

REVISED BY LAWS OF THE  
MISSISSIPPI ASSOCIATION OF ADDICTION PROFESSIONALS  
Revised-June 28, 2018

**ARTICLE I- NAME**

The name of this Organization shall be the Mississippi Association of Addiction Professionals (“MAAP”).

**ARTICLE II- OBJECTIVES**

The objectives of this Organization are:

**SECTION 1**

To provide a united voice for personnel of Prevention of Alcohol, Tobacco, and Substance Use, Criminal Justice, and Addiction Treatment Service Programs and/or Agencies in related professions and to further Prevention of Alcohol, Tobacco, and Other Substance Use, Criminal Justice and Addiction Treatment Services.

**SECTION 2**

To promote and participate in the development and recognition of professional and ethical standards and resources for education, training and certification of personnel involved in the professions of Prevention of Alcohol, Tobacco, and Substance Use, Criminal Justice, and Addiction Treatment Services.

**SECTION 3**

To promote the establishment and improvement of standards for programs in the areas of Prevention of Alcohol, Tobacco, and Other Substance Use, Criminal Justice, Addiction Treatment Services, Rehabilitation, and Recovery, with particular emphasis on minimum standards for accreditation of programs.

**SECTION 4**

To act as a collection and communication resource for Prevention of Alcohol, Tobacco, and Other Substance Use , Criminal Justice, Addiction Treatment Services, information, knowledge, legislation policies and to encourage and assist in communication of all types within its membership.

**SECTION 5**

To act as an advocate before federal, state, and regional agencies in matters relating to Prevention of Alcohol, Tobacco and Other Substance Use-, Criminal Justice, and Addiction Treatment Services, that effect its membership; particularly to advise, assist, and influence legislative and regulatory agencies in developing policies relative to the professions of Prevention of Alcohol, Tobacco, and Other Substance Use, Criminal Justice and Addiction Treatment Services, and to evaluate legislative and regulatory agency policies relating to the professions of Prevention of Alcohol, Tobacco, and Other Substance Use, Criminal Justice and Addiction Treatment Services.

### **ARTICLE III- MEMBERSHIP AND FEES**

The Board of Directors shall set dues and fees for every level of membership. There shall be two (2) categories of membership:

#### **SECTION 1 – INDIVIDUAL MEMBERSHIP**

Any individual who is employed in the professions of Prevention of Alcohol, Tobacco, and Other Substance Use, Criminal Justice, and Addiction Treatment Services or who because of his or her professional interest has involvement in the Prevention of Alcohol, Tobacco and Other Substance Use, Criminal Justice, and Addiction Treatment Service professions such as: Education, Research, Treatment, Program Development, or Rehabilitation Services, is eligible for individual membership.

- a. Individual Members must pay the required annual dues to remain in good standing.
- b. An Individual Member, who remains in good standing, is entitled to one (1) vote in the Organization. There will be no proxy votes for Individual Members.
- c. The MAAP Board of Directors, upon receipt of a letter of request from an individual, who because of catastrophic and/or other extenuating circumstances, are unable to either afford and/or maintain Organization membership, will review and may, at its discretion, either exempt or extend payment of the annual membership dues to said individual.
- d. MACT students and full-time students enrolled in a accredited college or university program leading to a behavioral health/science degree and having an interest in the professions of Prevention of Alcohol, Tobacco and Other Substance Use, Criminal Justice and Addiction Treatment Services, may qualify for student membership. Persons retired from Prevention of Alcohol, Tobacco, and Other Substance Use, Criminal Justice, and Addiction Treatment Services, may qualify for retired membership. Both student and retired membership fees will be established by the Organizations Board of Directors. Any changes in the dues structure must adhere to the Organizations bylaws.

#### **SECTION 2 – ORGANIZATIONAL MEMBERSHIP**

- a. Any agency, organization, institution, or private practitioner with an interest in the objectives of the Organization may, upon annual payment of dues, become eligible as an Organizational Member.
- b. Organizational Members or their representative may attend Annual Meetings, but have one (1) vote in the business meetings.
- c. Organizational members shall receive all general mailings transmitted by methods including, but not limited to, the U.S. Postal Service, Email, Text and/or Fax.

