

CONNECTICUT COMMUNITY FOR ADDICTION RECOVERY (CCAR)

BYLAWS

ARTICLE I: NAME, PURPOSE

The name of the organization shall be The Connecticut Community for Addiction Recovery (CCAR).

CCAR Vision

The Connecticut Community for Addiction Recovery (CCAR) envisions a world where the power, hope and healing of recovery from alcohol and other drug addiction is thoroughly understood and embraced.

CCAR Mission

The Connecticut Community for Addiction Recovery (CCAR) organizes the recovery community (people in recovery, family members, friends and allies) to

- 1) put a face on recovery and
- 2) provide recovery support services.

By promoting recovery from alcohol and other drug addiction through advocacy, education and service, CCAR strives to end discrimination surrounding addiction and recovery, open new doors and remove barriers to recovery, maintain and sustain recovery regardless of the pathway, all the while ensuring that all people in recovery, and people seeking recovery, are treated with dignity and respect.

ARTICLE II: MEMBERSHIP

Membership shall consist of any citizen of Connecticut who supports CCAR's vision and mission statement and is included on the CCAR mailing list. Anyone who identifies themselves as supporting the CCAR vision and mission statements and participates in some way will be included on the CCAR mailing list.

ARTICLE III: ANNUAL MEETING

Section 1: Annual Meeting. The Board of Directors shall set the date, time and place of the regular Annual Meeting.

Section 2: Notice. Notice of the Annual Meeting shall be given to each Director of the Board and CCAR member by mail not less than ten (10) days before the meeting.

ARTICLE IV: THE BOARD OF DIRECTORS

Section 1: Board Role, Size, Compensation. The responsibilities of the Board are to be limited to those for which they are legally bound. It is the intent of CCAR members who developed these Bylaws that the CCAR membership will play a key role in making decisions related to the overall policy and direction of CCAR. The Board will consist of no more than fifteen (15) Directors and no less than four (4) Directors. The Board will be compensated for only reasonable expenses.

Section 2: Meetings. The Board of Directors will meet at least quarterly.

Section 3: Elections. Directors will be elected by a majority of CCAR membership present at the Annual Meeting. Members eligible to vote at the Annual Meeting must have been a member and on the mailing list for a minimum of three (3) months.

Section 4: Terms of Office. Each Director shall be elected for a term of three (3) years and no Director may be re-elected for more than two (2) additional terms until that Director has been absent from the Board for at least one (1) year. The Board of Directors may fill any vacancy that may occur on said Board for the unexpired term of such directorship.

Section 5: Quorum. A quorum must be represented by at least fifty-one (51) percent of the Board of Directors. Any business may be conducted at any meeting of the Board at which a quorum is present. If at any time there is less than a quorum present, a majority of those present may adjourn the meeting.

Section 6: Notice. An official Board of Directors meeting requires that each Director have notice one (1) week in advance.

Section 7: Executive Committee. The Executive Committee of the Board of Directors shall consist of a President, Vice President, Secretary and Treasurer.

Section 8: Vacancies. When a vacancy on the Board of Directors exists, the Secretary may receive nominations for new directors from the current Board of Directors two (2) weeks in advance of a Board of Directors meeting. These nominations shall be mailed to Board of Directors with the regular Board of Directors meeting announcement to be voted on at the next Board of Directors meeting. These vacancies will be filled until the next scheduled Annual Meeting.

Section 9: Resignation, Termination and Absences. Resignation from the Board of Directors must be in writing and received by the Secretary. A Director shall be dropped for excess absences from the Board of Directors if he/she has two (2) unexcused absences from Board of Directors meetings in one (1) year. A Director may be removed for other reasons by a three-fourths (3/4) vote of the remaining Directors.

Section 10: Special Meetings. Special meetings of the Board of Directors shall be called at the request of the President or one-third (1/3) of the Board of Directors. The Secretary shall send out notice of a special meeting to each Board of Director postmarked at least two (2) weeks in advance.

ARTICLE V: OFFICERS

Section 1: Number. The officers of this corporation shall be a President, Vice President, Secretary and Treasurer, and such other officers as are designated by the Board of Directors.

Section 2: Election. Officers of the Board of Directors will be elected by a majority of the Directors subsequent to the Annual Meeting. Officers to be elected shall be President, Vice President, Secretary, and Treasurer.

