

**NATIONAL ASSOCIATION OF DRUG DIVERSION  
INVESTIGATORS OF (insert state)**

**NADDI OF (insert state) BYLAWS**

AS ENACTED NOVEMBER 13, 2019

**ARTICLE I. NAME**

The name of the organization shall be the National Association of Drug Diversion Investigators of (insert state) or NADDI of (insert state).

**ARTICLE II. OBJECTIVE**

The mission of this organization is to educate, and to connect innovative people, great ideas and vital training to advance the fight against pharmaceutical drug misuse and abuse. The mission is accomplished by developing networking and educational opportunities and providing them in an ethical forum.

**ARTICLE III. MEMBERS**

**Section A. ELIGIBILITY.**

Any person is eligible to be a member if they are employed, or actively involved, in the field of law enforcement as an investigator of pharmaceutical drug abuse, misuse, or related drug crimes; engaged in the field of pharmacology; involved in the development, advocacy, or enforcement of laws involving Controlled Substances; responsible for investigating health care professionals, or a member

of a professional organization, involved in the prevention and education of pharmaceutical drug diversion.

**Section B. APPLICATION.**

Application for membership (new or renewal) shall be submitted to National NADDI. The application is for membership in NADDI and NADDI of (insert state). The application is subject to approval of the national Executive Board.

**Section C. DUES.**

Dues for members shall be payable to "NADDI" at the time of application.

**Section D. TENURE.**

Membership shall run for one year from the date of payment, acceptance, or approval.

**ARTICLE IV. MEETINGS**

**Section A.**

A state chapter conducting a NADDI training seminar or meeting identified as a NADDI event or including NADDI membership, must coordinate the event with the national Executive Board before confirming and/or advertising the event. The state chapter must gain approval for all speakers and topics to be considered for the agenda. The state chapter must also provide information pertaining to the

date, location, and a copy of the agenda for the training or meeting at least 90 days prior to advertising the event.

All state chapter conducted training seminars will utilize a registration process approved by the national Executive Board. The process must meet the basic standards for appropriate information gathering and fee processing to maintain accurate membership records.

**Section B. SPECIAL MEETINGS.**

A special meeting of the membership may be called by the President, the Board of Directors, or not less than ten members.

**Section C. NOTICE OF MEETINGS.**

Written notice stating place, day, and hour of any meeting shall be mailed to the membership, in a timely fashion, not less than five days before the date of such meeting.

**Section D. QUORUM.**

At any meeting of the chapter membership, ten (10) or more members present shall constitute a quorum.

**Section E. VOTING.**

Each member in good standing shall have one (1) vote, subject to any restrictions

contained in the Articles of Incorporation or elsewhere in the bylaws.

## **ARTICLE V. OFFICERS**

### **Section A. OFFICERS.**

The officers of the organization shall consist of a President, Vice-President, and Secretary. Each member shall hold office for a term of two (2) years. No more than two officers can be from the same agency or organization. The term shall begin the first day of the month following the election.

The Board of Directors, by majority vote, may select an acting or assisting officer to temporarily perform the duties of any of the above officers, when an elected officer is temporarily unavailable, subject to such limits as the Board of Directors may impose.

Additional non-voting board members may be established with approval of the national Executive Board.

### **Section B. PRESIDENT.**

The President shall chair all meetings of the membership and the Board of Directors and shall have the power to appoint chairs of committee's subject to the approval of the Board of Directors. The President may sign any contracts, or other such documents which the Board of Directors has authorized to be executed, except in such cases where the bylaws or statute has expressly delegated the authority to sign to some other officer of the organization. The

President may sign such contracts or other documents with the approval of the national Executive Director. In general, the President shall perform all duties as may be assigned by the Board of Directors.

The President is a member of the national Advisory Board.

**Section C. VICE PRESIDENT.**

The Vice President, shall preside in the absence of the President or in the event the President is unable to or refuses to act. When so acting, the Vice President shall have all powers of and be subject to all restrictions upon the President. The Vice President shall perform such other duties as may be assigned by the President or the Board of Directors.

