

**UNION COUNTY SAFE COMMUNITIES COALITION
Organization and By-laws**

Article 1 NAME

Section 1: The name of the organization is the **UNION COUNTY SAFE COMMUNITIES COALITION**.

Article 2 PURPOSE

Section 1: The purpose of the **COALITION** is youth substance abuse prevention.

Article 3 BY-LAWS

Section 1: These by-laws constitute the code of rules adopted by the Union County Safe Communities Coalition for the regulation and management of its affairs.

Section 2: The by-laws may be altered or amended and new by-laws may be adopted at any regular or special meeting by a 2/3 majority of the general membership present. Each member must receive notice of the proposed change ten (10) days in advance of the scheduled meeting.

Section 3: The by-laws will be reviewed and revised as necessary, at least every two years by the Policy Committee.

Section 4: Recommendations for any changes in the by-laws will be discussed at a Coalition meeting and action taken by the general membership.

Article 4 MISSION

Section 1: The mission of the Union County Safe Communities Coalition is to work together for a safe, healthy, and drug free community by reducing substance use among youth and over time, reducing substance abuse among adults.

Article 5 AREA BOUNDRIES

Section 1: The boundaries of the area that the Union County Safe Communities Coalition serves shall be the boundaries of Union County in the State of Oregon.

Article 6 MEMBERSHIP

Section 1: The **COALITION** includes members representing the following twelve (12) sectors of local community groups:

1. Youth
2. Parent
3. Business
4. Media
5. School
6. Youth-Serving Organization
7. Law Enforcement

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8. Religious or Fraternal
9. Health Care Professional
10. State or local government
11. Organization Involved in Reducing Substance Abuse
12. Civic or Volunteer

Membership is limited to citizens of Union County and subject to review and approval by the Executive Committee.

Membership in the Coalition is for a period of three years and may be extended via appointment or by the Executive Committee. Members may join the Coalition by expressing interest and signing a coalition involvement agreement.

Membership Review – Members who do not comply with the Coalition Agreement may lose voting privileges and may have status changed to a “friends of” member by a vote of the Executive Committee.

Section 2 Voting Rights: Each member with a Coalition Involvement Agreement (CIA) is allowed one vote. Members must attend two (2) consecutive meetings prior to their first voting.

Voting during a committee shall be limited to members of that committee.
Coalition staff do not vote.

Section 3 Non-Compensation: Officers and Members shall serve without compensation.

Article 7 OFFICERS

Section 1: The members present will elect annually in March of each year for a two year term and staggered as follows: one Co-Chair and Secretary in the even years, and one Co-Chair and Treasurer in the odd years.

Two Co-Chair persons who have the responsibility to:

1. Provide leadership, preside and conduct regularly scheduled meetings.
2. Appoint committee chairs and assist committees.
3. Sign documents on behalf of the Coalition.
4. Serve on the Executive Committee
5. Perform other duties as assigned by the Coalition.
6. At least one (1) Co-Chair shall serve on the Policy Committee and at least one Co-Chair will serve on the Budget Committee

An At Large Secretary who has the responsibility to:

1. Record minutes of each Coalition meeting; provide members with copies of permanent records.
2. Provide surface and electronic mailings of correspondence.
3. Copy and distribute information of value in the conducting of business.
4. Perform other duties assigned by the Coalition.
5. Serve on the Executive Committee

An At Large Treasurer who has the responsibility to:

1. Track and report revenue and expenditures.
2. Coordinate grant and other funding arrangements.
3. Serve on the Budget Committee
4. Serve on the Executive Committee

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Section 2: When an officer vacancy occurs between terms the Executive Committee will appoint a member for the remainder of the term.

Article 8 MEETINGS

Section 1: The **COALITION** meets monthly.

Section 2: A quorum shall consist of a simple majority of the voting members present and those who have submitted a proxy vote. A quorum of the Executive Committee shall consist of a simple majority of the members of the Executive Committee.

