

# FORT BEND COMMUNITY PREVENTION COALITION BYLAWS

## ARTICLE I

### Section 1: Name

The name of the organization shall be Fort Bend Community Prevention Coalition (FBCPC)

### Section 2: Office

The principal office of the Coalition is located at 10435 Greenbough Drive, Suite 250, Stafford, TX 77477, the Stafford location of the Fort Bend Regional Council on Substance Abuse, Inc. (FBRC) in Fort Bend County, State of Texas.

The designation of the location of the principal office may be changed only by FBRC.

### Section 3: Mission

To prevent and reduce substance abuse among youth and young adults by building healthy family, school and community environments.

### Section 4: Vision

A community where all people are respected, appreciated, and live safe and healthy lives free of substance abuse.

### Section 5: Legal Status

This coalition has no independent legal status. For the purpose of entering into contract agreements, FBCPC uses the services of a local community agency, the Fort Bend Regional Council on Substance Abuse, Inc., that is a non-for-profit exempt organization as defined in Federal Internal Revenue Code Section 501(c)(3).

## ARTICLE II MEMBERSHIP

### Section 1: Eligibility for membership

Membership is open to any organization, business, agency, governmental entity, or individual supporting the coalition's mission as stated in ARTICLE I.

To ensure a broad cross-section of community representations, the following sectors will be represented:

- Youth
- Young adults
- Parents
- Civic and volunteer groups
- Religious/Faith based organizations
- Business community
- Media
- At large (all other concerned citizens)
- Youth-serving organizations
- Law enforcement agencies
- Healthcare professionals
- State or local government agencies specializing in substance abuse
- Other organizations involved in reducing substance abuse
- Schools – elementary, secondary and post-secondary

In addition, the coalition will strive to reflect the demographic diversity of the Fort Bend community.

## Section 2: Levels of Membership

- A. Community Membership:** Volunteer, attend meetings and/or events weekly, monthly, or once a year. No amount of time is too small. Community members do not sign a Community Agreement (CA) and will not have voting authority.

### Responsibilities of Individuals Involved at the Community Membership Level

Community Members will:

- promote the Coalition's common interest in prevention and reduction of substance abuse;
- participate in community prevention and education activities and events sponsored by the Coalition and those of member organizations, as time permits;
- track and report usable in-kind resources donated (personal time, supplies, etc.);
- participate in discussions determining the direction of the coalition that are not put up to a vote;
- further fellowship and relationships among members of the coalition and community;
- promote, encourage, and support prevention services at the local level;
- foster knowledge and community involvement among members;
- direct any media requests to the Coalition Coordinator;
- support the provisions of these bylaws.

- B. Active Membership:** Active Members are those who have signed a current formal Community Agreement (CA) with the Coalition, and follow the responsibilities outlined therein. Community Agreements will be renewed every August.

### Responsibilities of Active Members

Active Members will attend an orientation session and will be expected to attend FBCPC meetings and community initiatives. They will pledge their support individually and/or organizationally to build the coalition and promote substance abuse prevention.

In addition to the above, Active Members will:

- attend at least 50% of general monthly meetings in the past twelve (12) months (See Article II, Section 6);
- serve as the liaison to the member's organization, if applicable;
- participate in the voting process (in person) for matters submitted to a vote, if eligible;
- participate in determining the direction of the coalition;
- serve on at least one (1) working committee of the coalition;
- participate in community prevention and education activities sponsored by the Coalition and, as time permits, those of member organizations;
- track and report usable in-kind resources donated (personal time, supplies, etc.);
- promote, encourage, and support prevention services at the local, state, and national level;
- foster education, training, knowledge, and community involvement among members;
- further fellowship and relationships among members of the Coalition and community;
- recruit new organizations and/or individuals for Coalition membership;
- conduct themselves in a professional and courteous manner at all times
- support the provisions of these bylaws.

- C. Sector Representative Membership:** Sector Representatives are those who have signed a current formal Coalition Involvement Agreement (CIA) with the Coalition, and follow the responsibilities outlined therein. Coalition Involvement Agreements will be renewed every August.