**Section D. SECRETARY.**

The Secretary shall be the guardian of the organization's records. The Secretary is responsible for keeping the minutes of all the meetings of the membership or the Board of Directors; for all official correspondence and notices of the organization in accordance with the provisions of these bylaws; for maintaining the state portion of the NADDI website; and other such duties as may be assigned by the President or the Board of Directors.

**Section E. NOMINATION AND ELECTION.**

The members of the organization shall elect the officers of the organization in

each odd-numbered year. Nominations and election of officers shall be conducted under the direction of the national Executive Board. A member shall be nominated for office by another member in good standing.

The election process shall be conducted under the direction of the national Executive Board. Chapter members will be notified in each election year, indicating the opening and closing dates of the nomination process. Election of officers will require a minimum of 50% participation in the voting process of the active members of the chapter; in the absence of 50% participation the national Executive Board will appoint the officer(s).

Newly elected officers will begin their term the 1<sup>st</sup> of the month following the election date.

## **ARTICLE VI. BOARD OF DIRECTORS**

### **Section A. CONSIST.**

The Board of Directors shall consist of the officers of the organization. Each member of the Board of Directors must be a member of the organization in good standing.

### **Section B. FUNCTION.**

The Board of Directors shall have the authority and the responsibility to direct and manage all affairs of the organization not expressly precluded by the bylaws.

**Section C. MEETING.**

A meeting of the Board of Directors may be called at any time by the President, or by any two (2) Board of Directors. Such requests shall state the purpose of the meeting and notice thereof shall be given as provided in Section E of this Article. No business other than that stated in the notice of the meeting shall be transacted at any special meeting of the Board of Directors, unless agreed to by a majority vote of those at the meeting.

**Section D. NOTICE OF MEETINGS.**

Notice of meetings of the Board of Directors shall be delivered either personally or by mail to each Board of Director, not less than five (5) days, before the date of such meeting. Such notice shall state the place, date, and hour of the meeting, and, in the case of special meetings, the business proposed to be transacted.

**Section E. MANNER OF CONDUCTING MEETINGS.**

The Board of Directors may meet at such place and time as they select. They may hold meetings with Board of Directors being "present" by conference telephone or similar electronic communication equipment. Notwithstanding the other notice provisions of these bylaws, meetings may be held as decided by the Board of Directors, without written notice if each Board of Director agrees to such a meeting.

**Section F. QUORUM.**

At any meeting of Board of Directors, a majority of the Board of Directors is sufficient for a quorum. If a quorum is absent, a majority of the Board of Directors present may adjourn the meeting.

**Section G. VACANCIES.**

Any vacancy occurring in the Board of Directors, by reason of death, resignation, removal, or other cause shall be filled by the Board of Directors. A person elected by the Board of Directors shall be elected for the unexpired term of his predecessor in office.

**Section H. REMOVAL.**

Any officer elected or appointed may be removed by the Board of Directors whenever, in its judgment, the best interest of the organization would be served. Such removal will be initiated by the Board of Directors, but must have the approval of the members by majority vote at the annual or special meeting. Such removal shall be without prejudice. An officer may not vote on his own removal, but will be allowed to speak on his own behalf.

**Section I. COMMITTEES.**

The Board of Directors may, by majority vote, pass a resolution to designate one (1) or more committees with one or more Board of Directors each. Members may be designated to serve on such committees. These committees serve at the



pleasure of the President and the Board of Directors and report directly to the President.

## **ARTICLE VII. RULES OF PROCEDURE**

When not otherwise provided by the bylaws, the business of the organization shall be conducted in accordance with the most recent edition of Robert's Rules of Order.

## **ARTICLE VIII. MISCELLANEOUS PROVISIONS**

### **Section A. DEFINITIONS.**

Advisory Board – The Advisory Board consists of the presidents of the state chapters.

Mail – “Mail” is defined as either U.S. mail or electronic mail.

Member – The term member is defined in Article III, Section A.

Pharmaceutical Drug – The term “pharmaceutical drug” means a drug and supplement which is regulated by the U.S. Food and Drug Administration and identified as a drug of abuse by law enforcement sources.

**Section B. BYLAWS.**

Bylaws shall be instituted as directed by the national Executive Board. The bylaws may not be amended, altered, or repealed. Amendments to the bylaws may be proposed by the Board of Directors to the national Executive Board.

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President

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Secretary