

ARTICLE 1 - NAME

The name of this organization is **LifeSteps Coalition**, hereinafter referred to as "Coalition".

ARTICLE 2 - PURPOSE OF THE ORGANIZATION

The Coalition is a collaboration of community partners, organized for the purpose of reducing substance use among youth in Williamson County, by addressing the factors in the community that increase the risk of alcohol and marijuana use, and prescription medication abuse.

Section 2.1 - Vision Statement

The Coalition's vision is to create a healthier and drug-free Williamson County.

Section 2.2 - Mission Statement

The Coalition's mission is to engage, inform and empower the community to prevent and reduce substance abuse and other behavioral health disorders among youth.

Section 2.3 - Goals

- 1) To raise community awareness of the risks and consequences of alcohol and other drugs
 - 2) To change social norms among youth to prevent and reduce drug use
 - 3) To reinforce and implement policies to prevent and reduce drug use
 - 4) To establish and strengthen collaboration among local residents and organizations to counteract the influences of alcohol and other drugs
 - 5) To create a framework of resources and support for prevention and recovery services
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ARTICLE 3 - MEMBERSHIP

Membership in the Coalition shall be voluntary and inclusive; open to anyone who supports the mission of the Coalition.

Section 3.1 - The Coalition shall maintain members of the following sectors:

- Youth (under 18)
- Parents
- Business
- Media
- School
- Youth-serving organizations
- Law enforcement agencies
- Religious and fraternal organizations
- Civic and volunteers groups

- Health care professionals
- State, local or tribal governmental agencies
- Other organization or individuals interested in or involved in reducing substance abuse

Section 3.2 - Evidence of Membership

Prospective members of the Coalition must complete and submit a Letter of Agreement or Memorandum of Understanding, and it should be renewed every grant year.

Section 3.3- Rights & Responsibilities

The Coalition's members are encouraged and expected to participate in Coalition meetings, activities and events, and serve on committees and work groups. Each individual member or representative of a member organization is entitled to one vote.

Section 3.4 - Voting

A majority vote of those present at the meeting shall be sufficient to approve/disapprove a proposed motion.

ARTICLE 4 - MEETINGS

The Coalition will hold monthly and annual meetings on a regular basis. Special and work group meetings will be held as needed.

Section 4.1 - Coalition Staff Responsibilities

The Coalition staff is responsible to send invites, reminders and any necessary information related to the meeting. The information must be sent to the membership at their respective email as shown on the records of the Coalition. The Coalition staff may invite professionals or organizations to provide training in capacity building, drug trends, and education related to substance abuse, behavioral health, environmental changes, social norms, and any other topic that supports the Coalition's logic model.

Section 4.2 - Regular Meetings

Coalition meetings will be held on the third Wednesday of every month unless otherwise notified. The Coalition will host a minimum of 10 meetings per grant year. The regular meetings will be facilitated by the Coalition staff and/or officers of the Coalition.

Section 4.3 - Special Meetings

Special meetings of the Coalition may be called by the Coalition staff or by the Chair in regard to urgent business of the Coalition that cannot wait until the next regular monthly meeting. Notice should be sent to the membership within 3-4 days prior to the meeting date.

Section 4.4 - Annual Meetings

The Coalition will hold an annual meeting on the first month of the grant-year for the election of the officers of the Coalition, presentation of the annual report and approval of the logic model.

Section 4.5 - Work Group Meetings

The Coalition may hold work group meetings on an as-needed basis.

ARTICLE 5 - EXECUTIVE COMMITTEE

The officers of the Coalition shall be a Chair, Vice-Chair and Coalition Director.

Section 5.1 - Terms of Office and Term Limits for the Chair and Vice-Chair

The Executive Committee must serve a full grant year (September 1st to August 31st). The Executive Committee must be voted on by the Coalition's members during the first regular Coalition meeting of the grant year. The officers may not be elected to serve more than two consecutive grant years in the same position. No officer can serve more than 4 consecutive years.

Section 5.2 - Vacancies and Resignations for the Chair and Vice-Chair

In the event of vacancy in the office of Chair, the Vice-chair will succeed. In the event of vacancy of the Vice-chair, the position will be immediately filled by the Chair's appointment for an interim replacement. The vacancy should be filled within two months. In case of vacancy of both positions, the Coalition Director will open a motion for new election. All officers should submit resignations in writing to the Coalition Director. A 30-day notice would be preferred but not required. Any member may be removed from office by majority vote of the members present at a meeting.

Section 5.3 - Duties of the Chair

The Chair assists and supports the Coalition staff to:

- Draft and present the logic model, strategic plan and implementation plan every year
- Schedule monthly meetings and agenda topics
- Assist the Coalition staff to schedule, plan and coordinate Coalition events and activities
- Facilitate Coalition meetings
- Oversee the annual performance evaluation
- Form committees and work groups, and nominate the group chair
- Call the motions and vote only in case of a tie

Section 5.4 - Duties of the Vice-Chair

- Assume the duties of the Chair in the case of Chair's absence
- Volunteer to assist the Coalition in any other activity
- Support staff to take meeting minutes

Section 5.5 - Duties of the Coalition Director

- Assist and advise the Chair and Vice-Chair

ARTICLE 6 - COMMITTEES

Committees may be formed to accomplish a specific goal or project.

Section 6.1 - Formation

The Executive Committee may appoint committees as necessary, establish goals to meet specific purpose of

the formed committee, and designate a chairperson. The Committee Chair must give a progress report to the coalition at the regular meetings. Membership of the committee is not limited to the Coalition members but will include at least two members of the Coalition and may include other interested or knowledgeable parties. When the purpose has been completed, the Committee shall be dissolved following its final report to the Coalition.

ARTICLE 7 - ADMINISTRATION AND FINANCIAL MATTERS

The Coalition is not a standalone charitable organization. The Coalition is part of LifeSteps Council on Alcohol and Drugs, which is a 501(c)(3) Organization.

Section 7.1 - Identification

The 501(c)(3) is the legal representative for the Coalition, and coordinates all the personnel, risk management and financial matters.

Section 7.2 - Coalition Staff Responsibilities

Coalition Staff responsibilities includes:

- Oversee and support Coalition operations
- Maintain all documents and keep all records related to Coalition activity
- Submit reports and documents required by funders.
- Promote the Coalition’s mission and recruit new members and partners
- Support all the Coalition needs
- Comply with coalition bylaws.
- Present an annual report to the Coalition.
- Develop an annual Needs Assessment

The Program Director and Coalition Coordinator are a non-voting members.

ARTICLE 8 - BYLAWS

These Bylaws may be amended at any regular meeting by an affirmative majority vote of the members present at the meeting. The proposed amendment shall be included in the meeting minutes and be distributed to all members at least 20 days prior to the date of the next monthly meeting. Coalition staff should send the proposed amendment to all members, and include the proposed amendment in the next available Coalition meeting agenda for vote.

APPROVED BY COALITION ON MARCH 15, 2017

Coalition Chair -

Coalition Vice-Chair -

Coalition Director -