

**BYLAWS
OF THE
SOUTH CAROLINA ASSOCIATION
OF ALCOHOLISM AND DRUG ABUSE COUNSELORS**



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ARTICLE I: PURPOSE

The purpose of the South Carolina Association of Alcoholism and Drug Abuse Counselors (SCAADAC) shall be to establish a statewide association of addiction counselors and other persons interested in addiction counseling; to be expressly concerned with the welfare of persons who are chemically dependent or who are abusing chemicals; to provide public education concerning addictive illnesses and the treatment and prevention thereof; and promote high standards in continuing education for professionals who provide addiction counseling.

Further, to promote a response to the general public and state leaders to the diseases of alcoholism and drug abuse; to cooperate with official and voluntary health, welfare, educational and rehabilitation agencies concerned with the prevention, and treatment of individuals affected with the physical, emotional or mental problems of alcohol or drug abuse, and to better serve those who are affected and their families.

ARTICLE II: MEMBERSHIP

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Membership in the SCAADAC shall be open to individual alcohol and other drug dependence and abuse counselors and others with an interest in furthering the purposes of the SCAADAC.

A. Voting Members

All individual members in good standing shall have the privilege of voting upon all matters which may come before the membership including the election of officers. This is to include Student and Retired members in good standing.

Individual members in good standing shall have the right to represent themselves as members of the SCAADAC and to wear such insignia as shall have been designated by this association for use and identification of individual members.

1. Student Memberships

Student membership shall be open to any person currently enrolled full-time (9 hours) in an accredited college or university and who is interested in and supports the purposes of the SCAADAC. Enrollment shall be validated in writing from the college or university. Student membership shall be limited to four (4) consecutive one (1) year memberships. Student membership is available to both new and renewing members.

2. Retired Membership

Retired membership shall be open to current members of SCAADAC who are 65 years or older and have fully retired from the field. Retired members will have all the rights and privileges of full members.

B. Non-voting Members

1. Organizational Memberships

SCAADAC memberships from community organizations, businesses and private hospitals are welcome and encouraged. Any organization engaged in training, treatment, or support in the field of alcohol and/or other drug dependence and abuse which demonstrates concern toward and support of the purposes and objectives of the SCAADAC may become an associate member upon application to the Board of

Directors.

C. Chartered Local Chapters

Local chapters may be chartered by the SCAADAC. Local chapters of counselors are organized and operated according to rules and guidelines established by the Board of Directors of the SCAADAC. The issuance, retention, or revocation of charters to local chapters shall remain solely the decision of the Board of Directors of the SCAADAC, except as delegated by said Board of Directors.

D. Fees

Annual fees and dues shall be determined by resolution of the Board of Directors of the SCAADAC and shall be due the anniversary date of the subsequent fiscal year. Dues which remain unpaid after sixty (60) days following reasonable notice to the member shall be considered delinquent and shall constitute grounds for termination of membership without further proceedings.

Dues and fees shall be payable for voting members to the NAADAC: The Association of Addiction Professionals and remitted annually.

E. Reinstatement

Individual members whose dues are not paid within 60 days after the date when such fee is delinquent, may be reinstated during the one-year period following such lapse, upon the payment of a reinstatement fee, payable to the S.C. Association of Alcoholism and Drug Abuse Counselors, together with the dues for the current year.

Individual members whose membership shall have lapsed for more than one year shall be required to reapply for membership pursuant to the provisions of these Bylaws.

E. Removal, Termination of Membership

Members may be removed or terminated from membership by a two-thirds vote of the Board of Directors of the SCAADAC for cause. For any cause other than nonpayment of dues, removal shall occur only after the member has heard the complaint against him or her, and has been given a reasonable opportunity to offer a defense. If removed, such member may appeal the decision to the Board of Directors at the next meeting of the SCAADAC provided that notice of intent to appeal is provided to the President, in writing, at least thirty (30) days in advance of the meeting.

F. Resignations

Any member of the SCAADAC may resign by filing a written letter of resignation with the President. Such resignation shall not relieve the resigning member from the obligation to pay any dues theretofore accrued and unpaid. No dues shall be refunded to any member whose membership terminates for any reason.

ARTICLE III: BOARD OF DIRECTORS

A. Executive Committee

The Executive Committee is composed of the President, the President-Elect, the Secretary, and the Treasurer of the SCAADAC. In the intervals between meetings of the membership, the membership delegates to such Executive Committee any or all of the powers of the membership in the management of the business and affairs of the SCAADAC. At any meeting of the Executive Committee, a majority in number of the total number of members of the Executive Committee shall constitute a quorum for the transaction of business. Special meetings of the Executive Committee may be called by any member thereof on one day notice to the other members thereof. Meetings of the Executive Committee may be conducted by means of conference telephone or other similar communications equipment by means of which all persons participating in the meeting can hear each other, and participation by such means shall constitute presence in person at such meeting.

