



# MEMBER HANDBOOK

**2020 Edition**

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## **BY-LAWS**

### **ADOPTED SEPTEMBER 2013**

#### **ARTICLE 1. NAME**

The name of the organization shall be Wells County Citizens Against Drug Abuse, also referred to herein by the initials CADA, which was established October 24, 1988.

#### **ARTICLE 2. MISSION**

Section 1. The purpose of this council is to investigate alcohol, tobacco and other drug problems in our community, coordinate efforts to reduce these problems, and examine funding of programs designed to achieve this goal.

Section 2. The County Drug Free Community Fund was established under IC 5-2-11. The code defines a local coordinating council as “a countywide citizen body approved and appointed by the commission for a drug free Indiana to plan, monitor, and evaluate comprehensive local alcohol and drug abuse plans” (IC5-2-11-1.6).

Section 3. The Governor’s Commission for Drug-Free Indiana has recognized CADA as the local coordinating council to combat substance abuse in the community.

#### **ARTICLE 3. MEMBERSHIP AND PARTICIPATION**

There shall be two levels of participation: member and guest.

Section 1. Member: All members shall be either employed in, reside in, or serve Wells County.

Members shall represent the following areas:

- law enforcement;
- treatment;
- education;
- government;
- judicial;
- religion;
- corrections;
- self-help;
- parent;
- civic organization;
- medical;
- business;
- youth; and
- other.

Candidates for membership shall be nominated by the nominating committee or by nomination from the floor at a regular meeting and shall be voted on by the membership at a meeting. Candidates are eligible for membership after attending three (3) CADA meetings. A majority vote will seat a new member.

A member in good standing must attend a minimum of four (4) meetings per year. Members in good standing may continue membership for unlimited term or until resignation is presented to the board.

Section 2. Guest: All interested persons are welcome to attend meetings, serve on committees, and participate in CADA sponsored activities. A guest shall not be a voting member or be eligible to hold office.

#### **ARTICLE 4. THE FISCAL YEAR**

The fiscal year shall run from January 1 through December 31.

#### **ARTICLE 5. VOTING RIGHTS**

Section 1. Each member in good standing shall have one vote.

Section 2. Each member will file a *Conflict of Interest Statement* with CADA upon election and prior to any grant decision-making.

#### **ARTICLE 6. QUORUM**

The members present at a duly called meeting (defined in Article 12) shall constitute a quorum for transaction of business.

#### **ARTICLE 7. OFFICERS**

Officers shall consist of President, Vice President, Secretary, and Treasurer.

Section 1. Term of office shall run from January 1 to December 31.

Section 2. Vacancies among the officers shall be filled for the remainder of the term by a majority vote.

**ARTICLE 8. DUTIES OF OFFICE**

The duties of the officers shall be as follows:

Section 1. The President shall be the chief officer and official representative. She/he will preside at all meetings and shall appoint all committee and official delegates, as she/he deems necessary. She/he may invoke parliamentary rules to expedite business.

Section 2. The Vice President shall act as president if the president is for any reason unable to complete their task for a business meeting or for un-served time.

Section 3. The Secretary shall keep accurate records of all meeting proceedings. She/he shall prepare, distribute and store all meeting minutes.

Section 4. The Treasurer shall keep all financial records, and make a financial statement to the membership on a regular basis, no less than once quarterly. The Treasurer shall issue all checks as necessary for the conduct of business of this corporation within the limits of budget and resolutions approved by the membership. The Treasurer shall receive and deposit all received funds.

Section 5. The CADA coordinator shall (if funding exists for this position) perform all duties as agreed upon in the coordinator's contract.

**ARTICLE 9. NOMINATION OF OFFICERS**

Section 1. A slate with at least one candidate for each office to be filled shall be sent to the membership at least ten (10) days prior to the November meeting.

Section 2. Nominations will be accepted from the floor at the November meeting.

Section 3. All nominees shall be a member in good standing.

**ARTICLE 10. ELECTIONS**

Officers shall be elected by a majority vote of the membership present at the November meeting.

