

SUBLETTE PREVENTION COALITION BYLAWS

ARTICLE 1

Name, Mission, and Vision

Section 1: Name

The name of the organization shall be Sublette Prevention Coalition (SPC, or "the Coalition").

Section 2: Mission

To enhance community health and wellbeing with a primary focus on substance abuse and suicide prevention for Sublette County youth, families, and adults.

Section 3: Vision: A safe, healthy, and caring community

ARTICLE II: Membership

Section 1: Eligibility for Membership

Membership is open to any organization or individual in Sublette County who supports the Coalition's mission as stated above. To ensure representation from a broad cross-section of the community, individuals from the following sectors are encouraged to become members:

- Youth
- Parents
- Individuals with Recovery Experience
- Veterans
- Law enforcement
- Civic and volunteer groups
- Business community, including oil and gas industry
- Healthcare professionals
- Media
- Schools
- Youth-serving organizations
- Religious and faith-based organizations
- State or local government agencies
- Other organizations addressing substance abuse or suicide prevention ● At large (other concerned citizens)

Section 2: Levels of Membership

A. Active Members

Active Members are voting members of the Coalition and agree to the following:

- to promote, encourage, and support prevention services
- • to attend at least 50% of general monthly meetings
- to serve on one or more Coalition committees as time permits
- to serve as a liaison to the member's organization, if applicable
- to identify and recruit new members of the coalition

Active members must sign an Active Membership Agreement (AMA) with the coalition and renew this agreement each June. If Active Members miss 3 consecutive meetings or do not attend at least 50% of the general monthly meetings they will become inactive and ineligible to vote in meetings. Active members are eligible for nomination and service in any elected office of the Coalition.

B. Community Members

Community members are non-voting members of the Coalition and agree to the following:

- to promote, encourage, and support prevention services
- to attend general monthly meetings as time permits
- to serve on one or more Coalition committees as time permits.

Community members must sign a Community Membership Agreement each June. Community members do not have any attendance requirements, but will be informed by email of meeting times and locations. Community members will not be eligible for nomination and service in any elected office of Coalition, unless they upgrade their membership to Active Member.

Section 3. Resignations. Any member of the Coalition may resign by filing a written resignation with the Coalition Chair or Coalition Coordinator.

ARTICLE III

Meetings

Section 1. Regular Meetings

General meetings will be held each month at a time and place designated by the Chair and the Coalition Coordinator.

Section 2. Committee/Task Force Meetings

Committee members will meet at a time and place determined by the Chair of each committee.

Section 3. Meeting Notification

Notice of regular meetings and committee meetings will be

ARTICLE IV Coalition Structure

Section 1: Executive Committee

The Executive Committee of SCPC will be composed of three elected officers (Chair, Vice Chair, and Secretary), and the non-voting Coalition Coordinator.

A. Elected Officers and Duties

The Executive Committee is responsible for assisting in the oversight and management of coalition operations and driving coalition activities to achieve coalition goals. Their duties may include, but are not limited to:

- Participating in assessment, planning, implementation, and evaluation activities
- Working as a team member with the coalition staff to keep the coalition and committees on track to meet project goals and objectives
- Consulting with staff to develop agendas for coalition meetings
- Acting as a liaison between the coalition and its committees/work groups
- Contacting members and coordinating committee responsibilities ● Dealing with members in a fair and sensitive manner
- Promoting collaboration, communication, shared decision making, and conflict resolution
- Remaining open to diverse points of view and differences of opinion
- Consulting with coalition staff as needed
- Representing the coalition in the community

The functional roles of the Executive Committee members are determined within that group and include:

- The Chair, who will facilitate/chair coalition meetings or arrange for the Vice Chair to preside if necessary.
- The Vice Chair, who will assume the role of the Chair in the event that the Chair is unable to complete a responsibility or term. The Vice Chair will also consult with the Chair as needed and perform other duties agreed upon with the Chair.
- The Secretary, who will review the administrative support provided by the Coalition Coordinator, including maintaining organizational records, and distributing copies of minutes and agendas.

B. Executive Committee Qualifications

- A willingness to serve and ability to commit a minimum of three (3) hours per month to coalition activities.
- A willingness and ability to regularly attend general meetings and to serve on at least one other working committee.
- A willingness and ability to participate in coalition training.
- A willingness to hold office for a one year term.
- A commitment to uphold a certain image of professionalism in the presence of the general coalition membership and when representing the coalition.

C. Executive Committee Commitment

- A commitment to attend at least 75 % of regular monthly meetings annually.
- A commitment to attend at least one training provided by the coalition annually.

ARTICLE VIII C) Dissolution

Section 1: Dissolution

The Coalition may be dissolved by a majority vote of the Executive Committee.

ARTICLE IX

Bylaws and Amendments

Section 1: Bylaws and Amendments

These bylaws will be brought to the Active Members for their review and adoption by a two-thirds (2/3) majority vote. Any amendment to these by laws may be adopted by a two-thirds (2/3) vote of the members present at any meeting, provided written notice of the proposed amendment and the date of such meeting has been given to the members at least three (3) days in advance.

Chair	Date
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Vice Chair	Date
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Secretary	Date
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Coalition Coordinator	Date
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