## SECTION 3 – PAYMENT OF DUES

Initial membership will commence upon payment of full fees (dues). Subsequent annual payment of dues will be required to maintain membership and, in the case of certified counselors, to maintain certification. Membership fees will become due in January of each year and will be payable within 30 days of date of invoice. Failure to pay dues by any member shall result in the loss of all membership privileges until such dues and any associated fees are paid in full. Uncertified Members who resign in good standing may be reinstated by the payment of current fees.

## ARTICLE IV –BOARD OF DIRECTORS

### SECTION 1 – OFFICERS

The Officers of this Organization shall be: President, President-Elect, Immediate Past President, Secretary, Treasurer, and Chairperson of the Certification Examining Board, and a District Representative for each existing MAAP District. The Officers shall remain in office until the adjournment of the Annual Business Meeting.

### SECTION 2 - DISTRICTS

MAAP Districts are determined by a majority vote of the Board of Directors and shall include the following counties:

**District 1:** (Desoto, Marshall, Benton, Tippah, Alcorn, Tishomingo, Lafayette, Union, Lee, Itawamba, Pontotoc, Calhoun, Chickasaw, Monroe, Webster, Clay, Choctaw, Oktibbeha, Lowndes)

**District 2:** (Tunica, Tate, Coahoma, Quitman, Panola, Bolivar, Sunflower, Tallahatchie, Yalobusha, Leflore, Grenada, Washington, Humphreys, Carroll, Montgomery, Issaquena, Sharkey, Holmes)

**District 3:** (Yazoo, Madison, Warren, Hinds, Rankin)

**District 4:** (Attala, Winston, Noxubee, Leake, Neshoba, Kemper, Scott, Newton, Lauderdale, Smith, Jasper)

**District 5:** (Jefferson Davis, Covington, Jones, Wayne, Marion, Lamar, Forrest, Perry, Green, Claiborne, Copiah, Simpson, Jefferson, Adams, Franklin, Lincoln, Lawrence, Wilkinson, Amite, Pike, Walthall)

**District 6:** (Pearl River, Stone, George, Hancock, Harrison, Jackson)

The Board of Directors will make recommendations to the Membership to consolidate districts or add districts as directed by the membership committee.

### SECTION 3 – ELECTION

a. The Board of Directors shall consist of officers elected by the voting membership of the Organization at the Annual Business Meeting.

b. The Board of Directors shall be elected from the active membership roll of the Organization. Only members in good standing are eligible for election.

c. District Representatives from even number districts shall be elected on even number years. District Representatives from odd number districts shall be elected on odd number years.

d. Members may be eligible to hold office after a minimum of one (1) year of membership.

e. New Officers and other Members of the Board of Directors will assume office immediately upon adjournment of the Annual Business Meeting.

#### SECTION 4 – TERMS LIMITS

a. President of the Board of Directors shall serve a term of (2) years commencing at conclusion of the Annual Business Meeting the next year following his/her election. The President may not serve consecutive terms, but may be elected to serve again a minimum of two (2) years after his/her commitment to the Board of Directors is concluded.

b. President-Elect shall serve for a term of one (1) year.

c. Immediate Past President shall serve a term of one (1) year.

d. District Representatives of the Board of Directors shall be elected to serve for a term of two (2) years beginning at the adjournment of the Annual Business Meeting.

e. District Representative may serve no more than two (2) consecutive terms, provided that the member is a duly elected officer of the Board of Directors of the Organization.

#### SECTION 5

Not more than two (2) employees or members of any one program or agency shall serve on the Board of Directors at one time.

#### SECTION 6 – NOMINATIONS

There shall be a five (5) member Nominations Committee, not more than one (1) of whom shall be a member of the Board of Directors, appointed by the Board of Directors. The Chairperson of the Nominations Committee shall be appointed by the Board of Directors.

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 sixty (60) days prior to the Annual Business Meeting and are invited to send recommendations to the Nominations Committee no less than thirty (30) days prior to the Annual Business Meeting using a MAAP nomination form.

b. Only members in good standing are eligible for nomination.

c. The Nomination Committee shall present candidates for election to the Board of Directors.

d. No nominations for officers may be accepted from the floor at the Annual Business Meeting.

