

**HENDRICKS COUNTY SUBSTANCE ABUSE TASK FORCE.  
BY-LAWS**

**ARTICLE I: PURPOSE**

The Hendricks County Substance Abuse Task Force, is organized exclusively for charitable, educational, and scientific purposes, including, for such purposes, the distribution of funds from the Drug Free Communities Fund to organizations that support the mission of the Hendricks County Substance Abuse Task Force, and abide by all the by-laws of the Task Force.

**ARTICLE II: MISSION**

The mission of the Hendricks County Substance Abuse Task Force is to raise awareness around prevention, treatment and recovery services for those who are impacted by substance use disorders in Hendricks County through empowering, supporting and partnering with county-wide education/prevention, intervention/treatment, and criminal justice efforts.

**ARTICLE III: EXECUTIVE BOARD MEMBERS**

**Section 1. Number of Executive Board Members.** The number of members of the Executive Board shall be no more than sixteen (16). The Executive Board shall consist of no more than eight (8) elected adult members, six (6) elected student members – who carry only one vote per School Corporation, the President and the Coordinator. Every effort will be made for every category to be represented on the Executive Board. Executive Board members can appoint a proxy to attend and vote in their absence.

**Section 2. Election.** The election of the Executive Board will be held annually or as needed to fill vacancies. Any voting member of the Task Force is eligible for self-nomination. The candidates that are elected to serve on the Executive Board will be installed immediately. Executive Board members will be elected by the voting members of the Task Force by simple majority.

**Section 3. Term.** Any member of the Executive Board can vacate their position at any time with written notification to the Board. Every January, all members of the Executive Board will be voted on for a renewal of their position.

**Section 4. Removal of Members of the Executive Board.** If an Executive Board member or proxy does not attend a minimum of 8/11 meetings during the calendar year the Executive Board will review and make recommendations for continuation of term or removal. Nominations to fill any unexpired terms will be taken at the next Task Force meeting.

**ARTICLE IV: OFFICERS**

**Section 1. Officers.** The officers of the Hendricks County Substance Abuse Task Force shall be a Chairperson or President, and such other officers as may be necessary.

- (a.) **President/Chairperson.** The Task Force shall elect a President for an open ended term as long as the elected President attends the required number of meetings and meets the duties as monitored by the Executive and General Board. Their duties will include, but are not limited to, presiding over the Executive Board and General Board meetings and representing the Task Force at special events. The President shall also oversee the work of the Coordinator and be directly responsible to the Executive Board for the Coordinator and all paperwork associated with all employees or contracted personnel of the Task Force. An annual review of the coordinator will be conducted by the President and reported to the Executive Board. The President will also maintain a copy of the Coordinator's job description, and contract that auto renews annually.
- (b.) **Treasurer.** This is currently being filled by the Coordinator. If filled by another person it will occur as follows: The Task Force will interview and hire a candidate for the position of Treasurer. Final approval by the Executive Board. Responsibilities of the position include providing a monthly report of the status of the Drug Free Communities Fund per the Auditor. In grant months, the treasurer will be responsible for completing the vouchers, and turning them into the auditor's office for payment. The Treasurer will also maintain the receipts received from grantees. And other duties as assigned.
- (c.) **Other officers will be recommended and approved by the Executive Board as necessary.**

#### **ARTICLE V: COORDINATOR**

**Reports directly to the President. Acts of board secretary. Maintains all records and is responsible for the gathering and tracking of data to submit Annual updates and 3 year plans to the State of IN. Can resign position or be removed from position with 60 day notice. The contract auto renews each year with evaluation completed by President. See attachment A. Job Description.**

#### **ARTICLE VI: TASK FORCE MEMBERSHIP**

**Section 1. Definition of Membership.** Upon attending 2 consecutive meetings, an Individual or Organizational Representative becomes a Voting Member. Voting Members must attend a total of 6/11 Task Force meetings in the next 12-month period in order to request funding. Voting Members make suggestions or comments when appropriate and serve on any subcommittee. Voting Members are allowed to nominate themselves for any opening on the Executive Board, and are eligible to vote on any subject brought forward during a Task Force meeting. Any Voting

**Member who does not meet the attendance requirements will be notified by the coordinator and will be temporarily ineligible to participate. Any person suspended from the Voting Membership role is eligible again with regular attendance (2 consecutive meetings).**

**Section 2. Conflict of Interest. All Board Members will sign Conflict of Interest disclosure statements annually. Having done so, the members are allowed to vote on any grant they have sponsored during that year. Members may be asked to leave the room during a voting procedure if the member benefits from the requested funds. Any members who do not sign a statement will abstain from the voting procedure if they will benefit directly or indirectly from the proposed grant.**

## **ARTICLE VII: MINI-GRANT APPLICATIONS**

**Section 1. Eligibility. Any Voting Member who has met the attendance requirement as stated above, may apply for funding from the Task Force.**

**Section 2. Application Process. All persons or organizations requesting funding from the Hendricks County Substance Abuse Task Force, are required to file a mini-grant application with the Task Force. Applications can be submitted by any Voting Member. Only applications received by the Coordinator at least a week prior to meetings scheduled in February, May and October will be eligible for discussion. All grant requests must be received prior to the implementation of the named project. No grants will be considered after the fact.**

