

**BYLAWS**



**ARTICLE I. Name, Purpose, and Mission Statement**

**Section 1.** The name of this organization shall be the Ingham Substance Abuse Prevention Coordinating Council

**Section 2.** The purpose of this organization is to bring effective prevention services to our community through comprehensive collaboration. This organization will coordinate, plan, develop and evaluate a comprehensive countywide strategy that addresses locally determined risk and protective factors and achieve changes in substance use behaviors prioritized by our county.

**Section 3.** The mission of this organization shall be to reduce substance abuse and it's related consequences and stigma.

**ARTICLE II. Membership**

**Section 1.** Any organization, agency, group or individual may be nominated or apply for membership in the Ingham Substance Abuse Prevention Coordinating Council. Large organizations with several unique functions may request membership for individual departments. Membership will be approved by a majority of those voting at a meeting of the Executive Committee. Membership shall consist of Active and Associate Members.

**Section 2.** Active membership shall be granted to agency or other information professionals employed in or interested in alcohol, tobacco or other drug abuse information, prevention or services. One or more persons may serve as representatives from each active member organization, although only one representative from each organization shall be designated a voting member. Each active member is granted one vote on any matter that comes before a meeting of the full membership of the Coalition. Members may designate a substitute/proxy for any meeting and that substitute/proxy may vote in the member's place. Active members are expected to attend full Coordinating Council meetings.

**Section 3.** Associate membership shall be granted to those organizations or individuals who support the objectives of the Coordinating Council but do not participate to the level of Active Members and are not given a vote.

**ARTICLE III. LEADERSHIP**

**Section 1.** Leadership shall consist of a Chair and Chair-Elect. The Chair shall have an understanding of substance abuse prevention and advocacy and have previously been a participant in Coordinating Council activities. The Chair shall preside at all the meetings of the Council. In the absence of the Chair, the duties of that office will be performed by the Chair-Elect.

**Section 2.** The Chair-Elect shall be elected by a simple majority of the Council membership present, for a term of one year. The Chair-Elect shall serve alongside the Chair for one year and then become Chair for one year.

**Section 3.** The leadership or designee is expected to represent the Ingham Substance Abuse Prevention Coordinating Council before the media in public, and is expected to participate in advocacy and help educate people and groups in the County about the mission and activities of the Council.

### **ARTICLE III COMMITTEES AND ELECTIONS**

**Section 1.** The Executive Committee shall consist of up to 4 elected Active members, 2 elected Associate members and the Chair and Chair-Elect from the Council. The Chair and Chair elect must be Active members. The Executive Committee must have at least 3 Active members and one Associate member to operate. Vacancies may be filled by appointment of the Chair until the end of the current term. Terms are defined as commencing October 1 of each calendar year through September 30<sup>th</sup>. The Executive Committee is not limited to the number of terms of service. Council members may nominate executive Board members, or may nominate themselves. Nominations require one support vote (second) to be placed on the ballot. The Executive Committee will plan and organize work of the Council, prepare meeting agendas and develop information for dissemination to Council members, send out notices of meetings to members, and assure that all minutes of council meetings are recorded, in accordance with the mission.

**Section 2.** Task Forces and other committees will be comprised of Executive Committee members and other community members. Task Forces and other committees will be formed for special tasks and develop reports and recommendation of the information they gathered and analyzed. They will then present the reports and recommendations to the full Council for discussion and decision-making.

### **ARTICLE IV. MEETINGS**

**Section 1.** Regular meetings of the Coordinating Council are conducted as open meetings. Any member of the Council or the Ingham County community may attend.

**Section 2.** Regular meeting of the Coordinating Council shall be held no less that six (6) times per year. The expectation is that Council members agree to attend a minimum of four (4) meetings per year.

**Section 3.** Task Forces and other special committees shall meet on a schedule determined by the committees with notification to the Executive Committee.

### **ARTICLE V. QUORUM**

A quorum shall consist of a simple majority (fifty-percent plus one) of active members Council. When a vote is taken, a majority vote of active members present or represented by proxy is required to approve the proposed action of the Council.

### **ARTICLE VI. PROCEDURES**

## Approved February 3, 2005

**Section 1.** Roberts Rules of Order (Revised) shall be the parliamentary authority of all matters of procedure not otherwise defined in the Bylaws.

**Section 2.** Policies, as developed and approved, shall require notification of all members 30 days prior to vote on change. Policy changes require a majority of Council approval.

**Section 3.** Procedures can be changed at any time by a simple majority vote of the membership present at the time of the vote.

**Section 4.** The Executive Committee with the guidance and input of the group shall develop the agenda. Additions and submissions to the agenda must be provided to the committee no later than then 7 days, if possible, before the scheduled date of the meeting.

Amended September, 2005