## SECTION 7 - VACANCIES

Vacancies of unexpired terms on the Board of Directors shall be filled by means of appointment from a majority vote of the Board of Directors at the next quarterly Board Meeting. Any member of good standing, from the District which has the vacancy, 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 – GENERAL DUTIES OF THE BOARD OF DIRECTORS

### SECTION 1 - DUTIES

The Board of Directors shall:

- a. Recommend and implement policies governing the affairs of the Organization's growth and development.
- b. Transact general business of the Organization in the interim between Annual Business Meetings.
- c. Prepare and present at the Annual Business Meeting a Budget for the coming year.
- d. Determine the date, place, and length of the Annual Business Meeting of the Organization and provide for payment of the expenses of the same.
- e. Have authority to enter into such agreements and contracts as may be deemed necessary to promote the objectives of the Organization.
- f. Appoint one (1) person from the voting membership to serve as the Chairperson of the Nominations Committee and appoint, from the voting membership, representatives to serve as Chairpersons of as many other Committees as the Board of Directors sees need to have.

### SECTION 2 – MEETINGS OF THE BOARD OF DIRECTORS

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

- a. The Board of Directors shall meet at least quarterly to conduct Organization business.
- b. Special meetings of the Board of Directors may be called by the President or on written demand of at least five (5) members of the Board.
- c. Duly elected Board of Directors representatives 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 representative to serve his/her unexpired term. This replacement will be done by appointment by the Board of Directors per ARTICLE IV, SECTION 7.

### SECTION 3 – QUORUM

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

### SECTION 4 – PROXY VOTING

If a Board of Directors representative is unable to attend a Board of Directors Meeting and has an excused absence, he/she may appoint another officer of the Board of Directors to proxy vote for them. No Board of Directors representative may hold more than one (1) proxy vote. The President of the Organization may not hold the proxy vote for another member.

### SECTION 5 – REFERENDUM VOTING

Referendum voting may be carried on among the members of the Board of Directors when matters of sufficient importance must be decided at times other than when a Board of Directors Meeting is anticipated. In referendum voting, a vote by the majority of Board Members shall carry any proposal, except such as may only be adopted by the membership of the Organization as a whole.

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

### SECTION 1 - PRESIDENT

- a. The President shall be the presiding officer of the Board of Directors and of all meetings of the Organization.
- b. He/she shall be an ex-officio of all committees, except the Nomination Committee.
- c. He/she shall also be a member of the Certification Examining Board.
- d. He/she shall directly supervise administrative office staff of the Organization.
- e. Upon approval of contract and agreement logistics by the Board of Directors, the President shall sign all contracts and agreements on behalf of the Organization.
- f. The President will appoint a Certification Examining Board Chair using candidates recommended by the Certification Board and the Board of Directors, for a period of one year.

### SECTION 2 - SECRETARY

- a. The Secretary shall be responsible for keeping the minutes of the meetings of the Organization and of the Board of Directors.

b. The Secretary shall keep such records of official correspondence and transactions as may be necessary for the collection of dues, notification of members of membership, renewal dates, and distribution of materials to the membership.

c. The secretary shall also be responsible for distribution of ballots for the election of the Board of Directors and Officers.

d. The Board of Directors may, at its discretion, hire office personnel to perform some or all of the duties described above. The Board of Directors may at its discretion have the office personnel act in lieu of having a Secretary appointed by the Board of Directors. If the Board of Directors decides to hire office personnel to perform any such duties, he/she will not have voting privileges.

### SECTION 3 - TREASURER

a. The Treasurer shall have charge and custody of and be responsible for all funds of the Organization.

b. The Treasurer shall receive and give receipts for all monies payable and due to the Organization and from any source whatsoever, and deposit all such monies in the name of the Organization in such bank, with the provision of these By-laws.

c. The Treasurer shall produce at any reasonable time an income expense report upon request. The Treasurer shall give a bond for surety as the membership shall determine.

d. All debts on the account of the Organization over \$1,000 shall be approved by the Board of Directors prior to withdrawal.

e. The Treasurer may be assisted by and/or may supervise office personnel hired by the Board of Directors for the performance of duties described above. The Board of Directors may at its discretion hire office personnel to perform the duties of the Treasurer in lieu of having a Treasurer appointed by the Board of Directors. If the Board of Directors decides to hire office personnel to perform any such duties, he/she will not have voting privileges.

