

Franklin County Substance Use Prevention Coalition Bylaws

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ARTICLE I. Name: The organization's official name shall be known as Franklin County Substance Use Prevention Coalition.

ARTICLE II. Purpose: The purpose of the coalition is to prevent and reduce the use of alcohol, tobacco, and other drugs among youth in Franklin County.

ARTICLE III. Goals:

- Provide oversight of coalition ongoing processes from assessment to evaluation phases, including grant-funded projects.
- Ensure the Strategic Prevention Framework guides coalition activities.
- Ensure goals are specific to preventing and reducing substance use and are implemented with fidelity and timeliness.
- Discuss and approve the media plan as well as other coalition activities.
- Provide community education on substance use prevention and reduction activities.
- Work with the county, including public officials and communities, to further the coalition's mission.
- Members will represent the coalition professionally, courteously, and ethically.

ARTICLE IV: Membership:

Membership is open to those in the community and collaborating agencies that are supportive of the organization's purpose. Members are encouraged to attend meetings regularly and be open to participating and assisting with implementing a strategic prevention plan.

Members are encouraged to keep informed of the organization's decisions and activities by reading minutes, reports, newsletters, or other communications.

ARTICLE V: Officers, Staff, and Duties:

Section One: The Governing Structure in the organization is **Steering Committee (Elected and Paid Staff)**. Offices and paid staff guide the coalition administratively in the following ways:

- Lead the coalition in the ongoing process from assessment through evaluation phases.
- Assist in mobilizing, capacity building, training, and monitoring compliance with funding source requirements.
- Assist in ensuring cultural competence and sustainability within the strategic prevention framework.
- Serve as a representative of the coalition group in the community.

Section Two: The position of **Coalition Chair** is a participating member of the coalition group. The Coalition Chair is a position elected by the Coalition supporting agencies. The role of the Coalition Chair is to:

- Be the facilitator of the meetings.
- Assist with administrative decisions.
- Start the regular meetings held by the coalition group.

Section Three: The **Coalition Vice-Chair's** position is a participating coalition group member. The Coalition Vice-chair is a position elected by the Coalition supporting agencies. The role of the Vice-Chair is to:

- Be the facilitator of the Steering Committee meetings in the absence of the Steering Committee Chair.
- Assist the Steering Committee with administrative decisions.
- Start the regular meetings held by the coalition group in the absence of the Steering Committee Chair.

Section Four: The **Secretary/Treasurer** is a participating member of the Steering Committee and the coalition group. The Secretary/Treasurer is a position elected by the Coalition supporting agencies. The role of the Secretary/Treasurer is to:

- Record meeting minutes and disseminate them to the group.
- Takes the lead on making sure the coalition keeps proper accounts.
- Reviews the coalition's financial performance.
- Assure that the coalition has robust and effective financial controls in place.
- Act as liaison for the Steering Committee and the Coalition's independent auditor.
- Reporting on financial matters to the Coalition members.

Section Five: The position of the **Member at Large/Board Member** is a participating member of the steering committee and the coalition group. The Member at Large is an elected position and serves on the Steering Committee for a minimum of one year, typically the immediate past Coalition Committee Chair. The role of the Member at Large is to:

- Assist the Steering Committee with administrative decisions.
- Assist the coalition group as needed.

Section Six: The **Project Director and Co-Project Director** position is hired and overseen by the Steering Committee. The Project Director position is a participating member of the Steering Committee and the coalition group. The Project Director and Co-Project Director are responsible for the coalition organization. The role of the Project Director is to:

- Serve as the facilitator of regular coalition meetings and designate a recorder for the coalition meetings.
- Prepare and distribute agendas, minutes, reports, policies, procedures, and day-to-day communications for the steering committee and coalition meetings.
- Make arrangements for meetings.
- Serve as a liaison for workgroups to the steering committee and the organization
- Deal with all members fairly, sensitively, and confidentially while being open to diverse opinions and points of view.
- Promote collaboration, conflict resolution, and effective decision-making.
- Prepare and submit for publication press releases to keep the community informed of the organization's vision, mission, and current prevention initiatives and projects.
- Research and work with the fiscal agent and funding partners to manage coalition resources within budget guidelines.
- Work with the coalition to pursue financial sustainability; research and submit funding requests. Network with key individuals and organizations while fostering collaborations.
- Develop and maintain a coalition website.

- Participate in community events for education, partnership, and capacity-building. Monitor and evaluate coalition programs and make recommendations for the yearly budget.
- Serve as a representative of the organization in the community and to local, regional, and State agencies.
- Encourage the recruitment of members and help develop resources to sustain the organization

Section Seven: The position of **Work Group Chair** is a participating member of the coalition and the workgroup or committee. A member either volunteers or is appointed to serve in this capacity for the duration of a specific task or coalition project. The role of the Work Group Chair is to:

- Contact and coordinate with members about the work group’s task. Take notes about work progress.
- Represent the organization in the community and consult with the organization’s coordinator as needed.
- Deal with members fairly, sensitively, and confidentially while being open to diverse opinions and points of view.

Section Eight: The positions of the **Coalition Work Group Members** are participating members of the coalition. Work Groups are formed to complete specific tasks or coalition projects. Members volunteer to serve in this capacity. The role of the Work Group Members is to:

- Work cooperatively and complete assigned tasks.
- Promote the organization’s mission in the community.

ARTICLE VI: Electing, Appointing, and Vacating Offices:

The appointment or election process for serving officers is the task of the steering committee. Interested parties can make their request known to the coalition. The steering committee will complete the process unless no volunteers or nominations are received. If an officer resigns before the end of his/her term, the officer will inform the steering committee. A temporary officer may be assigned to the position by the steering committee until the organization’s members can vote for a replacement. The election of officers is held on an annual basis. (New officer begins January – December)

ARTICLE VII: Meetings

Section One: The coalition will have regular monthly meetings, and special meetings can be requested through the Steering Committee. The Project Director will provide notice of upcoming meetings through emails or other contact means requested by the coalition members. Any agenda being requested to be included in an upcoming meeting and input for any reports is to be given to the Project Director before the scheduled meeting so that members can be informed through an email of the planned agenda.

Section Two: The coalition’s meetings will be conducted through a consensus forum allowing the meeting to be informal but guided by the current agenda. The members will make decisions of the coalition present participating in the discussion.

ARTICLE VIII: Dissolution Clause

In the event that the coalition determines it no longer plans to exist, all properties or monies will become the property of the fiscal funding agencies. Any grant monies will be dealt with in accordance with the requirements of the grant-funding sources.

ARTICLE IX: Amending Bylaws

The coalition's bylaws can be amended at any time through a two-thirds majority vote. The procedure for amending bylaws can be through any of these actions:

- Notify the Steering Committee Chair and/or Project Director of a request to place the amendment of bylaws on the agenda at least five business days before a scheduled coalition meeting to allow notification of the coalition members.
- Make a motion at a scheduled coalition meeting for an amendment to be made, suggest, and allow the coalition to vote for the amendment at the current meeting.
- Make a motion for the Steering Committee to review the bylaws and have the Steering Committee submit a draft of the possible amendments to the coalition group at the next scheduled coalition meeting to allow voting on the new draft.
- Make a motion for a special committee to be formed to amend the bylaws. The special committee would then submit a draft to the coalition group at the next scheduled coalition meeting to allow voting on the new draft.