B. Board of Directors

The Board of Directors consists of the President, the President-Elect, the Secretary, the Treasurer, the Immediate Past President, the Regional Representatives and the Committee Chairs. It would also include the President of the local chapters. The Board of Directors shall manage, supervise, and control the business and affairs of the SCAADAC. At any meeting of the Board of Directors, a majority in number of the total number of members of the Board of Directors shall constitute a quorum for the transaction of business. Special meetings of the Board of Directors may be called by any member thereof on one day notice to the other members thereof. Meetings of the Board of Directors may be conducted by conference telephone or other similar communications equipment by means of which all persons participating in the meeting can hear each other. Participation by such means shall constitute presence in person at such meeting. Minutes of such meetings will be included with the minutes of the next regularly scheduled Meeting. The President and Treasurer are bonded by the SCAADAC to handle all moneys.

C. Vacancies

Vacancies occurring during an unexpired term of office shall be filled by the Board of Directors for the remaining period of term of office.

D. Meetings

The Board of Directors shall meet every other month or as called, based on need. Board members shall miss no more than 25 percent of all meetings within a 12 month period. Board members who miss more than 25 percent of all board meetings may be required to give up their

position on the board.

E. Conduct of Meetings

Parliamentary rules, as stated in the most recent edition of Robert's Rules of Order, Newly Revised, shall govern the procedure of all meetings of the Association, including meetings of the Board of Directors.

ARTICLE IV: OFFICERS

A. Election

The officers shall be elected by the voting members of the SCAADAC by ballot conducted according to procedures approved by the Board of Directors. Only members in good standing of NAADAC: The Association for Addiction Professionals and the SCAADAC, who have been actively engaged in the field of alcohol and other drug dependence and abuse counseling and/or administration for at least two years immediately prior to nomination shall be eligible for an elective office.

B. Installation

The officers of the SCAADAC shall be installed at the next SCAADAC meeting following their election and shall hold office for two years. Only the secretary and treasurer shall be eligible for re-election to the same office. Notwithstanding the foregoing, no person shall be eligible to serve more than four consecutive years in the same office.

C. Resignations

Any officer may resign at any time by giving written notice to the President. Such resignation shall take effect at the time specified therein, or, if no time is specified, at the time of acceptance thereof as determined by the President.

In the case of resignation of an officer of the SCAADAC, other than the President, or if for any other reason, including ineligibility or removal, an officer is unable to complete his/her term, the Board of Directors shall elect a successor to complete the unexpired term. In the event of a vacancy in the office of the President, the President-Elect shall automatically assume the duties of President and shall serve in that capacity for the remainder of the unexpired term, without prejudice to any succeeding term to which he/she might be entitled.

D. Removals

Any officer may be removed by the Board of Directors at any regular or special meeting of the

Board at which a quorum is present, for engaging in conduct prejudicial to the best interests of the SCAADAC.

E. President

The President shall serve one (1) two (2) year term and shall be the Chair of the Board of Directors. The President shall be the principal executive officer of the SCAADAC subject to the direction and control of the Board of Directors. The President shall preside at all meetings of the SCAADAC and delegate authority as indicated by the needs of the SCAADAC. The President shall execute for the SCAADAC any contracts or instruments authorized by the Board of Directors. The President shall prepare the agenda for the meetings of the SCAADAC and have general knowledge of and responsibility for supervision of the business of the SCAADAC.

The President shall appoint such standing or special committees, subcommittees and divisions as may be required by these Bylaws or as he/she may find necessary, and shall be an ex officio member with or without vote, as the appointment shall state, on all committees of the SCAADAC.

F. President-Elect

The President-Elect shall serve one (1) two(2) year term and shall assist the President in the discharge of the President's duties as the President may direct and shall perform other duties as from time to time may be assigned by the President of the SCAADAC. At the end of the President-Elect's term of office, the President-Elect shall automatically assume the office of President. The President-Elect shall preside at all meetings of the SCAADAC in the absence of the President.

The President-Elect shall perform all duties incumbent upon the President during the absence or disability of the President, and shall perform such other duties as the Board of Directors and the President may, from time to time, designate.

The President-Elect shall serve as chair of the Education and Training Committee and shall oversee the Approved Provider program. The President-Elect shall advise the President on matters of parliamentary procedure, and interpretation of these Bylaws.

G. Secretary

The Secretary shall serve a term of two (2) years. The Secretary shall record the proceedings of the Board of Directors and of the SCAADAC and shall see that all notices are duly given in accordance with the provisions of these Bylaws; be the custodian of the SCAADAC records; keep a register of the address of each member of the SCAADAC, which shall be furnished to the Secretary by each member; serve as chair of the Newsletter Committee; and in general perform all duties as from time to time may be assigned by the President. Should the office of Secretary

become vacant, the Board of Directors shall appoint a replacement, who shall serve until the next meeting of the SCAADAC, at which time the office shall be filled by the vote of the membership for the remainder of the two (2) year term.

