

# TEXAS D.A. R. E. OFFICER'S ASSOCIATION

## BY- LAWS

### ARTICLE I

**Organization:** The name of the organization shall be the Texas D.A.R.E. (Drug Abuse Resistance Education) Officer's Association, hereinafter referred to as "T.D.O.A."

### ARTICLE II

**Purpose:** The purpose of T.D.O.A. shall be to provide advisory support, disseminate, share and coordination of information and direct support to the Drug Abuse Resistance Education (D.A.R.E.) Programs throughout the state of Texas. **T.D.O.A.** provides assistance in the required certification and reenforcement training of all officers' statewide at their annual D.A.R.E. Officers Training Conference. **T.D.O.A.** - assist D.A.R.E. Officers in starting up, maintaining and expanding their individual local community D.A.R.E. Programs. The **T.D.O.A.** represents the Texas D.A.R.E. Officers to the National D.A.R.E. Program as well as serves as a liaison to local and state elected officials in promoting the D.A.R.E. Program in throughout Texas. **T.D.O.A.** will assist national, state and local community D.A.R.E. programs in raising funds to help sustain and maintain support to the Drug Abuse Resistance Education Program at all levels.

### ARTICLE III

**Policy:** The Policy of T.D.O.A. shall be:

Section 1: A non-commercial, non-sectarian, and non-partisan organization. The T.D.O.A. shall not indorse any political candidate nor shall the name of the T.D.O.A., nor names of it's officers or directors be used in connection with any project of partisan interest other than those consistent with the bylaws: and

Section 2: All funds collected in the name of T.D.O.A. shall be used for the **sole** purpose(s) outlined in Article II and required reports will be submitted to the Internal Revenue Service and Texas State Comptroller as required.

Section 3: The T.D.O.A. is and shall remain a non-profit, charitable educational drug and violence prevention program association in accordance with Internal Revenue Service code 501 ( c ) ( 3 ).

Section 4: T.D.O.A. funds will not be used and there will be no paid (salaried) elected officer positions.

Section 5: The T.D.O.A. Executive Board is hereby empowered by its membership to establish written Policy & Procedures that comply with and do not violate or supersede any existing D.A.R.E. America or Texas State D.A.R.E. Policy &

Procedures; or T.D.O.A. By-Laws; and/or state or federal codes, statutes or laws that are deemed necessary for the routine and effective administration and operations of T.D.O.A.

- A. Any new T.D.O.A. Policy & Procedures will be maintained on the T.D.O.A. Official website.
- B. T.D.O.A. Policy & Procedures shall be reviewed every five (5) years at a minimum.

## **ARTICLE IV**

### **Membership**

Section 1: Membership Classification: Members shall be designated in one of the following categories:

- A. **Regular Members:** Regular members shall consist of any person who is employed by a law enforcement agency as a certified Texas Peace Officer and D.A.R.E. certified Officer-instructor (officers or deputies) or Federal Officers who are certified D.A.R.E. Officer/instructors and/or their cooperative school district (educators), either in the presentation or facilitation of the D.A.R.E. curricula and/or in the administration of the D.A.R.E. program. (Program being taught in its entirety in accordance with D.A.R.E. America Policy & Procedure) **and provided that his/her T.D.O.A. membership dues are paid in full.** Membership is renewable annually. **REGULAR MEMBERS ARE VOTING MEMBERS AND ARE ELIGIBLE TO HOLD OFFICE IN THE ASSOCIATION.**

**B. Life Members:** Members who have shown outstanding service toward the purpose of the association. Life members shall enjoy all the rights of regular members, but will not be required to pay membership dues. The status of a life member shall remain unless and until it is removed by a majority vote of the membership.

- 1) LIFE MEMBERS ARE VOTING MEMBERS.
- 2) LIFE MEMBERS ARE ELIGIBLE TO HOLD ANY ELECTED OFFICE IN THE ASSOCIATION.
- 3) **All Life-Members must be a member in good standing.**
- 4) **Any member in good standing may nominate a member for Life-Membership to the Executive Board at any time.**
- 5) **Life Members shall be approved by the Executive Board in accordance with Article IV B.**

- C. **Honorary Members:** All persons who, in the opinion of the members have rendered outstanding service to the association or the youth of this state

through their work in drug abuse education. Nominations are to be forwarded to the Board of Directors, for selection prior to the annual conference. Membership is renewable annually. HONORARY MEMBERS ARE INELIGIBLE TO VOTE OR HOLD OFFICE IN THE ASSOCIATION.

Section 2: Termination of Members: Any member who is found "not in good standing" in accordance with D.A.R.E. America Policy & Procedure 04-02 "Rules of Conduct for D.A.R.E. Officers", to wit; violations of **D.A.R.E. Officer Code of Conduct** shall have their membership terminated. The term "not in good standing" shall be defined as:

A. One who fails to adhere to the bylaws of the Association, or D.A.R.E. America Policy & Procedure 04-02.

B. One whose conduct as described in the D.A.R.E. Officer Code of Conduct is unbecoming of a member of this Association.

C. Prior to termination, the member in question must be given written notice of the intent to terminate membership and the opportunity to respond on their behalf. The member in question will have thirty (30) days to respond. **If a response (appeal) is received by the Executive Board, the board will review the appeal and take action in accordance with Article IV Section 2 A and B.** If no response is received within (30) days, the membership will be automatically terminated.

## ARTICLE V

### Board of Directors

Section 1: The Board of Directors shall consist of the President of the Association, Vice President, First Vice President, Secretary, Treasurer, Sergeant-At-Arms/Parliamentarian, Educator, State D.A.R.E. Coordinator.

A. The Board of Directors shall be the governing body empowered by its membership and shall have custody, control, and management of all funds, property, and effects of the Association.

B. The Legislative powers of the organization shall be vested in the Board of Directors for establishing Policy & Procedures. The ultimate powers of this Association shall be vested in the best interest of the active membership.

C. The Board of Directors may conduct business by regular mail, electronic mail (e-mail) or telephone, when the need arises, without a formal meeting. In

addition when called by the President the Executive Board may conduct T.D.O.A. business via conference calls.

