

Arkansas Prevention Network (APNet)
By-Laws
(Revised June 8, 2009)

ARTICLE I – NAME

- 1.1 The name of the organization shall be the Arkansas Prevention Network (APNet).

ARTICLE II – PURPOSE AND OBJECTIVES

- 2.1 The purpose of APNet is to establish and maintain a state level support system for those practicing the science of prevention either professionally or personally.
- 2.2 APNet plans to fulfill its purpose through the following objectives:
- (a) advocate for prevention issues with policy and decision makers;
 - (b) provide networking opportunities among preventionists; and
 - (c) promote public recognition of prevention as a viable service and a distinct professional discipline.

ARTICLE III – MEMBERSHIP

- 3.1 Membership in APNet shall be open to any individual with an interest in the field of prevention.
- 3.2 An individual becomes active in APNet upon payment of annual membership dues.
- 3.3 The term of membership shall be from July 1-June 30.
- 3.4 Annual dues shall be determined by the APNet Board and shall be due to APNet. New members may join at any time during the year.

ARTICLE IV – BOARD MEMBERS

- 4.1 Elected officers of the board shall be a President, a Vice-President, a Secretary, and a Treasurer. Officers are elected for two-year terms and shall constitute the make up of the Executive Committee, which shall have the authority to transact necessary business and act on behalf of the full Board during interim periods between scheduled board meetings. The President (or designee) shall notify all board members within ten (10) working days of any actions taken by the Executive body. The Board shall be made up of five (5) additional representatives as well as one (1) ex officio position recommended

by the Alcohol and Drug Abuse (ADAP) office and one (1) ex officio position filled by the outgoing APNet Board President.

APPOINTED BOARD MEMBERS

- 4.2 The Alcohol and Drug Abuse Prevention (ADAP) office shall appoint one board member to serve a two-year term on the APNet Board. This position will be re-appointed every two years by ADAP with final approval by the Executive Committee of the APNet Board. This position will be an ex-officio position with no voting privilege.

ALL BOARD MEMBERS

- 4.3 Board members will serve staggered terms of one year and two years as determined by lots drawn at the time of election or as soon thereafter as is practical. After the first term when each seat is completed, the sequential terms will be for two (2) years.
- 4.4 The President shall be elected to serve a two-year term and shall:
- (a) preside over meetings of the APNet membership;
 - (b) call and preside over all meetings of the APNet Board;
 - (c) appoint the chairperson(s) of all standing or ad hoc committees;
 - (d) perform such duties as are normally associated with the office of President; and
 - (e) serve as a liaison to promote the organization.
- 4.5 The Vice-President shall be elected to serve a two-year term. The Vice-President may:
- (a) preside over meetings in the absence of the President;
 - (b) assist the President in his/her duties;
 - (c) pursue additional APNet memberships;
 - (d) represent APNet at meetings, conferences and other functions of interest to APNet;
 - (e) serve a 2 year term as APNet representative to the MidSOUTH Prevention Institute Advisory Board; and
 - (f) assume the responsibilities of the President in the event that the President is unable to complete his/her term of office.
- 4.6 The Secretary shall be elected to serve a two-year term and shall:
- (a) record proceedings of all meetings of APNet;
 - (b) be responsible for all regular correspondence; and
 - (c) act as custodian of APNet minutes and other APNet records.

- 4.7 The Treasurer shall be elected to serve a two-year term. The Treasurer shall be bondable and:
- (a) be responsible for all financial matters of APNet;
 - (b) maintain accurate records;
 - (c) mail annual membership invoices for APNet membership fees; and
 - (d) maintain an accurate record of all membership fees collected.
- 4.8 All Board members shall:
- (a) participate in the decision-making responsibilities of the Board;
 - (b) represent APNet at meetings, conferences and other functions of interest to APNet; and
 - (c) assist the President and Vice-President in their assigned duties.
- 4.9 All officers shall serve no more than two consecutive terms in the same office.
- 4.10 Any officer may be removed by the APNet Board, at any regular or special meeting at which a quorum is present, for engaging in conduct prejudicial to the best interests of APNet.

