

BYLAWS

ROCKWOOD DRUG-FREE COALITION

A Missouri-based Non-Profit Organization Operating in the Rockwood School District Community

Article 1: NAME, OFFICES, PURPOSE

Section 1 – NAME

The name of this organization is the ROCKWOOD DRUG-FREE COALITION.

Section 2 – PRINCIPLE OFFICE

The principle office of the Coalition for the transaction of its business is located in the Rockwood School District Administrative Annex within St. Louis County in Eureka, Missouri.

Section 3 - PURPOSE

The Rockwood Drug-Free Coalition is organized for community change purposes. Its primary objective is to reduce the incidence of alcohol, drug and tobacco use in the Rockwood community.

Article 2: VISION, MISSION, GOALS, STRATEGIES

Section 1 – VISION

The Rockwood Drug-Free Coalition is determined to build and sustain communities of knowledgeable citizens who make healthy and safe choices.

Section 2 – MISSION

The Coalition provides leadership, education and resources to prevent and address substance abuse and other unhealthy choices.

Section 3 – GOALS

Inherent to the Coalition's purpose, vision and mission, are the following goals:

- a) Provide substance abuse prevention information and education to the community and its families, and involve the community in prevention efforts.
- b) Provide mechanisms by which individuals who are dealing with substance abuse problems are offered resources.
- c) Foster culturally competent community collaboration in prevention planning, action and evaluation.
- d) Facilitate and provide specialized support programs for individuals who are at high risk for substance abuse.
- e) Involve young people in peer-oriented prevention efforts in a common goal to remain drug-free.

Section 4 – STRATEGIES

Inherent to the Coalition's vision, mission and goals, are the following strategies:

- (a) Engage all relevant segments of the Rockwood community.
- (b) Consider all available services/resources in the community, from both public and private sources.
- (c) Promote public action and policies that increase awareness of substance use problems.
- (d) Develop evidence-based programs related to substance use, prevention, reduction, intervention and treatment.
- (e) Promote public action and policies that provide funding and support for evidence-based programs related to substance use, prevention, reduction, intervention and treatment.
- (f) Assist in the oversight, coordination and evaluation of Coalition programs.

- (g) Communicate Coalition efforts and programs to the Rockwood community.

Article 3: GEOGRAPHIC AREA

The Rockwood Drug-Free Coalition serves, primarily, the community within the Rockwood School District boundaries. This encompasses 150 square miles of West St. Louis County, including the municipalities of Ballwin, Chesterfield, Clarkson Valley, Ellisville, Eureka, Fenton, Manchester, Wildwood and Winchester. There are 155,000 residents in this area and 22,000 Rockwood School District students.

The Coalition collaborates with organizations both within and outside this geographical boundary. Many families within the Rockwood School District have children who attend private schools, both within and outside this boundary; several of the above listed cities fall both within and outside of the Rockwood boundary; approximately 2,000 students attend Rockwood schools but live within the city of St. Louis; and numerous non-profit organizations and other coalitions with objectives similar to ours exist outside the Rockwood boundary. It is the intent of the Rockwood Drug-Free Coalition to collaborate with any entity within the greater St. Louis County area when similar goals and needs exist.

Article 4: MEMBERSHIP

The Coalition shall have no set requirement for the number of general (volunteer) members, but will be comprised of a comprehensive representation of parties from across the Rockwood community in terms of both geographical location and areas of expertise/background. Diverse representation will ensure that a voice is given to all relevant components of our community. Membership shall include, but not be limited to, the following groups:

- (a) Business owners/leaders
- (b) Parents
- (c) School administrators, teachers, counselors, nurses and youth group advisors – both public and private – at elementary and secondary levels
- (d) College/university representatives
- (e) Law enforcement officials and officers, including school resource officers
- (f) Students/youth at middle and high school levels
- (g) Faith-based organizations
- (h) Mental health professionals
- (i) Substance abuse treatment, intervention and prevention professionals
- (j) Alcohol, tobacco and other drug (ATOD) organizations
- (k) Medical professionals, including hospital administrators or community relations employees
- (l) Legal professionals, including attorneys, judges and advocates
- (m) Elected and/or non-elected city officials and administrators
- (n) Members of the media
- (o) Representatives from foundations and other non-profit agencies

Article 5: EXECUTIVE COMMITTEE

Section 1 – SIZE

Notwithstanding any other provisions of these Bylaws, the Coalition shall have no fewer than 7 and no more than 13 Executive Committee members. Executive Committee members shall represent the various sectors of the Coalition. The number of Executive Committee members may be changed by amendment of these Bylaws.