Sector Representatives represent and function on behalf of their respective constituents to contribute to carrying out strategies for the community. As local key players, Sector Representatives use their own spheres of influence to leverage resources, thus enlarging the coalition's ability to effectively and efficiently develop and implement strategies.

#### **Responsibilities of Sector Members**

Sector Representatives will attend an orientation session and will be expected to attend FBCPC meetings and community initiatives.

In addition to the above, Sector Representatives will:

- be a community leader amongst the represented sector;
- ensure clear communication between the sector represented and the Coalition;
- be a positive role model for youth, families, and peers;
- attend at least **70%** of general monthly meetings in the past twelve (12) months (See Article II, Section 6);
- attend coalition sponsored trainings, seminars, and community-wide events;
- participate in assessing and analyzing root causes of substance abuse problems in the community and implementing multiple strategies to achieve population-level change;
- participate in ongoing Logic Model development and strategic planning processes;
- participate in ongoing refinement of the Coalition's vision, mission, objectives, goals, and activities;
- participate in the voting process (in person) for matters submitted to a vote;
- serve on at least one (1) working committee of the coalition;
- track and report usable in-kind resources donated (personal time, supplies, etc.);
- participate in sustaining the Coalition's vitality, involvement, and energy in the community, as well as the overarching principle of cultural competence;
- promote, encourage, and support prevention services at the local, state, and national level;
- foster education, training, knowledge, and community involvement among members;
- further fellowship and relationships among members of the Coalition and community;
- recruit new organizations and/or individuals for Coalition membership;
- hear requests from active sector members for meeting discussion and/or action items and, within ten (10) days, draft and submit a proposal to the Executive Committee;
- support the provisions of these bylaws.

#### **Section 3: Rights of Membership**

- A.** All members have the right to receive Coalition materials and publications.
- B.** All members have the right to attend and speak at general monthly meetings.

**Section 4: Additional Rights of Active Membership**

Active members in good standing (See Article II, Section 6) are entitled to one vote on each matter that is submitted to a vote of the members.

Active members also have the right to suggest meeting discussion items and/or action items. (See Article III, Section 1)

**Section 5: Additional Rights of Sector Representative Membership**

Sector Representative Members are eligible for nomination and service in any elective office of the Coalition.

**Section 6: Active and Sector Representative Member Absences:**

Active Members who have not attended at least 50% of scheduled meetings and Sector Representative who have not attended at least 70% of scheduled meetings in the past 12 months, have missed 3 consecutive meetings, or failed serve in at least one working committee are considered in-active and will not have voting authority.

No later than two weeks after reaching inactive status, the member will receive written notification from the Coalition Coordinator that they will be ineligible to vote in upcoming matters until they are back in compliance with their signed CA/CIA. Any member organization that fails to meet the responsibilities outlined in the signed agreement will be asked if another member from that agency would be interested in attending in their stead. If the organization fails to add an alternate member by the next meeting, another similar community agency will be asked to participate. Members have a right to appeal this decision with the Executive Committee.

**Section 7: Resignation**

- A. Any Active Member may resign by filing a written resignation with the Coalition Chair or Coordinator.
- B. If a resigning member is currently involved in organizational tasks all materials and properties that belong to the Coalition are to be returned the day of resignation.

**ARTICLE III  
MEETINGS**

**Section 1: Regular Meetings**

General meetings of the members shall be held no less than eleven times a year, at a time and place designated by the Chair and Coalition Coordinator.

All requests for meeting discussion items and/or action items must be brought by a Sector Representative to the Executive Committee at least ten (10) days prior to the general meeting for consideration as an agenda item for the upcoming meeting. To be considered for placement on the agenda for the next meeting, a member must submit suggested discussion items and/or action items to a Sector Representative from his/her sector at least 20 days in advance of the meeting date.

**Section 2: Annual Meetings**

An Annual Meeting of the members shall take place in the month of August the specific date, time, and location of which will be designated by the Chair and Coalition Coordinator. Members will receive

notification regarding the scheduled meeting at least 30 days in advance.

