***Bylaws of the Substance Abuse Prevention Coalition of Warren County***

**Article I: Name, Vision, and Mission**

**Section I: Name.** The name of this coalition shall be the Substance Abuse Prevention Coalition of Warren County.

**Section II: Vision.** The vision of the coalition is “Achieving healthy communities free from alcohol, tobacco, and other drug abuse.”

**Section III: Mission.** Partners working collaboratively to prevent the misuse of alcohol, tobacco, and other drugs by youth and adults in Warren County and to build healthy communities by increasing protective factors, reducing risk factors, and sharing resources.

**Article II: Membership**

**Section I: Membership.**

* 1. Membership in the Coalition is determined on a nondiscriminatory basis without regard to race, color, age, sex, religion, disability, or national origin.
  2. Requirements for membership in the Coalition are employment or residence in Warren County and a commitment to preventing the illegal use of alcohol, tobacco, and other drug use.
  3. Active membership in the Coalition shall be defined as attending a minimum of two events (coalition or committee meetings, community events, trainings, etc.) throughout a twelve-month period.
  4. Active membership in the Executive Committee shall be defined as attending a minimum of nine (9) Executive Committee meetings throughout a twelve-month period.

**Section II: New Member Orientation.** New members shall be provided a “Member Guide” which shall consist of materials relevant to the current operations and goals of the Coalition. A member of the Executive Committee (or a designated active member) may be tasked to follow up with first time attendees to answer any questions, share information about the coalition, and to extend an invitation to become an active member.

**Article III: Governance**

**Section I: Officer Eligibility.** Each officer of the Coalition shall be an active member of the Substance Abuse Prevention Coalition of Warren County.

**Section II: Elected Officers.** Elected officers shall consist of a Chairperson, Vice-Chairperson, Secretary, and Treasurer. The Chairperson and Secretary shall be elected in even years. The Vice-Chairperson and Treasurer shall be elected in odd years.

**Section III: Officer Elections.**

3.1 Officer elections shall be held annually before the end of the fiscal year for all offices (See Article VI, Section I)

3.2 Elected officers shall serve a term of two years.

3.3 Officers are limited to one term in the same office and may serve no more than two terms consecutively.

**Section IV: Duties of Officers.** The duties of the elected officers shall be:

4.1 Chairperson: The chairperson shall preside at all meetings and shall perform other such duties as may be assigned by the Executive Committee. The Chairperson shall coordinate the work of the officers and shall serve as member ex-officio of all committees. The Chairperson shall moderate meetings, call special meetings, and work closely with partners.

4.2 Vice-Chairperson: The Vice-Chairperson shall serve as an aide to the Chairperson and shall perform the duties of the Chairperson in the absence or inability of that office to act.

4.3 Secretary: The secretary shall record the minutes of all meetings of the Coalition and perform other such duties as may be delegated. All minutes shall be completed within three weeks of the meeting date.

4.4 Treasurer: The treasurer shall approve all expenditures of the Coalition and work with the fiscal agent to keep record of all expenditures. The Treasurer shall present a financial statement, or as requested by the Chairperson.

**Section V:** **Duties of Advisory Members.** Advisory Members of the Executive Committee shall serve at the discretion of Executive Committee. The Executive Committee may appoint members at its discretion. Advisory members serve as volunteers that give advice and support to the Executive Committee elected Officers and Chairpersons of standing Committees. Advisory Members shall serve a term of two years and do not have voting privileges.

**Section VI: Removal of Officers.** Any officer or agent elected by the Coalition or appointed by the Executive Committee may be removed by the Executive Committee whenever, in its judgment, the best interests of the Coalition will be served. Officers and advisory members that have not attended three (3) or more consecutive Executive Committee meetings, unless otherwise communicated with the Executive Committee, are considered to have forfeited their role. Any elected officer or advisory member of the Coalition may resign at any time by giving written notice to the Chairperson of the Coalition and unless otherwise specified, the acceptance of such resignation shall not be necessary to make it effective.

**Section VII: Appointments.** The Executive Committee may appoint a replacement for any vacancy in any office for the unexpired portion of the term. Special elections may be called as determined by the Executive Committee.

**Section VIII: Coalition Director~~.~~** The Coalition shall have a full-time Coalition Director who will assist the coalition in completing its work and achieving its goals and will report to theelected officers of the Coalition (Chair, Vice-Chair, Secretary, Treasurer).

**Section IX: Conflict of Interest.**  Whenever an active member has a financial or personal interest in any matter coming before the coalition, the affected person shall fully disclose the nature of the interest, and withdraw from discussion, lobbying, and voting on the matter. Any transaction or vote involving potential conflict of interest shall be approved only when a majority of disinterested active members determine that it is in the best interest of the coalition to do so. The minutes of the meetings at which such votes are taken shall record such disclosure, abstention, and rationale for approval.

**Section X: Public Engagement**. The Coalition Chairperson and Coalition Director shall serve as the official spokespeople for the Coalition. The Coalition Chairperson may also designate another active member to act as spokesperson when it is reasonable and/or necessary.

