advisor is a one year appointment. The appointment must be recommended by the incoming DASC President at the first Executive Board meeting following the annual conference. The recommended appointment must be approved by the current Executive Board by a majority vote. The Educational Advisor length of appointment shall run in conjunction to the tenured time period of the current DASC President (one year). If the recommended choice of the President does not receive a majority Executive Board vote for approval, a second nominee will then be put forth or consideration by the President, and such process will continue until an advisor is approved by the Executive Board majority vote. If the advisory position becomes vacant during the scheduled year of appointment, the above described process 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 DASC President. The position of the DASC Educational Advisor is a non-elected, voting position on the board. The Educational Advisor shall fulfill the following duties:

1. Attend all DASC scheduled Executive Board meetings and DASC Annual Conference in the capacity of the Educational Advisor
2. Conduct research / present proposals in regard to concerns of DASC educators to the Executive Board and the DASC membership;
3. Assist Executive Board with specific education related designated assignments and committees serving as chairperson of such committees;
4. Prepare semi-annually a written article for the DASC newsletter, as well as submitting approved DASC educational articles to various other nationwide

educational publications directed toward the field of D.A.R.E. educators and administrators;

5. Assist in the involvement/recruitment of D.A.R.E. educators in local D.A.R.E. programs as well as state D.A.R.E. Associations; and
6. Assist in the involvement/recruitment of D.A.R.E. educators in the DASC; and Be available as time permits to assist state, regional and or national approved D.A.R.E. functions and activities

Qualifications:

1. Requires regular membership in the DASC. Termination of membership rules and regulations also apply to such appointment
2. Be a member in good standing with the DASC
3. Currently hold a state teaching certificate or at least a bachelor's degree in the field of education, or be employed full time by an educational agency in a non-sworn position.
4. Be actively involved in some aspect of the D.A.R.E. program
5. Have the support and endorsement of the employing agency to undertake the year appointment of the DASC Educational Advisor.

L. PAST PRESIDENT

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.

ARTICLE VII VACANCY IN OFFICES

Should any Executive Board office become vacant prior to the regular expiration of the term, the President shall appoint a member of the association to complete the term as an interim appointed until the next regular DASC general election.

ARTICLE VIII AMENDMENTS TO THE BY-LAWS

No amendments will be made to this Constitution and By-Laws except after reading, discussion and voting upon changes at one regularly scheduled business meeting by the members in good standing present at the Association meeting.

ARTICLE IX DUES AND ASSESSMENTS

- A. Establishments of Billing
 1. The annual membership assessment, as established by the Executive Board, shall be mailed to each member by January 1st of each year advising that the annual membership assessment is due and payable at the annual conference.
 2. Associate Memberships dues shall be the same as Regular Membership dues.
 3. Honorary Members shall be exempt from paying dues.
- B. Fiscal Year for the DASC shall begin on the first of January and end on the 31st of December each year.
- C. Purpose of Assessment shall be used to assist the funding of the DASC 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 upon request.

ARTICLE X NOMINATIONS AND VOTING

A. Nominations

1. All candidates for office must be a current member in good standing with the DASC at the time nominations are made.
2. The Elections Committee Chairperson shall be responsible for announcing the opening of nominations for offices of the DASC. The nominations shall open four months prior to the annual conference general elections.
3. Each candidate nominated for an office shall be familiar with the responsibilities and commitments of that office to which the candidate is seeking, as outlined I ARTLCE VI.
4. The Election Committee shall conduct the elections in the following manner
 - i. The committee chairperson shall confirm that each nomination and candidate is valid
 - ii. The Committee Chairperson shall allow each candidate to address the membership for a time of three minutes, if desire, prior to the voting process.
 - iii. The Election Committee shall then commence the voting process according to the directions set forth in the By-Laws.
 - iv. The Election Committee Chairperson shall seal all election ballot results in a large envelope, and mark the envelope as certified correct and affix his/her signatures on the sealed envelope.

B. Absentee Voting Procedure

1. Absentee ballots must be requested in writing on official agency letterhead to the Election Committee Chairperson no later than thirty days prior to the election at the annual conference. The request should include the following:
 - i. Statement of request
 - ii. DASC members full name
 - iii. DASC members employing agency
 - iv. Return address and/or fax number
 - v. Signature of requesting member
2. Absentee ballots will be mailed to the member requesting the absentee ballot.
3. All absentee ballots must be mailed to the Secretary and marked 'Ballot'. The Secretary will forward the unopened ballots to the Election Committee Chairperson no later than one week prior to the election.
4. The absentee ballots shall be opened by the Election Committee at the time of the tabulation of the votes during the annual conference.
5. Complaints of campaign misconduct shall be submitted in writing to the Election Committee Chairperson, who along with the complainant shall report to the DASC Executive Board, who reserves the right to review campaign literature, materials, and alleged misconduct. If the Executive Board deems any campaign unethical or unprofessional, they may remove the candidate from the election process without benefit of appeal.