At the annual meeting the membership shall elect officers for all open positions due to terms ending or resignation, receive reports on the activities of the coalition, and determine the direction of the coalition for the coming year.

**Section 3: Committee Meetings**

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

**Section 4: Special Meetings**

Special meetings may be called by the Executive Committee or the Coalition Coordinator. A special called meeting may be called at any time provided that notice including the agenda is given at least 48 hours prior to the meeting.

**Section 5: Meeting Notification**

Notice of a regular meeting will be sent via email to members who have provided a valid email address at least seven (7) days prior to the scheduled day citing date, time, location of the meeting, the last meetings minutes and the current agenda.

**Section 6: Quorum**

The members present at a properly announced meeting shall constitute a quorum.

**Section 7: Voting**

When voting is necessary, a vote will generally be conducted by a show of hands. At the discretion of the Executive Committee a ballot vote may be conducted. As noted in Article II, Section 4, Active Members in good standing are entitled to one vote on each matter that is submitted to a vote of the members.

FBCPC will strive to achieve consensus on all issues: however, it is the responsibility of FBCPC's professional staff to ensure that the coalition is always in compliance with its grants and budget constraints.

**Section 8: Meeting Minutes**

The minutes of the proceedings of the Executive Committee, general member meetings, and working committee meetings shall be maintained by the Coalition Coordinator and open to the membership for review. Minutes and other coalition records will be retained at the office of the Coordinator and its fiscal agent.

**ARTICLE IV  
COALITION STRUCTURE**

**Section 1: Executive Committee**

The Executive Committee of FBCPC shall consistently retain a non-voting appointed permanent representative of the Fort Bend Regional Council on Substance Abuse, Inc. and the non-voting Coalition Coordinator and Coalition Specialist to provide information and support. The remaining committee positions will be composed of 4 elected officers.

## **A. Elected Officers and Duties**

The committee is responsible for assisting in the oversight and management of coalition operations and driving coalition activities to achieve goals stated in the Strategic Plan.

Their duties may include, but are not limited to:

- Participate in assessment, planning, implementation and evaluation activities;
- Work as a team member with the fiscal agent and coalition staff to keep coalition and committees on track to meet project goals and objectives;
- Consulting with staff to develop agendas for coalition meetings;
- Act as liaison between the coalition and its committees/work groups;
- Contact members and coordinate committee responsibilities;
- Assist in supervising and management of coalition staff in collaboration with leadership team/lead agency;
- Deal with members fairly, sensitively and confidentially;
- Promote collaboration, communication, shared decision making and conflict resolution;
- Remain open to diverse points of view and differences of opinion;
- Consult with coalition staff as needed ;
- Represent the coalition in the community;

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

The Coalition Chair, who will facilitate/chair coalition meetings or arrange for the Co-chair to preside if necessary.

The Coalition Co-Chair, who will assume the role of the Chair in the event he or she is unable to complete a responsibility (i.e. preside over a meeting) or term. He or she would also consult with the Chair as needed and perform other duties as directed by the Chair.

The Secretary, who will be responsible for keeping records of the Executive Committee actions, general meetings, sending out meeting announcements, distributing copies of minutes and agenda and assuring organizational records are maintained; shall oversee the Coalition's policies, procedures, and records as necessary or as requested as a shared responsibility of the Coalition Coordinator.

The At-Large Officer, who will represent the collective coalition body on the Executive Committee.

## **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, Executive Committee meetings, and serve on at least one other working committee;
- A willingness and ability to travel to participate in coalition training provided by the Texas Department of State Health Services and/or the Community Anti-Drug Coalitions of America;
- A willingness to hold office for a two 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 70% of regular monthly meetings and Executive Committee meetings annually.
- A commitment to attend at least one training provided by the coalition, the Texas Department of State Health Services and/or the Community Anti-Drug Coalitions of America annually.

