

**NATIONAL ASSOCIATION OF DRUG DIVERSION
INVESTIGATORS OF (insert state)**

NADDI OF (insert state)

BYLAWS

AS ENACTED NOVEMBER 18, 2015

ARTICLE I. NAME

The name of the organization shall be the National Association of Drug Diversion Investigators of (insert state) or NADDI of (insert state).

ARTICLE II. OBJECTIVE

The mission of this organization is to promote coordination, communication, and cooperation with the agencies or individuals engaged in drug diversion investigations in this state and the nation through the exchange of information of mutual interest for the enforcement of drug laws.

ARTICLE III. MEMBERS

Section A. ELIGIBILITY.

Any person is eligible to be a member if they are employed in the field of law enforcement or is engaged as an investigator of pharmaceutical drug abuse or misuse; actively engaged in the field of pharmacology; active in enforcing laws involving Controlled Substances; responsible for investigating and prosecuting

pharmaceutical drug diversion of health professionals; or actively involved in the investigation, enforcement, or education of pharmaceutical drug diversion.

Section B. APPLICATION.

Application for membership (new or renewal) shall be submitted to National NADDI. The application is for membership in NADDI and NADDI of (insert state). The application is subject to approval of the national Executive Board.

Section C. DUES.

Dues for members shall be payable to "NADDI" at the time of application or before the expiration date of the current year. The breakdown of the dues is a percentage to national NADDI and a percentage to NADDI of (insert state). That amount will be set by the national NADDI Executive Board.

Section D. TENURE.

Membership shall run for one year from the date of payment or attendance at a training conference in which membership was included in the fee for the training conference.

ARTICLE IV. MEETINGS

Section A. ANNUAL MEETING.

The annual meeting shall be held at such time and place as shall be set by the Board of Directors, for the purpose of conducting any business of the organization. The annual meeting must include at least four hours of training.

A state chapter conducting a NADDI training seminar or meeting identified as a NADDI event or including NADDI membership, must coordinate the event with

the national Executive Board before confirming and/or advertising the event. The state chapter must gain approval for all speakers and topics to be considered for the agenda. The state chapter must also provide information pertaining to the date, location, and a copy of the agenda for the training or meeting prior to advertising the event.

All state chapter conducted training seminars will utilize a registration process approved by the national Executive Board. The process must meet the basic standards for appropriate information gathering and fee processing to maintain accurate membership records.

Any State Chapter conducting a training seminar which includes a NADDI membership fee must forward a check equal to the amount of membership dues to the national organization within fourteen (14) days of the training seminar along with the corresponding membership information.

Section B. SPECIAL MEETINGS.

A special meeting of the membership may be called by the President, the Board of Directors, or not less than ten members.

A state chapter conducting a NADDI training seminar or meeting identified as a NADDI event or including NADDI membership, must coordinate the event with the national Executive Board before confirming and/or advertising the event. The state chapter must gain approval for all speakers and topics to be considered for the agenda. The state chapter must also provide information pertaining to the date, location, and a copy of the agenda for the training or meeting prior to advertising the event.

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Section C. NOTICE OF MEETINGS.

Written notice stating place, day, and hour of any meeting shall be mailed to the membership, in a timely fashion, not less than five days before the date of such meeting.

Section D. QUORUM.

At any meeting of the membership, ten (10) or more members present shall constitute a quorum.

Section E. VOTING.

Each member in good standing shall have one (1) vote, subject to any restrictions contained in the Articles of Incorporation or elsewhere in the bylaws.

ARTICLE V. OFFICERS

Section A. OFFICERS.

The officers of the organization shall consist of a President, Vice-President, Secretary, and Treasurer. Each member shall hold office for a term of two (2) years. No more than two officers can be from the same agency or organization. The term shall begin the first day of the month following the election. The Board

of Directors, by majority vote, may select an acting or assisting officer to temporarily perform the duties of any of the above officers, when an elected officer is temporarily unavailable, subject to such limits as the Board of Directors may impose. Additional officers may be established with approval of the national Executive Board.

Section B. PRESIDENT.

The President shall chair all meetings of the membership and the Board of Directors and shall have the power to appoint chairs of committees subject to the approval of the Board of Directors. The President may sign any contracts, or other such documents which the Board of Directors has authorized to be executed, except in such cases where the bylaws or statute has expressly delegated the authority to sign to some other officer of the organization. The President may sign such contracts or other documents with the approval of the national Executive Director. In general, the President shall perform all duties as may be assigned by the Board of Directors. The President is a member of the national Advisory Board.

Section C. VICE PRESIDENT.

The Vice President, shall preside in the absence of the President or in the event the President is unable to or refuses to act. When so acting, the Vice President shall have all powers of and be subject to all restrictions upon the President. The Vice President shall perform such other duties as may be assigned by the President or the Board of Directors.

Section D. SECRETARY.

The Secretary shall be the guardian of the organization's records. The Secretary is responsible for keeping the minutes of all the meetings of the membership or the Board of Directors; for all official correspondence and notices of the organization in accordance with the provisions of these bylaws; for maintaining

the state portion of the NADDI website; and other such duties as may be assigned by the President or the Board of Directors.

