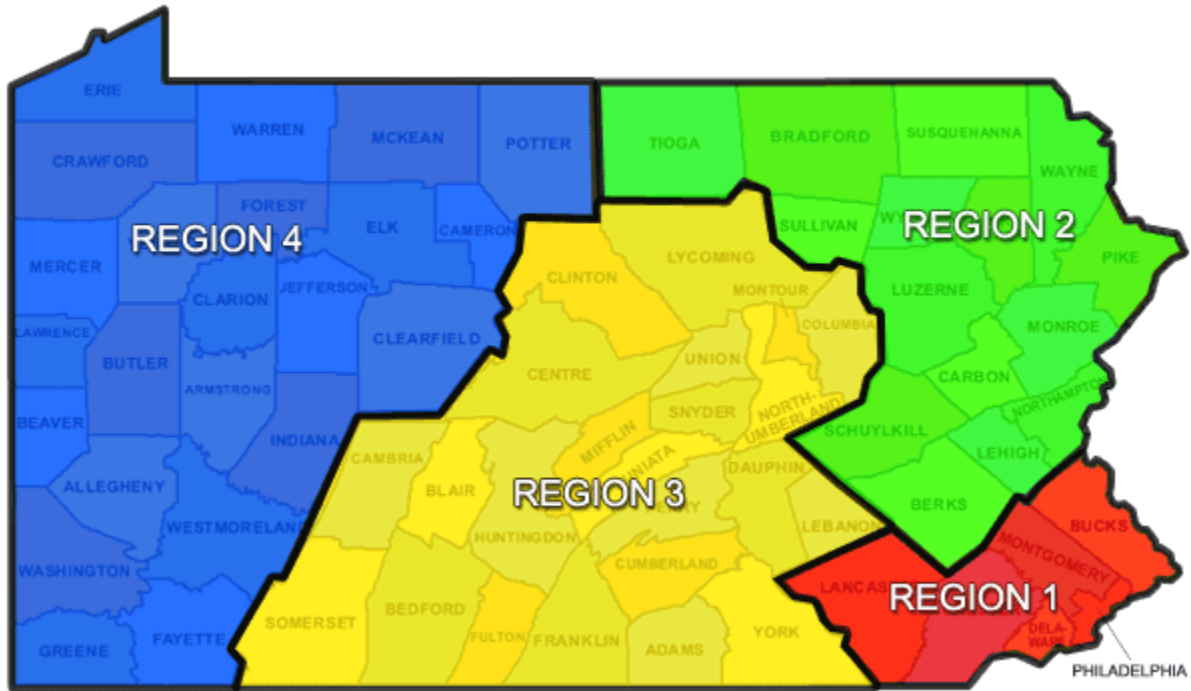


Bylaws Attachment A: Four Geographic Regions



Region 1: Comprised of 6 counties in Southeastern Pennsylvania:

- Bucks
- Chester
- Delaware
- Lancaster
- Montgomery
- Philadelphia

Region 2: Comprised of 15 counties in Northeastern Pennsylvania:

- Berks
- Bradford
- Carbon
- Lackawanna
- Lehigh
- Luzerne
- Monroe
- Northampton
- Pike
- Schuylkill
- Sullivan
- Susquehanna
- Tioga
- Wayne
- Wyoming

Region 3: Comprised of 23 counties in Central Pennsylvania:

- Adams
- Bedford
- Blair
- Cambria
- Centre
- Clinton
- Columbia
- Cumberland
- Dauphin
- Franklin
- Fulton
- Huntingdon
- Juniata
- Lebanon
- Lycoming
- Mifflin
- Montour
- Northumberland
- Perry
- Snyder
- Somerset
- Union
- York

Region 4: Comprised of 23 counties in Western Pennsylvania:

- Allegheny
- Armstrong
- Beaver
- Butler
- Cameron
- Clarion
- Clearfield
- Crawford
- Elk
- Erie
- Fayette
- Forest
- Greene
- Indiana
- Jefferson
- Lawrence
- McKean
- Mercer
- Potter
- Venango
- Warren
- Washington
- Westmoreland

Bylaws Attachment B: Officers' Responsibilities

President: Job Description and Duties

The President will:

1. Actively participate in all CPA Board Meetings.
2. Convene the CPA Board meetings and provide an agenda for the meetings. The president will submit an oral or written presidential report on activities the president has been involved in on behalf of CPA since the last board meeting, to be included in the minutes.
3. Maintain a standard board meeting agenda format to include but not be limited to the following: President's Report, Committee Reports, Regional Coordinator's Reports, Treasurer's Report, Minutes of last meeting, New Business, Old Business.
4. Be responsible for coordinating the delivery of board manuals for new board members making sure the information is current.
5. Be responsible for overseeing the Vice President's planning and the implement of the CPA Annual Meeting. Will assist in committee development for this event, agenda preparations and will be an ad-hoc member of this committee.
6. Serve as an Ad-hoc member of all committees and maintain a working knowledge of all committees of the CPA Board via mail, phone, e-mail, fax and other communication avenues.
7. Be responsible for maintaining a relationship with Bureau of Drug and Alcohol Programs (BDAP) of the PA Department of Health, PA Prevention Directors Association (PPDA), PA Liquor Control Board, and other state and national prevention organizations. A minimum of two contacts each year with BDAP and PPDA are required. Additional contacts will be made at the discretion of the Board.
8. Prepare a letter of introduction of the new president before leaving office.
9. Be responsible for cancellation of meetings due to inclement weather or other natural or man made situations. In lieu of cancellation the President can order a conference call to replace the meeting. The President will be responsible for maintaining an up-to-date phone directory system (phone tree) to contact Board members.
10. Pick up, review and disseminate all mail prior to each meeting.
11. Be responsible for all other duties as assigned by the Board.

Vice President: Job Responsibilities and Duties

The Vice President will:

1. Actively participate in all CPA Board Meetings
2. Act in lieu of President when the President is unable to perform his/her tasks and objectives.
3. Be responsible for the planning implement of annual meeting in conjunction with the President.

4. Contact Regional Coordinators on a quarterly basis for update and provide updates at Board meetings.
5. Monitor two regional meetings yearly provided by Regional Coordinators.
6. Provide manual and review for new board members.
7. Be responsible for timeline tickler/review. (Inform President and Board of tasks to be done in a timely manner.)

Secretary: Job Responsibilities and Duties

The Secretary will:

1. Actively participate in all CPA Board Meetings.
2. Take minutes of the business conducted.
3. Type and distribute minutes of meetings to all board members, alternates - honorary members, and regional coordinators prior to the next meeting.
4. Review and answer all correspondence as directed by the Board of Directors.
5. Make telephone calls as directed by the Board of Directors.
6. Maintain an accurate and up-to-date mailing list of the Board of Directors.
7. Record attendance of all persons at Board of Directors' meetings to be included in the minutes.
8. Schedule special meetings at the request of the Board of Directors.
9. Maintain a copy of minutes and meeting agendas in a three-ring binder.
10. Be responsible for any and all other duties that may become necessary deemed by the CPA Board of Directors

Treasurer: Job Responsibilities and Duties

The Treasurer will:

1. Actively participate in all CPA Board Meetings.
2. Keep appropriate records of funds deposited and withdrawn from the checking account and other investments.(CD's)
3. Balance monthly bank statements.
4. Pay all outstanding CPA board approved invoices.
5. Submit written monthly financial report to the board members.

6. Secure yearly audit of financial records from a Certified Public Accountant.
7. Maintain in kind documentation from monthly meeting and committee activities.
8. Deposit checks in a timely manner.
9. Act as chairperson of the resource development and finance.
10. Make sure all IRS documents are submitted annually.

Bylaws Attachment C: Regional Coordinators

Goals:

The Regional Coordinator is responsible for developing and facilitating regional information/networking meetings and trainings for the counties in their respective region.

Job Description and Duties:

1. Develop and maintain a current database of the agencies and individuals who provide prevention services in the counties within their region.
2. Provide for regularly scheduled information/networking meetings and/or training opportunities at least two times per year.
3. Develop a means to access the information and training needs of prevention professionals for the meetings.
4. Secure a meeting site and arrange for refreshments and/or meals.
5. Inform the Board of upcoming meetings/trainings and activities through written reports provided at the monthly Board meetings. If the coordinator won't be present at the meeting, the report must be faxed or sent to the vice president several days prior to the scheduled meeting.
6. Provide updates on current CPA Board initiatives and news to the regional members.
7. Notify regional members of any Board of Director's vacancies and make nomination forms available to those who are qualified or interested in filling the positions.
8. Provide database information to the membership committee, conference committee, and communications/networking/technology committee.
9. Encourage membership in CPA.
10. Apply for CPS credits for regional trainings.
11. Serve as a member of the nominating committee.
12. Prepare yearly budget, as per others.