H. Treasurer

The Treasurer shall serve a term of two (2) years. The Treasurer shall have charge and custody of and be responsible for all funds of the SCAADAC; receive and give receipts for moneys due and payable to the SCAADAC; pay all just debts of the SCAADAC as authorized by the budget, or the Board of Directors, upon receipt of appropriate written notice or demand for payment and in general perform all duties as from time to time may be assigned by the President.

I. Immediate Past President

The Immediate Past President shall serve as a member of the Board of Directors, as Chair of the Nominations/Elections/Awards Committee and shall perform such other duties as the Board of Directors or President may, from time to time, designate.

J. Regional Representative

The Regional Representatives shall serve a term of two (2) years and shall reside in the geographic region they are to represent. Regions of the SCAADAC will correspond to the various regions delineated by the South Carolina Department of Alcohol and Other Drug Abuse Services (DAODAS). Each Region will be represented by one (1) Regional Representative on the Board of Directors.

These representatives shall serve as liaisons between the Board of Directors and the local membership and shall perform other duties as assigned.

ARTICLE V: FISCAL YEAR

The fiscal year of the SCAADAC shall commence on July 1 and terminate on June 30.

ARTICLE VI: MEETINGS

Members and other interested persons will meet in the fall of each year or at such other times as may be deemed appropriate by the President and the Board of Directors. Members will be notified by mail at least thirty (30) days prior to the membership meeting.

Special meetings may be called more frequently by the President or by a majority of the Board of Directors or by twenty-five (25) percent of voting members in good standing. All members will be notified of such called meetings by mail at least twenty (20) days prior to the called meeting.

Conduct of Meetings will be governed by the most recent edition of Robert's Rules of Order, Newly Revised.

ARTICLE VII: AMENDMENTS

These Bylaws may be amended by a two-thirds (2/3) majority vote of the Board of Directors when ratified by two-thirds (2/3) majority membership present and voting at the meeting when presented. Amendments may be initiated by the Board of Directors or by any member in good standing. Prior to the consideration of any proposed changes in the Bylaws, members will be notified. Notification will be by mail not less than twenty (20) days prior to the meeting at which the proposed changes will be presented and voted upon.

ARTICLE VIII: COMMITTEES

Committee chairs shall be appointed by the Executive Committee with the majority approval of the Board of Directors, and shall serve for a period of not less than two (2) years nor more than four (4) years from the date of their appointment.

Committee members shall be appointed from the members at large by the Committee Chair with the approval of the Board of Directors.

There will be eight committees:

- Nominations/Elections/Awards
- Education and Training
- Membership
- Legislative
- Ethics
- Newsletter
- Certification Commission Advisory
- Peer Assistance

A. Membership Committee

The Membership Committee shall be charged with the development of programs for membership growth throughout the SCAADAC and shall make recommendation of policies and procedures pertaining to membership.

B. Nominations/Elections/Awards Committee

The Immediate Past President shall serve as Chair of this Committee.

The Nominations/Elections/Awards Committee is responsible for aiding the membership on the selection of officers. The Chair shall attend all meetings of the Board of Directors, call all meetings of the Committee, chair all meetings of the Committee, and preside over election of officers during the designated annual meeting. and preside over election of officers during the designated annual meeting.

The Committee shall: prepare and submit to all members a nomination ballot for the purpose of soliciting nominees and screen the qualifications of all individuals nominated for office. After screening nominees, the Committee will prepare the Election Ballot for approval by the Board of Directors. The ballot, along with a brief biographical sketch of each candidate, will be sent to the membership in sufficient time to allow the completed ballots to be returned prior to the annual meeting. The Committee will tabulate the election results and the Chair will announce the election results at the next annual meeting following the election.)

The committee will solicit nominees for the various awards to be presented by

SCAADAC with the approval of the Board of Directors.

C. Education and Training

The President-Elect shall serve as Chair of the Committee.

The Committee is responsible for conducting an on going needs assessment and planning and implementing an annual SCAADAC conference identified as areas of interest to the membership. These training events are to include regional trainings and the annual SCAADAC Conference. The Committee is also responsible for organizing membership meetings to be held at the time of the training event.

The Committee is responsible for the continued development and implementation of the Training Provider System.

D. Legislative Committee

The Legislative Committee shall keep the Board of Directors informed of legislation pending before the United States Congress and the South Carolina Legislature, which is of interest to the SCAADAC members and develop proposed responses or plans of action for the Board of Directors and the SCAADAC membership.

