

**BYLAWS OF THE  
MISSISSIPPI ASSOCIATION OF ADDICTION PROFESSIONALS  
CERTIFICATION EXAMINING BOARD**

June 28, 2018

**ARTICLE I - NAME**

The name of this Organization shall be the Mississippi Association of Addiction Professionals ("MAAP") Certification Examining Board.

**ARTICLE II - OBJECTIVES**

The objectives of this Organization are:

**SECTION 1**

The Certification Examining Board shall provide for the certification for personnel of Prevention of Alcohol, Tobacco, and Other Substance Use, Criminal Justice, and Addiction Treatment Service personnel and/or Agencies in related professions and to further Prevention of Alcohol, Tobacco, and Other Substance Use, Criminal Justice and Addiction Treatment Services, in accordance with the current MAAP Certification Manual.

**SECTION 2**

It will be a semi-autonomous body, whose members are elected by and whose actions are subject to review by the members of the Organization.

**SECTION 3**

It will maintain its own Bylaws and operating procedures described in the MAAP Certification Manual. The Certification Examining Board will use the same accounting and financial system as MAAP with certification revenue and expenses categorized.

**ARTICLE III - GENERAL DUTIES OF THE CERTIFICATION EXAMINING BOARD**

**SECTION 1 - DUTIES**

The Certification Examining Board shall review current certification credentialing offered by the Organization and make recommendations to the Board of Directors on the addition of new certification credentials and the revision or deletion of current certification credentials. The Certification Examining Board shall review certification portfolios and make recommendations on revisions to the portfolios. The Certification Examining Board shall follow all guidelines governed by the International Certification and Reciprocity Consortium (IC&RC). They shall be responsible to make revisions and changes to minimum standards received from IC&RC.

**SECTION 2 - MEETINGS OF THE CERTIFICATION EXAMINING BOARD**

The Certification Examining Board shall meet regularly before the opening of the Annual Business Meeting and at such other times as may be deemed necessary to carry out the objectives of the Organization.

- A. The Certification Examining Board shall meet at least quarterly to conduct Organizational business.
- B. Special meetings of the Certification Examining Board may be called by the Chairman or on written demand of at least five (5) members of the Board.
- C. Duly elected Certification Examining Board Members who are absent at any two (2) designated or scheduled Board Meetings without designating a proxy or having an excused absence will be replaced by a new member to serve his/her unexpired term. This replacement will be made by appointment by the Certification Examining Board. The replaced board member shall be notified by certified mail with a return receipt requested.

### SECTION 3 – QUORUM

Quorum for the Certification Examining Board shall be one more than half of the number of seats on the Board which are filled.

### SECTION 4 – PROXY VOTING

If a Certification Examining Board member is unable to attend a Certification Examining Board Meeting and has an excused absence, he/she may appoint another member of the Certification Examining Board to proxy vote for him/her. No Certification Examining Board member may hold more than one (1) proxy vote. The Chairman of the Organization may not hold the proxy vote for another member.

### SECTION 5 – REFERENDUM VOTING

Referendum voting may be held among the members of the Certification Examining Board when matters of sufficient importance must be decided at times other than when a Certification Examining Board Meeting is anticipated. In referendum voting, a vote by the majority of Certification Examining Board shall carry any proposal, except such as may only be adopted by the membership of the Organization as a whole. Notification of Referendum voting may be transmitted by methods including, but not limited to, the U.S. Postal Service, Email, Text and/or Fax.

## **ARTICLE IV – INDIVIDUAL OFFICER DUTIES AND RESPONSIBILITIES**

### SECTION 1 – CHAIRMAN

- A. The Chairman shall be the presiding officer of the Certification Examining Board and of all meetings of the Organization.
- B. He/she shall be an ex-officio member of the Mississippi Association of Addiction Professionals Board of Directors.
- C. The Chairman shall be appointed by the President of the Board of Directors of the Mississippi Association of Addiction Professionals using the input of the Certification Examining Board Members, and Representatives of the Mississippi Association of Addiction Professionals Board of Directors.
- D. The Chairman shall have a length of term of one (1) year.