ARTICLE V – APNet BOARD

- 5.1 The affairs of APNet shall be governed by a Board of Directors as defined in Article IV.
- 5.2 The functions of the APNet Board shall be to:
- (a) meet quarterly or as called by the board President, based upon need;
 - (b) make recommendations, develop policy and procedures, establish protocol and carry out functions of the organization's purpose including official position statements;
 - (c) appoint all committees necessary for implementing activities in accordance with APNet purpose;
 - (d) represent APNet between meetings; and
 - (e) call an annual meeting of the membership.
- 5.3 APNet Board members shall miss no more than two consecutive, unexcused regularly scheduled, quarterly meetings (this does not include called meetings or meetings where the regularly scheduled meeting has been changed). APNet Board members who miss more than two consecutive, regularly scheduled meetings of the Board, as previously stated, may petition the APNet Board for consideration of an excused absence.
- 5.4 All meetings of the Board shall be open meetings.

- 5.5 Voting at APNet Board meetings shall be limited to members of the APNet Board.
- (a) The President shall vote only in case of a tie vote.
- 5.6 Four APNet Board members, to include the President or Vice-President and one other officer, present at the meeting, shall constitute a quorum for the transaction of business by the full Board.
- 5.7 The Board of Directors of APNet will assume the primary responsibility for the administration of the APNet and will have the authority to act on behalf of the membership in matters not prohibited by existing by-laws. Where deemed advisable or necessary and approved by a majority of the board membership, members of the Board of Directors may vote by email or fax with such vote being entered into minutes.

ARTICLE VI – STANDING COMMITTEES

- 6.1 Standing or ad hoc Committees shall be established by the Board as needed and may include a Membership Committee, Legislative Advocacy Committee, Public Relations Committee, and Development Committee. Other committees will be determined by the Board as necessary.
- 6.2 Membership of the Standing Committees shall be as follows:
- (a) Committees shall include a chairperson appointed by the President (this appointee must be a dues paying member of the general APNet membership) and other members selected by the committee chair and members of the Board.
- 6.3 The responsibilities of Standing Committees shall be as follows:
- (a) The Membership Committee shall actively seek and encourage membership;
- (b) The Legislative Advocacy Committee shall include monitoring prevention-related issues coming before decision-making bodies, including but not limited to the state legislature; informing the membership of such developments and, where appropriate, recommended actions.
- (c) The Public Relations Committee will be responsible for monitoring current trends in prevention and recommending appropriate actions to the Board; marketing APNet; informing the general public of the science of prevention.
- (d) The Development Committee will be responsible for increasing the capacity of APNet through fundraising.
- (e) All chairpersons shall make a report, either in person or in writing, to the APNet Board for each quarterly meeting.

ARTICLE VII – NOMINATION AND ELECTION OF OFFICERS

- 7.1 The Nominating Committee shall be chaired by the Immediate Past President and consist of two (2) other APNet members appointed by the Chair by April 1. If the Immediate Past President is inactive in the APNet, the President will appoint a chair. Committee members shall present to the APNet Board a slate of nominations for each position up for election by May 15 of each year. The slate of nominees shall be distributed to all members by June 1 and elections will occur during MidSOUTH Summer School in June of each year.
- 7.2 A majority of votes received will determine the election of a person to the position.
- 7.4 Appointments shall be made by the APNet Board to fill an unexpired term for any position except that of President.
- (a) The Vice-President will fill any unexpired term remaining in the President's term of office.
 - (b) It is the intent of the membership that the Vice President shall be nominated and elected to the position of Board President upon the conclusion of the term of the existing Board President.

ARTICLE VIII – CONDUCT OF MEETINGS and ELECTIONS

- 8.1 Meetings and elections shall be according to the most recent Robert's Rules of Order.

ARTICLE XI – FISCAL YEAR

- 9.1 The fiscal year of APNet shall be July 1-June 30.

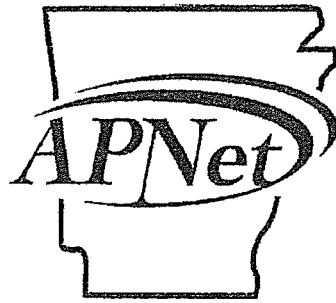
ARTICLE X – AMENDMENTS

- 10.1 These By-Laws may be amended by a two-thirds vote of the Board members provided written notice of the proposed amendment is given one month in advance.

ARTICLE XI – DISSOLUTION

- 11.1 Purpose: The corporation is organized exclusively for charitable, educational, religious, or scientific purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code.