**Section 2: Term/Progression of Office:** To ensure that T.D.O.A. businesses, activities, and conferences are maintained at the highest level of quality and consistency and to ensure that our elected members can better serve the membership and children of Texas we all serve, the following term of office by elected position are hereby established as follows:

- A. President serves two (2) year term, after serving two (2) year term as Vice-President.**
- B. Vice President elected to a two (2) year term as Vice President and will assume Presidency for two (2) years upon completion of term as vice president.**
- C. First Vice President elected to a one (1) year term.**
- D. Secretary elected to a two (2) year term.**
- E. Treasurer elected to a three (3) year term.**
- F. Sergeant-At-Arms/Parliamentarian elected to a one (1) year term.**
- G. Educator elected to a three (3) year term.**

**Section 3: President:** The President shall be a **T.D.O.A.** member in good standing and shall have served as a TDOA member in good standing a minimum of five (5) consecutive years prior to running for office as a

certified D.A.R.E. Officer-instructor. The President shall be the presiding officer responsible for maintaining order and for ensuring T.D.O.A. established goals and objectives are achieved. The President has the direct responsibility of enforcing the rules in order that T.D.O.A. may do its designed and intended work. The President is responsible for preparing the Agenda for all meetings. The President must be familiar with By-Laws and Policy & Procedures of T.D.O.A. Keep the T.D.O.A. Executive Boards and the membership all working together. President will be in control of the floor. The President will also serve as the Chief Executive Officer of the Association in a non-paid status. **The length of the term shall be as outlined in Article V subparagraph 2 (A) and (B).** The President shall fulfill the following duties and responsibilities:

- A. Presiding officer at all meetings of the Association and of the Executive Board of Directors.
- B. Maintain order by assigning who is authorized to speak by recognition;
  - 1. Not allowing interruptions.

2. Remaining impartial calling on all members who wish to speak giving members on both sides of an issue an opportunity to speak.
  3. Remain calm and objective keeping meeting moving
  4. Be precise always restate motions before taking a vote.
  5. Be focused and not allow irrelevant discussion, restate questions and if necessary direct members to confine remarks to pending question.
  6. Be temperate use gavel sparingly.
- C. Appoint all committees.
- D. Sign all correspondence and contracts of the Association, which have been approved by the Board of Directors or the membership.
- E. Be responsible for planning, organizing, and hosting the Annual T.D.O.A. Conference, during his/her term of office.
- F. Sign checks, for approved **T.D.O.A.** expenditures, as required which are **signed and** presented by the Treasurer.
- G. Ensures that all T.D.O.A. members stay informed by ensuring that the webmaster maintains T.D.O.A. website with up-dates.
- H. Serves as Chief legislative liaison for T.D.O.A. to the Texas House of Representatives and Senate.
- I. Responsible for setting established goals and objectives of the Executive Board and Association.
1. Ensure the goals & objectives are clearly defined and posted on T.D.O.A. **website** for membership review.
  2. Provide quarterly up-dates for membership via website.
- J. Respond to all requests, concerns, issues and complaints from the membership in a timely manner.
- K. Attend Board meetings, voting only to break a tie on any motion from members and/or the Executive Board of Directors.

**Section 4: Vice-President:** The Vice-President shall be a **T.D.O.A.** member in good standing and shall have served as a TDOA member in good standing a minimum of four (4) consecutive years prior to running for office as a certified D.A.R.E. Officer-instructor. **The length of term shall be two (2) consecutive years in Vice President position, and rising in succession to become the President for two (2) consecutive years as outlined in Article V section 2**

**subparagraph (B).** In the absence of (or as delegated by) the President the Vice President shall perform all duties and responsibilities outlined in Section 3 of the T.D.O.A. By-Laws. The Vice-President shall have the following specific duties and responsibilities:

- A. Assist the President in carrying out the goals and objectives of T.D.O.A.
- B. Chair committees as appointed by the President.
- C. Provide in-put for the Agenda.
- D. Assist president in answering member questions.
- E. Contact and maintain liaison with local D.A.R.E. Offices throughout the state as designated by the president.
- F. Assist the Treasurer as required and serve as the treasurer pro-tem in the absence of the secretary.
  - 1. Know job duties and responsibilities of the secretary in accordance with Section 6 of the T.D.O.A. By-Laws.
  - 2. Coordinate with treasurer prior to scheduled meeting and be prepared to submit treasurer's report in absence of the treasurer.
  - 3. Conduct audit as delegated by the president on both T.D.O.A. and/or Texas D.A.R.E. Foundation (TDF) financial accounts. Prepare report and submit to T.D.O.A. Executive Board.
- G. Assist the President in responding to all requests, concerns, issues and complaints from the membership in a timely manner.
- H. Attend Board meetings, as a voting (non-paid position) member of the Executive Board of Directors

**Section 5: First Vice-President:** The First Vice-President shall be a **T.D.O.A.** member in good standing and shall have served as a TDOA member in good standing a minimum of four (4) consecutive years prior to running for office as a certified D.A.R.E. Officer-instructor. The length of term shall be **one (1) consecutive year as outlined in Article V section 2 subparagraph (C).** In the absence of (or as delegated by) the Vice-President the First Vice-President shall perform all duties and responsibilities outlined in

Section 4 of the T.D.O.A. By-Laws. The First Vice-President shall have the following specific duties and responsibilities:

- A. Assist the President in carrying out the goals and objectives of T.D.O.A.

- B. Chair committees as appointed by the President.
- C. Provide in-put for the Agenda.
- D. Assist president in answering member questions.
- E. Contact and maintain liaison with local D.A.R.E. Offices throughout the state as designated by the president.
- F. Assist the secretary in sending out required mailings and serve as the secretary pro-tem in the absence of the secretary.
  - 1. Know job duties and responsibilities of the secretary in accordance with Section 6 of the T.D.O.A. By-Laws.
  - 2. Ensure secretary receives accurate copy of meeting minutes in his/her absence immediately following scheduled meeting (within 72-hours minimum).
- G. Assist Vice-President in and with all directed financial audits. Prepare report and submit to T.D.O.A. Executive Board.
- H. Attend Board Meetings, as a voting (non-paid position) member of the Executive Board of Directors

Section 6: Secretary: The Secretary shall be a **T.D.O.A.** member in good standing and shall have served as a TDOA member in good standing a minimum of four (4) consecutive years prior to running for office as a certified D.A.R.E. Officer-instructor. The length of term shall be two (2) consecutive years **as outlined in Article V section 2 subparagraph (D)** . The secretary is responsible for recording and maintaining accurate minutes as they are of vital importance to T.D.O.A. and its membership as well as required by law. Minutes are the legal record of the meetings of T.D.O.A. and may be subpoenaed. All meeting minutes will be written by secretary as concisely as possible. All meeting minutes will be promptly sent to the President and other T.D.O.A. Executive Board members within 72-hours. The Secretary shall perform the following specific duties and responsibilities:

