

BY-LAWS  
Kentucky Prevention Network, Inc.

**ARTICLE 1**

Qualification of Officers

All officers shall be elected from among the Advisory Board of Directors. The Advisory Board of Directors shall consist of not less than 8 and not more than 15 members.

**ARTICLE II**

Duties of Officers

- Section 1:     **Chairperson:** The chairperson shall conduct all meetings; meet with the secretary prior to meetings to establish the agenda; assure a quorum is present before proceeding with meetings; call business in proper sequence and allow committees that have reports to give them; maintain proper steps in making, debating and voting on motions; adjourn the meeting; make decisions and recommendations of the corporation in all legal matters; be responsible for upholding by-laws and rules of the organization.
- Section 2:     **Vice Chairman:** The Vice Chairman shall have such duties as the Chairman may prescribe or as the Chairman may delegate. He/She shall temporarily act in place of the Chairman in the event of the Chairman's absence or inability to act.
- Section 3:     **Coordinator:** The Coordinator shall be responsible for the coordination and logistics of all regional and statewide meetings/trainings and the annual fall conference including initiating and signing the contract with the hotel; keeping the State office informed all of activities and financial expenses related to KPN functions including providing a financial statement at each board meeting; maintain the KPN webpage; update documents as needed; file paperwork as needed with state and federal offices; and communicate with KPN membership and advisory board members.
- Section 4:     **Secretary:** The Secretary shall keep an accurate record of the minutes of all official meetings and shall forward to the Coordinator for distribution to the membership of the Advisory Board of Directors. The Secretary shall meet with the Chairman to prepare meeting agendas.
- Section 5:     **Treasurer:** The Treasurer shall be responsible for keeping all accurate itemized accounts of all receipts and disbursements of this corporation, and shall deposit all receipts in a banking institution authorized by the

Advisory Board of Directors. He/She will be responsible to meet with the coordinator to organize and submit an annual budget and in coordination with the coordinator organize an independent audit of the financial statement of the operation.

### Elections and Vacancies

#### Section 1: Advisory Board of Directors

- A. Nominations: Nominees to the Advisory Board of Directors shall be nominated from the floor at a meeting called especially for such purpose or is placed on the agenda of a regularly scheduled meeting. nominees shall come from organization/entities with a dedication to substance abuse prevention.
- B. Elections: Elections shall take place when the Advisory Board of Directors membership falls below the required 8 members.
- C. Term of Office: The term of office for members of the Advisory Board of Directors shall be for three years or until their successor is elected. Advisory Board of Directors may serve consecutive terms.

#### Section 2: Officers

- A. Nominations: Nominees for officers will take place at the first meeting held face to face at the beginning of the calendar year. Nominees will come from the nominating committee.
- B. Elections shall take place annually at the first face to face meeting held at the beginning of the calendar year to fill any vacant positions or a position being vacated by a current officer. A majority vote shall decide elected officers.
- C. Term of Office: The term for officers shall be three years or until their successor is elected. Officers may serve consecutive terms

Section 3: The Coordinator of the Kentucky Prevention Network shall be appointed by the State Office of the Department of Behavioral Health, Developmental and Intellectual Disabilities for an indefinite term.

Section 4: Should a vacancy occur in an office through resignation, or removal by death or disqualification, power shall be vested in the remaining members of the Advisory Board of Directors to fill such vacancy by nomination and election from the board.

## **ARTICLE III**

### Committees

- Section 1: The Coordinator shall be responsible for the general oversight and day to day workings of the Kentucky Prevention Network, Inc.
- Section 2: The following committees shall be maintained: conference planning committee; nominating committee.
- Section 3: All records from all committee work shall be forwarded to the Coordinator who will be the custodian of records.
- Section 4: Special committees may be created and appointed by the Advisory Board of Directors as needed.

## **ARTICLE IV**

### Finances

- Section 1: LifeSkills shall remain the fiscal agent for the Kentucky Prevention Network Inc.
- Section 2: All cash receipts shall be deposited in an established financial institution and all disbursements shall be made by check.
- Section 3: All expenditures, other than operating items, shall be authorized by the Advisory Board of Directors. Routine operating items shall be delineated and made available to the Coordinator.
- Section 4: All salaries and compensations for services shall be set by the Advisory Board of Directors. This shall be reviewed annually.
- Section 5: The Coordinator may financially obligate the Kentucky Prevention Network, Inc. for an amount not to exceed \$500.00. This amount must be reflected by written documentation that contains the date, to whom the check was issued and the purpose for the expenditure. The Coordinator may recommend to the Advisory Board of Directors, with the consent of the Chairman or Vice Chairman a financial obligation of the Kentucky Prevention Network , for an amount not to exceed \$1200.00. This amount must be reflected by written documentation that contains the date, to whom the check was issued and the purpose for the expenditure. Expenditures greater than \$1200.00 shall require a written request and/or resolution adopted by a majority vote of the Advisory Board of Directors.

**ARTICLE V**

Property

- Section 1: Ownership and Usage: all property of the Kentucky Prevention Network Inc., shall be irrevocably dedicated to education and networking for substance abuse prevention and shall be held in the corporate name. This corporation is a non-profit corporation organized and operated exclusively for education and networking purposes, which qualifies for exemption from federal income tax under provision of Section 501 (3) of the Internal Revenue Code. The purchase, sale, lease, mortgage or alienation of said real property shall be transacted according to the By-Laws of the corporation.
- Section 2: Dissolution: In the event of the dissolution of this corporation, its' Coordinator and Secretary are authorized and instructed to convey title to all its property and assets for a non-profit corporation, organized exclusively for substance abuse education and networking purposes, which qualified for exemption from federal income tax under provision of Section 501 (3) of the Internal Revenue Code. the conveying of this property shall be done in the following order: (1) Another corporation with similar purposes, or (2) the last resort would be to the County in which the office exists to fulfill legal requirements only. Certification of such dissolution shall be made by the Secretary when authorized by the Advisory Board of Directors.

**ARTICLE VI**

Access to Services

The Kentucky Prevention Network, Inc. provides services and encourages participation in the Network of all persons without regard to age, sex, religion, race, creed or national origin.

**ARTICLE VII**

Amendments

Amendments to these By-Laws may be made at any regular meeting of the Advisory Board of Directors or any special meeting called for that purpose. A two-thirds (2/3) vote of all members present and voting shall be necessary for adoption of amendments.

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Approved this \_\_\_\_\_ Day of \_\_\_\_\_, 2013, as the Official  
By-Laws of the **Kentucky Prevention Network, Inc.**

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Vice-Chairperson

\_\_\_\_\_  
Coordinator

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Treasurer