Section 2 – POWERS

All powers and activities of the Coalition shall be exercised and managed directly by the Executive Committee, including the Coalition Director and Project Coordinator. Each member of the Executive Committee shall have one vote.

In all cases, except a change to the Coalition's bylaws or any other issue declared by the majority of Executive Committee members or Coalition Director, business will be conducted by those Executive Committee members in attendance. A majority vote of those in attendance will constitute passage of any motion, resolution, or other vote.

An emergency escape clause, used to call a meeting where a majority of Executive Committee members must be present to conduct business, may be exercised by the majority of Executive Committee members or the Coalition Director, provided one month's advance notice of such meeting is provided to all Executive Committee members. Such meetings shall only be called in those rare instances where a critical vote is to take place and, therefore, when the majority of Executive Committee members must be present to conduct business.

Section 3 – DUTIES

It shall be the duty of the Executive Committee to:

- (a) Perform any and all duties imposed on them, collectively or individually, by law, these Bylaws, a funding agency, or a fiscal agent;
- (b) Help develop resources, growth strategies, long-term planning, innovation and the assurance of quality in the conduct of all activities of the organization;
- (c) Provide financial oversight including, but not limited to, review and approval of annual budget, audit reports, grant applications and strategic plans;
- (d) Provide counsel to the Coalition Director and Project Coordinator to assure that their duties are performed properly;
- (e) Provide contact information, including such specifics as mailing address, e-mail address, fax number, and telephone number, so that notifications of meetings and other information can be disbursed with a minimum amount of resources in a timely manner;
- (f) Attend all meetings at such time and places as required. In case of illness or other commitments, the member may be excused. Should a member fail to attend two (2) meetings per calendar year without being excused, that member may be removed by a majority vote of the Executive Committee at a duly convened meeting.

Furthermore, it shall be the duty of each Executive Committee member to:

- (g) Participate on at least one (1) task force or committee;
- (h) Represent the Coalition among other community organizations.

Section 4 – MANNER OF SELECTION AND TERM

Each Executive Committee member, other than the Coalition Director and Project Coordinator, shall serve for a term of two (2) years or until a successor is elected. One-half of the Executive Committee shall be elected each year by a majority vote of the remaining Executive Committee members then in office. Nominations for Executive Committee members shall be submitted by the Nominating Committee or by individual Coalition members. No Executive Committee member shall serve more than three (3) successive 2-year terms, except at the pleasure of all remaining Executive Committee members.

The following procedures shall be followed in selecting Executive Committee members:

- (a) The Committee should reflect the diverse elements of the Rockwood community;
- (b) The Committee should include individuals who will be most effective in assisting the Coalition in reaching its goals and objectives;
- (c) No person shall serve on the Committee to financially benefit, or work for an organization which is in the position to financially benefit, from the Coalition's activities.

Section 5 – VACANCIES

Except, as otherwise stated in these Bylaws, any vacancy occurring among the members of the Executive Committee, shall be filled by a majority vote of the Executive Committee members then in office. A member elected to fill a vacancy shall be elected as a new member for a two-year term.

Section 6 – COMPENSATION

No Executive Committee member, other than the Coalition Director and Project Coordinator, shall receive, directly or indirectly, any compensation for his or her services as a member of the Executive Committee. The Executive Committee may authorize reimbursement of reasonable expenses incurred by a member in the conduct of the Coalition’s business and with prior approval of the Executive Committee, unless prevented by the urgency of the matter.

Section 7 – RESIGNATIONS

Any member of the Executive Committee may resign by filing a written resignation letter. Thirty (30) days advance notice shall be submitted whenever possible.

Section 8 – USE OF ALCOHOL AND OTHER DRUGS

Executive Committee members are expected to refrain from the use of illegal drugs and the illegal or abusive use of alcohol and/or other drugs. Noncompliance with this provision may result in removal of the member at a duly convened meeting, by a majority vote of the Executive Committee.

