

CRITERIA FOR STATE AFFILIATES

Requirements for NCADD Affiliation

All State Affiliates shall fulfill at least the following requirements:

1. Ascribe to the mission and vision of NCADD.
2. Participate in national, state and local advocacy efforts.
3. Be incorporated as a separate non-profit, tax-exempt organization.
4. Maintain an office (street address required) and telephone or answering service located within reasonable proximity of the State capitol.
5. Have an annual public policy agenda that is actively pursued and coordinated with local Affiliates in the State.
6. Adhere to a Code of Ethics that is consistent with the mission of the organization and criteria for affiliation and in compliance with all applicable regulatory agencies.
7. Willingness to work with other Affiliates in providing mutual support and assistance.
8. Utilize name identification with NCADD. For existing State Affiliates, unless the name NCADD is included in the name of the organization, the words "an Affiliate of the National Council on Alcoholism and Drug Dependence, Inc." must appear. For new State Affiliates, the name must include NCADD.
9. Have policies and practices that ensure diversity and equal opportunity in all aspects of its operation (employment, board representation, programs offered, people served, etc.).
10. Maintain its books of account and financial records in accordance with procedures prescribed by the *Standards of Accounting and Financial Reporting for Voluntary Health and Welfare Organizations*; have an annual audit as may be required.
11. Have a representative, voluntary Board of Directors reflecting the economic, geographic, ethnic, and racial composition of the area served.
12. Total operation to be compatible with the policies, objectives and goals of NCADD. To maintain its organization and conduct its program in accordance and consistent with the policies, purpose and goals of NCADD.
13. Pay the prescribed membership dues.

Membership Dues

Dues shall be based on Affiliate's total revenue, as follows:

<u>Affiliate Revenue</u>	<u>Dues</u>
Under \$ 100,000*	\$ 500
\$ 100,000-\$ 499,999	\$ 750
\$ 500,000-\$ 999,999	\$1,000
\$1,000,000-\$4,999,999	\$2,500
\$5,000,000 and over	\$5,000

*For revenue under \$50,000 dues will be 1% of total revenue.

A one-year pre-affiliate introductory membership is \$200, entitling the organization to all NCADD mailings, listing in the Affiliate Directory, and reduced conference registration. During the introductory period, NCADD will work with the council to bring it into compliance with the requirements for full Affiliation.

Payment of the dues is to be made quarterly, payable during the first month of each quarter. Introductory membership dues are payable in full at the time of enrollment.

Representation

At least one member of the NCADD Board of Directors must be a member of the Professional Association of Council Executives.

Bequests

Neither the national office nor the member organization will share in each other's bequests.

Benefits, Privileges and Services of NCADD Affiliation

All Affiliates will be entitled to:

1. The right to make recommendations to the Board on all policy and program matters.
2. Recommend recipients for the Bronze Key award.
3. Executive Service Awards.
4. Networking opportunities.