- A. Keep the minutes of all meetings of T.D.O.A. and its Board of Directors. Secretary will ensure he/she records:
  - 1. Name of organization (T.D.O.A. Executive Board), date and place of meeting, Board members present and absent by name and elected position, time meeting called to order, establish presence of a quorum and status of previous meeting minutes.
  - 2. All adopted and lost or defeated motions;
  - 3. Name and maker of the motions;

4. Names of all Executive Board or members reporting (Officers, committee chairpersons, etc. );
5. Names of all those elected or appointed;
6. Number of votes on each side in a ballot or counted vote;
7. Secretary will not be required to record:
  - a) Discussions or personal opinions;
  - b) Name of person seconding a motion;
  - c) Motions withdrawn
8. Ensure that copies of all meeting minutes are transferred to CD and clearly marked T.D.O.A. Executive Board Meeting Minutes. Maintain a hard copy file as well. Transfer all secretary files to incoming (newly elected) secretary at conference.

B. Secretary additional or other responsibilities:

1. Write – prepared the minutes as promptly as possible.
  2. Promptly send a copy to the president.
  3. President will forward approve minutes to the T.D.O.A. webmaster for publishing to the T.D.O.A. website for members to read.
  4. Sign the minutes and record date of approval.
  5. Be specific in recording corrections, noting the date, page, and line in which the correction appears. All corrections will be made in red. Do not obliterate the original. Note date of correction. Minutes will be corrected at the time of reading, but may be corrected at any time providing the correction receives a two-thirds vote by Executive Board.
- C. Maintain an up-to-date roster of all members of T.D.O.A. Receive and transmit all correspondence.
- D. Prepare information letters and reports, replies and general correspondence as directed by the President or Executive Board of Directors.
- E. Assist the President in responding to all requests, concerns, issues and complaints from the membership in a timely manner.
- F. Archive files following the Board of Directors approval.
- G. Attend board meetings, as a voting (non-paid position) member of the

Executive Board of Directors.

**Section 7: Sergeant at Arms/Parliamentarian:** The Sergeant-At-Arms shall be a **T.D.O.A.** member in good standing and shall have served as a TDOA member in good standing a minimum of four (4) consecutive years prior to running for office as a certified D.A.R.E. Officer-instructor. The principal job of the Sergeant-At-Arms will be to assist the President in maintain order during all meetings and as Parliamentarian ensure that the meeting is run/conducted in accordance with Roberts Rules of Order. The length of term shall be **one (1) consecutive year as outlined in Article V section 2 subparagraph (F).**The Sergeant-At-Arms shall perform the following duties and responsibilities:

- E. Assist the presiding officers as needed.
- F. Assist President in maintaining and preserving order during all meetings and or conferences.
  - 1. Remove any individual(s) that become unruly and disputative to the good order and discipline of any scheduled meeting or conference.
  - 2. Assist in checking background of all associated T.D.O.A. approved vendors.
- G. Assist the treasurer in notifying persons of expired membership and assist treasurer in collection of dues.
- H. Contact and maintain liaison with local D.A.R.E. Offices throughout the state as designated by the president.
- I. Serve as Chief Investigating Officer on all complaints levied against any member pertinent to **Article IV Section 2** and provided comprehensive and detailed report of findings to T.D.O.A. Executive Board.
- J. Conduct other inquiries/investigations on behalf of T.D.O.A. to ensure integrity and high standards of T.D.O.A. and its good name are maintained as directed by the President and/or T.D.O.A. Executive Board.
- K. Introduce visitors to the Board of Directors.
- L. Attend Board Meetings, as a voting (non-paid position) member of the Executive Board of Directors.

**Section 8: Treasurer:** The Treasurer shall be a **T.D.O.A.** member in good standing and shall have served as a TDOA member in good standing a minimum of four (4) consecutive years prior to running for office as a certified D.A. R. E. Officer-instructor. The length of term shall be three (3) consecutive years **as outlined in Article V section 2 subparagraph (E).** The Treasurer shall perform the following duties and responsibilities:

- A. Directly responsible for all funds of the T.D.O.A.
- B. Receive and disperse monies in accordance with T.D.O.A. By-Laws and/or as directed by the T.D.O.A. Executive Board and/or membership.
- C. Maintains a permanent hard copy financial record book (ledger) with a detailed account of all money received and paid out for all accounts under the T.D.O.A. accounts.
  - 1. All entries will be made in black or blue ink.
  - 2. All corrections will be made in red and never erased.
  - 3. Treasurer can maintain a CD copy of all finances for historical reference in addition to hard copy ledger.
  - 4. Maintain a hard copy of all bank statements for each year showing all accounts under control of or responsibility of T.D.O.A.
- D. Responsible for filing any federal, state, or local taxes and timely filing of required State Comptroller and/or Internal Revenue Tax forms.
  - 1. Treasurer may contract with an approved CPA firm for filing of any required state reports and/or filings as approved by the Executive Board of Directors.
  - 2. Treasurer may contract with an approved CPA firm for filing of any required tax filings as approved by the Executive Board of Directors.
- E. Present a financial report to the membership at the annual conference.
  - 1. The treasurers books/ledger will be audited annually prior to the annual conference its general business meeting.
  - 2. This audit may be conducted by an independent CPA firm either contracted or audit cost donated and/or by an audit committee appointed by the Executive Board of Directors.
  - 3. A notation in the ledger will be made showing that an annual audit was conducted and by whom it was conducted i.e. firm or audit chairperson.
- F. Receive dues and assessments.
  - 1. Send out T.D.O.A. dues assessment invoices to all Texas D.A.R.E. Officer-instructors on an annual basis who do not attend scheduled annual State Training Conference.
  - 2. Maintain a current list of all non-paid up members.
- G. Transfer Association funds in accordance with Article XI, of these bylaws.
- H. Present a financial report at each meeting of the Board of Directors and

at the annual conference of the Association.