Section 3: Duties. The duties and powers of the officers of the corporation shall be as follows:

The *President* shall convene regularly scheduled Board of Directors meetings, shall preside or arrange for other members of the Executive Committee to preside at each meeting in the following order: Vice President, Secretary, Treasurer.

The *Vice-President* may chair committees on special subjects as designated by the Board of Directors.

The *Secretary* shall be responsible for seeing that records of Board of Directors' actions are kept, that corporate records are properly maintained and that minutes of all Board of Directors meetings are taken and sent out to each Director along with agenda and meeting announcements.

The *Treasurer* shall make a report at each Board of Directors meeting. The Treasurer shall chair the Finance Committee, participate in the preparation of the budget and make CCAR financial information available to the Directors and the public as needed.

Section 4: Vacancies. All vacancies in any office shall be filled by the Board of Directors without undue delay at its regular meeting, or at a meeting specially called for that purpose in accordance with Article IV Section 8.

Section 5: Compensation of Officers. The officers shall receive no compensation other than reimbursement for reasonable expenses.

Section 6: Removal of Officers. The Board of Directors may remove any officer by a three-fourths (3/4) vote at any time, with or without cause, and will consult legal opinion at the time.

ARTICLE VI: COMMITTEES

Section 1: Board of Directors. The Board of Directors will organize standing committees as needed. Recommended standing committees are: Executive, Finance, Nominating, Personnel and Ad Hoc. The standing committees will meet on an as-needed basis and will be chaired by a member of the Board.

Section 2: Executive Committee. The Executive Committee is composed of the officers of the Board of Directors and is chaired by the President. The Executive Committee is empowered to act on behalf of the full Board in matters that require immediate action and do not involve major questions of policy or funding. Any actions taken by the Executive Committee must be ratified by the full Board of Directors at its next meeting. Executive Committee meetings can be called at any time.

Section 3: Finance Committee. The Finance Committee makes recommendations regarding all financial procedures and controls, assists in the preparation and presentation of budgets, reviews all financial statements and presents financial reports at all Board meetings. This committee reviews the audit results and recommends the retention of an auditor. The committee is composed of the Treasurer and when possible, at least two (2) other Directors of the Board. The Treasurer of the Board chairs this committee.

Section 4: Nominating Committee. The Nominating Committee prepares a slate of nominees for new Directors to be presented at the Annual Meeting for approval by the majority of the CCAR membership present at the Annual Meeting. This committee is composed of a minimum of two (2) Directors, and up to a maximum of six (6) CCAR general members.

Section 5: Personnel Committee. The Personnel Committee works with staff in the development and review of personnel policies and procedures which are submitted to the full Board for approval. The Personnel Committee is responsible for developing performance appraisal standards and process for the evaluation of the Executive Director. This committee will perform personnel related functions as determined by the Board and will meet on an as-needed basis. The committee shall be composed of a minimum of three (3) Directors when possible.

Section 6: AD HOC Committee. The Board of Directors and/or the President may designate Ad HOC committees. The Board and/or the President may dissolve existing Ad HOC committees as required.

ARTICLE VII: EXECUTIVE DIRECTOR

Section 1: Appointment, Duties. There shall be an Executive Director, who shall be appointed by the Board of Directors for such term as the Board may determine and his/her appointment shall be reviewed and reaffirmed annually. The Executive Director shall be responsible to the Board of Directors for the management and operation of the corporation and for the employment of personnel. He/she shall attend meetings of the Board of Directors. He/she shall employ personnel in sufficient numbers within the

confines of the budget and of adequate qualifications so that the corporation may carry out its stated vision and mission.

Section 2: Removal. The Board of Directors may remove the Executive Director by a three-fourths (3/4) vote, at any time, with or without cause.

ARTICLE VIII: AMENDMENTS

Section 1: These Bylaws shall be amended when necessary by two-thirds (2/3) vote of CCAR members present at a specific meeting where the votes are taken. Members eligible to vote at the meeting must have been a member and on the mailing list for a minimum of three (3) months. Proposed amendments must be submitted to the Secretary to be sent out to the general membership for review with announcements.

Revised Bylaws adopted on November 13, 2001.

Bylaws amended on December 10, 2002.

Revised Bylaws approved on December 13, 2005.