

# **Bylaws of the Coalition for a Safe & Healthy Elgin**

## **Article I. Name of Organization**

- A. This organization shall be known as Coalition for a Safe & Healthy Elgin (CSHE).

## **Article II. Mission and Vision**

### *Section 1. Mission*

- B. The mission of CSHE is to promote a safe and healthy community free of violence and substance abuse activity through education, prevention and action.

### *Section 2. Vision*

- C. The vision of CSHE is a "safe and healthy community."

## **Article III. Purpose**

### *Section 1. Purpose*

- A. The purpose of CSHE is to bring together the following 12 sectors of the community to address the issue of substance abuse using comprehensive and inclusive prevention methods: Government, Healthcare, Enforcement, Faith-based, Business, Civic, Media, Other, Parent, School, Youth and Youth-serving. Through the Strategic Prevention Framework, the collaborative will assess the community needs and readiness, build capacity to make change, plan and implement appropriate strategies, and evaluate their effectiveness. Our goals include: Reducing substance use in Elgin strengthening community collaboration to reduce use.

## **Article IV. Membership**

### *Section 1. Eligibility for Membership*

- A. Membership shall be open to all persons interested in serving the Elgin community and committed to reducing substance use and violence.
- B. All active members in good standing are voting participants.
- C. All members who sign the Coalition Involvement Agreement are considered Active Members.
- D. All members who have attended at least 6 of the 12 Coalition meetings per calendar year will be considered in good standing.
- E. Members may choose to participate on behalf of an agency or as an individual and would indicate their choice on the Coalition Involvement Agreement.
- F. All members represent one of the 12 Sectors. There may be more than one member who represents a sector.

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- G. All members serve as *liaison* for their sector and the Coalition and communicate projects, ideas, and initiatives between the two entities to increase collaboration and strengthen efforts.
- H. Every member is required to participate in at least one Committee.
- I. Members who wish to resign from the Coalition must do so in writing to the Executive Committee.

## Section 2. Maintaining and Building Capacity

- A. The Coalition is to maintain representatives from each of the 12 Sectors continuously. The Secretary maintains the representative roster and attendance. When representation from any of the 12 Sectors is deficient, building capacity will be added to the next Coalition meeting agenda, and members will create a formal action plan for filling the vacancy. The Secretary will maintain the action plan for the Coalition's records. When appropriate, invitations to join the Coalition should be initiated by the President. New members meet with the President (or Vice President in his/her absence) for introductions and to receive any orientation materials.

## Section 3. Conflict Resolution and Removal

- A. If a member requests resolution to an interpersonal conflict with another member or Executive Committee member, the individual will request, in writing, that a conflict resolution process be initiated and submit to a staff member. Once the staff member has received the request, he/she will notify the individual(s) named with an outline of the complaint. The first means of resolution will be mediation between the parties facilitated by a neutral staff member. If mediation is unsuccessful, or if the conflict is recurring post mediation, a removal meeting may be requested. The requesting member will indicate his or her choice, in writing, to the mediator and/or staff. The staff member will coordinate a Removal Hearing with the Coalition members, the requesting member, and the member named in the complaint. Both parties involved in the conflict will separately address the membership and be dismissed during discussion. At least 50% of Active Members must be able to attend to hear the request, and a majority vote of those present will determine removal. If the member named in the complaint does not wish to participate in the Removal Hearing process, he or she may decline. Declining to participate may be assumed as resigning one's membership unless otherwise specified.

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## Article V. Executive Committee and Staff

### Section 1. Executive Committee

- A. The Executive Committee is responsible for organizational and administrative oversight of Coalition affairs. The Executive Committee consists of the President, Vice President, Treasurer, Secretary and Committee Chairs.
- B. The Executive Committee establishes the following:
  - a. Commitment to furthering the Coalition's mission, purpose, and contractual responsibilities.
  - b. Meets prior to monthly Coalition meetings to set voting items for next agenda, hear committee reports, and request necessary materials for meetings.
  - c. Maintains Coalition schedule of events and activities.
  - d. Reviews and oversees the Coalition's annual budget and share quarterly updates.
  - e. Reviews and oversees the Coalition's Action, Evaluation and Sustainability Plans.
  - f. Administers the bylaws, and proposes any recommended changes to the bylaws to membership.
  - g. Facilitates Coalition meetings and votes.
  - h. Coordinates records and reports requested by any fiscal agents.
  - i. Represents Coalition membership in public settings and at the request of the Fiscal Agent.

### Section 2. Staff

- A. Coalition Staff, as an employee of the Fiscal Agent, is responsible for the planning, implementation, and facilitation of all aspects of the grant. Staff is *liaison* between the Coalition and the Fiscal Agent.
- B. Staff is responsible for the following:
  - a. Acquires any technical assistance or training for the Coalition in relation to grant completion.
  - b. Acquires in-kind, monetary, or other resources for grant activities as requested by Coalition members.
  - c. Advises Coalition on best practices for grant implementation.
  - d. Represents Coalition membership in public settings and at the request of the Coalition.
  - e. Coordinates completion of grant reports and evaluations.