#### **D: Executive Committee Terms**

These positions will be elected for a term of two (2) years by a majority vote of the Active Members present at the Annual Meeting in August, and will serve a maximum of two (2) terms. To ensure cohesive transition of leadership for the coalition, the coalition Chair and Secretary officers will be elected in years ending in odd numbers (2015, 2017, etc.) and the Co-chair and At-Large Officer will be elected in even numbered years (2016, 2018, etc.).

#### **E. Removal and Resignation**

Any Executive Committee member may be removed, with cause, by the remaining members of the executive committee, or by a majority vote of the Active Members present once the issue is placed on the meeting agenda. Any Executive Committee member may resign at any time by giving written notice to the Executive Committee.

#### **F: Vacancies**

When an elected officer's vacancy occurs during mid-term, the Chair or Coalition Coordinator must receive nominations from the general membership two weeks in advance of a scheduled meeting. At the next scheduled meeting, nominations will be made and a vote cast in order to fill the term until January.

#### **G: Non-liability of the Executive Committee**

The executive committee member shall not be personally liable for the debts, liabilities, or other obligations of the coalition.

### **Section 2: Sector Representatives**

#### **A. Sector Representative Membership**

To ensure a broad cross-section of community representations, the coalition will maintain at least one representative for each sector identified in Article II, Section 1.

#### **B. Responsibilities: See Article II, Section 2C.**

#### **C. Rights: See Article II, Sections 3, 4 and 5.**

#### **D. Absences: See Article II, Section 6.**

#### **E: Resignation: See Article II, Section 7.**

### **Section 3: Active Membership**

- A. Responsibilities: See Article II, Section 2B.**
- B. Rights: See Article II, Sections 3 and 4.**
- C. Absences: See Article II, Section 6.**
- D. Resignation: See Article II, Section 7.**

### **Section 4: Ad Hoc Committees**

The Executive Committee may create committees as needed. Each committee will have at least one Active Member.

## **ARTICLE V PROFESSIONAL STAFF**

### **Section 1: Hiring of Coalition Coordinator and Coalition Specialist**

The Coalition Coordinator and Coalition Specialist will be recruited and selected through a coordinated effort of the Fort Bend Community Prevention Coalition and Fort Bend Regional Council on Substance Abuse, utilizing FBRC's policies on staff hiring, and in accordance with an approved budget.

### **Section 2: Duties of Coalition Coordinator and Coalition Specialist**

The paid Coalition Coordinator and Coalition Specialist will assist with the facilitation of priorities set by the Executive Committee and Active Members, drive the initiatives, and monitor outcomes and process, in accordance with established policies and procedures and grant requirements.

### **Section 3: Reporting Requirements**

The Coalition Coordinator and Coalition Specialist will report both to the Director of Program Compliance and the Chief Operating Officer of FBRC.

### **Section 4: Performance Appraisal**

Employee performance appraisal will follow the Human Resources policies and procedures of FBRC.

### **Section 5: Termination of Coalition Coordinator**

The Coalition Coordinator and Coalition Specialist can be removed from his or her position following Employee Termination Procedures of FBRC. The executive committee has the right to consult with the FBRC Director of Program Compliance or the Chief Operating Officer when concerns regarding job performance arise.

### **Section 6: Hours of Operation**

The Coalition Coordinator and Coalition Specialist are expected to work 40 hours per week.

### **Section 7: Hiring/Termination of Other Personnel**

The hiring and firing of other personnel for the coalition will be completed utilizing the Human Resources policies and procedures of FBRC. Staff hired will be under the direct supervision of FBRC's Director of Program Compliance and the Chief Operating Officer.

## **ARTICLE VI FINANCE**

### **Section 1: Funding**

A major task of the Coalition will be to seek out funding and in-kind support to implement identified prevention strategies and will include federal, state, and local sources.

### **Section 2: Budget**

Because the Coalition exists as an unincorporated organization, the Fort Bend Regional Council on Substance Abuse, Inc. (FBRC) will serve as the fiscal agent for the Coalition. The Coalition Coordinator and the fiscal agent, FBRC, are responsible for the development of an annual operating budget.