11.2 Dissolution Clause: Upon dissolution of the corporation, assets shall be distributed for one or more of the exempt purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code or the corresponding section of any future federal tax code, or shall be distributed to the federal government or to a state or local government for a public purpose. Any such assets not so disposed as outlined above shall be disposed of by the court of competent jurisdiction of the county in which the principal office of the corporation is located, exclusively for such purposes or to such organization(s) as said court shall determine.



Arkansas
Prevention
Network

POLICY AND PROCEDURES MANUAL

Revised May 2013

APNet Policy and Procedures Manual

Mission Statement:

The Arkansas Prevention Network is a statewide prevention association working to increase positive, healthy behaviors among Arkansans.

Purpose:

The purpose of APNet is to establish and maintain a state level support system for those practicing the science of prevention either professionally or personally. APNet strives to be the voice of prevention in the State of Arkansas.

Objectives:

- (1) Promote public recognition of prevention as a viable service and a distinct professional discipline;
- (2) Advocate for prevention issues with policy and decision makers; and
- (3) Provide networking opportunities among preventionists.

I. Basic Policies:

- A. Any mail-out or e-mail representing official APNet decisions and/or stands will need prior approval by the board.
- B. Only board members can make official statements on behalf of the APNet. According to by-laws, official statements require prior approval by a quorum of the board.
- C. All APNet written communications and official documents must include the APNet logo to identify source or owner of document. Below are the two board approved APNet Logos:



- D. Any document electronically transmitted to the membership (or public) should be sent in a protected format to protect the integrity of APNet (e.g. Adobe format).
- E. The Annual Meeting will be held in June during the week of MidSouth Summer School. During the Annual Meeting, all Committee Chairs will present an annual report of committee activities and Standing Committee Chairs will present a plan for the upcoming year.
 1. Even number year elections will include the Executive Officer Positions and one At-large position. The Executive Officer positions are President, Vice-President, Secretary, and Treasurer. The President will appoint the Chair for the Development Committee during this election cycle.

2. During odd number years, the annual elections will include four of the At-Large positions. From these positions the President will appoint the PR Chair and Legislative/Advocacy Chair.
 3. During the Annual Meeting in June, sign-in sheets will be passed around to document member participation and to recruit committee members.
- F. Each year a new board member orientation will take place no later than July 31st. The orientation will be set up by the Immediate Past President and conducted by the immediate past officers to provide for an orderly transition of business to the new officers. It is the current (or outgoing) President's duty to provide updated training materials.
- G. The Articles of Incorporation Registered Agent will be the current President of the APNet.

II. Financial Procedures

A. Membership

1. Membership invoices are to be sent by the first week of May each year. A second invoice will be sent out to any unpaid members no later than July 1st as a reminder that membership fees are due June 30th. Dues not received by July 31st will result in termination of the membership.
2. Members who join on or after April 1st will hold APNet membership through the following fiscal year (up to a 15 month period).

B. Reimbursements for Board Members

1. Board approved purchase reimbursements must be accompanied by original receipts and submitted to the Treasurer by the 5th of the month following the date of purchase.
2. APNet board members, who are on official APNet business and cannot receive travel reimbursement otherwise, may be authorized reimbursement from APNet. Mileage reimbursements for official APNet business will be based on the AR state rate at the time of travel and will be for city to city miles (according to the Rand McNally map), no vicinity miles included, unless otherwise approved by the board. A reimbursement request form must be submitted by e-mail to the Treasurer by the 5th of the month following the travel.
3. Reimbursement for other expenses accrued during official APNet business must have prior board approval before the expense is incurred. Allowable cost will be based on the AR state rate at time of travel, unless otherwise noted (e.g. meals and lodging). All approved reimbursements must be accompanied by an original receipt. A reimbursement request may not include alcohol or tips.

C. Contractors

1. Consultants to the APNet will be reimbursed for lodging and meals if the consultant is not employed at an agency which allows for their reimbursement. Reimbursement will be for the minimum AR state rate at time of the service. If a higher reimbursement is needed, the request for such must receive prior APNet board approval before any commitment is made.

2. Out of state travel reimbursement will be at a rate up to the cost of an airline ticket. If mileage is requested in lieu of an airfare, reimbursement is limited to the state government rate at the time of travel, up to the cost of the airline ticket.
3. Ground transportation will be paid for travel to and from hotel/home (or office) and airport and between the hotel and training site if necessary.

