Bylaws Highlights

Presented by: Amy J. Yeager, MPH
Steering Committee Member, Bylaws Subcommittee Member

February 28, 2018
Purpose

• **The Purpose** of a substance abuse coalition for this region is to bring together partners and concerned citizens in a collaborative format to address drug trends while identifying the needs gaps in service and resources. The coalition will work together toward addressing these problems and implementing solutions.

• **The Vision** of PDFC is: unified partners addressing the evolving challenges of community substance abuse.

• **The Mission** of PDFC is: to mobilize community partners to develop comprehensive strategies focused on drug education, prevention, treatment, and enforcement.

• **Coalition History** is also included in this section.
Membership

- Anyone with a vested interest in the prevention, intervention, treatment, or consequences of substance abuse is eligible to participate in this organization.

- **Visitor**: non-voting participant who does not submit a Member application. Welcome to attend and participate in meetings. No voting rights.
Membership

• **Individual Level Member:** participating on their own behalf not representing an organization. Granted one vote per opportunity. Member application must be completed and approved by the Executive Committee.

• **Organization Level Member:** one or more people participate representing their organization. Organizational representatives will be granted full voting rights except in the instance of fiscal-related decisions in which case the Organization will be granted up to two votes. Member application must be completed for each participant in the Organization Level and approved by the Executive Committee.
Meetings

• Executive Committee determines the frequency, location, date, and time of meetings and communicates that information in advance to the membership.

• PDFC monthly coalition meetings shall be open to the public.

• A quorum shall consist of those Members present at any meeting.

• All business shall be transacted by a majority vote of those Members in attendance.

• Special meetings of the PDFC may be determined by the Executive Committee.
EXECUTIVE COMMITTEE

Partnership for Drug-Free Communities
Executive Committee

• The Executive Committee shall govern the processes and functions of PDFC.

• The Executive Committee shall be comprised of the following positions: Chair, Vice-Chair, Recording Secretary, Corresponding Secretary, Standing Committee Chairs, and at least two At-Large Members, assuring that the Executive Committee always has an odd number of roles. The At-Large Members shall be recommended by the Chair and approved by the Executive Committee.

• One person cannot hold more than one leadership position at a time that would constitute a Member of the Executive Committee.
Executive Committee

• Details of each position are outlined in the bylaws.

• Additional positions (officers or otherwise) may be established by the Executive Committee with the duties of other positions determined upon creation of each position.

• When the Executive Committee creates, changes, or identifies the need to eliminate a position, they will provide that recommendation to the PDFC and call for a vote for adoption of the change. The bylaws will then be amended to reflect the change.
NOMINATIONS AND ELECTIONS

Partnership for Drug-Free Communities
Nominations and Elections

• Nominating Committee
• Election of Officers shall occur annually as outlined below:
  • **Year One:** All positions will be open for nomination and election. The Chair and
    Recording Secretary positions will be elected for a two-year term. The Vice-
    Chair and Corresponding Secretary positions will be elected for a one-year
    term.
  • **Year Two:** The Vice-Chair and Corresponding Secretary positions will be open
    for nomination and election for two-year terms.
  • **Year Three and beyond:** The officer positions shall be open for nomination and
    election on an annual basis with the open positions alternating election cycles
    depending on the term of service.
• Procedures are outlined in the bylaws to address an unexpected vacancy
  should one arise.
Committees

• Committees may be created and appointed by the Executive Committee as deemed necessary with a specific purpose.
• Committees may also be known commonly as Work Groups or by another name.
• Standing Committees will be driven by the Strategic Plan and may be long-standing in term.
• Other Committees will have limited term and purpose.
Committees

• Committee membership will be open to any PDFC Member as appropriate to the content.
• Each Committee shall elect a Committee Chair.
• Each Committee will be expected to provide updates to the Executive Committee and the PDFC as designated.
• Committees shall determine goals and strategies to achieve their intended outcomes.
Attendance

• All Members are expected to attend as many meetings as possible. A Member will be considered in good standing if they have attended at least 2 meetings during the past year.

• If a Member has not attended in one year, then they will be removed from the Member Roster and membership status will cease; however, they will remain on the email list.
LOGO AND BRANDING

Partnership for Drug-Free Communities
Logo and Branding

• Changes to any PDFC branded items including: the name, logo, slogan, mission, and vision statements shall be voted on by the membership and used for the official business of the PDFC.

• Use of the Partnership for Drug-Free Communities name and logo shall be governed by the Executive Committee.

• Individuals or agencies wishing to include any PDFC branded items on any document not specifically sponsored by the PDFC or a PDFC Committee shall submit a request form to the Executive Committee for their consideration.
Logo and Branding

• They will determine if appropriate and provide approval or decline the request.

• The Executive Committee is authorized to take any and all reasonable action necessary to prevent unauthorized use and to protect the name, logo, slogan, mission, vision, and reputation of PDFC.
Donations

• Donations made to PDFC will be processed and managed by the Executive Committee with oversight by the Vice-Chair.

• A donation acceptance form will be completed by the Vice-Chair and filed with the Recording Secretary.

• The Vice-Chair will oversee any stipulations or specific instructions for use of funds as designated by the donor.

• The Vice-Chair will provide a recommendation to the Executive Committee regarding who should handle the fiscal aspect of the donation on a case by case basis.
Letters of Support

- Any organization or individual requesting a letter of support from the PDFC for a grant application or any other reason shall submit their request to the Executive Committee for consideration.

- Should the Executive Committee deem the effort an appropriate fit, they have the authority to provide the requested letter of support on behalf of PDFC.

- No letters shall be signed without prior approval by the majority of the Executive Committee.
Letters of Commitment

• Requests for letters of commitment shall be considered by the Executive Committee. Any organization requesting a letter of commitment from the PDFC for a grant application or any other reason shall submit their request to the Executive Committee for consideration.

• Should the Executive Committee deem the opportunity to be advantageous, in line with the PDFC mission, and that the PDFC has the appropriate capacity to carry out the duties, then the Executive Committee shall submit the request, including the PDFC role, to the membership for a vote.
GRANTS OR FUNDING

Partnership for Drug-Free Communities
Grants or Funding

- Grant or funding opportunities for the PDFC to pursue shall be considered by the Executive Committee. Any organization or individual with a grant or funding opportunity for the PDFC to pursue shall submit their request to the Executive Committee for consideration.

- Should the Executive Committee deem it advantageous, in line with the PDFC mission, and that PDFC has the capacity for it, then they shall put it to a vote of the membership.