E. Ethics Committee

The Ethics Committee will be composed of SCAADAC members recommended by the Regional Representatives. The Committee will establish and review the SCAADAC Code of Ethics. This Code will be the standard of conduct for Addiction Professionals in South Carolina. The Committee will handle all allegations of violations of ethical standards against individual's in-process and certified counselors and make recommendations to the Board of Directors and the Certification Commission

The handling of violations of Ethical Standards shall be in accordance with SCAADAC Policy and procedures approved by the Board of Directors.

F. Newsletter Committee

The Secretary shall serve as Chairperson of this committee. The committee shall solicit and review all articles for inclusion in the newsletter of the SCAADAC.

G. Certification Commission Advisory Committee

The Certification Commission Advisory Committee shall be comprised of five (5)

members appointed by the SCAADAC Board of Directors. Two (2) of these members will be former members of the Certification Commission and three (3) shall be Certified Clinical Supervisors (not affiliated with the Certification Commission). Committee members shall serve a term of three (3) years. This committee will review all appeals regarding Certification and present findings to the SCAADAC President and the Board of Directors for resolution.

H. Peer Assistance Committee

The Peer Assistance Committee will be composed of SCAADAC members recommended by the Regional Representatives. The members of the Peer Assistance Committee will work within their regions to assist SCAADAC members in establishing Peer Assistance Programs. The Peer Assistance Committee will follow the current NAADAC, the Association for Addiction Professionals Guidelines in establishing Peer Assistance Programs.

ARTICLE IX: SCAADAC CERTIFICATION COMMISSION

A. Certification Commission

The Commission shall be the policy-making body for all South Carolina professional certification activities conducted by the SCAADAC for persons engaged in the field of alcoholism and other drug abuse counseling.

The Chairperson of the Commission shall be appointed by the President from the existing slate of Commissioners, with the approval of the Board of Directors. The Chairperson shall serve a two (2) year term of office and is eligible to serve a maximum of two (2) terms at the pleasure of the SCAADAC President. The term of office will coincide with that of the SCAADAC President.

The Commission shall be composed of seventeen (17) Commissioners, including a Chairperson, appointed by the SCAADAC President and approved by the Board of Directors. The President shall be an ex-officio Commission Member. The Commissioners shall serve a three (3) year term of office. A Commission member may serve no more than two (2) consecutive terms.

The Commission shall be independent in matters relating to certification and shall have full authority for establishing policies, procedures and standards required for the following:

1. Eligibility and Examination Qualifications
2. Examination Content and Construction
3. Test Administration
4. Scoring, in accordance with generally accepted psychometric principles
5. Certification via Test-Exemption
6. Rules of procedure for meetings, including site, frequency and agenda
7. Fees
8. Committees (Standing and Ad Hoc)

The Commission shall adopt a set of operating policies and procedures to include election from its member officers other than the Chairperson, as deemed necessary to direct and perform the duties and responsibilities of the Commission.

The Commission shall consult with and obtain the approval of the Executive Committee of the SCAADAC for the adoption of an annual budget and other fiscal matters, as well as contracts, grants, or other obligations which would bind the SCAADAC on a fiscal or

legal basis.

B. Certification Commission Advisory Committee

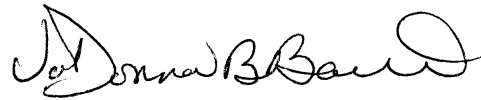
1. Certification Appeals

- a. All appeals shall be made in writing within thirty (30) days of receipt of notification of the SCAADAC Certification Commission decision.
 - b. The Committee will review and consider all relevant information submitted by the applicant and render it's decisions to the SCAADAC Board of Directors. Applicants may be required to appear in person before the Advisory Committee.
 - c. The SCAADAC Board of Directors shall review the recommendations of the Advisory Committee and render a final decision of acceptance, deferral, or rejection of the complaint.
 - d. The applicant may re-apply for certification within the time constraints established by the Certification Commission procedure.
2. The Certification Advisory Committee shall assess appropriateness of conduct/performance of the Certification Commission as it conducts business.
 3. The Certification Advisory Committee shall make recommendations to the SCAADAC Board of Directors and to the Certification Commission pertaining to changes appropriate to the growth and improvement of the Certification Process and to the profession in general.


ARTICLE X: DISSOLUTION

On dissolution or final liquidation, the Board of Directors shall, after paying or making provision for the payment of all the lawful debts and liabilities of the SCAADAC, distribute all the assets of the SCAADAC in such manner as the Board of Directors shall determine.

November 5, 2007
Date Approved



President's Signature


Secretary's Signature

By-Laws/3/21/00

Revisions approved November 7, 2005 (Articles IV, VIII, IX)

Revisions approved November 5, 2007 (Articles II, III, IV, V, VIII, IX)