## ARTICLE VII – ELECTION

### SECTION 1

Elections shall be held at the Annual Business Meeting.

### SECTION 2

The Nomination Committee Chairperson 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

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.

## SECTION 4

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, 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.

## ARTICLE VIII – COMMITTEES

There shall be, as needed, the following standing committees:

Nominations Committee  
Membership Committee  
Conference Committee  
Education Committee  
Legislative Committee  
Public Relations/Media Committee

Other Committees may be constituted as needed and discharged upon completion of the assigned purpose and duties of the committee.

## SECTION 1

- a. The Nominations Committee shall present candidates for election to the Board of Directors as follows: President Elect and District Representatives.
- b. The Membership Committee shall act on applications for membership in the Organization and provide for recruitment of new members. This committee shall have a membership of at least five (5), one (1) to be a member of the Board of Directors.
- c. The Conference Committee shall be responsible for conducting the Annual Business Meeting and the Annual Conference. This committee shall have a membership of five (5), one (1) to be a member of the Board of Directors.
- d. The Education Committee shall determine the needs for education and training of Addiction and Prevention Professionals, inform the membership of educational opportunities available, approve applications for MAAP Contact Hours, and arrange for courses, workshops, and other means of upgrading the professionalism of our members. This committee shall have a membership of at least four (4), one (1) to be a member of the Board of Directors.
  1. No member of the Education Committee shall serve on the Certification Examining Board or be employed as a MACT Instructor. Exceptions are noted in Paragraph 2 herein.
  2. Members of the Education Committee may serve as a substitute instructor in the case of an emergency of the regular instructor, or if the instructor is unable to instruct a scheduled course and a substitution cannot be found.

All recommendations by the Education Committee will be taken to the Certification Examining Board for review. In turn the Certification Examining Board will take their recommendations to the Board of Directors. All MACT instructors shall be hired by a majority vote of the Board of Directors. Fees for any course offered by the MACT Program shall be determined by the Board of Directors. Fees for MACT Instructors shall be determined by the Board of Directors.

e. The Legislative Committee shall monitor legislation pertaining to Prevention of Alcohol, Tobacco and Other Drug Abuse and Addiction, inform the membership of legislative issues, and act as an advocate for the professional interests of MAAP members and their agencies and clients. The Chairperson of the Legislative Committee will be responsible for insuring that actions of the committee reflect MAAP policy as defined by the membership, the Board of Directors, and the By-Laws of the Organization.

f. The Public Relations/Media Committee serves the Membership as a marketing/communications resource. Its functions include publishing the MAAP newsletter in E-News and posted on the MAAP website, monitor, update and add to the Facebook page promoting a positive image for MAAP along with coordinating through MAAP's various Boards and Committees vital information, resources and updates for the Membership. In addition, the committee will keep the Membership informed on upcoming event, promote through media outlets, conferences, training sessions and events MAAP is participating in with other Addiction and Healthcare professionals. The committee consists of a Chairperson and as many members as needed to fulfill the duties.

## **ARTICLE IX – CERTIFICATION EXAMINING BOARD**

### **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 of the members of the Organization.

### **SECTION 3 – BYLAWS AND OPERATING PROCEDURES**

It will maintain its own By-Laws and operating procedures as 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 separately.

## SECTION 4 – BOARD MEMBERS

The length of term 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. Membership to the Certification Examining Board will be one (1) Past President for a one (1) year term. The current President of the Association shall have automatic membership to the Certification Examining Board as outlined in ARTICLE IV, SECTION 1.

## SECTION 5 – CREDENTIALS COMMITTEE

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 6 – 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 Chairperson 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 X – MEMBERSHIP MEETINGS**

### SECTION 1 – QUORUM

The members present at any properly called meeting of the Organization shall constitute a Quorum.

### SECTION 2 - ANNUAL BUSINESS MEETING

An Annual Business Meeting shall be held. Other meetings may be held at the discretion of the Board of Directors.

## **ARTICLE XI – PARLIMENTARY PROCEDURES**

Robert's Rules of Order shall govern the parliamentary procedure of this Organization. The Board of Directors may appoint a parliamentarian from the membership to adhere to these procedures and may be called upon to review any policies and procedures of the organization, to assure they comply with the Organization's bylaws.

## **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.