**ARTICLE 11. COMMITTEES**

All committees shall be instituted at the pleasure of the President. Members (and guests) in good standing are eligible to serve on committees. Leadership within the committee is to be determined by members of the committee. Committees are advisory to the CADA board.

Section 1. Standing Committees: Standing committees shall fulfill standard responsibilities of CADA. The following are standing committees:

- a. Grant Review Committee
- b. Community Comprehensive Plan Committee
- c. Nominating Committee

Section 2. Special Committees: Special committees shall be appointed for a specific project/event as needed. The committee shall function as long as the commission of the committee remains incomplete or a directed by the President.

**ARTICLE 12. MEETINGS**

Meetings shall take place as follows:

Section 1. Membership meetings may be held monthly, with at least ten (10) days prior notification. There should be no fewer than six (6) membership meetings annually. Regular membership meetings shall be held on the second Thursday in January, February, April, August, October and November each year.

Section 2. Special meetings may be called by the President or a majority of the membership with proper notice of time, place and purpose of the meeting.

Section 3. The November meeting shall be designated as the annual corporate meeting.

Section 4. Notice of all membership meetings is given by email at least ten (10) days prior noting the date, time and location.

Section 5. CADA shall adhere to the Open Door Policies of the State of Indiana.

**ARTICLE 13. AMENDMENTS**

Proposed amendments to these bylaws must be submitted to all members ten (10) days prior to the business meeting at which they will be discussed.

Section 1. Action on the proposed amendment will be taken at a regular membership meeting, following discussion.

Section 2. A two-thirds (2/3) majority vote of the membership present at a duly called meeting shall be required for adoption of amendment to the bylaws.

**ARTICLE 14. FUNDING ALLOCATION**

Section 1. Procedure: Funding shall be allocated at least annually in the designated areas of prevention, treatment, and justice. Proposals for the calendar year may be submitted in January, with the exact date to be determined by the membership at a regular meeting. A grant review committee will review all submitted proposals and make recommendations to the membership no later than the April meeting.

Section 2. Responsibilities of Funding Recipients: All funding recipients must complete an application prior to receiving grant funds. The application form requires grant recipients to provide certain goods or services as follows:

- a. Funds provided by CADA will be used as described by the Grantee in the grant application.
- b. The Grantee (or designee of the Grantee) will submit a written report as instructed by CADA for the purpose of program evaluation within deadlines requested by CADA; and present the report at a CADA membership meeting accounting for the use of the grant funds
- c. If a grant is submitted and funded for the fiscal year, failure to submit a report by the deadline or improper use of funds will result in a reduction or denial of future funding for the program.

Section 3. Emergency Funding Procedures: When CADA receives funding requests outside the yearly allocation period, the membership shall follow the emergency funding guidelines established by the membership.

**ARTICLE 15. DISSOLUTION**

CADA shall be dissolved if three-fourths (3/4) of the total membership votes for dissolution.

**ARTICLE 16. NON-DISCRIMINATION**

All activities of CADA shall be conducted in a manner that is nondiscriminatory against any person on the basis of age, sex, race, color, disability, religion, national or ethnic origin, sexual orientation, marital status, parental status or status as a veteran.

## **CADA HISTORY**

Wells County CADA was established October 24, 1988 by the Prosecutor, Chief of Police, Detectives and a Board of Directors from local law enforcers. This group of volunteers examined the drug culture and determined the need for better drug enforcement to deter and reduce drug problems. The original Board of Directors solicited funds from private citizens, businesses, and key leaders to help purchase equipment, training funds, and money for undercover drug purchases.

A year later, the Governor's Commission for a Drug-Free Indiana was established. The mission of CADA and the Governor's Commission intertwined with one another's, so CADA became the Local Coordinating Council (LCC) for Wells County. Prior to 2005, CADA was comprised solely of volunteers, whose primary function was the distribution of the Local Drug Free Community Fund. In 2005, a coordinator was hired to follow through with administrative and other miscellaneous duties of CADA.