Bylaws Attachment D: Committee Responsibilities

Advocacy Committee

Goals:

- Keep the Corporation abreast of new and emerging issues relevant to prevention.
- Act on behalf of the Corporation in responding to new and emerging issues relevant to prevention.

Job Description and Duties

1. Become familiar with the politics on Capitol Hill, both in Harrisburg and Washington.
2. Be aware of pending legislation involving the drug and alcohol field and its impact to the field.
3. Make periodic contacts with legislators to maintain familiarity with CPA and related issues.
4. Write letters and make phone calls stating the position of the CPA on pending legislation or legislation that should be proposed for the benefit of the drug and alcohol field with emphasis on prevention.
5. Encourage CPA board members and Region Coordinators to host a day with your local legislators in your facility so that they can see how their legislation helps or hinders the daily efforts of the D & A professional.
6. Recognize any efforts made by local and federal legislators on behalf of the field, minimally with a letter of thanks for their efforts.
7. Prepare an annual budget to be presented at the January CPA Board meeting.

Bylaws Committee

Goal: To maintain the Corporation's status as a non-profit entity.

Job Description and Duties

1. Upgrade rules and regulations as needed.
2. Prepare a yearly budget.

Communication/Networking/Technology (CNT) Committee

Goal: To maximize two-way communication with other agencies and organizations in order to increase coordination and collaboration.

Job Description and Duties

1. To explore and utilize various types of technology to increase the networking and communication abilities of the prevention field in Pennsylvania.

2. To coordinate the development and maintenance of an internet website for CPA.
3. To create a list serve or mass electronic information distribution method to keep prevention providers informed of important information.
4. To develop and maintain a current database of prevention contacts and partners in Pennsylvania.
5. To actively investigate and develop the best and most current methods for connecting and linking prevention providers with each other and with current information and developments in the prevention field.
6. The CNT committee will work with other committees, such as membership, to ensure that relevant information is disseminated in a timely fashion and through various modes of distribution.
7. Prepare an annual budget to be presented at the January CPA Board meeting.

Conference Committee

Goal: Provide a yearly drug & alcohol prevention specific conference.

Job Description and Duties

1. Plan, promote and coordinate a yearly prevention specific educational conference
2. Brainstorm themes, workshops, workshop presenters contact and schedule
3. Deal with technical details; funding, expenses, motel accommodations, etc.
4. Prepare an annual budget to be presented at the January CPA Board meeting.
5. Contract with a conference planning service provider to assist with the planning, coordination and delivery of the conference.

Membership Committee

Goal: To develop and maintain an active and informed membership.

Job Description and Duties

1. Develop membership brochure.
2. Receive and process membership applications.
3. Maintain an up-to-date membership roster using Access.
4. Conduct twice yearly membership drive—prior to the conference and at the beginning of the membership year.
5. Report to board on status of membership.

6. Order membership cards.
7. Order membership certificates.
8. Order membership brochures.
9. Distribute membership brochures to board members.
10. Provide Communication Networking Technology Committee with updated membership roster.
11. Prepare an annual budget and present it at the CPA January board meeting.

Nominations Committee

Goal: Secure names of prospective Officers for the consideration of the Board of Directors

Job Description and Duties

1. Contact regional coordinators in May to get a listing of persons to be recommended for Board positions at the June meeting.
2. Dialogue with committee a slate of officers to recommended serving as Board officers.
3. Contact individuals and get their agreement to serve as a Board officer.
4. Submit the slate of officers to be voted on at the July Board meeting.

Public Relations Committee

Goal: To increase visibility and credibility of CPA.

Job Description and Duties

1. Prepare a written committee report to be presented at every board meeting.
2. Prepare and submit a yearly budget to the finance committee.
3. Maintain committee manual of meetings and activities and all marketing materials.
4. Introduce public media campaigns i.e. maintain Red Ribbon and seek out participation in other National/State public media campaigns.
5. Continue to market CPA to local and State legislators.
6. Create and update marketing brochure as needed.
7. Create and update a power point marketing presentation as needed.
8. Prepare an annual budget and present it at the January CPA Board meeting.

Resource Development/Finance Committee

Goal: To acquire financial and non-financial resources to support the overall growth of CPA.

Job Description and Duties

1. Explore and develop alternative and renewable sources of financing the Corporation.
2. Act as a "sounding board" for request of Corporation expenditures.
3. Follow the recommendations of the accountant and the identified time line.
4. Annually review membership rates/dues in January and report findings to the CPA board.
5. Develop an annual budget and present it at the January CPA board meeting.