



COALITION BYLAWS

Alcohol and Substance Abuse Prevention of Catawba County

ARTICLE I

NAME

The name of this Coalition shall be Alcohol and Substance Abuse Prevention of Catawba County, or "A.S.A.P."

ARTICLE II

MISSION

It shall be the mission of A.S.A.P. to prevent and reduce underage drinking and substance abuse through community involvement.

ARTICLE III

MEMBERSHIP

A.S.A.P. shall be an organization of volunteers comprised of individuals and organizations from Catawba County, NC that represent various sectors of the community and share an interest in achieving the Coalition's mission. Members are responsible for acting as a liaison between their organizations and A.S.A.P and for promoting the Coalition's mission as opportunities arise in the community.

Section 1. Structure

A.S.A.P. shall be made up of three groups: the Coalition membership, Work Groups and the Steering Committee.

Coalition membership refers to full members and Coalition partners. Upon joining A.S.A.P. individuals self select one of those roles and serve in the capacity they choose until their membership status is reviewed or they resign from the Coalition.

Full members. Full members decide the direction for A.S.A.P through their participation in determining Coalition goals and objectives and identifying, promoting, and coordinating community-based strategies to attain the desired outcomes. Full members are required to take part in at least one Work Group and attend a total of 8-12 meetings annually (General Coalition meetings and/or Work Group meetings). Full members are entitled to participate in the decision-making process through voting.

Coalition partners. Coalition partners support A.S.A.P. through mutually agreed upon efforts. They may attend General Coalition meetings, however they may not vote on matters pertaining to General Coalition business. Coalition partners that participate in Work Groups may vote on matters pertaining to their particular Work Group(s).

Work Groups refers to Standing Subcommittees, Action Teams and other ad hoc groups to be established as needed. Work Groups are responsible for executing the strategic plan.

The Steering Committee is composed at a minimum of the Chair, Vice-Chair, and past Chair of the

Coalition, Chairs of each Work Group, a representative from the fiscal agency, and the Coalition Director. The Steering Committee may vote to include others as Steering Committee members deem necessary.

Section 3. Recruitment

General Coalition Members. A.S.A.P. shall seek to build and maintain a membership that represents the diverse population of Catawba County. Membership is open to any individual or organization that wishes to designate a representative as long as that individual or organization adheres to the mission of the Coalition.

Recruitment of Coalition members and partners is the primary responsibility of the Membership Subcommittee. This Subcommittee shall review the membership biannually, determine gaps in membership, identify potential members and help recruit them. At any time, current members and partners may recommend others for Coalition membership.

Work Group Members. Upon formation of Work Groups, individuals shall volunteer to join one or more Work Groups. Once a Work Group has been formed and a Work Group Chair designated, the Chair must approve recruitment of additional members. The Work Group Chair will submit the name of potential recruits to the Membership Committee whose members will review the request for redundancy.

Section 4. Term of Membership

Coalition members will agree to serve a one-year term and may renew membership indefinitely. Membership status will be reviewed annually at the end of each calendar year.

Section 5. Resignations

Notice of resignation shall be made to the respective chair.

ARTICLE IV OFFICERS, STAFF, AND DUTIES

Section 1. Coalition Officers

The officers of the Coalition shall consist of the Chair and Vice-Chair, who shall be elected by the full membership from a list of nominees submitted by the Nominating Committee. Offices will be filled by nominees receiving the majority of votes by those present at the meeting at which voting takes place. Officers shall serve two years and may be re-elected to one additional two-year term.

Coalition Chair. The Chair shall oversee the administration of the Coalition by presiding over meetings of the General Coalition, and serving as Chair of the Steering Committee and as ex-officio member of all Work Groups. Duties include planning, convening, and facilitating General Coalition and Steering Committee meetings; ensuring that meeting minutes are kept, reviewed and distributed to Coalition members or Steering Committee members and the Coalition Director; representing the Coalition at Catawba County Health Partners (CCHP) at-large meetings, serving on the CCHP Board of Directors and attending CCHP quarterly meetings. In addition the Chair will represent the Coalition at community events and advocate for the Coalition at the local, state and national levels. The Chair reports to the CCHP Community Outreach Manager.

Coalition Vice-Chair. The Vice-Chair shall preside over meetings in the Chair's absence. The Vice-Chair will be knowledgeable in the business of the Coalition so that he/she may assume the role of the Chair in the event that the Chair is unable to perform his/her duties. The Vice-Chair reports to the Coalition Chair and shall perform other duties as directed by the Chair.

Section 2. Work Group Officers

Each Work Group shall have a Chair. The Chairs shall be elected by a majority vote of the respective Work Group membership and serve a minimum of 2 year(s) or until the Work Group disbands if that

occurs in less than 2 years. Work Group Chairs report to the Coalition Chair and may be re-elected indefinitely.

Work Group Chairs shall preside over their respective Work Group meetings by organizing, convening and facilitating Work Group activities. Their primary duties include managing the planning, implementation and evaluation of Work Group activities and serving on the Steering Committee. Other responsibilities include developing meeting agendas for their respective Work Group; ensuring that meeting minutes are kept, reviewed and distributed to respective Work Group members, the Coalition Chair and the Coalition Director; and representing their respective Work Group at General Coalition and Steering Committee meetings.