Duties will include the submission of grant applications to implement Coalition strategies, the management of funds and other resources, and ensure that funding adheres to all rules and guidelines of all funding sources on behalf of the Coalition. A representative from the FBRC will be a permanent member of the Coalition and serve on the Executive Committee. The Chief Executive Officer of the FBRC will appoint said representative.

### **Section 3: Gifts**

The executive committee and general membership may not execute or deliver any instruments on behalf of the coalition or accept on behalf of the coalition any contribution, gift, bequest, or devise. All such contributions must be received through FBRC, in accordance with existing policies and procedures.

## **IRS 501(C) (3) TAX EXEMPTION PROVISIONS**

### **Section 4: Limitations on Activities**

No substantial part of the activities of this Coalition shall be the carrying on of propaganda, or otherwise attempting to influence legislation (except as otherwise provided by Section 501(h) of the Internal Revenue Code, and this Coalition shall not participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of, or in opposition to, any candidate for public office.

Notwithstanding any other provisions of these bylaws, this Coalition shall not carry on any activities not permitted to be carried on (a) by a Coalition exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (b) by a Coalition, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

### **Section 5: Prohibition against Private Inurement**

No part of the net earnings of this Coalition shall inure to the benefit of, or be distributable to board members, members, or other private persons, except that the Coalition shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes of this Coalition.

Expenses for members' travel to coalition trainings and related accommodations will covered by FBRC, in accordance with its policies, grant requirements and approved budget.

### **Section 6: Distribution of Assets**

Upon the dissolution of this Coalition, those assets which were purchased with state or federal dollars and remain after payment of all debts and liabilities of this Coalition, shall be returned to the state or federal funding source that purchased the assets if the required (i.e. written into a contract or grant). Those Coalition assets which were purchased from other funding sources, excluding state and federal agencies, and remain after payment of all debts and liabilities of this Coalition, shall be returned to the funding source that purchased the assets, if the distribution of assets is written into the contract agreement. When the contract agreement does not specify distribution of remaining assets and the Coalition is not a Section 501 (c) (3) entity, FBRC will determine distribution of assets. This includes all of the remaining Coalition assets.

In the event that the Coalition should become a Section 501(c) 3 entity of the Internal Revenue Code, those assets shall be distributed in accordance with all applicable provisions of the laws of this state.

## **ARTICLE VII COALITION RECORDS**

### **Section 1: Records**

Names, email addresses, and phone numbers of each member will be maintained at the Coalition Coordinator's office. Financial records will be kept and maintained at the office of the Coordinator and its fiscal agent.

### **Section 2: Executive Committee Member Inspection Rights**

Every Executive Committee member shall have the right to inspect, at a reasonable time, the physical properties of the coalition and shall have such other rights to inspect the books, records and properties of this coalition as may be permitted under the provision of FBRC's policies and procedures.

### **Section 3. Coalition Logo**

The coalition logo shall identify FBCPC as a "Program of the Fort Bend Regional Council on Substance Abuse, Inc. The logo may not be adopted, used, or altered without FBRC's permission. All printed material from FBCPC must include the Coalition logo and contain any funding identification that may be contractually required.

## **ARTICLE VIII Amendment of Bylaws**

### **Section 1: Amendments**

Should any of the provisions or portions of these bylaws be held unenforceable or invalid for any reason, the remaining provisions and portions of these bylaws shall be unaffected by such holding.

### **Section 2: Construction and Terms**

These bylaws and any proposed amendments thereto will be brought by the Executive Committee to the Active Membership for their review and adoption via majority vote. Any amendment to these bylaws 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 shall have been given to the members at least two (2) weeks in advance.

As the coalition has no independent legal status, the bylaws and any proposed amendments must also be accepted by FBCPC's fiscal agent, FBRC.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Executive Committee Member)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Executive Committee Member)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Representative of Fiscal Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Coalition Coordinator

\_\_\_\_\_  
Date