D. Committees

1. Each standing committee chair will be designated a budget at the beginning of each fiscal year based on the projected cost of the committee's plan for the year. No projects may be set into action until the budget to support the committee's plan is approved by the board.
2. **An ad hoc committee may be developed to address special projects, which might also require a budget.** In such case, the board must approve the budget prior to any project commitments or activities by the ad hoc committee.

E. Fiscal Accountability

1. Only designated Board Members are authorized to sign APNet checks. This normally includes three officers, including the President and the Treasurer(s)--one of which has primary responsibility for managing the checking account.
2. Any check written in an amount of \$250.00 or more requires signatures of two authorized individuals unless minutes of a previous meeting document prior Board approval for a particular expense exceeding that limit.
3. All transactions at the bank must be dated and on bank-issued deposit and withdrawal slips.
4. For record verification purposes, APNet utilizes checks with duplicate slips and does not use an ATM or debit card. Hence, Board Members must request reimbursement for any purchase they make on behalf of APNet.
5. No reimbursement check will be issued for an approved expense without the submission of appropriate documentation (e.g. receipts, travel reimbursement form, etc.).
6. No authorized individual should ever sign a check written to him/herself. Instead, reimbursement documentation must be submitted to one of the other authorized officers for review and issuance of the reimbursement.

III. Administrative Procedures

A. Board of Directors

1. The Board holds quarterly meetings. The President may call additional meetings as needed.
 - a. Directors must not miss more than two unexcused, consecutive, regularly scheduled meetings to maintain good standing.

- b. To be considered excused, board members must contact the President by phone or email before the start time of the meeting with a valid reason for missing the meeting.
 2. The Board is responsible for scheduling, planning, and holding the annual meeting of the membership.
 3. Directors have up to three (3) business days from the "sent" date of draft minutes to review and provide feedback to the Secretary regarding clarification or any corrections needed, in order to assure timely completion and distribution of the minutes to the membership.
- B. By-laws
 1. When revisions to the by-laws are proposed, these must first be approved by the board and then sent to the membership at least 15 days in advance of the annual meeting in June.
- C. Officers
 1. The **President** serves a two year term, and
 - a. Presides over meetings of the membership;
 - b. Calls and presides over all meetings of the APNet Board;
 - c. Appoints the chairperson(s), as appropriate, of standing and ad hoc committees and maintains communication regarding committee progress;
 - d. Performs such duties as are normally associated with the office of President;
 - e. Acts as a liaison to promote the organization; and
 - f. Serves as the Registered Agent for the Articles of Incorporation.
 2. The **Vice-President** serves a two-year term, and
 - a. Presides over meetings in the absence of the President;
 - b. Assists the President in his/her duties;
 - c. Chairs the Membership Committee assuring appropriate and timely:
 - i. membership recruitment efforts
 - d. Coordinates with the Treasurer in all matters regarding membership records and related mailings confirming membership (welcome letters, receipts, cards, lapel pins, etc.).
 - e. Represents APNet at meetings, conferences and other functions of interest to APNet;
 - f. Serves a two (2) year term as the APNet Representative to the MidSouth Prevention Institute Advisory Board; and
 - g. Assumes the position of President in the event the President is unable to complete his/her term of office.
 3. The **Secretary** serves a two-year term, and
 - a. Records proceedings of all APNet board and membership meetings;
 - b. Provides sign-in sheets and/or records members present at meetings in order to document attendance;
 - c. Is responsible for all regular correspondence which includes, but is not limited to, minutes of board and membership meetings;

- d. Coordinates with other APNet officers and committee chairs in conveying required notifications to the membership (e.g. nomination slate, newsletter, etc.) by required deadline; and
 - e. Acts as custodian of APNet minutes and other official records and documents.
4. The **Treasurer(s)** serves a two-year term, and
- a. Is bondable and responsible for all financial matters of APNet;
 - b. Oversees and monitors the budget;
 - c. Maintains accurate and timely fiscal records and documents;
 - d. Meets deadlines in mailing annual invoices for membership renewal fees;
 - e. Maintains accurate membership records including:
 - i. all membership fees collected,
 - ii. an up-to-date directory of the active membership by adding/deleting names, as appropriate,
 - iii. coordination with the Chair of the PR Committee to assure the most current version of the directory is posted on the web site; and
 - iv. Coordination with the Chair of the Membership Committee to assure:
 - within 60 days of joining, each member is sent a membership card and other appropriate member item(s) (e.g. lapel pin) through postal services.
 - bi-annual distribution of the membership directory (September 1/January 15)
 - f. Assures reimbursement/payments are appropriate to budget and processed no later than the 10th of the month; and
 - g. Submits required tax documents (n990) and other legal/business documents required of APNet.