Article 6: OFFICERS

The goal of the Coalition is to be led by volunteers and supported by staff, and as such, the Coalition anticipates amending the Bylaws within the next several years to incorporate one or more elected Officer positions to be filled by volunteer (non-staff) members. Upon the creation of these Bylaws, however, members of the Executive Committee agree that adequate accountability and transparency exist under current Coalition structure, and until Coalition capacity is enhanced, elected officer positions will not be held.

Section 1 – CHAIRPERSON

The Coalition Director currently serves in the capacity of Chairperson, and is responsible for general supervision of the affairs of the coalition, as well as presiding over all meetings and representing the Coalition at community, statewide and national events. The Coalition Director will be responsible for any other duties as prescribed by the Executive Committee, various funding agencies, or the Coalition’s fiscal agent.

Section 2 – VICE CHAIRPERSON

The Coalition Project Coordinator serves, in essence, as a Vice-Chairperson, performing such duties as assigned to him/her by the Coalition Director or Executive Committee. In the Director’s absence, the Project Coordinator shall perform the duties of the Director, and when so acting, shall have all the power of and be subject to all restrictions upon the Director.

Section 3 – SECRETARY

The Coalition Secretary shall be responsible for the recording of minutes of all Executive Committee meetings and monthly Coalition meetings, when not prepared by the Project Coordinator, and for other duties assigned by the Director, Project Coordinator or Executive Committee.

Section 4 – FISCAL AGENT

The Coalition’s fiscal agent, Rockwood School District, in collaboration with the Coalition Director and Project Coordinator, is responsible for the oversight of accounting for all monies of the Coalition, including banking, cash flow, audit reports, contract acceptance, and budgetary items.

Article 7: ORGANIZATION

Section 1 – EXECUTIVE COMMITTEE

The Executive Committee shall guide the activities of the Coalition, as required, between meetings, consistent with the procedures established by the Rockwood Drug-Free Coalition and policies of the Rockwood School District. The Committee is empowered to make all decisions for the Coalition as provided in these Bylaws. Actions of the Executive Committee shall be reported at the monthly general Coalition meetings.

Section 2 – TASK FORCES & COMMITTEES

The Coalition Director, after consultation with the Rockwood Drug-Free Coalition as a whole, shall appoint voting and non-voting members to the following permanent Task Forces or Committees:

- a) Nominations Committee;
- b) Membership Committee;
- c) Finance Committee;
- d) Emerging Issues Committee;
- e) Development (Fundraising and Grant Application) Committee.

The Coalition Director shall also appoint voting and non-voting members to any other Task Force or Committee that may or may not be permanent in nature, including, but not limited to: Social Hosting Ordinances, Prescription Medication Take-Backs, Alcohol Compliance Checks, Neighborhood of Excellence Awards, Youth Leadership, and Safe Celebrations.

Section 3 – NOMINATIONS COMMITTEE

This Committee is responsible for recommending candidates for the Executive Committee. Committee members will vet and have dialogs with various potential candidates, ideally already Coalition members, setting forth a recommended roster for open Executive Committee positions.

Section 4 – MEMBERSHIP COMMITTEE

This Committee will maintain all membership information in a Coalition data base, ensure the Coalition has representation from all community segments, and assist in recruiting efforts.

Section 5 – FINANCE COMMITTEE

The Finance Committee is responsible for understanding the sources and uses of Coalition funds, helping to set the direction of Coalition programming in light of financial constraints and commitments, and safeguarding the assets of the Coalition.

Section 6 – EMERGING ISSUES COMMITTEE

The Emerging Issues Committee will keep Coalition members informed of current alcohol, drug, tobacco and prevention issues and legislation on a local, statewide and national basis.

Section 7 – DEVELOPMENT COMMITTEE

This Committee is responsible for designing an action plan to ensure the Coalition's sustainability beyond current agency funding. A focus on fundraising and grant opportunities and applications is essential.

Section 8 – OTHER COMMITTEES & TASK FORCES

Except as otherwise stated in these Bylaws, the Coalition Director shall appoint members and designate the chairperson of standing and other committees and task forces. Committees and task forces shall serve at the pleasure of the Executive Committee under such rules and regulations as the Executive Committee may approve.