1. Summary of all collections, deposits and expenditures.
  2. Treasurer's report is not adopted or voted on, however it will be filed for the audit.
  3. The annual audit report will be voted on.
- I. Prepare all checks and ensure that all checks are properly signed and distributed.
- J. Prepare and submit annual T.D.O.A. Budget.
- K. Answer all requests for information, concerns and issues concerning T.D.O.A. Financial Operations from the membership in a timely manner.
- L. Attend Board meetings, as a voting (non-paid position) member of the Executive Board of Directors.

**Section 9: Texas State D.A.R.E. Coordinator:** The Texas State D.A.R.E. Coordinator shall be appointed by the previous D.A.R.E. Coordinator as approved and accepted by D.A.R.E. America. The length of term shall be indefinite as long as that person holds position or until new Texas State D.A.R.E. Coordinator is appointed and approved by D.A.R.E. America. The duties and responsibilities of the Texas D.A.R.E. Coordinator to T.D.O.A. will be as follows:

- A. Serve as special advisor to the President and Executive Board of Directors on all matter concerning D.A.R.E. America and Texas State D.A.R.E. Policy & Procedure requirements.
- B. Assist T.D.O.A. Educator in planning, coordinating and securing Guest Speakers and certified training staff to ensure successful T.D.O.A. Annual Training Staff.
  1. Secure appropriate Center for Safe Communities and Schools Training Staff to support T.D.O.A. annual training conference.
  2. Secure Texas D.A.R.E. Institute provides certified D.A.R.E. America Mentor staff to complete up-date D.A.R.E. curricula certifications.
  3. Secure approval for training agenda from T.C.L.E.O.S.E. to ensure law enforcement officers received approved T.C.L.E.O.S.E. credits.
- C. Coordinate with D.A.R.E. America Training Director to ensure annual certification requirements are met by all certified D.A.R.E. Officer-instructors within Texas.
- D. Attend Board meetings, as a voting (non-paid position by T.D.O.A.) member of the Executive Board of Directors using State D.A.R.E.

Coordinator funds to cover his/her travel related expenses.

**Section 10: Past Presidents:** Past Presidents shall be **T.D.O.A.** members in good standing whose term of office as President has expired without being removed from office for cause. The term of office of Past President will be life-time tenure. Past Presidents shall perform the following duties:

- A. Act as a resource to the incumbent President and/or other Executive Board members.
- B. Serve as Ambassadors for the Texas D.A.R.E. Program as directed or called upon by the President and/or T.D.O.A. Executive Board.
- C. Fill any vacancies in office, on an interim basis as appointed by the incumbent President, should they occur, in accordance with Article VI of these by-laws.
- D. Serve on committees as designated by the President.
- E. Attend **only** those board meetings required by the President and/or Executive Board of Directors.

**Section 11: Educator:** The Educator shall be a **T.D.O.A.** member in good standing and shall have served as a TDOA member in good standing a minimum of four (4) consecutive years prior to running for office as

a certified accredited teacher and/or retired certified teacher within the State of Texas. The length of term shall be three (3) consecutive years **as outlined in Article V section 2 subparagraph (G)**. The Educator shall perform the following duties and responsibilities:

- A. Serve as liaison between the Texas D.A.R.E. Officers Association and Texas Department of Education.
- B. Serve as a liaison between educators and officers to better educate students in the classroom.
- C. Provide information to benefit educators and law enforcement officers at any in-service and/or at the annual T.D.O.A. Conference.
  - 1. Responsible for coordinating training agenda for annual training and certification conference.
  - 2. Responsible for finding, coordinating and securing Guest speakers and training staff.
  - 3. Coordinate with Texas Education Agency (T.E.A.) to ensure educators who attend receive T.E.A. credits.
  - 4. Coordinate with State Coordinator to ensure T.C.L.E.O.S.E. credits are received by all law enforcement officers attending.

- D. Attend Board meetings, as a (non-paid) voting member of the Executive Board of Directors

**Section 12: Texas D.A.R.E. Foundation President/Chief Executive Officer:** The Texas Foundation (T. D. F. ) President/Chief Executive Officer shall be appointed by the Texas State D.A.R.E. Coordinator as approved and accepted by D.A.R.E. America and the Executive Board of the Texas D.A.R.E. Officers Association. The length of term shall be indefinite or until resignation and/or removal from that position. The duties and responsibilities of the Texas D.A.R.E. Foundation (T.D.F.) President/Chief Executive Officer will have the following duties and responsibilities to the T.D.O.A.:

- A. Serve as special advisor to the President of T. D.O.A. and Texas State D.A.R.E. Coordinator on matters of fundraising designed to support the D.A.R.E. Program in Texas.
- B. Be responsible to the Texas D.A.R.E. Officers Association for accounting for all monies raised in the name of Drug Abuse Resistance Education (D.A.R.E.) Program in Texas.
  - 1. Attend scheduled T.D.O.A. quarterly executive board meetings and provide current T.D.F. financial report at each quarterly meeting.
    - a) Provide copy of annual T.D.F. financial audit to T.D.O.A. Treasurer of all accounts operated by T.D.F., monies received and itemized expenses.
    - b) Provide T.D.O.A. treasurer with copies of all required annual reports and filings including tax filings.
  - 2. Attend scheduled T.D.O.A. quarterly executive board meetings and provide current on-going, pending or up-coming statewide fundraisers. , as a non-voting member and at T.D.F. expense for all travel.
  - 3. Provide a copy of all Texas D.A.R.E. Foundation (T.D.F.) Board Meeting minutes to the secretary of the Texas D.A.R.E. Officers Association.
- C. Attend all scheduled or called T.D.O.A. Executive Board Meetings and Conferences as a non-voting member and at T.D.F. expense for all travel and associated meeting cost.

**Section 13: Liability:** The T.D.O.A. Executive Board of Directors, appointed members and or general members will not be held individually liable nor accountable for any civil law suit brought or filed against the T.D.O.A. by any member or individual outside the membership unless it can be shown by a preponderance of collaborated evidence that the elected officer or members individual actions intentionally and with malice aforethought violated state or

federal laws.

Section 14: Indemnification: The T.D.O.A. Executive Board has the right to secure indemnification liability insurance, as Executive Board members acting on behalf of T.D.O.A. and its members. This insurance premium may be paid for from existing T.D.O.A. funds to protect Executive Board members from being sued individually.

## ARTICLE VI

### Vacancy In Office

Section 1: Should any board of Directors office become vacant prior to the regular expiration of the term, the President shall designate a member of the current Board of Directors to complete the term as an interim measure. At the completion of this term all Board members will follow the normal progression of their respective office and an election will be held at the annual T.D.O.A. Conference to fill any vacancy created.