6. Candidates may distribute pre-election campaign literature to the DASC membership if desired.
7. The DASC Secretary shall maintain all official elections documents sealed upon receipt from the Election Committee Chairperson immediately following the elections. All ballots will be destroyed after thirty days, if there is no protest in the elections results.
8. The election process shall end upon the formal recognition of the newly elected officers.
9. The Election Committee shall be disbanded upon formal recognition of the termination of the election process, as provided hereinabove
10. Except as here provided, the election of officers for the Executive Board shall be prescribed pursuant to Roberts Rules of Order.

ARTICLE X ELECTIONS

A. Election Procedures

- a. The annual elections will follow the directions set forth in Article XI herein below
- b. Any person seeking one of the vacant offices of the DASC must be a member in good standing
- c. Elections shall be by written ballot unless voting absentee
- d. If an office is uncontested, a voice vote may be taken by way of duly ascribed motion to call the vote and the elections of the office may proceed by acclamation
- e. Absentee ballots will be permitted in accordance with the Absentee Voting Procedure described in Article X
- f. Proxy ballots will not be permitted for the election of any office.
- g. The Vice President shall serve as the Election Committee Chairperson. No other member of the current Executive Board shall be appointed to the elections committee or take part in the vote tabulation process
- h. The election committee will consist of the Vice President as chairperson and the Regional Representatives
- i. Elections must be recorded on an official ballot. The Executive Board shall be responsible for providing a standardized official election ballot and absentee election ballot forms each year.

ARTICLE XII REGIONAL STRUCTURE

A. Low Country

- a. Allendale County
- b. Bamberg County
- c. Barnwell County
- d. Beaufort County
- e. Charleston County
- f. Colleton County
- g. Dorchester County
- h. Hampton County
- i. Jasper County
- j. Orangeburg County

B. Midlands

- a. Aiken County
- b. Calhoun County
- c. Edgefield County
- d. Lexington County
- e. Newberry County
- f. Richland County
- g. Saluda County
- h. Sumter County**

C. Mountains

- a. Anderson County
- b. Abbeville County
- c. Greenville County
- d. Greenwood County
- e. Laurens County
- f. McCormick County
- g. Oconee County
- h. Pickens County
- i. Spartanburg County

D. Pee Dee

- a. Berkeley County
- b. Clarendon County
- c. Darlington County
- d. Dillon County
- e. Florence County
- f. Georgetown County
- g. Horry County
- h. Lee County
- i. Marion County
- j. Williamsburg County

E. Upper State

- a. Cherokee County
- b. Chester County
- c. Chesterfield County
- d. Fairfield County
- e. Kershaw County
- f. Lancaster County
- g. Marlboro County
- h. Union County
- i. York County

ARTICLE XIII PARLIAMENTARY PROCEDURE

The rules of Parliamentary Procedure, contained in Roberts Rules of Order. Newly Revised, and any appropriate "Brown Acts: shall be the authority governing all meetings of the DASC and the Executive Board, subject always to existing law and these By-Laws.

The following standard order of business will be followed after the call to order:

1. Prayer
2. Roll Call
3. Minutes of last meeting
4. President's Report
5. Secretary's Report
6. Treasurer's Report
7. Standing Committee Reports
8. Special Committee Reports
9. Unfinished Business
10. New Business
11. Miscellaneous matters (announcements, requests)
12. Prayer
13. Adjournment

ARTICLE XIV REVIEW AND ADOPTION

All matters of business pertaining to the DASC, acted upon by any standing or appointed committee, membership at large, or Annual Conference, requires the review and adoption by the Executive Board to be an official and valid part of the D.A.R.E. Association of South Carolina, LLC.

ARTICLE XV CERTIFICATE OF SECRETARY

I certify that I am the duly elected Secretary of the D.A.R.E. Association of South Carolina, a South Carolina Non-Profit Public Benefit Corporation, and that the above By-Laws, consisting of 10 pages are the By-Laws of this corporation amended on _____.

Executed on _____ at _____ South Carolina.

Secretary