Article 8: MEETINGS

Section 1 – ANNUAL EXECUTIVE COMMITTEE MEETING

The Annual Meeting of the Executive Committee shall be held in the month of April at such date, time and place, as the Executive Committee shall determine. The election of new Executive Committee members shall be held at this annual meeting.

Section 2 – MONTHLY EXECUTIVE COMMITTEE MEETINGS

The Executive Committee, by resolution, shall establish a schedule of regular monthly meetings.

Section 3 – MONTHLY COALITION MEETINGS

The Coalition Director shall establish a schedule of monthly general membership Coalition meetings.

Section 4 – NOTICE OF MEETINGS

- (a) Notice and the agenda of the Annual Meeting shall be provided to Executive Committee members not less than ten (10) days before the meeting;
- (b) Notice and the agenda for monthly meetings shall be provided to members a minimum of three (3) days before the meeting;
- (c) All materials related to a regular meeting, will be included with the notice, which shall be provided a minimum of three (3) days prior to the meeting;
- (d) Special Meeting: Special meetings of the Executive Committee may be called by the Coalition Director, or by any four (4) members, by written notice delivered personally or by telephone or email to each of the members. The notice shall state the time, place and purpose of such special meeting.

Section 5 – PLACE OF MEETINGS

Meetings shall be held at the principle office of the Coalition unless otherwise provided by the Coalition Director.

Section 6 – MAJORITY ACTION AS EXECUTIVE COMMITTEE ACTION

Every action taken or decision made by a majority of the Executive Committee members present at a meeting duly held at which a quorum is present represents the act of the Executive Committee.

Section 7 – CONDUCT OF MEETINGS

Meetings of the Executive Committee shall be presided over by the Coalition Director, or in his/her absence, the Coalition Project Coordinator, or in the absence of each of these persons, by the Chairperson chosen by a majority of the members present at the meeting. The Coalition Secretary or Project Coordinator shall act as Secretary of all meetings, provided that in his/her absence, the presiding Chairperson shall appoint another person to act as Secretary of the meeting.

Meetings shall be governed by *Roberts' Rules of Order*, as such rules may be revised from time-to-time, insofar as such rules are not inconsistent with or in conflict with these Bylaws.

Article 9: COALITION RECORDS, REPORTS AND SEALS

Section 1 – MAINTENANCE OF COALITION RECORDS

The Coalition Director shall keep at the Coalition's principle office:

- (a) Minutes of all meetings, committees and task forces of the Executive Committee and general Coalition meetings, indicating the time and place of such meetings, whether regular or special, how called, the notice given, the names of those present and the proceedings thereof;
- (b) Adequate and correct books and records of account, including the account of its properties and business transactions and accounts of its assets, liabilities, receipts and disbursements.

Section 2 – EXECUTIVE COMMITTEE MEMBER INSPECTION RIGHTS

Every Executive Committee member shall have the absolute right, at any reasonable time, to inspect any copy of all books, records, and documents of every kind, and to inspect the physical properties of the Coalition.

Section 3 – ANNUAL REPORT

The Coalition Director, in collaboration with the Executive Committee, shall provide an annual report to Coalition members and its various publics no later than sixty (60) days after the annual Executive Committee meeting. The report shall contain an overview and assessment of programs provided that year, as well as a financial review of revenues and expenses for the same period. The report shall also highlight environmental and community changes that occurred, and goals for the upcoming year.

Article 10: BYLAW AMENDMENTS

Proposed amendments to this Coalition’s Bylaws must be submitted in writing to the Executive Committee at least one (1) month in advance of the Executive Committee meeting, at which point they will be considered for adoption. A vote of the majority of Executive Committee members then in office shall be required to adopt an amendment to the Bylaws.

The Executive Committee shall review Coalition Bylaws every two years, subsequent to the annual meeting, to determine that the Bylaws accurately reflect Coalition procedures and to assess whether amendments to the Bylaws are in order. Executive Committee members shall sign and file a copy of the organization’s “Bylaw Review Form,” indicating that such a review occurred, and highlighting, what, if any, amendments were made to the Bylaws.