EXAMPLE: SUBSTANCE USE DISORDER/ADDICTION STUDIES

COLLEGE/UNIVERSITY STUDENT ORGANIZATION AFFILIATION WITH NAADAC

ARTICLE 1

PURPOSED NAME

Three college/university student organizations: University of South Dakota, Coalition of Addiction Students and Professionals Pursuing Advocacy (CASPPA); University of Nevada Las Vegas, Student Organization of Addiction Professionals (SOAP); and Ivy Tech Community College of Indiana Northeast Campus, The Future Addiction Professionals (FAP) submitted information to NAADAC (Association of Addiction Professionals) regarding the development of an informative manual that will assist future substance abuse/addiction studies college/university student organizations to become affiliated with NAADAC. Each community college and university has specific requirements relating to student organization policy that need to be addressed and documented. Upon review of each of these student organizations’ goals and purpose, the manual will reflect a multifaceted approach that incorporates the student organization requirements of colleges/universities and abides to the bylaws and code of ethics of NAADAC.

ARTICLE 2

PURPOSE/MISSION

Promote the highest standards of practice and academic excellence to collaborate in the workforce development of addiction professionals, educate and unite all professionals about the importance of addiction treatment and prevention legislation, and increase awareness, knowledge, and expertise in the area of addiction treatment and prevention.

ARTICLE 3

MEMBERSHIP

Any registered college/university student, faculty, alumni, and flexible membership for outside community members. There will be flexible membership that shall be comprised of no less than 60% college/university students and no more than 40% college/university faculty and outside community membership that includes NAADAC Levels of Membership. There will be no discrimination in membership on the basis of race, color, creed, religion, national origin, ancestry, citizenship, gender, sexual orientation, age, disciplines of study, or disability.
NAADAC Levels of Membership

- **Professional Membership**: Open to individuals who are engaged as addiction professionals. Includes membership in the local affiliate if one exists in the member’s local area, full voting right and discount privileges.

- **Full Associate Membership**: Individuals who are working towards qualification, licensure or certification in the addictions profession will be eligible to join at dues based on 75% of Professional Membership.

- **Partial Associate Membership**: Individuals who are working towards qualification, licensure or certification in the Addictions field will be eligible to join at dues based on 57% of Professional Membership.

- **Student Membership**: Open to individuals who are students at a college or university, students involved in full or part time internships, or student members in good standing of an Affiliated Association. Student members must be full time and enrolled in nine credit hours.

- **Retired Membership**: Open to current members of the Association who are 65 years or older and have retired from the profession.

**ARTICLE 4**

**EXECUTIVE BOARD**

The executive committee/board shall consist of elected officers and a faculty advisor. The officers and responsibilities of these positions are as follows:

- **President**: Create agendas for each meeting, chair/lead meetings, provide information pertaining to issues on the agenda, report to faculty advisor about organizational activities, report to college/university governing student association as needed, and delegate all residual responsibilities to other office holders and members.

- **Vice President**: Fulfill the duties of the President when the President is not available, work as a liaison between the President and other student organization members, organize and follow through with meeting time, place, and distribution of information.

- **Treasurer/Financial Officer**: Responsible for financial record keeping and safe keeping of monies, collecting annual membership dues and providing receipts, reporting the financial status at each scheduled meeting, attending college/university meetings for funding and other grant opportunities, maintaining a current bank account, and providing an annual report of the organization’s current financial status.
Secretary/Administrative Officer: Responsible for taking attendance at each meeting, recording meeting minutes through written documentation and/or audio recording, disseminating the minutes of each meeting to all members, and providing the approved minutes to all members.

Human Relations Representative/Public Relations Officer: Responsible for advertising upcoming events and membership meetings, providing informative pictures and articles from attendance at local/state/national activities and conferences, developing and maintaining a student organization website, and encapsulating the mission of the student organization and NAADAC.

Faculty Advisor: Serve as a liaison between NAADAC, college/university staff, faculty, administration, and the student bodies, approve organizational actions, and attend all organizational meetings.

ARTICLE 5

FUNDING/DUES

The student organization will obtain money through: fund-raisers, grants, donations, sponsorships, and a suggested donation of ten dollars ($10) for annual membership fee.

ARTICLE 6

ELECTIONS

Nominations and election of officers will occur annually in either March or April. A term of office is one (1) academic year. No executive board member will serve more than two (2) terms in any executive board position, unless there is no nominee interested in a particular position. Officer positions can and will be voted upon if vacancies arise throughout the academic year. Elections shall be held by written ballots with a simple majority vote.

IMPEACHMENT

An officer may be removed through the impeachment process at any point during their term. Impeachment will be accomplished by a two-thirds (2/3) majority vote of the organization membership. Any member who has the support of five other organization members can bring the impeachment process to a vote throughout the academic year. Prior to organizational voting of officer impeachment, member(s) initiating the motion must provide and present written testimonial of witnessed officer violation(s) to the organization.
Impeachable violations include but are limited to:

- Conduct unbecoming of an addiction professional
- Pattern of failing to attend general or executive board meetings without good cause
- Non-fulfillment of officer obligations, assigned duties, and/or noncompliance with the mission of the organization and NAADAC

Officer(s) considered in violation will be notified and shall have the right to indicate their defense to the general membership and executive board within five (5) days of notification.

**RESIGNATION**

Officers may resign at anytime during their term. The officer(s) must provide a written statement at the next organizational and/or executive board meeting to the membership explaining why they would like to resign from their position. Nominations for the open position(s) shall be voted upon by the quorum.

**ARTICLE 7**

**MEETINGS**

The regular meetings of the organization shall be held at least once a month from September to May, depending upon college/university academic calendar, activities and events, local/state/national conferences, and local/state/national legislative sessions. Special meetings may be called as deemed necessary by the President and all members will receive notification of this meeting at least five (5) days in advance. All meetings shall incorporate *Roberts Rules of Order*.

The order of business shall be:

- Ascertain presence of a quorum
- Proof of due notice of meeting
- Reading or other dissemination of minutes (approval and/or corrections)
- Reports of officers and committees
- Unfinished business
- New business
ARTICLE 8

AMENDMENT OF BYLAWS

Any proposed changes to the bylaws and/or constitution must be approved by a two-thirds (2/3) vote of the executive officers and members present, by resolution and/or proposal. The amendments will become effective at the next meeting, following acceptance. The new amendment to the bylaws and/or constitution shall supersede all previous bylaws and/or constitutions.