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## Section 3. Duties

A. Duties, unique to position and in addition to general powers are the following:

*a. President*

- i. Presides Coalition meetings
- ii. Coordinates date, time, and location of Coalition meetings
- iii. Calls items to vote. President is a non-voting member unless there is a tie.
- iv. Maintains Active Member Roster.
- v. Extends invitation to new membership and provides orientation materials and introduction.

*b. Vice President*

- i. Presides Executive Committee meetings.
- ii. Coordinate date, time, and location of Executive Committee meetings.
- iii. Notifies Active Members of items up for vote before Coalition meetings.
- iv. Collects and maintains records of e-mail votes.
- v. Maintains a copy of the bylaws for reference during meetings.

*c. Treasurer*

- i. Participates in Sustainability Committee.
- ii. Oversees the maintenance of financial records for the Coalition.
- iii. Submits financial reports as requested by membership and those required by law.
- iv. Provides quarterly updates to membership of grant budgets as provided by Fiscal Agent.
- v. Oversees the incurring and paying of debts as approved.

*d. Secretary*

- i. Sends out meeting invitations and records RSVPs.
- ii. Records and distributes meeting minutes.
- iii. Records Executive Committee and Coalition meeting attendance.
- iv. Maintains members' contact information.
- v. Maintains 12 Sector Representation Roster and associated development plans.

*e. Member-at-Large*

- i. *Liaison* between the Executive Committee and the Committee Chairs.
- ii. Collects data and recommendations from Committee Chairs.
- iii. Maintains committee deliverables.

*f. Committee Chair(s)*

- i. Maintains record of committee members' time and activities as needed for grant reporting.
- ii. Reports on committee activities and proposals during meetings.

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- iii. Delivers reports to Member-at-Large prior to monthly coalition meeting.

## **Article VI. Elections, Terms, and Vacancies**

### Section 1. Election

- A. Elections will take place in September of the 2nd year of the Executive Committee Member's term, and the elected member will take office at the following January meeting.
- B. All Active Members in good standing are eligible to be an Officer or Committee Chair.
- C. Members may nominate themselves or be nominated by others.
- D. At least 50% of Active Members must be in attendance in order for an election to be held at the meeting. An electronic vote will be administered if majority is not met.
- E. A ballot will be produced for the November meeting, and the current President will facilitate the vote. The Vice President will administer any electronic votes. The Secretary will tally the votes, and the Treasurer will announce the results.

### Section 2. Terms

- A. Terms run October 1" - September 30".
- B. Executive Committee Members serve 2 year terms and may serve no more than 2 consecutive terms.

### Section 3. Vacancies

- A. If a member of the Executive Committee misses one (1) or more Executive or Coalition meetings, without cause or notification, it will be assumed the individual resigns his/her position.
- B. A mid-term vacancy will initiate the Executive Committee to appoint a replacement for the remainder of the vacant position term. Anyone appointed to the remainder of a term is required to be elected under the aforementioned rules at the end of the interim appointment.
- C. Vacancies must be filled within two (2) Coalition meetings once the Executive Committee is aware of one.
- D. If more than two (2) vacancies occur simultaneously, the Executive Committee can call an interim election to fulfill positions more quickly.

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## Article VII. Meetings

### Section 1. Meetings

- A. Executive Committee meetings are held prior to the general Coalition meetings and scheduled at the Committee's convenience.
- B. Coalition meetings are held every month.
- C. Committee meetings are held at the convenience of committee team members.
- D. Committee Chairs schedule their respective committee meetings.
- E. *Interim* or emergency meetings may be called by the Executive Committee when pertinent issues arise.
- F. Reporting absences:
  - a. For Executive Committee meetings: notify the Executive Committee.
  - b. For Coalition meetings: notify the Secretary.
  - c. For Committee meetings: notify the Committee Chair.

### Section 2. Voting

- A. During meetings, the President will initiate a vote by calling for a vote. Once the President has called for a vote, the floor will be open for questions and discussion. Once questions are addressed and discussion has concluded, the President will ask for votes in favor and not in favor. The Secretary will record the votes.
  - a. All Active Members in good standing are eligible to vote.
  - b. All votes will be decided by a simple majority of those in attendance and submitted electronic votes. In the event of a tie, the President will vote to break the tie.
  - c. The Executive Committee may allow an *impromptu* vote on items that come up during meetings without prior notice to members who cannot attend the meeting.

### Section 3. Votes in *Absentia*

- A. For voting items on the meeting agenda, the Vice President will administer an electronic vote to eligible members who cannot attend. Voting members will be given a minimum one (1) week notice of the issue(s) and may ask questions or request additional information from the Vice President during that time. Electronic votes must be in by end of business the day before the Coalition meeting.

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## Article VIII. Committees

### Section 1. Committees

- A. The Sustainability Committee will be a standing group as part of the Coalition's permanent structure. The Sustainability Committee is responsible for planning and maintaining the Coalition's capacity to function with and without current monetary and human resources.
- B. Any and all other Committees will be considered *ad hoc*.