**Article IV: Committees**

**Section I: Executive Committee.** The Executive Committee shall consist of the elected officers (Chairperson, Vice-Chairperson, Secretary, and Treasurer), the Chairpersons of any standing committees, and up to three (3) Advisory Members appointed by the elected officers. Voting privileges in the Executive Committee are reserved for elected Officers and Chairpersons of any standing committees. The Coalition Director and Advisory Members shall not have voting privileges.

**Section II: Duties of Executive Committee.** The duties of the Executive Committee shall be:

2.1 Transact necessary business in the intervals between meetings and other such business as may be referred to the Coalition.

2.2 Create committees.

2.3 Approve plans of work of committees.

2.4 Present a regular report at the monthly meetings of the Coalition.

2.5 Prepare and submit a yearly budget to the Coalition by the beginning of the fiscal year.

**Section III: Standing Committees.** The Executive Committee may create such standing teams, as it may deem necessary, to promote the objective and carry on the work of the Coalition.

**Section IV: Committee Plans.** The Chairperson of each committee shall present a plan of work to the Executive Committee as requested.

**Section V: Special Committees.** The power to form special committees and appoint its members rests with the Coalition’s Executive Committee and/or Chairperson.

**Section VI: Member Ex-Officio.** The Chairperson shall be a member ex-officio of all committees.

**Article V: Meetings**

**Section I: Regular Meetings.** Coalition meetings shall be held monthly at a date and time set by the Executive Committee. Meeting locations shall be announced in an email reminder sent out at least 72 hours in advance of the meeting. The Executive Committee may cancel meetings at its discretion.

Section II. Executive Committee Meetings. Executive Committees shall be held monthly at a date and time set by the Coalition Chair. Meeting locations shall be announced in an email reminder sent out at least 72 hours in advance of the meeting. The Executive Committee officers may cancel an Executive Committee meeting at their discretion.

**Section III: Annual Retreats.** A Coalition planning retreat may be held annually. All coalition members shall be invited to attend the retreat.

**Section IV: Special Meetings.** The Executive Committee may call special meetings.

**Section V: Voting Rights.** Introducing motions and voting shall be reserved for active members of the coalition.

**Section VI: Quorum**. A quorum shall be obtained by the presence of at least eight (8) active members, of which two (2) shall be members of the Executive Committee. Unless required otherwise by these bylaws, all matters shall be decided by a majority vote of the Executive Committee members and general members present, as long as a quorum is present. No proxy votes shall be counted.

**Article VI: Finances**

**Section I: Fiscal Year**. The coalition shall operate on a fiscal year, running from July 1st to June 30th.

**Section II: Fiscal Agent. Talbert House** shall serve as the fiscal agent until either party terminates this partnership.

**Section III: Financial Gain**. No part of the net earnings of the coalition shall be used for the benefit of, or be disbursed to, its members, officers, or other private persons, except for compensation for services rendered or to make payments and distributions in furtherance of the purpose set forth in these bylaws.

**Section IV: Dissolution.** Upon the dissolution of the coalition, the Executive Committee shall, after paying or making provision payment of all of the liabilities of the group, dispose of all monies/assets to the fiscal agent.

**Article VII: Conflict Resolution**

**Section I: Collaboration.** Collaboration is vital to the success of the Coalition and its goals. It is the policy of the Coalition to work collaboratively with schools, faith communities, law enforcement, local government, prevention and treatment specialists, and other organizations, parents, and individuals to address alcohol, tobacco, and other drug prevention efforts through the implementation of a community-wide strategy that is fair and beneficial to all parties involved. A difference of opinion that arises between two or more parties involved with the Coalition that halts the progress and/or collaboration within the Coalition will be subject to the Conflict Resolution Policy outlined below.

**Section II: Notification.** In the case that a conflict arises between two parties, the conflict shall be documented in writing and submitted to the Executive Committee.  The Executive Committee will acknowledge and document all such written conflicts.

**Section III: Negotiation/Compromise.**  Within seven days of a conflict notification, the Chairperson of the Coalition shall work with the parties to see if the conflict can be resolved through negotiation or compromise. This meeting will take place outside of the regular meeting at a time and location agreed upon by all parties. At the discretion of the Chairperson, a volunteer may be asked to serve as facilitator at this meeting to serve as a neutral party and should help ensure that any resolution is realistic and specific and that both parties contribute to the compromise effort. Parties should work to find a solution as a team and not as opponents. Every effort should be made to secure a win-win solution to the conflict without having to progress to the formal mediation stage.

**Section IV: Mediation.** If agreement cannot be reached through negotiation or compromise, then either party may ask the Executive Committee to mediate. This request must be made in writing to the Executive Committee within fourteen (14) days of the negotiation/compromise meeting. The Executive Committee will work with all involved parties to clearly define goals, making sure that all parties are clear with their requests. Every option will be taken at this level to achieve cooperation and a mutually agreed-upon solution to the conflict. The Executive Committee will render a written opinion on how the conflict should be resolved and present any decisions at the next regular Coalition meeting. Decisions made by the Executive Committee are final.

**Article VII: Amendments**

**Section I: Amendments.** Amendments to and changes in these bylaws shall be presented at a regularly scheduled monthly meeting and shall be accomplished with a majority vote of attending members at a succeeding monthly meeting where a quorum is present. Bylaws shall be reviewed by the Executive Committee annually.