IV. Ex Officio Board Members

- A. The **Division of Behavioral Health Services' (DBHS) Representative** duties include:
- 1. Attending all board meetings;
 - 2. Acting as a resource to the board and providing support and technical assistance.
 - 3. Providing a state perspective on prevention and the APNet efforts, and
 - 4. Providing information to the Board on state and national trends.
- B. The **Immediate Past President** duties include:
- 1. Attending all board meetings;
 - 2. Serving as one of the APNet Representatives on the Prevention Legislative Task Force.
 - 3. Serving as Nominating Committee Chair;
 - 4. Coordinating with the Secretary as Historian for APNet.
 - 5. Coordinating with the APNet President to change the Registered Agent with the Secretary of State as appropriate; and
 - 6. Setting up the annual orientation of new board members.

V. Committees

- A. Standing Committees are:
1. Development
 2. Legislative/Advocacy
 3. Membership, and
 4. Public Relations.
- B. Standing Committees are to meet at least once per quarter.
- C. Each Committee Chair is responsible for recruiting committee members, holding committee meetings, and ensuring committee member active involvement in committee activities and efforts.
- D. Each Committee Chair will identify a Co-Chair to be approved by the board.
- E. Each Committee Chair is responsible for presenting a status report on the committee's efforts at each regular board meeting.
- F. Each Committee Chair is responsible for preparation of an annual report on the committee's efforts and the presentation of that report to the membership during the annual meeting in June.
- G. Each individual committee will have specific duties aside from those listed above:
1. **Development Committee**
 - a. The Development Chair is appointed by the APNet President for a two year period. This appointment takes place during even number fiscal years.
 - b. The Development Committee is responsible for fundraising and grant writing for the APNet. This includes seeking out funding sources and fundraising projects.
 2. **Legislative/Advocacy Committee**
 - a. The Legislative Chair is appointed by the APNet President for a period of two years.
 - b. This appointment takes place during the odd numbered fiscal years.
 - c. The Legislative Committee is responsible for all activities related to legislative advocacy.
 - d. The committee will meet no less than once a quarter, but should meet more often during legislative sessions.
 - e. During legislative sessions, the Legislative Chair (or Chair's designee) will send out timely updates and alerts to the membership.
 - f. The committee is responsible for planning a lunch meeting/training during MSSS on legislative topics, if so desired by the Board of Directors.
 3. **Membership Committee**
 - a. The Vice-President serves as the chair of the membership committee.
 - b. The Membership Committee is responsible for all activities related to membership, including, but not limited to recruitment, benefits of membership, and sustaining membership.

- i. All individuals joining the APNet will receive a welcoming acknowledgement by e-mail of receipt of dues and a web site address so that they may access online information.
 - iii. If no e-mail address is provided by the member, a timely letter with the information will be sent by postal services to the new member.
 - c. The Membership Committee is responsible for the annual membership recruitment/retention campaign, which normally begins in April.
 - d. There are three types of memberships, all of which are available at a board-set fee.
 - i. Individual membership
 - ii. Organization Sponsorship supports up to five individual memberships at a reduced rate. The Sponsor designates the individuals to fill each membership slot. All such members receive full membership benefits and the Sponsor receives a certificate of organizational sponsorship. Should a designee's affiliation with the Sponsor end, the membership slot belongs to and remains with the Sponsor.
 - iii. Student memberships are available at a 50% cost of a regular individual membership. Students receive the same benefits of membership as any APNet Member. Eligibility for a student rate requires documentation of current student status with an institute of higher education. Documentation may include a letter from the student's advisor or a photo copy of a current photo student ID (if the date of student status is listed on the ID).
 - e. When APNet sponsors the Summer School, the membership committee will include the following as part of the annual membership recruitment campaign:
 - i. Members who renew or new members who join from April 1 through Wednesday of the MSSS will be eligible for one of six tuition scholarships to MSSS the following year. The names of all who renew or join during this time period needs to be kept in the committee's records.
 - ii. The drawing for these scholarships will take place during a general session of the Summer School in the latter part of the week.
 - iii. If a MSSS scholarship recipient is not able to use the scholarship the following year, the scholarship will revert back to the board for redistribution.
- 4. **Public Relations Committee**
 - a. The Chair is appointed by the President and serves a two year term. This appointment takes place during odd numbered years.
 - b. Production of quarterly newsletters is the responsibility of the PR committee and should be distributed to the membership in the months of August, November, February, and May.
 - c. The PR Committee is responsible for maintaining an up-to-date APNet website that accurately portrays the current status of prevention in Arkansas and for

coordinating with the Membership Chair on any updated materials for the website, such as the membership directory, membership form, etc.