Section 3: A quorum shall be necessary to take any action. Voting by proxy shall be allowed on presented agenda items as is; the member's proxy vote must be conveyed to an officer of the Coalition or to Coalition staff and then formally entered into the public record (minutes). Proxy votes will not be included in the voting process for amended or new agenda items.

Section 4: Decisions in Coalition and Committee meetings are made by consensus of coalition members present at the meeting. If consensus cannot be reached after discussion, the group may decide the issue by a 2/3 vote. An email poll may be used to make a time-sensitive decision between meetings, if a meeting is not possible.

Section 5: In the event a member is provided less than five (5) days written or published notice of a regular meeting or less than one (1) day actual notice of a special meeting, the member may object to the proceeding based on a lack of adequate notice.

Section 6: In the event that a decision needs to be made by the full Coalition between Coalition meetings information and request for a vote will be provided via email a minimum of 5 days prior to the date of the vote.

Article 9 COMMITTEES

Section 1: All **COALITION** members with voting rights are eligible to be assigned to committees.

Section 2: Standing Committees currently include but are not limited to the Executive Committee, Prevention Messaging Committee, Policy Committee, Drug Free Relay Committee, Budget Committee and Youth Council.

Section 3: The Executive Committee will be comprised of the Coalition Co-Chairs, Treasurer, Secretary and up to 5 at large members. At large members will be elected for a two year term with 3 members elected in odd years, and 2 members elected in even years. This committee will meet with the Coalition Coordinator to discuss progress and barriers, and to set the agenda for each Coalition meeting. The Executive Committee will serve as the decision making body for the Coalition between full Coalition meetings.

Section 4: The Prevention Messaging Committee will plan, promote and execute the messaging for the Coalition.

Section 5: The Policy Committee will address policy and procedure issues for the Coalition, as well as prepare materials to inform public policy makers of issues related to the Coalition's mission and values.

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Section 6: The Drug Free Relay Committee will plan, promote, organize and oversee the annual drug free relay.

Section 7: The Budget Committee will be responsible for overall policy matters relating to the budget and for coordinating the preparation of the budget itself.

Section 8: The Coalition Youth Council will be comprised of youth from throughout Union County. The Youth Coalition will develop and produce peer messaging and social media targeting youth Alcohol, Tobacco, Substance abuse prevention. The Youth Coalition will identify, organize and host age-appropriate, drug-free, adult supervised alternative activities to prevent alcohol and tobacco use.

Article 10 BUDGET

Section 1: The Coalition shall operate from an annual budget developed by the Budget Committee in consultation with the Coalition fiscal agent or designee and the Coalition coordinator. All revenues and expenditures shall be governed by the approved budget. Revenues or expenditures outside the scope of the budget shall be reviewed and approved by both the Budget Committee and the Executive Committee, and reported back to the general membership.

Article 11 MEMORANDUM OF UNDERSTANDING

Section 1: It is the policy of the Union County Safe Communities Coalition to request that a Memorandum Of Understanding (MOU) be developed and signed when there is a need and benefit of having written documentation of a commitment or obligation made on behalf of the Coalition and/or one of its partners to provide specific concrete deliverables or actions. MOUs should also be used by the Coalition to clarify the roles, expectations and management structure as it relates to the commitments made via the MOU.

The intent of this policy is to develop MOUs when needed with groups, organizations, and entities but not sole individuals. Coalition members will sign individual agreements. The Coalition Coordinator has the authority to approve and sign MOUs on the Coalition’s behalf except under the following circumstances; If the MOU commits the Coalition to something that is not contained in the Coalition Action Plan and/or was not contained in the Coalition’s budget, the Coordinator will consult with the Executive Committee for approval prior to signing the MOU.

Nothing in this policy will prohibit the Coalition Coordinator from consulting with the Executive Committee if she so chooses prior to signing an MOU.

Co-Chairperson

Date

Co-Chairperson

Date

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Secretary

Date