**Section 3. Approval Process. All requests for funding are to be received by the Coordinator by the deadline stated above. Each grant request will be discussed by the Task Force (Full Board). Upon recommendation by the Task Force, requests will be passed on to the Executive Board for final approval. The Executive Board will discuss the Task Force's recommendations and will vote to approve or deny each grant request in accordance with the Task Force's Comprehensive Community Plan approved by the Governor's Commission for a Drug Free Indiana. The Executive Board has the final vote on any grant or non-grant issues before them in that session. Annually, or upon request, the President will inform the Hendricks County Commissioners of grant distributions.**

## **ARTICLE VIII: FUNDED PROJECTS**

**Section 1. Attendance Requirement. Any person or organization receiving approval for a grant is required to assign at least one person to attend the Hendricks County Substance Abuse Task Force meetings. Funded organizations must attend a minimum of 8/11 meetings in the 12 month period following grant approval. A funded organization that fails to comply will be placed on probation and prohibited from reapplying for funding until two years (24 months) after original grant approval.**

**Section 2. Accountability.**

- a) All grantees are required to submit an outcomes report to document the evidence based/best practice expectations/requirements of the grant process. Include attachments as needed, on the form provided by the HCSATF to document progress towards goals as outlined in the Comprehensive Community Plan.
- b) Any material misrepresentation will also result in forfeiture of rights to apply for funding up to 24 months from confirmation of infraction. It is expected that any funds disbursed related to the infraction will be returned to the task force within 30 days of written notice from the Task Force.
- c) Any modifications to the use of the funding must be submitted as a revised grant application to the Coordinator and Executive Board for re-approval before the grantee can change the original use of funding.
- d) Any funds approved for disbursement must be utilized within 12 months of approval. Any remaining funds after the 12 month period will not be disbursed but will revert back to the general fund.
- e) All parties who are awarded grants will be accountable to participating in a minimum of 1 community event during the ensuing 12 month period from the date of the grant approval in addition to having representation at the Drug Free Family Night Event. The level/expectation of participation will depend upon the event itself – e.g., if the organization only attends the Drug Free Family Night event, they would also be expected to assist in an Rx event or assist at a 5k event where the Task Force is present and advertising our efforts in Hendricks County.

**ARTICLE IX: MEETINGS**

All meetings related to the HCSATF are subject to the open door law statutes.

**COMPLIANCE TO OPEN DOOR POLICY STATEMENT**

Local Coordinating Council officers, members, and committees are knowledgeable and aware that as an organization that was established by State Statute and operates under the guidance of the Governor’s Commission for a Drug Free Indiana established through Indiana Code, they are considered a governing body of a public agency and have a duty to observe the policy of the Open Door Law: that official action be conducted and taken openly. This includes regular, executive, grant review and sub-committee meetings that would be acting in an official capacity. To this end, the following meeting procedures shall be compliant with (IC 5-14-1.5):

1. Meeting is a gathering of a majority of the governing body for the purpose of taking official action upon public business. Official action is receiving information, deliberating, making recommendations, establishing policy, making decisions and taking final action (voting). All meetings with the exception of Executive Sessions are open to the public. Any closed Executive Sessions MUST meet the criteria as stated in Indiana Code to be legal (IC 5-14-1.5-6.1).
2. Public notice is a requirement that applies to open meetings, reconvened meetings, rescheduled meetings AND executive sessions. Notice must be posted 48 hours in advance of the meeting, not including Saturdays, Sundays and legal holidays. The notice must be

posted at the agency's principal office or at the meeting place. Also, if there is an agenda, it must be posted as well (IC5-14-1.5-5). Minutes and memorandum must be kept as the meeting progresses and must contain the following:

- a. Date, time and location of meeting;
- b. Members present and absent;
- c. The general substance of all matters proposed, discussed or decided.
- d. Record of all votes taken, including by individual members if roll call is used.

Since an LCC is considered a public agency, and since a public agency is subject to the Indiana Open Door Law, all memoranda as it pertains to open meetings must be available to the public for inspection. These By-Laws and all minutes from monthly meetings will be posted on our Website once established.

Date Adopted \_\_\_ 12/10/08 \_\_\_

Name of the Local Coordinating Council: Hendricks County Substance Abuse Task Force

County Hendricks

#### **ARTICLE X: AMENDMENTS**

All recommendations for amendments to the by laws by the General Board will be reviewed and/or approved by the Executive Board. Notice of any proposed amendments will be provided to all voting members at least one (1) month prior to next meeting. All final amendments to by laws will be approved by simple majority vote of the General Board.

**Amendment: 3/8/2007**

**Amendment to Article V, Section 2: Discussed in Executive Board on June 11, 2008 and approved by the General Board on 9/10/08.**

**Amendment to Article IV, Section 2: Discussed in Executive board 9/10/08.**

**Approved by the General Board on 10/8/08.**

**Amendment – added Article on Open Door Policy. Approved by General Board and Executive Board on 12/10/08.**

**6/8/11: By-Laws were reviewed and amended by the Executive Board on 6/8/11 Changes to be finalized by Executive Board and emailed to general for vote at August meeting.**

**8/10/11. Approved by the general board.**

**12/9/15: By-Laws were reviewed and amended by the Executive Board on 12/9/15. Changes to be shared with the General Board via email and voted on at January 2016 meeting.**

**3/8/17: amendment presented and approved by general board and Executive Board as follows:**

**Effective January 1, 2018 all funding in Education/Prevention, Criminal Justice and Intervention/Treatment categories will utilize evidence based/best practice or**

**piloting programs that are seeking evidence based status. All discretionary funds distributed will be determined by the board.**

**7/12/2017 – changes made to By-laws per Executive Board review: updated mission, updated Coordinator responsibilities, adjusted grant months, added amendment from 3/8/17 under Article VIII, Section 2., Accountability.**