

# **WeCARE Coalition**

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## **1.0 Vision & Mission Statements**

WeCARE's vision and mission are:

**Vision:** Connect, accept, respond, and empower

**Mission:** Prevention, treatment, and support, efforts for substance use and mental health wellness in Madison County.

## **1.1 Coalition Membership**

Any person who is interested in receiving information about the Coalition or participating in Coalition activities may become a member. Individuals who attend meetings or events sponsored by the Coalition and sign in will receive an email asking if they would like to become a member and receive further communication from the Coalition. After joining, members will be provided a Strengths Inventory Form to complete and return to coalition leadership. Members agree to support the mission and vision of the Coalition in order to be added to the list. Members remain as part of the Coalition until they ask to be removed from the list or whose contact information is no longer viable. All members are invited to attend and participate in Coalition discussions. However, general members do not have voting authority within the operations of the Coalition.

## **1.2 Advisory Board**

1.2.1 The Advisory Board will serve as the governing body of the Coalition and will be made up of at least one member of the Coalition who represents the following community sectors:

- i. Youth,
- ii. Parent,
- iii. Business,
- iv. Media,
- v. School,
- vi. Youth-serving organization,
- vii. Law enforcement,
- viii. Religious / fraternal organization,
- ix. Civic/volunteer,
- x. Healthcare professional,
- xi. State, Local or tribal governmental agency with expertise in the field of substance use and mental health,
- xii. Other organization involved in prevention, treatment, and support efforts for substance use and mental health wellness in Madison County and

Coalition Involvement Agreements (CIA) will be completed annually by all members of the Advisory Board. CIAs will be signed by the individual listed as the coalition sector representative and the coalition chair. All signatures will be hand-written and hand-dated.

1.2.2 Duties of the Advisory Board shall be:

- a) Support the Coalition mission and vision,
- b) Set the rules and procedures for the Coalition,
- c) Elect officers of the Coalition,
- d) Help to formulate Coalition strategic plan, goals and objectives,
- e) Oversee and approve Coalition programmatic operations,
- f) Approve Coalition fiscal operations,
- g) Recruit members to participate in the Coalition activities, and

- h) Support effective Coalition practices through the Strategic Prevention Framework model
- i) Implement effective Coalition practices through the Strategic Prevention Framework model.

1.2.3 Advisory Board members are recruited by an Ad Hoc Nominations Committee each year and are approved by the Advisory Board no later than December 30<sup>th</sup> of each year.

1.2.4 The Advisory Board meets bi-monthly or no fewer than 5 times per year. See Meeting Section 1.5

### **1.3 Committees**

The Advisory Board shall authorize standing committees as deemed necessary and the committee chairperson shall be appointed by the Coalition Chairperson. A standing committees shall report its recommendations to the Advisory Board for appropriate action. Standing committees shall include, but not be limited to:

1.3.1 Promotion:

Build coalition structure and promote community participation.

1.3.2 Prevention:

Encourage, educate, & support health choices to prevent substance misuse.

1.3.3 Treatment & Recovery:

Create awareness of many pathways for recovery from substance misuse.

1.3.4 Mental Health Wellness:

Recognize and understand depression, and decrease suicide.

1.3.5 Ad Hoc Committees shall be formed to apply for grant funding or for other Coalition purposes.

### **1.4 Officers**

1.4.1 Election of Officers

The election of officers shall be no later than December 30<sup>th</sup> of each year. There shall be a Chairperson, Vice Chairperson and Recording Secretary who shall be elected for one year and shall serve until their successors are elected. No member shall hold more than one office.

Nominations for the new officers may be brought to the Advisory Board by the Nominating Committee appointed by the Chairperson and/or by nominations from the floor. The election will be determined by the majority of members in attendance.

1.4.2 Chairperson

The Chairperson of the Coalition shall be elected from among the members of the Advisory Board for one year and shall serve no more than four consecutive terms. Terms begin in January and conclude in December of the same calendar year.

The duties of the Chairperson shall be:

- a) To preside at all meetings of the Coalition,
- b) To appoint committees, and
- c) To perform such other duties as may be prescribed by law or by action of the Coalition.

#### 1.4.3 Vice Chairperson

The Vice Chairperson of the Coalition shall be elected from among the members of the Advisory Board for one year and shall serve no more than four consecutive terms. Terms begin in January and conclude in December of the same calendar year.

The duties of the Vice Chairperson shall be:

- a) To preside in the absence of the Chairperson,
- b) To annually facilitate completion of Coalition Involvement Agreements with all Advisory Board members, and
- c) To perform such other duties designated by the Chairperson.