Section 2: Should there be more than one vacancy occur during the regular term, the President shall appoint a replacement from one of the Past Presidents, who meets required criteria for that office in accordance with **Article V** to serve on an interim basis until the following conference. If no Past President is available, see Art VII Sec 2.

## ARTICLE VII

### By-Law Amendments

Amendments to By-Laws: Amendments to the by-laws will be made in the following manner. Any member of T.D.O.A. may submit, in writing prior to May 1st of that year, a proposed change in the by-laws to the Board of Directors. That proposed by-law change will be placed on the T.D.O.A. website for member review prior to the annual conference and on a ballot for a vote by the membership at the next T.D.O.A. Conference. A 2/3 majority vote by the membership voting, in favor of the change, will constitute a change in the by-laws.

Section 1: By-Law Committee: The President of T.D.O.A. shall appoint a committee at a stated meeting (annual training conference business meeting) to review By-Laws every five (5) years to ensure T.D.O.A. By-Laws remain current, in compliance with applicable State and Federal laws and serve the needs of the Association and its membership.

Section 2: Exigent – Emergency situations: The President of T.D.O.A. with full support of the T.D.O.A. Executive Board may take any such actions as deemed

necessary to preserve the integrity, transition, continued operations of and furtherance of the existence of the T.D.O.A. even if in contradiction to existing By-Laws on a limited contingency basis and until such time as the next scheduled annual training conference is held. These special exigent – emergency situations may include or require but are not limited to:

- A. Appointing a Texas D.A.R.E. Officer-instructor to fill any position within T.D.O.A. Executive Board. If no other active members can be found then appointing a retired Texas DARE Officer Instructor.
- C. Briefing the members at the next scheduled T.D.O.A. training conference of emergency actions taken, justifying action taken and if necessary call or make motion to members to correct existing problem. This will require a two thirds vote by all members present at this business meeting to correct any action or take further appropriate action that may contradict established By-Laws. Such a vote will constitute and shall be deemed as appropriate action taken until compliance with existing By-Laws can be made.
  - 1. The T.D.O.A. Executive Board will obtain a written legal opinion from a Texas state certified board attorney prior to taking any such action.
  - 2. This action must be well documented in meeting minutes.
  - 3. All members in good standing will be notified, to include those not attending the training conference in writing.
- C. Other such appropriate actions as is necessary and that can be fully justified that are in the best interest of all D.A.R.E. Officer-instructors and Educators in Texas and that do not violate applicable local, state or federal laws.
  - 1. The T.D.O.A. Executive Board will obtain a written legal opinion from a Texas state certified board attorney prior to taking any such action.
  - 2. Any such action must be well documented in meeting minutes.

## **ARTICLE VIII - Delete**

### **Executive Committee:**

Section 1: Executive Committee: At the discretion of the President he/she can appoint an Executive Committee which shall consist of five (5) representatives from the general membership with no two members coming from the same city or agency. The Executive Committee shall fulfill the following duties:

- A. Each Executive Committee member shall assist the Board of Directors in the management and operation of the Association.
- B. Executive Committee Regional Members shall be responsible for the collection of information, concerns, and suggestions for the betterment of D.A.R.E. in the region.  
Directors for consideration.
- D. All recommendations and actions must be approved by the Board of Directors.

**Section 2: Executive Committee Eligibility:** Members of the Executive Committee shall be members in good standing and shall have served a minimum of four (4) consecutive years prior to being appointed to Executive Committee as a certified D.A.R.E. Officer-instructor. The length of term shall not exceed (3) consecutive years. The term of office will be three (3) years from original term being appointed by the President or until released (discharged) from that committee by the incumbent or incoming President.

**Section 3: Vacancy in Committee:** Should an Executive Committee office become vacant prior to expiration of the term, the President shall designate a member in good standing to complete the term as an interim measure.

## **ARTICLE VIII**

**Quorums:** A quorum of the membership exists when a majority of the membership is present. A quorum of the Board of Directors shall exist when **four (4) of the seven (7) executive board members** are present.

## **ARTICLE IX Dues and Assessments**

### **Section 1: Establishing of Billing**

- A. The annual dues for membership in T.D.O.A. will be included in the registration cost for the annual T.D.O.A. Conference.
- B. The membership dues for the Association will run from conference date to conference date.
- C. If one joins the membership of T.D.O.A. at any other time, membership dues will be payable at that time and membership will remain current until the upcoming conference.
- D. At the conclusion of each conference, previous members not in attendance will be sent a reminder regarding their membership renewal dues. Invoices for dues will be mailed to all D.A.R.E. Officer-instructors and Educators who do not attend annual required certification training beginning July 1<sup>st</sup> of each year.
- E. Life Members and Honorary Members shall be exempt from the payment of dues.
- F. Dues will be set at \$30.00 per year effective June 2008.

## **ARTICLE X**

### **Funds Management**

**Section 1:** All funds received by the Treasurer of T.D.O.A. shall be deposited in an interest bearing account in the name of T.D.O.A. and not in the name of any individual. Withdrawal from such fund shall require the signatures of the President

and the Treasurer.

Section 2: Fund expenditures shall be restricted to:

- A. The purchase, production and distribution of materials necessary to accomplish the goals of T.D.O.A.
- B. The rental of facilities and equipment, Transportation Consultant services.
- C. Other items deemed necessary to conduct T.D.O.A. business and the annual conference.

Section 3: The Treasurer of T.D.O.A. shall maintain accurate records of accounts, properties, and business transactions relating T.D.O.A., including assets, liabilities, receipts, disbursements, gains, losses, capital, retained earnings and other matters customarily included in financial statements. The records of account shall be open to inspection by the Board of Directors, or their designee, at all reasonable times. Said reports shall be maintained in accordance with accepted accounting principals and state and federal regulations.

Section 4: The Treasurer of T.D.O.A. shall deposit all monies and other valuables in the name of T.D.O.A. with such depositories as may be designated by the Board of Directors; shall render to the Board of Directors, upon request, an account of transactions and a report of the financial condition of T.D.O.A. as prescribed in Article V, section 8 of these by-laws.

Section 5: The Treasurer of T.D.O.A. shall reimburse T.D.O.A. Executive Board Members for all travel (vehicle, transfer fees and/or airfare), hotel – Lodging expenses as receipts are presented, and for per-diem (meals) at established federal per-diem rate, and/or any other reasonable expenses related to required official T.D.O.A. business travel expenses.