Section E. TREASURER.

The Treasurer shall be responsible for and have charge and custody of all funds, securities, and contracts of the organization; receive and give receipts for money due and payable to the organization; deposit all such monies in the name of the organization in an insured depository; prepare financial reports and a year-end report, or as requested by the Board of Directors; and such other duties as may be assigned by the President or the Board of Directors.

Section F. NOMINATION AND ELECTION.

The members of the organization shall elect the officers of the organization in each odd-numbered year. Nominations and election of officers shall be conducted under the direction of the national Executive Board. A member shall be nominated for office by another member in good standing.

ARTICLE VI. BOARD OF DIRECTORS

Section A. CONSIST.

The Board of Directors shall consist of the officers of the organization and the Immediate Past President. Each member of the Board of Directors must be a member of the organization.

Section B. FUNCTION.

The Board of Directors shall have the authority and the responsibility to direct and manage all affairs of the organization not expressly precluded by the bylaws.

Section C. ANNUAL MEETING.

Annual meeting of the Board of Directors will be held at a location established by the Board of Directors.

Section D. SPECIAL MEETING.

A special meeting of the Board of Directors may be called at any time by the President, or by any two (2) Board of Directors. Such requests shall state the purpose of the meeting and notice thereof shall be given as provided in Section E of this Article. No business other than that stated in the notice of the meeting shall be transacted at any special meeting of the Board of Directors, unless agreed to by a majority vote of those at the meeting.

Section E. NOTICE OF MEETINGS.

Notice of annual or special meetings of the Board of Directors shall be delivered either personally or by mail to each Board of Director, not less than five (5) days, before the date of such meeting. Such notice shall state the place, date, and hour of the meeting, and, in the case of special meetings, the business proposed to be transacted.

Section F. MANNER OF CONDUCTING MEETINGS.

The Board of Directors may meet at such place and time as they select. They may hold meetings with Board of Directors being "present" by conference telephone or similar electronic communication equipment. Notwithstanding the other notice provisions of these bylaws, meetings may be held as decided by the Board

of Directors, without written notice if each Board of Director agrees to such a meeting.

Section G. QUORUM.

At any meeting of Board of Directors, a majority of the Board of Directors is sufficient for a quorum. If a quorum is absent, a majority of the Board of Directors present may adjourn the meeting.

Section H. VACANCIES.

Any vacancy occurring in the Board of Directors, by reason of death, resignation, removal, or other cause shall be filled by the Board of Directors. A person elected by the Board of Directors shall be elected for the unexpired term of his predecessor in office.

Section I. REMOVAL.

Any officer elected or appointed may be removed by the Board of Directors whenever, in its judgment, the best interest of the organization would be served. Such removal will be initiated by the Board of Directors, but must have the approval of the members by majority vote at the annual or special meeting. Such removal shall be without prejudice. An officer may not vote on his own removal, but will be allowed to speak on his own behalf.

Section J. COMMITTEES.

The Board of Directors may, by majority vote, pass a resolution to designate one (1) or more committees with one or more Board of Directors each. Members may be designated to serve on such committees. These committees serve at the pleasure of the President and the Board of Directors and report directly to the President.

Section K. IMMEDIATE PAST PRESIDENT.

The Immediate Past President shall be a non-voting member of the Board of Directors for a term of one year.

ARTICLE VII. FINANCIAL

Section A. Financial Accounts

All monies shall be deposited in the name of the organization in an insured depository. Signatory power shall be given to the President, Treasurer, and national Treasurer.

Monthly financial statements shall be mailed directly to the President and reviewed, then forwarded to the Treasurer. In lieu of this, the president shall review the accounts on-line every month. The financial accounts shall be accessible by the national Treasurer.

Section B. FISCAL YEAR.

The fiscal year of the organization shall begin on the first day January each year.

Section C. FINANCIAL AUDIT.

The financial records of the organization shall be audited on an annual basis. The President shall appoint two members and one Board of Director, other than the Treasurer, to conduct the audit. A record of such audit shall be created and signed by each auditor.

A year-end financial report shall be completed as directed by the national Executive Board in compliance with the national bylaws.

ARTICLE VIII. RULES OF PROCEDURE

When not otherwise provided by the bylaws, the business of the organization shall be conducted in accordance with the most recent edition of *Robert's Rules of Order*.

ARTICLE IX. MISCELLANEOUS PROVISIONS

Section A. DEFINITIONS.

The Advisory Board consists of the presidents of the state chapters.

“Mail” is defined as either U.S. mail or electronic mail.

The term member is defined in Article III, Section A.

The term “pharmaceutical drug” means a drug and supplement which is regulated by the U.S. Food and Drug Administration and identified as a drug of abuse by law enforcement sources.

Section B. BYLAWS.

Bylaws shall be instituted as directed by the national Executive Board. The bylaws may not be amended, altered, or repealed. Amendments to the bylaws may be proposed by the Board of Directors to the national Executive Board.