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## **CADA AWARDS**

### **2008 Recognition Awards**

Robert Frantz - recipient of the *Professional award*.

George Studebaker - recipient of the *Volunteer award*.

Wells County 4-H Association - recipient of the *Friend of CADA award*.

### **2009 Recognition Awards**

DARE Officers Bruce Holland, Dennis Fiscus, Geoff Gilbert, Kurt Powell, Steve Wendling, Jeff McClish, Stephanie Tucker, and Tammy Schaffer - recipients of the *Professional award*.

### **2010 Recognition Awards**

Michael L. Lautzenheiser, Sr. - recipient of the *Professional award*.

Bluffton High School Student Council – recipient of the *Volunteer award*.

### **2011 Recognition Awards**

CIT Officers of Bluffton Police Department, Ossian Police Department, and Wells County Sheriff's Department recipients of the *Professional award*.

Art Hastings was the recipient of the *Volunteer award*.

### **2012 Recognition Awards**

Greg Werich and Jenny Tsakkos recipients of the *Professional award*

### **2016 Recognition Awards**

Mayor Ted Ellis - recipient of the *Professional award*.

Joan Moon - recipient of the *Volunteer award*.

Jessica Williams - recipient of the *Friend of CADA award*.

**Trusted Supply, Inc - chosen as the *Regional Program of the Year***

### **2017 Recognition Awards**

Wells on Wheels (WOW) - recipient of the *Professional award*.

Terry and Linda Gerber - recipient of the *Volunteer award*.

Freedom Riders - recipient of the *Friend of CADA award*.

### **2018 Recognition Awards**

Valerie Runyon - recipient of the *Professional award*.

Bluffton High School Student Council - recipient of the *Volunteer award*.

LiGHT - recipient of the *Friend of CADA award*.

**LiGHT - chosen as the *Regional Program of the Year***

### **2019 Recognition Awards**

Stephen Pastore - recipient of the *Professional award*.

Jade Glover and ABL-BH Volunteers - recipient of the *Volunteer award*.

Adam Carroll, Brickhouse Family Ministries - recipient of the *Friend of CADA award*.

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**MEMBERSHIP ROSTER**

<b>Name</b>	<b>Agency Represented</b>	<b>Phone/e-mail</b>
Adams, Kari	<i>Bowen Center</i>	260-312-6191 kari.adams@bowencenter.org
Benedict, Chris	<i>Bluffton Middle School</i>	260-824-3536 cbenedict@bhmsd.org
Breeding, Lyle	<i>Sonlight Wesleyan Church</i>	260-824-0068 paslylebreeding@gmail.com
Burman, Ben	<i>Southern Wells School</i>	765-728-5537 bburman@swraders.com
Carnall, Andrew	<i>Wells County Prosecutor's Office</i>	260-824-4102 prosecutorajc@wellscounty.org
Carroll, Adam	<i>Brickhouse Family Ministries</i>	260-273-9369 adam@loving-shephard.org
Cole, John	<i>Family Centered Services</i>	260-824-8574 jcole@fcs-inc.net
Collier, Betsy	<i>Wells on Wheels</i>	260-824-1070 betsy@wellsonwheels.com
Dial, Angie ( <b>Coordinator</b> )	<i>Family Centered Services</i>	260-824-8574 wellsteencourt@yahoo.com
Donatelli, Laura	<i>ITVAP</i>	646-580-7051 ldonatelli@indysb.org
Glover, Jade ( <b>President</b> )	<i>Family Centered Services</i>	260-824-8574 jglover@fcs-inc.net
Handshy, Kameron	<i>Groups Recover Together</i>	765-286-5573 kameron.handshy@joingroups.com
Heckel, Detective Jeremy	<i>Wells County Sheriffs Department</i>	260-824-3426 jeremy.heckel@wellscountysheriff.com
Hoag, Molly ( <b>Vice-President</b> )	<i>Purdue Extension</i>	260-824-6412 mhoag@purdue.edu
Holderman, Deane' ( <b>Secretary</b> )	<i>Department of Child Services</i>	260-824-3530 deane.holderman@dcs.IN.gov
Jennings, Megan	<i>Adams-Wells Crisis Center</i>	260-728-9800 AWCC.executivedirector@gmail.com
Johnson, Diane	<i>Wells County Economic Development</i>	260-824-0510 djohnson@wellsedc.com
Moon, Joan	<i>Women's Health Dynamics</i>	419-308-3714 joanmooncnm@gmail.com
Morgan, Holly	<i>Norwell Middle School</i>	260-543.2213 holly.morgan@nwcs.k12.in.us
Morrison, Stacy	<i>Bluffton High School</i>	260-824-3724 smorrison@bhmsd.org
Runyon, Valerie	<i>Park Center</i>	260-824-1071 valerie.runyon@parkcenter.org
Swinford, Natalie	<i>Norwell High School</i>	260-543-2213 natalie.swinford@nwcs.k12.in.us
Tipton, Detective Marijean	<i>Bluffton Police Department</i>	260-824-3320 mj.tipton@blufftonindiana.gov
Tucker, Stephanie Officer	<i>Ossian Police Department</i>	260-622-7519 ossianpd3@gmail.com
Werich, Greg ( <b>Treasurer</b> )	<i>Wells County Probation</i>	260-824-6496 probation1@wellscounty.org
Whicker, Mayor John	<i>City of Bluffton</i>	260-824-1520 jswicker@adamswells.com
Wondercheck, Hattie	<i>Helping Hands</i>	765-729-3733 hattie@helpinghandscpc.org

