

2009
PRINCIPLES AND BYLAWS
OF LOCAL COORDINATING COUNCIL FOR A
DRUG FREE VERMILLION COUNTY

ARTICLE 1. Mission

The mission of the Local Coordinating Council for a Drug-Free Vermillion County is to reduce the prevalence of problems associated with alcohol, tobacco, and other drug use. The healthy development of our citizens is being threatened by the problems and challenges of ATOD. It is our mission to promote healthy lifestyle patterns among Vermillion County Residents and to make a positive difference in the area of ATOD.

ARTICLE 2. Commitment

The Vermillion County LCC is hereby committed to work as the county local coordinating council and will work with the guidelines of the local coordinating councils, set forth by the representatives of the Governors Commission for a Drug Free Indiana pursuant to Indiana Code 5-2-6-16 et. Al.

ARTICLE 3. Membership

Membership in the LCC is open to all community members who so desire to become members.

A. Associate Membership:

The LCC welcomes participation by all members of the community who share the goals of the council. Any person, who attends three (3) consecutive meetings during a calendar year, either in an individual capacity or as the representative of an organization, shall earn "Active Membership" status, with the rights appurtenant thereto.

B. Active Membership:

As of the date of the approval of these By-Laws, the following individuals and/or organizations shall be designated as "Active Members." Said "active membership" shall continue in full force and effect unless said individual, or organization, forgoes "Active Membership" status by non-attendance. If between the date of the approval of these by-laws and December 31, 2004, and individual or organization accrues three (3) absences from the monthly meetings, then that individual or organization shall lose their designation "active membership" status. Thereafter, if any of the designated "active members" accrue three (3) absences during a calendar year, their designation as an "active member" shall terminate as of the date of the fourth absence, unless a majority of the voting members determine otherwise.

Organizations will include but not be limited to the following:

1. Representative of Alcoholics Anonymous
2. Representative of Narcotics Anonymous
3. Representative of West Central Community Hospital
4. Representative of Johanna Wilson Opportunity School
5. North Vermillion Jr. Sr. High School (faculty and Student representatives)
6. North Vermillion Elementary School
7. South Vermillion High school (faculty and student representatives)

8. South Vermillion Middle School
9. South Vermillion Elementary schools
10. Hamilton Center
11. 4-H Youth Programs
12. Vermillion County Sheriff's Department
13. Indiana State Police
14. Clinton City Police Department
15. Vermillion County Probation Department
16. Vermillion County Prosecutor's Office
17. Vermillion County Judicial Office
18. Vermillion County Council
19. Vermillion County Tobacco Prevention Coordinator
20. Representative of Area Churches
21. Representative of the Governor's Commission
22. Vermillion Parke Community Health Center

C. Active Membership

After attending three (3) consecutive meetings an associate member/organization may become a voting member/organization. Active members shall be afforded the following rights:

1. The right to serve as an officer.
2. The right to vote on all issues brought before the Council.
3. The right to request a grant from the council.
4. The right to sponsor an individual, or organization, seeking a grant from the council.

ARTICLE 4. Officers

The officers of the Vermillion County LCC shall be President, Vice President, Secretary, and Treasurer. Each officer shall serve a two-year term from January 1st of the first year until December 31 of the following year. Election of officers shall occur at the November meeting of the election year. An officer who becomes inactive shall forfeit the office and the voting members will fill the position at the next regular meeting.

- A. **President:** The President shall preside at LCC monthly meetings, appoint committee chairpersons and committee members, be authorized to sign checks with the Treasurer on all financial accounts, and be responsible for maintaining the LCC records.
- B. **Vice President:** The Vice President shall assume the presidential duties in the absence of the President.
- C. **Secretary:** The secretary shall be responsible for filing and recording the minutes of the monthly meetings and maintaining attendance records.
- D. **Treasurer:** The Treasurer shall keep an accounting of monies deposited to and expended from Drug-Free Community Fund, percentage granted to each of the allocation areas, maintain a record of mini grant applications, and make reports at the LCC meetings. The treasurer shall also be responsible for the receipt, disbursement and accounting of any funds in possession of the LCC. The signature of the Treasurer and President shall be required for savings account withdrawal. The treasurer shall be bonded.

ARTICLE 5. LCC Coordinator

The LCC Coordinator assigned duties are as follows:

- Attend all monthly meeting and functions
- Represent Vermillion County at regional and state-wide events and meetings
- Coordinate and write Comprehensive Plan every 3 years
- Gather data and write LCC Plan Update every year
- Submit a monthly news release concerning the details of the monthly meeting
- Represent the LCC at a minimum of 3 community events per year (booths, presentations, etc.)
- Coordinate and arrange transportation of youth to Youth Summit, Youth Legislative Day, and Middle School Youth Summit
- Any other duties as deemed necessary by the LCC
- The coordinator position is considered a part time assignment

ARTICLE 6. Fiscal Year

The Fiscal year of the Vermillion County LCC shall be from January 1 until December 31 of each year.

ARTICLE 7. Meetings

LCC meetings are held at 12:00 p.m. on the first Thursday of each month except July and December. Special meetings may be scheduled at the discretion of the LCC.

ARTICLE 8. Grant Application Process

In a comprehensive effort to make Vermillion County Drug Free from the problems associated with alcohol, tobacco, and other drugs, local Drug Free Community Funds are available to support education/prevention, intervention/treatment, and law enforcement programs through grants.

- A. The LCC will if necessary, consider grant requests at regularly scheduled meetings. In order to be considered for a grant request, a completed grant application shall be submitted at the monthly meeting, which precedes.
- B. The grant applicant or grant sponsor shall present the grant and answer questions regarding the funding at a regular meeting.
- C. Attached hereto and made a part here of is the approved Grant Application. Grants, which are non-conforming, will not be considered.
- D. Grants approved will be presented, by the President, to the County Commissioners for final approval.

ARTICLE 9. Grant Evaluation

- A. All applicants receiving a grant must complete an evaluation form and return it to the LCC designee upon completion of the grant activity.
- B. The program evaluation form will be attached to both the grant form and the funding check.
- C. Evaluations are due not later than 30 days after the completion of the project.
- D. Evaluations are to be sent to the LCC, P.O. Box 14, Newport, Indiana 47966.

E. Failure to return the evaluation may result in denial of future funding.

ARTICLE 10. Amendment to By Laws

These By Laws may be amended by a vote of 2/3 of all LCC active members present. Proposed amendments must be read at two meetings before voting takes place.

ARTICLE 11. Conflict of Interest

Members shall refrain from conflicts of interest in regard to the financial affairs of the LCC. Any conflict of potential conflict of interest shall be stated to the membership and the member should act in accordance with accepted ethical standards. Members should not lobby for their own proposals outside the prescribed presentation process or vote on their own proposals.