

IMPACT GRAND PRAIRIE

A community coalition to prevent and eliminate youth substance abuse

IMPACT Grand Prairie Coalition Bylaws

Article I: Name and Purpose.

Section 1: Name

The name of the organization shall be IMPACT Grand Prairie.

Section 2: Purpose

The purpose of IMPACT Grand Prairie is to eliminate and prevent youth substance abuse. The coalition is designed to reduce access to alcohol, tobacco and other drugs and their related consequences by:

- Increasing community awareness of the legal and health consequences of substance abuse;
- Strengthening community collaboration and building prevention and treatment infrastructure;
- Mobilizing Grand Prairie to make institutional and policy changes that reduce youth access to alcohol, tobacco and other drugs; and
- Improving the overall health of the community.

Article II: Service Requirements.

The coalition shall achieve its goals by meeting the following requirements:

- Enhance community efforts to promote and deliver effective youth substance abuse prevention among multiple sectors of the community through coordination and collaboration
- Maintain a needs and resources assessment, reviewed annually, to guide selection and implementation of evidence-based environmental strategies.
- Engage key stakeholders at state and local levels to plan and implement successful prevention strategies that are sustainable over time
- Maintain a culturally competent strategic plan and logic model, reviewed annually, that articulates a vision for prevention activities and identifies evidence-based environmental strategies for community change
- Implement community-based processes and evidence-based environmental strategies in Grand Prairie
- Monitor measurable project goals and objectives in order to ascertain and improve effectiveness.

Article III: General Membership.

Section 1: Purpose and General Powers

General Membership shall be comprised of a comprehensive representation of individuals, groups, and institutions in Grand Prairie and the surrounding areas who are interested in and committed to the work of the Coalition. Members shall include one or more representatives from each of the following segments: *businesses, civic/volunteer groups, faith-based organizations, government, health-care professionals, law enforcement, media, parents, prevention/recovery community, schools, youth and youth-serving organizations.*

Section 2: Term & Qualifications

Members must sign a Community Agreement annually, signifying a commitment to the goals of the Coalition and assumption of the following rights and responsibilities. There is no term for Members.

- Elect Officers to the Executive Board, including the Chair, Vice-Chair, and Secretary
- Advocate for the mission, goals, and objectives of the Coalition
- Attend and participate in quarterly General Coalition Meetings

- Make recommendations to the Executive Board and Coalition Staff
- Participate actively on one or more Coalition Workgroups as able
- Volunteer at special events as able
- Assist in the execution of the Strategic Prevention Framework (SPF), including (1) completion of a community needs and resources assessment, (2) recruitment and capacity building for the coalition, (3) strategic planning, (4) implementation of evidence-based environmental strategies, and (5) ongoing evaluation of coalition goals and objectives.
- Respond promptly to correspondence and notify secretary of changes to contact information

Article IV: Coalition Executive Board

Section 1: Purpose and General Powers

The Coalition Executive Board shall be comprised of the following individuals: Coalition Officers (Chair, Vice-Chair, and Secretary), Chairs of Regular and Ad Hoc Workgroups, and Liaisons from any organizations or departments who fund the Coalition or receive funding from the Coalition to implement strategies.

Section 2: Term & Qualifications

Coalition Officers shall be elected annually by a majority of the General Membership to one year terms, not serving more than two consecutive terms. Workgroup Chairs serving on the executive board will be elected annually by a majority vote of their respective workgroups. Liaisons will be appointed by the Executive Board. Terms run from September 1 to August 31. Any vacancies on the Executive Board in between annual elections will be appointed by a majority vote of Executive Board Members, excluding the Coalition Chair. A vacancy in the Coalition Chair position will be filled by the existing Vice-Chair, after which the Vice-Chair position will be filled by a majority vote of the General Membership.

Executive Board Members assume the following rights and responsibilities:

- Make decisions on behalf of the General Membership by a majority vote
- Attend no less than seven of the 10 regularly scheduled Executive Board Meetings per year
- Volunteer two hours per month or make comparable in-kind contributions
- Review organizational bylaws every two years and update as needed
- Establish priorities for the Coalition based on community need, prevention research, and funding requirements
- Refer projects to appropriate Workgroups
- Oversee the execution of the Strategic Prevention Framework (SPF), including (1) completion of a community needs and resources assessment, (2) recruitment and capacity building for the coalition, (3) strategic planning, (4) implementation of evidence-based environmental strategies, and (5) ongoing evaluation of coalition goals and objectives.
- Respond to information requests from Coalition Staff and funding agencies

Section 3: Coalition Officers

Coalition Officers shall be elected annually by a majority of the General Membership to one year terms, not serving more than two consecutive terms. Terms run from September 1 to August 31. Coalition Officers assume the following rights and responsibilities according to title:

Chair

- