

**Wabash County  
Local Coordinating Council**

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**Constitution and By-Laws**

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**Article I**

**Name:**

The name of the organization shall be the Wabash County Local Coordinating Council for the Governor's Commission for a Drug-Free Indiana, also referred to herein as LCC.

**Article II**

**Mission:**

The mission of the LCC is to identify the needs of the area regarding tobacco, drug and alcohol abuse, monitor programs which are recipients of Drug-Free Indiana monies, and act as a resource in Wabash County for tobacco, drug and alcohol information.

**Article III**

**Membership and Participation**

Section 1

Voting Members

A voting member is a member that represents an agency to be represented according to Commission Guidelines which are the following; Law Enforcement, Treatment, Education, Local Government, Media, Religion, Self Help, Parent, Medicine, Business, Youth, Labor, Civic Organization, Judicial, and other interested parties. To maintain voting rights, members must attend 75% of meetings. The LCC is inclusive for voting purposes. Voting members will be required to sign a Conflict of Interest Policy Statement to be updated annually. All meetings shall be open to the public and a citizen will be allowed to vote if the attendance standards set forth above are met.

Section 2

Grantees

Those receiving grants will attend 60% of the meetings or LCC approved activities during the year to report on the progress of their programs as outlined in the grant process.

Section 3

Guests

The public is always welcome to attend the LCC meetings. The LCC will operate under the Indiana Open Door Law.

Section 4 Terms

Each voting member shall serve a term of one (1) calendar year. Members may serve unlimited consecutive terms providing they continue to meet the requirements of membership. Partial year attendance will be prorated.

**Article IV**

**Voting Rights**

Each voting entity, or his/her designate, shall have one (1) vote.

**Article V**

**Quorum**

Five (5) voting members, or designates, will constitute a quorum for all meetings excluding committee meetings.

**Article VI**

**Officers**

Section 1 Titles

The members of the LCC shall elect the following officers: Chairperson, Vice Chairperson, Secretary and Treasurer.

Section 2 Term of Office

All officers shall serve for one (1) year beginning January 1 and ending December 31.

Section 3 Vacancies

A vacancy in any office will be filled for the remainder of the term by a majority vote at the first LCC meeting after the vacancy occurs.

Section 4 Coordinator

The members of the LCC may hire a person or entity to serve as coordinator for the organization.

## **Article VII**

### **Duties**

#### Section 1 Chairperson

The chairperson will preside at all meetings, appoint committees and official delegates, and invoke parliamentary procedure rules to expedite business. He/She will also work with other committee members to develop comprehensive community plans and will represent the LCC at regional meetings and at appropriate grant proceedings.

#### Section 2 Vice Chairperson

The vice chairperson will perform the duties of the chairperson in the absence of the chairperson and perform others duties as required by the chairperson.

#### Section 3 Secretary

The secretary will record minutes of the meetings and provide them to the chairperson for approval for distribution. He/She will also maintain all correspondence.

#### Section 4 Treasurer

The treasurer will work with the chairperson and other officers to set a budget and oversee the expenditures of the organization. He/She will also maintain the bookkeeping and financial records.

## **Article VIII**

### **Election of Officers**

#### Section 1 Nomination

Nomination, or volunteers, will be accepted by letter or from the floor. All nominees must be voting members of the LCC. Nominations shall be held no later than the November meeting of the LCC.

#### Section 2 Election

The election of officers will be held no later than the December LCC meeting. They will assume office on January 1. They will be elected by simple majority of members attending.

## **Article IX**

### **Fiscal Policy**

#### Section 1 Authorized Signatures and Financial Reporting

The LCC shall maintain funds in a checking account. Two (2) signatures shall be required to authorize expenditures from this account. The authorized signers shall be the chairperson, vice chairperson, secretary and treasurer. All expenditures shall be accompanied by a voucher detailing amount, payee, and reason for expenditure. The Treasurer will prepare a financial statement to be presented at each meeting.

#### Section 2 Budget

The treasurer, aided by other officers, shall prepare an annual budget to be presented to the membership no later than the October meeting.

#### Section 3 Fiscal Year

The fiscal year shall be a calendar year starting January 1 and ending December 31.

## **Article X**

### **Committees**

Committees may be formed as needed by a majority vote by membership. Such committees may include Prevention/Education, Treatment/Intervention, Justice, Membership, and Grant.

## **Article XI**

### **Grants**

#### Section 1 Application

Funding shall be allocated annually. The location and availability of grant funds available shall be advertised by a notice in the newspaper and other media as deemed necessary. Completed applications should be submitted no later than October 31.

#### Section 2 Review Process

The Grant Committee will review, evaluate and compile a list of recommended recipients. The recommendations shall be presented at the November LCC meeting for approval.

Section 3      Presentation of Recommendations to County Government  
The recommendations will be presented by the chairperson or designated representative to County Commissioners in December and to the County Council in January, or at dates in compliance with their respective calendars.

Section 4      Use of Grant Funds  
Funds are granted for use in one (1) calendar year.

Section 5      Conflict of Interest  
In the interest of fairness, no one on the grant committee shall be allowed to vote on allocation of funds in any area in which they have applied for grant consideration. Furthermore, every voting member shall sign the Conflict of Interest Policy Statement which will be updated annually.

## **Article XII**

### **Meetings**

Section 1      Regular Meetings  
The LCC shall strive to meet monthly. The secretary will issue notice of an upcoming meeting in a timely fashion.

Section 2      Special Meetings  
Special meetings can be called by any officer or by any five (5) voting members with ten (10) days notice.

## **Article XIII**

### **Amendments**

Proposed amendments to the by-laws must be presented to the LCC at least one (1) month prior to taking action. Action on the amendments shall be taken within two (2) months following the presentation. A two-thirds (2/3) majority of all voting members present will be required for adoption of each amendment.

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