**ANNUAL EVENTS**

<b>Month</b>	<b>Activity</b>
January	<ul style="list-style-type: none"> <li>• Confirm available funds (Wells County Auditor)</li> <li>• Receive grant applications</li> <li>• Submit Quarterly Report to ICJI</li> <li>• Submit 990EZ to IRS and NP-20 to State of Indiana</li> </ul>
February	<ul style="list-style-type: none"> <li>• Grant applications reviewed and determined; recommendation made to CADA board</li> <li>• Submit Annual Financial Report to ICJI</li> <li>• File Drug Free Communities Fund Report to ICJI</li> <li>• Begin planning for CADA Awards Meeting</li> </ul>
March	<ul style="list-style-type: none"> <li>• Make presentation to County Commissioners for grant awards</li> <li>• Request appropriation from County Council for grant awards</li> <li>• Appoint CCP Committee if needed</li> </ul>
April	<ul style="list-style-type: none"> <li>• Submit Quarterly Report to ICJI</li> </ul>
May	<ul style="list-style-type: none"> <li>• CADA Awards Meeting</li> </ul>
July	<ul style="list-style-type: none"> <li>• Traditionally, no meeting due to 4-H events</li> <li>• Submit Quarterly Report to ICJI</li> </ul>
August	<ul style="list-style-type: none"> <li>• Begin work on CCP or CCP update</li> </ul>
October	<ul style="list-style-type: none"> <li>• Determine slate of officers for upcoming year</li> <li>• Business Entity Reports due to Secretary of State</li> <li>• Submit Quarterly Report to ICJI</li> <li>• Submit CCP or CCP updates to ICJI</li> </ul>
November	<ul style="list-style-type: none"> <li>• Election of officers</li> <li>• Appoint Grant Review Committee</li> <li>• Northeast Indiana Regional Advisory Board Annual Meeting</li> </ul>
December	<ul style="list-style-type: none"> <li>• Distribute Grant Application</li> <li>• Determine available funds for distribution</li> </ul>
All months	<ul style="list-style-type: none"> <li>• Presentation of program reports</li> <li>• Accept new members who meet requirements</li> </ul>

**ADDITIONAL RESOURCES**

<http://wellscounty.org/cada.htm>

<http://www.in.gov/cji/2425.htm>

<http://www.in.gov/letislative/ic/code/title5/ar2/ch11.pdf>

<http://www.in.gov/pac>