Section 6: The Treasurer of T.D.O.A. shall contract or receive volunteer (donated) services of an independent accounting firm to conduct and provide annual audit report of all accounts and funds under the control of the T.D.O.A. Treasurer to include T.D.O.A., T.D.F. and T.D.I. accounts. This annual report will be presented to the membership during annual scheduled conference business meeting. This report will be posted to the T.D.O.A. official website.

Section 7: The Treasurer of T.D.O.A. shall complete and submit all applicable financial reports or statements as required by law to include the Texas State Comptroller, D.A.R.E. America (as required) and to the Internal Revenue Service on an annual recurring basis.

## **ARTICLE XI Annual State Conference**

Section 1: Purpose: The purpose of the T.D.O.A. Conference shall be to share techniques and developments within the organization's field of mutual interest, and to conduct necessary T.D.O.A. business. Emphasis should be on trends and new technology in drug prevention training.

## **Section 2: Conference Responsibilities-Board of Directors**

- A. The Board of Directors shall be responsible for the conference, its theme and the program format.
- B. The president shall be responsible for the appointment of the Conference Chairperson as outlined in section 3, of this article.

**Section 3: Conference Chairperson:** The Conference Chairperson shall be appointed by the President and shall be from the hosting city. The Conference Chairperson shall be appointed one year prior to the hosting year. The Conference Chairperson shall be responsible to the Board of Directors for arrangement for facilities, participation of dignitaries, entertainment, and related activities. The Conference Chairperson shall submit a report of proposals and preparation to the Board of Directors six (6) months prior to the conference. This may be transacted by mail. The Conference Chairperson with the concurrence of the President chooses the Conference Committee.

**Section 4: Alcohol:** Alcoholic beverages **will not be served or provided** at any official T.D.O.A. function.

**Section 5: Conference Site Consideration and Selection:** Texas D.A.R.E. Officer Association annual training conference sites must meet certain minimum requirements.

### A. Site Consideration.

1. Hotels that will offer State and/or federal rates for room nights. a) Comp suites for T.D.O.A. Executive Board and/or;
  - b) Discounted room night rates for board members.
  - c) Reservation booking at conference set price from January to April 15<sup>th</sup> without any minimum requirements or surcharge cost to association.
  - d) Morning continental breakfast coffee - water – pastries provided complimentary.
2. Conference facility that can provide: (T.D.O.A. will clarify all minimum requirements and numbers during negotiations)
  - a) General session set-up in conference presentation with a stage and podium and chairs to accommodate 150 to 500 people.
  - b) Minimum of five (5) breakout training room each set-up in classroom style table and chairs to accommodate 30 to 50 people.
  - c) Banquet room set-up with round tables and a stage with podium that can accommodate 150 to 500 people.

- d) Exhibit area for vendors 10 to 20 vendors each with approximate 10' x 6' set-up area.
- e) Inside or outside area for Car Show that can support from 15 to 50 (plus) vehicles.
- f) Reasonable banquet rates and morning continental breakfast coffee - water – pastries provided complimentary.
- g) Convenient – local entertainment or recreation areas or facilities to support a family night.

### 3. Other Considerations:

- a) Selection based on membership in-put, availability and advantageous cost factor.
- b) Local Law Enforcement Agency letter of agreement to help support and co-host conference.
- c) Availability of local community sponsors and donations and/or conference incentive money from city/county/convention bureau's to help defray cost of conference.
- d) Conference site should be booked about three (19) years in advance and with return guarantee within 3-years providing rates and cost are acceptable. This would facilitate conferences being locked-in for six consecutive years. Help reduce cost.

**Section 6: Conference Sharing:** When ever possible the T.D.O.A. Executive Board should look at allowing other drug and gang prevention related and/or school based programs to combine with and co-host the annual training conference. This will help defray and reduce conference cost to members.

## **ARTICLE XII**

### **Elections**

**Section 1: Election Committee:** The Election Committee Chairperson shall be appointed by the President and with the concurrence of the President will choose the election Committee.

- A. The election Committee shall consist of four (4) members and the Committee Chairperson.
- B. No two (2) representatives will be from the same agency, nor will any

representative be on the ballot for elected office.

C. The Election Committee Chairperson shall perform the following duties:

1. ) At the Candidate's Forum the Election Committee Chairperson will verbally describe the offices to be voted upon and the qualifications and duties of the office, as specified in the by-laws.

2. ) Preside over the Candidate's Forum and adhere to the following guidelines:

- a.) Description of offices.
- b.) Announce names on ballot
- c.) Candidate's speech 5 minutes
- d.) Rebuttal 3 minutes each
- e.) Questions to nominees 15 minutes.

**Section 20: Election Procedures:** Election shall be by written secret ballot

3. Supervise the counting of the ballots and present the results to the President in a sealed envelope at the conference banquet.

4. The election Committee shall be responsible for the preparation, distribution, collection, and tabulation of the ballots.

a.) ballot results after being tabulated and results transferred to official ballot result form indicating the name of the winner only.

b.) All actual ballots cast will be placed in a sealed envelope marked with the initials of all committee members and released to the T.D.O.A. secretary for safe keeping for one (1) year from date of election.

1.) This is to ensure fair examination of official T.D.O.A. ballots should a challenge be raised by an opponent for contested position.

2.) In the event of a challenge the sealed ballots will be released to an independent audit firm for review and a final report submitted by contracted firm to the T. D.O.A. Executive Board for posting to T. D.O.A. website showing final results.

c.) After one (1) year from date of election the secretary without breaking the seal will destroy all contents. This is to ensure fair examination of official T.D.O.A. ballots should a challenge be raised by an opponent for contested position.

except as provided by subsection 3 of Section 1.

- A. If an office is uncontested, a voice vote may be taken.
- B. Absentee ballots may be requested from the Election Committee Chairperson during the period of time designated by the Election Committee.
- C. Proxy votes are not permitted.

