

**BYLAWS OF THE
The Pontotoc County Drug Free Coalition**

The Pontotoc County Drug Free Coalition by resolution duly made, seconded, and voted upon by a quorum of members present of its membership, hereby adopts the following amended bylaws:

ARTICLE I: NAME

The name of the organization is the Pontotoc County Drug Free Coalition.

ARTICLE II: PURPOSE

The primary mission and purpose of the Pontotoc County Drug Free Coalition is: United to reduce substance abuse by using proactive strategies to empower our community. The vision is to be a safe and healthy community free of substance abuse.

Goals are:

- A. To network, involve, and utilize all of our community citizens, agencies, organizations, and institutions in order to promote positive youth, family, and community development.
- B. To develop increased awareness of problems facing society and promote a community climate of positive opportunities, attitudes, and activities.
- C. To promote community support for effective parenting, constructive family communication, and parental networking.
- D. To promote community awareness and revision of youth-related laws and their consistent enforcement, as well as the development of appropriate juvenile justice programs in the community.
- E. To promote the continued development and implementation of a comprehensive, community-wide program of primary prevention, intervention, education, and recovery.
- F. To change social policy, laws, and advertising practices regarding alcohol, tobacco, and other drugs.

ARTICLE III: VALUES

- A. Proactive: Providing relevant, pertinent, and quality information to educate the community on prevention and recovery strategies and to promote effective policy change.
- B. United: Working together to make a difference and reduce substance abuse and addiction in our community.
- C. Diverse: Recognizing the importance of awareness, respect, and sensitivity to diversity within the community.
- D. Empowered: Empowering people with the knowledge and tools to address substance abuse issues affecting individuals, families, and businesses within Pontotoc County.

ARTICLE IV: BASIC POLICIES

The following are basic policies of the Pontotoc County Drug Free Coalition:

- A. The Coalition shall be noncommercial, nonsectarian and nonpartisan. It will be guided by an Executive Committee made up of the officers of the Coalition, chairpersons of the various task forces operating with the Coalition, the chairpersons of any board of directors of subsidiary organizations and, when available, junior officers.
- B. The name of the Coalition or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to the promotion of the goals of the organization.

- C. The Coalition shall not directly or indirectly participate or intervene (in any way, including publishing or distributing statements) in any political campaign on behalf of, or in opposition to, any candidate for public office.

ARTICLE V: MEMBERSHIP

SECTION 1 . Membership in this organization shall be made available without regard to gender, race, color, creed, disability, or national origin. Membership shall be open to individuals and organizations approved by the Executive Committee and shall consist of individuals and organizations demonstrating interest and abilities in fostering and promulgating the purposes of the organization as set forth in Article II hereof.

SECTION 2. All members of the Coalition shall be eligible to participate as voting members at the monthly meetings of the organization.

ARTICLE VI: EXECUTIVE COMMITTEE

SECTION 1. Voting members of the Executive Committee shall consist of the First Chair, Second Chair, Secretary, and four (4) additional General Executive Committee Members. A member of the Executive Committee may resign their Executive Committee position in order to apply for employment. The Executive Committee may also include two (2), Pontotoc County students, 12-18 years old. These members will be referred to as Junior Officers. Junior Officer positions are not mandatory and may be filled based on youth interest in participation. Non-voting members shall consist of Junior Officers, any Project Directors and consultants to the grants supporting the Coalition.

SECTION 2. The purpose of the Executive Committee shall be to:

- A. Ensure the Coalition's mission statement and goals are being achieved.
- B. Provide leadership, support, and empowerment to the Coalition task forces.
- C. Serve as the liaison between the Coalition and the community as a whole.
- D. Prepare and chair monthly Coalition meetings, entertain reports from each active task force, and conduct any other Coalition business.
- E. Transact necessary business of the Coalition in the intervals between Coalition meetings that may be referred to it by the Coalition.

SECTION 3. Meetings of the Executive Committee:

- A. The Executive Committee shall meet at least quarterly. Meetings may be held in person, teleconference or by email. Electronic votes of the Executive Committee will be valid.
- B. Special meetings of the Executive Committee may be called by the First Chair or by a majority of the members of the Committee. Five (5) working days notice must be given.
- C. When possible, five (5) working days notice shall be given for any change of meeting dates.

SECTION 4. Transaction of Business by the Executive Committee:

- A. Three members of the Executive Committee members in attendance, or their proxies, shall constitute a quorum for the transaction of business.

- B. The Coalition First Chair shall vote in Executive Committee meetings only in the case of a tie.
- C. Written proxies shall be permitted in votes of the Executive Committee, and such written proxies, or copies thereof, shall be attached to and included as part of the minutes of any meeting in which proxies are voted to transact business of the Coalition.

ARTICLE VII: DUTIES OF OFFICERS

SECTION 1. First Chair:

- A. To preside at all meetings of the Coalition and the Executive Committee.
- B. To coordinate the work of the officers and task forces of the Coalition in order that the goals may be promoted.
- C. To perform such other duties as may be prescribed in these bylaws or assigned to him/her by the Coalition or by the Executive Committee.

SECTION 3. Second Chair:

- A. To assist the First Chair and shall, in their designated order, perform the duties of the First Chair in the absence or inability of that officer to act.
- B. Assist in recruitment of members to the coalitions and its committees.