- d. The PR Chair is responsible for developing and updating promotional materials (e.g. PR kit, brochure, online social networking, etc.).

5. **Awards Committee (ad hoc)**

- a. The Awards Committee Chair is appointed by the president annually/for a term of one year.
- b. The Awards Committee is responsible for orchestrating all activities relative to bestowing annual recognition on deserving recipients. This includes but is not limited to such steps as establishing criteria, the nominations process, selection determination, presentations to recipients, publicity, etc.
- c. An awards nomination package is distributed via email to current APNet members no later than March 31 of each year. The package will include explanation of each award's purpose, qualification requirements, and a nomination form. It will also identify to whom and where to submit nomination(s) and a date and time by when the nominations must be received.
- d. Only current APNet members may make nominations for the following awards:
 - i. **Jim Smith Lifetime Achievement**
 - a) Honors an individual for his/her years of outstanding contributions to the prevention field in Arkansas.
 - b) *Does not* have to be an APNet member.
 - c) Must have worked in the prevention field for at least 15 years.
 - d) Demonstrates strong character and dedication to the prevention field.
 - ii. **Preventionist of the Year**
 - a) Works in the field of prevention.
 - b) Must be an APNet member.
 - c) Deserves recognition for the hard work, dedication, and accomplishments in the field of prevention within the past year.
 - iii. **Community Award: People Making a Difference**
 - a) Recognizes a coalition, group, or individual whose commitment, dedication, and hard work within the past two years resulted in a measurable prevention impact upon their community or the state. This award is not limited to those in the prevention field.
 - b) *Does not* have to be an APNet member.
 - iv. **Outstanding Newcomer of the Year**
 - a) Works in the field of prevention.
 - b) *Does not* have to be an APNet member.
 - c) Must have worked in the field for no longer than two years.
 - d) Recipient may receive an honorary membership for the upcoming year.
 - v. **Outstanding Youth Award**
 - a) Recognizes a youth for his/her hard work, dedication and accomplishments in prevention during the past year.

- b) Provided leadership to other youths in efforts to make a positive difference in the lives of others within his/her community.
- vi. Outstanding Youth Group Award
 - a) Recognizes a youth group for their hard work, dedication and accomplishments in prevention during the past year.
 - b) Promoted opportunities for youth to be involved in positive activities that assisted others within their community.
 - c) The Youth Group's efforts are visible and recognized in the community.
- e. The Awards Committee is responsible for coordinating with the board on the Friends of Prevention Award(s). The board may select recipients as appropriate for the Friends of Prevention Award and may choose also to bestow an honorary membership for the upcoming year. This award is presented to a legislator or other public figure whose efforts, as deemed by the board, have significantly contributed to or benefitted the field of prevention during that year. This is not necessarily an annual award.

6. Nominating Committee (ad hoc)

- a. The Nominating Committee is an ad hoc committee chaired by the Immediate Past President.
- b. If the Immediate Past President is inactive, the President will appoint a Committee Chair.
- c. Two APNet members will be appointed by the Committee Chair.
- d. The Committee will present a slate of nominations to the Board by May 15th of each year. Once the Board approves the slate of nominations, the Nominating Committee Chair will coordinate with the Secretary to forward the nomination slate to the membership by June 1 each year.
- e. The Committee Chair will present the slate of nominations at the annual meeting and will conduct the election process during the meeting.

VI. Trainings

- A. At least one mid-year training will be held each year. This training will address issues that are current to APNet and/or the field of prevention.
- B. An ad hoc committee will be developed each year to plan for the mid-year training.
- C. The Board of Directors and the ad hoc planning committee will collaborate with the Prevention Institute and the Arkansas Prevention Certification Board to promote prevention trainings around the state.