Section 3. Staff

Coalition Director. The Coalition may appoint a Director to oversee the implementation of grant-related activities and community-based efforts. Primary responsibilities include working with funders, building coalition capacity and monitoring execution of the strategic plans. Specific duties include overseeing the planning, development, implementation and evaluation of the Coalition's strategic plans; identifying potential funders and managing the grant-seeking process; managing grants; initiating training and education of Coalition members as necessary; staying abreast of research and trends in the field and serving as a resource for the Coalition; collaborating with local, state and national organizations that share the Coalition's focus. In addition, the Director will promote the Coalition in the community and advocate for it at the local, state, and national levels. Reporting structure will be determined at the time the position is created.

Additional Staff. The Coalition may contract with one or more persons to serve as additional staff to the Coalition. Staff hired by the Coalition will report to the Coalition Director.

Section 5. Vacancies

Should an office vacancy occur before the end of a term, the Steering Committee will appoint a temporary officer to fill the post and decide if a special election should be called to fill the vacancy.

Section 4. Records

Legal agreements and original documents pertaining to the Coalition will reside with Catawba County Health Partners.

ARTICLE V

STEERING COMMITTEE, WORK GROUPS, SPECIAL COMMITTEES

Section 1. Steering Committee

The Steering Committee serves as a representative governance entity of the Coalition. It shall act for the Coalition between General membership meetings and when time-sensitive decisions must be made. The Steering Committee shall also develop issues for discussion and decision-making that arise during Coalition or Work Group meetings. It may also review and edit Coalition reports and documents and approve such materials that are time-sensitive. The Steering Committee is responsible to the Coalition membership.

Section 2. Work Groups

Work Groups refer to Standing Subcommittees, Special Committees, Action Teams and other ad hoc groups to be established as needed.

Standing Subcommittees. The Coalition has two Standing Subcommittees: the Membership Subcommittee and the Media Subcommittee.

Membership Subcommittee. The primary roles of the Membership Subcommittee are to ensure that (1) the Coalition membership includes a broad range of stakeholders who are invested in or affected by the Coalition's issue(s), (2) the membership is representative of key sectors and the diverse demographics of the community, and (3) the membership complies with funder membership requirements. Secondly, the Membership Subcommittee will work with Action Teams to recruit community members or partners necessary to accomplish their respective goals. The Membership Subcommittee shall convene at least twice a year or more as the Subcommittee Chair sees fit.

Media Subcommittee. The primary role of the Media Subcommittee is to devise and execute a media strategy to communicate and promote the Coalition's agenda. The Subcommittee will work with the Coalition membership, Work Groups and the Steering Committee to ensure consistency and accuracy of messages presented to the community under the Coalition's name. The Media Advocacy Subcommittee will convene at least twice a year or more as the Subcommittee Chair sees fit.

Special Committees. The Coalition has one Special Committee: The Nominating Committee, whose primary responsibility is to prepare a slate of candidates prior to the election of Coalition officers. The Nominating Committee shall be composed of a Chair appointed by the Steering Committee and no fewer than three other Coalition Members or Partners appointed by the Nominating Committee Chair. The Committee shall meet on a schedule determined by the Chair and submit a final slate of candidates no later than 30 days prior to the scheduled election. Following the election of officers for which the Nominating Committee was convened, the Nominating Committee will disband and a new Nominating Committee will be formed for the next election cycle.

Should an interim election be necessary to fill a vacancy, the Steering Committee will form a Nominating Committee to provide a slate of candidates for the special election, using the standard protocol (above).

Action Teams. The Coalition has five Action Teams: The Law Enforcement Action Team, the Merchants Action Team, the Youth Action Team, the Parents Action team, and the Neighborhood Associations Action Team. Other Action Teams may be created as deemed necessary by the Coalition. The primary role of each Action Team is to execute the Coalition's strategic plan as it relates to the Action Team's sector. Each Action Team shall meet according to a schedule established by its Chair.

ARTICLE VI MEETINGS

Section 1. Regular Meetings

Regular meetings of the Coalition shall be held bimonthly or as needed. Meetings of the Work Groups shall be held on a schedule determined by the Work Group Chairs. Regular meetings of the Steering Committee shall be held quarterly or as needed.

Section 2. Special Meetings

Special Meetings can be called by the Coalition Chair, Steering Committee, or by written request of four members of the Coalition. When a Special Meeting is called the purpose must be stated.

Section 3. Open Meetings

All meetings of the Coalition, Steering Committee, and Works Groups shall be open.

Section 4. Correspondence and Notification of Meetings

Minutes from each meeting will be emailed no later than two weeks after a meeting takes place. Agenda and meeting notices will be emailed to members at least one week prior to that meeting.

Section 6. Meeting Agenda

It is the responsibility of the Chairs to develop the agenda for their respective meetings. Members may contact the appropriate Chair up to two days before a meeting to add an agenda item.

Section 7. Decision Making

General Coalition. Decisions before the full membership will be made by a consensus of members present. If a consensus cannot be reached, a vote will be taken and the decision will be made in accordance with the majority of voters present.

Steering Committee or Work Groups. If Steering Committee or Work Group members cannot reach consensus a vote will be taken and the decision will be made in accordance with the majority of Steering Committee or Work Group members. Steering Committee or Work Group members shall cast their votes at the meeting or via email within three business days of the meeting. Email votes will be printed and appended to the official record.

Section 8. Evaluation

Regular evaluations of the Coalition shall be conducted to maximize the effectiveness of the Coalition and Coalition meetings.

**ARTICLE VII
DISSOLUTION**

The Coalition's property and money will be turned over to Catawba County Health Partners for appropriate dispersal.

**ARTICLE IX
AMENDMENT TO BYLAWS**

These Bylaws may be amended at any regular Coalition meeting by a majority vote of those present, provided that the amendment has been submitted to members in writing 10 days prior to the meeting.