

Schuyler County Coalition on Underage Drinking and Drugs Bylaws

Revised: October 3, 2023
Effective: September 30, 2024

ARTICLE I – Name

The name of this organization is the Schuyler County Coalition on Underage Drinking and Drugs (referred to as SCCUDD or the Coalition).

ARTICLE II – Mission and Vision

1) **Mission.** To prevent, reduce, and delay the onset of substance use among Schuyler County youth by:

- Collaborating with our community partners
- Promoting prevention education and substance-free activities
- Implementing environmental strategies

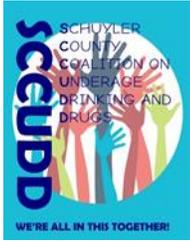
2) **Vision.** *A connected community where our youth have education, resources, and drug-free options to help their journey to become happy, healthy adults.*

ARTICLE III – Definition and Membership of the Coalition

1) **Definition of the Coalition.** The Coalition is composed of agencies, institutions and concerned community members that retain their own identity and agree to work together toward the common goals of SCCUDD as identified within the mission and vision.

2) **Members of the Coalition.** Members are those who believe in the vision and mission and are active in furthering the work of the Coalition. All members of the Coalition are encouraged to participate fully. Involvement may include, but is not limited to, attendance at meetings, membership on an ad hoc work group performing a specific task, tabling on behalf of the Coalition at an event.

a) **Membership Application.** Prospective Coalition members who have the interests, skills, and perspectives needed by the Coalition must submit a membership application to a member of the Executive Board or apply online.



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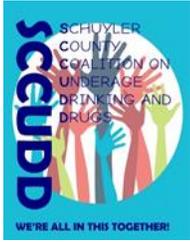


The application may be reviewed by the Executive Board for approval. New members will be oriented by a member of the Executive Board.

- b) **Membership Review.** Members of the Executive Board, as defined in Article IV, shall periodically review the Coalition membership and initiate recruitment efforts as needed to ensure that the Coalition has active members capable of fulfilling the responsibilities of the Coalition.
- 3) **Representation of the Coalition.** No Coalition member may speak for, or in the name of, the Coalition unless the Executive Board has voted to give them prior approval during a regular or special meeting. When members of the Coalition are speaking publicly, or online, they need to be clear about whether they are presenting their personal opinion, their organization's interests, or a position agreed upon by the Coalition.
- 4) **Equal Opportunity.** There shall be no discrimination on the basis of race, ethnicity, gender, religion, age, sexual orientation, national origin, disability or veteran status in regard to hiring, contracting, membership in or services provided by the organization.

ARTICLE IV— Definition and Membership of the Executive Board

- 1) **Definition of the Executive Board.** An Executive Board shall provide leadership to, decision-making for, and oversight of the Coalition. Executive Board members are selected from the Coalition membership.
- 2) **Membership of the Executive Board.** The Executive Board shall be comprised of the Coalition Officers and other Coalition members representing a cross-section of the community in terms of demographic and cultural diversity.
 - a) **Term of Office.** Coalition Officers shall be elected by the Coalition membership at the annual meeting for one-year terms. Ad hoc committee chairs and other representatives will be selected by each respective committee or group and change on an as needed basis.
 - b) **Job Description.** Members of the Executive Board are responsible for:



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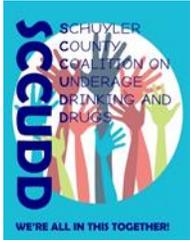


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- i) Perpetuating the Coalition and fulfilling the purpose and objectives of the Coalition as set forth in these bylaws.
 - ii) Approving and overseeing all activities carried out in the name of the Coalition.
 - iii) Overseeing the operations of the Coalition, including the selecting and overseeing of an administrative agency to support the Coalition's work plan.
 - iv) Approving Memorandums of Agreement between the Coalition and other entities, including, an administrative agency. The MOAs, developed together by both parties, shall describe the respective roles and responsibilities of both.
 - v) Approving an annual operating budget, periodically reviewing fiscal reports, and amending the budget as needed.
- c) **Meeting Attendance Requirements.** Members of the Executive Board are expected to attend all meetings and actively participate in projects. When unable to attend Coalition meetings, a member must notify the Coalition Chair and Secretary. Upon two unexcused absences, the Chair (or designee) will consult with the member to assess interest in Coalition work.
- d) **Quorum.** A quorum of the Coalition shall be defined as at least 5 members of the Coalition and two Executive Board Officers.
- e) **Voting.** Any action must be approved by the majority of those present at the Coalition meeting. A quorum must be in place for a vote to occur. Any items that will be voted on must be announced at least 5 business days before the meeting at which they will be voted on. Each Coalition member is entitled to one vote at the annual meeting to elect the Executive Board and at any other meeting to consider any other business brought forward to the Coalition.
- f) **Electronic Voting.** Electronic voting via email should only be used for emergent or time-sensitive issues that must be addressed prior to a scheduled meeting or a special meeting. Email does not provide the opportunity for