### SECTION 2 – Board Members

- A. The Certification Examining Board Members shall be elected from the active certified membership roll of the Mississippi Association of Addiction Professionals.
- B. Membership to the Certification Examining Board will be one (1) Past President of the Mississippi Association of Addiction Professionals Board of Directors for a one (1) year term or the President Elect of the Mississippi Association of Addiction Professionals Board of Directors for a one (1) year term and the current President of the Mississippi Association of Addiction Professionals Board of Directors. They shall be ex-officio members of the Certification Examining Board as outlined in ARTICLE VI, SECTION 1 of the MISSISSIPPI ASSOCIATION OF ADDICTION PROFESSIONALS Bylaws.
- C. All members of the Certification Examining Board must have current MAAP membership and hold an IC&RC reciprocal MAAP credential for a minimum of one year.
- D. The length of term for Members is as follows: three (3) members for three year term; three (3) members for two (2) year term; three (3) members for (1) year term.

### SECTION 3 – Board Member Exclusions

- A. Not more than two (2) employees or members of any one program or agency may serve on the Certification Examining Board at one time.
- B. No Member of the Education Committee may serve on the MAAP Certification Examining Board.
- C. No Member of the Certification Examining Board may be an Instructor for the MACT Program unless approved by the MAAP Board of Directors, and only in the case of emergency situations.

## SECTION 4 - VACANCIES

Vacancies of unexpired terms on the Certification Examining Board shall be filled by means of appointment from a majority vote of the Certification Examining Board at the next quarterly Meeting. Any member of good standing may be eligible to fill such a vacancy until the next Annual Business Meeting. At the Annual Business Meeting, the general membership shall elect a person to fill the remainder of the unexpired term.

## ARTICLE V – ELECTIONS

### SECTION 1

Elections shall be held at the Annual Business Meeting.

### SECTION 2

The Nomination Committee Chairman will preside over the elections at the Annual Business Meeting. All candidates shall be elected to office on the basis of popular vote.

### SECTION 3 – NOMINATIONS

- A. All voting members of the Organization shall be informed of the names of the Nominations Committee by special announcement transmitted by methods including, but not limited to, the U.S. Postal Service, Email, Text and/or Fax, at least thirty (30) days prior to the Annual Business Meeting. Members are invited to send nominations for open seats on the Certification Examining Board to the Nominations Committee of MAAP no less than sixty (30) days prior to the Annual Business Meeting using a MAAP nomination form.
- B. Members may be eligible to hold office after a minimum of one (1) year of holding a current reciprocal MAAP credential and be in good standing with the Mississippi Association of Addiction Professionals.
- C. The Nomination Committee shall present candidates for election to the Certification Examining Board.
- D. No nominations for members may be accepted from the floor at the Annual Business Meeting.

### SECTION 4 - ABSENTEE BALLOT

MAAP Members who are unable to attend the Annual Business Meeting may cast their vote by absentee ballot remitted to the MAAP office by methods including, but not limited to, the U. S. Postal Service, Email, Text and/or Fax, and received by the MAAP office, no later than five (5) business days prior to the Annual Business Meeting. Members who cast their vote by absentee ballot and attend the Annual Business Meeting may neither (a) rescind their absentee ballot, nor (b) cast an additional vote by ballot at the Annual Business Meeting. Each voting member shall cast the same number of votes as there are positions open. No more than one (1) vote may be cast by any member for one (1) nominee.

## ARTICLE VI – COMMITTEES

### SECTION 1 – ETHICS COMMITTEE

The Ethics Committee shall ensure that the Code of Ethics is adhered to by the membership. The Ethics Committee will investigate and act upon any ethical complaints and/or ethical violations in accordance with the current Ethics Enforcement procedures established by MAAP. This committee shall have a membership comprised of members of the Organization who hold a current MAAP certification. There will be at least four (4) members, one (1) of which shall be the Chairman of the Certification Examining Board, unless a conflict of interest is present. The Ethics Committee shall be directly responsible to the Certification Examining Board.

#### **ARTICLE XI – PARLIMENTARY PROCEDURES**

Robert’s Rules of Order shall govern the parliamentary procedure of this Organization.

#### **ARTICLE XII – AMENDMENT OF BY-LAWS**

The By-laws may be amended by a two thirds vote of voting members present at any properly call business meeting, provided that the membership has been furnished a copy of the proposed amendment at least fifteen (15) days prior to the meeting.

#### **ARTICLE XIII -DISSOLUTION**

In the event of the dissolution of this Organization, all assets remaining after liquidation of any liabilities shall be distributed to another non-profit organization to be determined by the Board of Directors; provided however, that such beneficiary organization or organizations shall be tax exempt from Federal Income Tax, as an organization described in Section 501 (c) 3 of the Internal Revenue Service Code of 1959 or corresponding provision of subsequent Revenue Acts.