SECTION 3. Secretary:

- A. To notify members of monthly Executive Committee and Coalition meetings as well as any special meetings called by the Executive Committee.
- B. To record the minutes of all monthly Coalition meetings and all Executive Committee meetings.
- C. To maintain a current copy of the bylaws, a current membership list, a copy of parental/legal guardian consent forms for Junior Officers and perform such other duties as may be delegated to him/her by the First Chair. The Secretary shall maintain all business records, which will be turned over to the incoming Secretary.

SECTION 4. General Executive Committee Members:

- A. Attend Executive Committee meetings and vote on related agenda items.
- B. Assist with coordinating the activities of needed committees or task forces.
- C. Provide advice and guidance on coalition projects, grants and financial decisions.

SECTION 5. Junior Officers:

- A. Obtain parental/legal guardian consent to hold a Junior Officer position within the Executive Committee.
- B. Attend Executive Committee meetings.
- C. Assist with coordinating the activities of needed committees or task forces.
- D. Provide a youth voice and perspective on substance abuse trends, coalition projects and strategies.
- E. Be an ambassador, educator and advocate for drug and alcohol prevention within your school and peer groups.

All officers shall perform the duties as outlined by the bylaws and other duties as assigned. Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the First Chair, without delay, all records, books, and other materials pertaining to the office.

ARTICLE VIII: OFFICERS AND THEIR ELECTION

SECTION 1. Officers and their election:

- A. The officers of the Executive Committee shall consist of the First Chair, Second Chair, Secretary, four (4) additional General Executive Committee Members and, when available, but not mandatory, two (2) Junior Officers.
- B. Officers and Junior Officers of the Executive Committee are elected by the current Coalition membership by ballot at the April meeting by simple majority of those present.
- C. Officers shall assume their official duties following the close of the April meeting.
- D. Mandatory officer positions and shall serve for a term of two (2) years or until their successors are elected.
- E. Junior officer positions and shall serve for a term of one (1) year or until their successors are elected.
- F. A person holding a chair position shall not be eligible to serve more than one (1) term in the same office within a 4-year period i.e. there must be a 2-year hiatus between service terms for the positions of First Chair, Second Chair, & Secretary. General Committee Members and Junior Officers may choose to serve more than one (1) term if so desired and if other coalition members are unavailable.
- G. Mandatory officer's terms shall be staggered.
 - a. The First Chair, Second Chair, and Secretary shall be nominated and elected in even numbered years.
 - b. The additional four (4) committee members shall be nominated and elected in odd numbered years.

SECTION 2. Nominating Committee:

- A. There shall be a Nominating Committee composed of at least three (3) members (if more, always an uneven number), appointed by the First Chair preceding the March Coalition meeting. The Nominating Committee shall elect its own chairperson:
- B. The Nominating Committee shall nominate one (1) eligible person for each office to be filled and report its nominees, in writing, to the membership ten (10) days prior to the April meeting, at which time additional nominations may be made from the floor.
- C. Only those persons who have signified their consent to serve, if elected, shall be nominated for and elected to such office.
- D. Persons willing to serve in a Junior Officer position must have a signed parental/legal guardian consent form on file with the current Secretary, before being nominated and elected to such office.

SECTION 3. A vacancy occurring in any office shall be filled for the unexpired term by a nomination from the Executive Committee, which will be carried to the general Coalition membership for a majority vote. Notice of such election will have been given in writing ten (10) days prior to the election. In the interim, the First Chair will assign duties of the vacant position to current Executive Committee officers.

ARTICLE IX: COMMITTEES

SECTION 1. The Coalition will establish task forces or committees to address community issues that fall within the stated goals of the Coalition. The power to develop task forces shall reside with the Executive Committee upon recommendation by local government and general Coalition membership.

SECTION 2. Each Coalition task force or committee shall be chaired by one chairperson, and will include an elected co-chair and secretary. The Executive Committee will initially appoint the chairs of each task force, thereafter to be elected by the general membership at the next annual election. Each task force must include one member of the Executive Committee.

SECTION 3. Task Force or committee membership is open to any citizen interested in working on task force goals.

SECTION 4. Each task force or committee works independently and shall:

- A. Develop its own objectives based upon Coalition stated goals relevant to task force projects, subject to final approval by the Coalition Executive Committee.
- B. Have authority to form special subcommittees to meet the objectives developed by each task force. These special subcommittees automatically go out of existence when their work is done and final report is received by the task force.
- C. Be created and appointed for a specific purpose. It may choose to disband upon completion of objectives and final report to the Executive Committee.
- D. Be responsible for scheduling meetings, determining location, and developing an agenda.

ARTICLE X: SPECIAL COMMITTEES

SECTION 1. The power to form special committees that may be temporary in nature and appoint their members rests with the Executive Committee.

- A. As a special committee is created and appointed for a specific purpose, it automatically goes out of existence when its work is done and a final report is received.
- B. Each special committee shall elect its own chairperson.

ARTICLE XI: PARLIAMENTARY AUTHORITY

SECTION 1. Robert's Rules of Order Newly Revised shall govern the Coalition in all cases in which they are applicable and in which they are not in conflict with these bylaws.

- A. The bylaws may be amended at any regular meeting of the Executive Committee provided that:
 - a. Notice of meeting date, time, and location is given to Executive Committee members.
 - b. Executive Committee members receive a copy of the proposed amendment at least ten (10) working days prior to the meeting at which the amendment is voted upon.
- B. A two-thirds vote of the Executive Committee members present is required for an amendment to pass.

SECTION 2. A special committee may be appointed by the Executive Committee to submit a revised set of bylaws to replace the existing bylaws. The requirement for adoption of a revised set of bylaws shall be the same as in the case of an amendment.