#### 1.4.4 Recording Secretary

The Recording Secretary of the Advisory Board shall be elected from among the members of the Coalition for one year and shall serve no more than four consecutive terms. Terms begin in January and conclude in December of the same calendar year.

The duties of the Recording Secretary shall be:

- a) Keep a complete and correct record of all resolutions and meetings of the Coalition,
- b) Make a copy of minutes available to each member of the Coalition and the public,
- c) Maintain and update the membership list, adding to the list serve new members as they join, and
- d) Perform such other duties as may be either delegated by the Chairperson of the Coalition or assigned by the Coalition.

#### 1.4.5 Fiscal Manager

The Fiscal Manager of the Coalition shall be appointed by the Chairperson and approved by the Advisory Board. There may be more than one Fiscal Manager in order to reflect the fiscal operations of the Coalition funding.

The duties of the Fiscal Manager shall be:

- a) Overseeing and tracking revenue and expenditures directly linked to grants and other funding received,
- b) Minimum Quarterly revenue and expenditure reporting to the Advisory Board,
- c) Ongoing communication with Coalition staff and Advisory Board members to provide oversight and reporting.

### **1.5 Meetings**

#### 1.5.1 Advisory Board Meetings

The Advisory Board shall meet bi-monthly or no less than five meetings each year. A majority of the current members with Representative Agreements on file will constitute a quorum. The Advisory Board shall adopt rules for the conduct of its business and a record shall be kept of the proceedings, which shall be open for public inspection. A regular meeting of the Advisory Board may be changed by the Chairperson, or a quorum of the Advisory Board members. All members of the Coalition are welcome to attend Advisory Board meetings.

### 1.5.2 Special Meetings

A special meeting of the Advisory Board may be called by the Chairperson, by serving a minimum of a 24 hour notice of the date and place and subject matter of such meeting upon each member of the Coalition.

“Special meeting” means a meeting which is neither a regular meeting nor an adjournment of a regular (or special) meeting to another time or day to consider items specifically stated on the original agenda of such regular (or special) meeting. No other business than that listed in the notification may be conducted at special meetings, except in case of an emergency requiring immediate official action. In the event emergency action is necessary, the nature of the emergency must be stated in the minutes of the meetings.

Special meetings shall be held and conducted in accordance with the rules and regulations applicable to all Coalition meetings.

### 1.5.3 Quorum

A majority of the current members with Representative Agreements on file will constitute a quorum. A quorum is used for the transaction of business and the approval of a motion or resolution.

### 1.5.4 Rules of Order

The Advisory Board shall observe Robert’s Rules of Order Revised, except as otherwise provided by these rules and regulations or by statute.

## **1.6 Minutes**

### 1.6.1 Preparation

All resolutions of the Coalition shall be taken from the minutes and shall be retained by Coalition Recording Secretary. The Coalition Recording Secretary shall certify the original copy as being true, correct, and exact by providing a signed copy of the minutes.

### 1.6.2 Distribution

Copies of the minutes shall be prepared after each meeting and shall be distributed to the Coalition members, made public, and filed with the Coalition Secretary.

### 1.6.3 Approval

The minutes of the proceeding meeting(s) shall be approved by the Advisory Board.

## **1.7 Transaction of Business**

### 1.7.1 Method of Voting

Voting will be by voice call. If requested and/or stipulated by the Chairperson, records of a roll call vote shall be taken and yeas and nays shall be recorded and entered in the records of the proceedings of the Coalition.

## **1.8 Financial Management**

### 1.8.1 Fiscal Operations

Finances for the Coalition shall be maintained by the designated Fiscal Manager as identified by funding sources.

### 1.8.2 Budget

The Budget year of the Coalition shall commence on July 1 and terminate on June 30 of each fiscal year.

The Advisory Board shall adopt an Annual Budget for the ensuing fiscal year no later than June 30<sup>th</sup>.

The Finance Manager/s will provide a Budget Report for the review and approval of the Advisory Board no less than quarterly.

Amendments to the Budget shall be reviewed by the Advisory Board and submitted for approval.

### 1.8.3 Purchases & Payments

All checks, contracts, or other orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the Coalition shall be approved by a majority vote of the Advisory Board and signed by the Coalition Chair and/or Vice Chair. In the event that a purchase or payment must be made before the next regularly scheduled meeting of the Advisory Board, the Coalition Chair and Vice Chair may approve the purchase or payment. All such approvals will be presented to the Advisory Board at the next regularly scheduled meeting. All activity will be monitored by the Fiscal Manager and funding sources.

## **1.9 Amendments**

Coalition by-laws may be amended by the majority of voting members present at any Advisory Board meeting or special meeting following presentation of proposed amendment at least one meeting prior.

*These by-laws were accepted by vote on February 19, 2020.*