**Section 2: Election Procedures:** Election shall be by written secret ballot except as provided by subsection below.

- A. If an office is uncontested, a voice vote may be taken.
- B. Absentee ballots may be requested from the Election Committee Chairperson during the period of time designated by the Election Committee and must be post-marked seven days prior to scheduled start of conference.
  - 1. ) **Official** Ballot will be posted to T. D.O.A. website by May 15<sup>th</sup> each election/conference year.
  - 2.) Absentee ballot can be downloaded from T.D.O.A. website and mailed - must be post-marked seven (7) work days (does not include Sundays) prior to scheduled (posted) start of conference.
  - 3.) Absentee ballot must be mailed to the Secretary T.D.O.A. whose mailing address will be posted on T.D.O.A. website. Secretary will release all absentee ballots still sealed by original sender to Chairperson of Elections Committee upon arrival at the conference.
- C. Proxy votes are not permitted.
- D. All members attending (registered at) the conference must physically vote within the prescribed and specified times on the specified date. This date, times and location will be announced at the annual business meeting and candidate's forum. No absentee ballots will be considered or accepted after voting polls are closed.
- E. Any candidate can be declared a winner of any elected position by one (1) vote more than his/her opponent.
- F. Any ties will be decided by a stand-up and counted vote at the closing ceremony. This vote and count will be conducted by the out-going President and assisted by all Past Presidents in attendance.
- G. There will be no nominations from the floor during the candidates' forum. If any member is passionate and committed enough to run for office it is accepted that they will take the initiative to apply in accordance with established By-Law procedures.

**Section 3: Candidate Filing To Run for Elected Office Procedures:** Any law enforcement officer or educator meeting the requirements to run for any office on the Texas D.A.R.E. Office Executive Board of Directors must meet all requirements listed for that office as outlined in Article V of the T.D.O.A. By-Laws. There will be no exceptions. The following procedures must be adhered to by any member desiring to run for office as specified below:

A. Candidates must submit in writing (post-marked) before **May 1<sup>st</sup>** each year for the office becoming vacant his/her intent to run for office. This written and signed request must contain the following information:

1.) Full name of candidate including date of birth.

2. ) Numbers of years in law enforcement and as a D.A. R. E. certified instructor including date and location of certification training.

3.) Statement certifying that he/she meets all criteria for office as stated in Article V of the T.D.O.A. By-**Laws**.

4. ) Statement of why he/she wants to run for that office (what they think their qualifications are and/or their vision – goals & objectives for T. D.O.A. ).

5.) Attached letter from Sheriff/Chief/ or Head of Law Enforcement Agency where law enforcement officer is employed addressed to T.D.O.A. Elections Committee stating that as head of candidates agency they will allow him/her to hold office for period specified in T.D.O.A. By-Laws and will support and allow candidate time to attend scheduled meetings, functions, events and conferences on behalf of the Texas D.A.R.E. Officers Association. This must be signed by law enforcement agency head and on their official stationary.

B. Absentee ballots may be requested from the Election Committee Chairperson during the period of time designated by the Election Committee and must be post-marked seven days prior to scheduled start of conference.

C. No two (2) people from the same law enforcement agency can hold an elected office at the same time.

D. No individual can hold the same office/position for more than two (2) consecutive terms as specified in Article V with exception to the Texas State D.A.R.E. Coordinator and President Texas D.A.R.E. Foundation which are appointed positions and with exception to the secretary and treasurer positions – elected officers in which there will be no term limits.

E. Offices up for election and Candidates running for said offices will be posted to the T.D.O.A. website no later than May 15<sup>th</sup> each year for member review.

## ARTICLE XIII

### Special Presidential Association Appointments

**Section 1: Presidential Appointments:** The Texas D.A.R.E. Officers Association (T.D.O.A.) President has the right to appoint T.D.O.A. members to positions that are deemed necessary for maintaining the good order, discipline, fidelity and integrity of the D.A.R.E. Program in Texas and to better serve the needs of the association members.

**Section 2: Appointment of T.D.O.A. Chaplain:** The T.D.O.A. member appointed as Chaplain for the Texas D.A.R.E. Officers Association will serve in this position at the leisure of the sitting – incumbent President. He/she shall not be a voting member of the T.D.O.A. Executive Board and shall not be required to attend quarterly T.D.O.A. Executive Board meetings. The T.D.O.A. Chaplain has responsibility to:

- A. Represent all faiths equally and show no preface of one over another.
- B. Assist members upon request.
- C. Lead prayer at all designated T.D.O.A. functions.
- D. Pray for the success of T.D.O.A., for wisdom and guidance for its elected leadership and for the Children of Texas.
- E. Obtain prior Executive Board approval:
  - a. Before traveling on behalf of T.D.O.A.
  - b. To claim reimbursement for T.D.O.A. Official business related travel expenses.
  - c. Have their conference registration fee waived in lieu of non-paid services rendered to the association as approved by Executive Board.

**Section 3: Appointment of T.D.O.A. Spokesperson:** The T.D.O.A. member or D.A.R.E. Program affiliated person appointed as Spokesperson for the Texas D.A.R.E. Officers Association will serve in this position at the leisure of the sitting – incumbent President. He/she shall not be a voting member of the T.D.O.A. Executive Board and shall not be required to attend quarterly

T.D.O.A. Executive Board meetings. This shall be a non-paid appointed position. If said person works for an advertising agency - that said agency shall be allowed to write-off portions of salary for said employee as a donation when the said employee is acting on behalf of or for the Texas D.A.R.E. Program in accordance with provisions of IRS 501 ( c ) ( 3 )The T.D.O.A. Spokesperson has responsibility to:

- A. Represent to all communities in Texas the value of the Drug Abuse Resistance Education (D.A.R.E.) Program to its citizens and value to children.
- B. Assist in drafting, composing and releasing upon approval by T.D.O.A. President and/or Executive Board D.A.R.E. related News Media Releases.
  - a. Set-up and establish a means of releasing news worthy articles concerning the Texas D.A.R.E. Program to every major news source (television and radio) available in Texas.
  - b. Develop, draft or compose Texas D.A.R.E. related articles for monthly periodicals for Texas published magazines.
- C. Serve as an ambassador for the Drug Abuse Resistance Education (D.A.R.E.) Program in Texas at all designated T.D.O.A. functions or events.
- D. Obtain prior Executive Board approval:
  - c. Before traveling on behalf of T.D.O.A.
  - d. To claim reimbursement for T.D.O.A. Official business related travel expenses.
  - e. Have their conference registration fee waived in lieu of non-paid services rendered to the association as approved by Executive Board.