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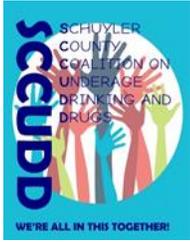
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discussion or motion amendments that the board would have in a meeting. In addition to the standard rules for motions, motions via email will:

- i) Include the word "Motion" in the subject line.
- ii) Use "Reply all" in all responses to the motion.
- iii) Not be amended. Members should feel free to say "I vote No, because I think we should discuss it".
- iv) Be active for a maximum of five business days.
- v) Require a quorum of votes by 5 p.m. on the fifth business day or the motion will fail.
- vi) The Chair is responsible for tallying the votes and informing the full Coalition of the outcome.
- vii) The board must review all email motions, approved or unapproved, at the start of the next Coalition meeting. The secretary must include the review in the minutes of that meeting.

3) **Officers of the Executive Board.** Executive Board officers will be the Chair, Vice Chair, Secretary, Treasurer, and Past Chair.

- a) **Good Standing.** All officers must be members of the Coalition in good standing.
- b) **Chair and Vice Chair.** The Chair and Vice Chair shall exercise those duties customarily exercised by such officers and any other duties granted by the Executive Board.
- c) **Treasurer.** Schuyler County will maintain and manage an account for funds received by the Coalition. The Schuyler County Treasurer or a designee from the Treasurer's Office will serve as the Coalition's Treasurer and be responsible for reporting on the organization's finances quarterly.
- d) **Secretary.** An employee of Schuyler County Public Health will fulfill the Secretary role for the Coalition. The Secretary will be responsible for traditional secretarial duties, including verifying minutes of business meetings and for signing and maintaining documents required in the ordinary course of business for the Coalition. They will also be responsible for additional duties including, but not limited to, maintaining the Coalition's website and social media.



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Communication materials for the Coalition will be subject to Schuyler County Public Health's Communication Plan and relevant procedures.

- e) **Term of Office.** The term of office for the Chair and Vice Chair shall be one year. The aforementioned positions are limited to two consecutive terms within the same position. No Executive Board member shall hold more than one office at a time.
- f) **Election.** The Chair and Vice Chair positions will be chosen by a majority vote of Coalition members present at the annual meeting, and they shall take office on January 1st.
- g) **Chair Succession.** The Vice Chair shall assume the duties of the Chair when the Chair cannot perform the duties of the office.
- h) **Vacancies.** A vacancy in the Vice Chair positions will be filled for the remainder of the unexpired term by a majority vote of the Executive Board.

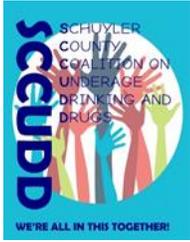
ARTICLE V — Meetings

1) Types of Meetings.

- a) **Regular Meetings.** The Coalition will meet a minimum of four times per year.
- b) **Annual Meeting.** The last regular Coalition meeting of the year shall be known as the annual meeting and shall be for the purpose of electing the members of the Executive Board and for any other business that may arise.
- c) **Special Meeting.** Special meetings of the Coalition or the Executive Board may be called by the Executive Board. Coalition members may request a special meeting in a submission to the Executive Board. At least seven business days notice of the special meeting shall be given, except in cases of emergency.

ARTICLE VI — Committees

- 1) **Ad Hoc Committees.** Ad hoc committees or task forces shall be formed by the Coalition as necessary to carry out the work of the Coalition. Committee chairs will be selected by each respective committee and change on an as needed basis.



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- 2) **Nominating Committee.** The Nominating Committee shall consist of three Coalition members, one of whom will be the serving Vice Chair of the Executive Board. They shall be appointed by the Executive Board. It shall be the duty of this committee to nominate candidates for the Executive Board to be filled at the annual meeting.
- 3) **Committee Membership.** Membership on committees is open to all Coalition members.

ARTICLE VII— Bylaws Ratification and Amendment

- 1) **Ratification.** These bylaws shall be ratified by an affirmative two-thirds vote of Executive Board members present at a regular or special meeting and shall take effect from the date of adoption, unless otherwise noted.
- 2) **Amendments.** Notice of a proposed amendment must be given at least seven days in advance of the meeting.
- 3) **Amendment Approval.** Amendment of these bylaws may be made by vote of two thirds of the Board members present at any regular or special meeting of the organization. Amended bylaws take effect on the date of approval, unless otherwise noted.