**Section 3: Appointment of T.D.O.A. Webmaster:** The T.D.O.A. President and/or Executive Board shall appoint an official T.D.O.A. webmaster. The purpose of which is to establish and provide for a solid base whereby information concerning the Texas D.A.R.E. Program, T.D.O.A. Operations and Administration and other invaluable information may be disseminated to its members and information made available to the general public. He/she shall not be a voting member of the T.D.O.A. Executive Board and shall not be required to attend quarterly T.D.O.A. Executive Board meetings. This shall be a non-paid appointed position. All items published by the webmaster must receive prior approval from the President and/or T.D.O.A. Executive Board.

- A. Maintain official Texas D.A.R.E. website in accordance with established D.A.R.E. America Policy & Procedures and/or applicable laws.
- B. Establish and maintain a system of registering all Texas D.A.R.E. Officer-instructors and Educators.
- C. Post all official T.D.O.A. Executive Board correspondence and provide for e-mail notifications for all new changes, additions and postings.
- D. Ensure T.D.O.A. website is kept current and up-to-date with all available information with approved items submitted being posted no later than 72-hours of receipt.

- E. Ensure all D.A.R.E. America and T.D.O.A. fundraisers along with individual points of contact, telephone numbers, e-mail address and/or mailing addresses are maintained.
- F. Maintain historical photograph archive file from previous years is maintained. Including but not limited to:
  - a. Past Presidents
  - b. D.A. R. E. Officer-Of-The-Year
  - c. Educator Of-The-Year
  - d. Past conference site locations.
  - e. T.D.O.A. milestones – significant achievements file.
- G. Maintain current D.A.R.E. curricula up-dates, to include all supplemental lessons information.
- H. Assist in drafting, developing and getting out a quarterly on-line news letter than can also be mailed to those officers and educators that do not have on-line resource capability.
- I. Ensure T.D.O.A. candidate campaign information is posted within prescribed By-Law time constraints.
- J. Ensure annual T.D.O.A. Training Conference is posted well in advance so that officers and educators can plan accordingly.
- K. Assist T.D.O.A. Secretary as required to disseminate information to officers and educators.
- L. Obtain prior T.D.O.A. Executive Board approval:
  - f. Before traveling on behalf of T.D.O.A. if planning to claim reimbursement for T.D.O.A. Official business related travel expenses.
    - g. Before purchasing any required software necessary to maintain a technologically advanced and informative website.
    - h. Have their conference registration fee waived in lieu of non-paid services rendered to the association as approved by Executive Board.

## ARTICLE XIV Member Rights and Responsibilities

Section 1: Basic Member Rights: The Texas D.A.R.E. Officers Association (T.D.O.A.) members have certain rights and expectations as members. The following basic rights are guaranteed to each dues paying member as follows:

- A. Right to vote in all T.D.O.A. elections as a dues paying member in good standing and/or as a recipient of a T.D.O.A. Life Membership.
- B. Right to be treated as an equal member of the Texas D.A.R.E. Officers Association (T.D.O.A.) regardless of rank, title, appointed position and/or elected office.
- C. Right to voice his/her concerns on all matters pertaining to furthering the goals and objectives of T.D.O.A. and of the D.A.R.E. Program in Texas to better serve our children.
- D. Right to receive support and assistance when an official request for said support or assistance is formally requested in writing for any local community-based D.A.R.E. Program:
  - 1. Support and assistance from elected T.D.O.A. Officials and/or members of the Executive Board of Directors.
  - 2. Support and assistance from D.A.R.E. America and/or the Texas State D.A.R.E. Coordinator.
  - 3. Support from appointed T.D.O.A. committee members.
  - 4. Other financial support and assistance as approved and as funds exist to provide such support or assistance.
    - a) Based on written request submitted to the T.D.O.A. Executive Board of Directors.
    - b) Request must contain full justification for why funds requested are needed. Specific use of requested funds must be articulated.
    - c) Request must include operating budget showing all income and expenses for the year in which additional funds are requested .
    - d) What will be the tangible result to the children and the D.A.R.E. Program if requested funds are granted?
    - e) Agree to submit an after-action report to the T.D.O.A. Executive Board showing results of funding received.

- f.) Right to expect 100% commitment and effort from all elected officers and appointees to serve the needs of the D.A.R.E. Officer-instructors, Educators and Children of Texas.

**Section 1: Basic Member Responsibilities:** The Texas D.A.R.E. Officers Association (T.D.O.A.) members have certain responsibilities to D.A.R.E. America, T.D.O.A., the State D.A.R.E. and their local community-based D.A.R.E. Programs. Our primary focus and cause is to serve the citizens and the children of Texas by providing a quality scientific and researched based established drug prevention curricula. The following basic responsibilities are designed and intended to preserve the fidelity and integrity of Drug Abuse Resistance Education (D.A.R.E.) Program in Texas. All T.D.O.A. members have a responsibility to:

- A. Follow established D.A. R. E. America and Texas State D.A. R. E. Policies and Procedures for implementing, presenting and facilitating the D.A.R.E. curricula within the schools of Texas.
- B. When voicing your opinion, concern and/or recommendation during any T.D.O.A. business meeting or function follow established procedures as outlined in Robert's Rules of Order.
  - a. The place or venue for such matters shall be in the scheduled annual business meeting.
  - b. Members shall wait until they are recognized by the President or presiding officer before speaking.
  - c. When called upon to cease further comments so that the business at hand may be continued the member will cease and desist further comments. This is to allow for order to be maintained and business agenda completed.
    - 1) Members have right to follow-up their comments, issues and/or concerns in writing and the Executive Board must respond to member in writing as to actions considered and/or taken based on members comments.
    - 2) Such actions and responses will be posted to the official T.D.O.A. website for all members to view.
- C. Promote, assist and support within the confines of their agency policy and procedures all D.A.R.E. America and T.D.O.A. recommended approved fundraisers.
- D. Provide photographs and short article describing local community D.A.R.E. Program events, such as D.A.R.E. graduations, local fundraising activities or other related special events to the T.D.O.A. webmaster for posting on official T.D.O.A. website.
- E. Check the official T.D.O.A. website at [www.daretexas.org](http://www.daretexas.org) monthly to ensure appropriate information is being disseminated and shared throughout the state of Texas.
- F. Register on the official T.D.O.A. website D.A.R.E. Officer Information Update and each time thereafter that any contact information changes. This is to ensure communication of information is maximized and maintained.

These new By-Laws passed by majority vote of its members on this \_\_\_\_\_ day of June, 2007, in Grapevine Texas at the Annual Texas D.A.R.E. Officers Training Conference.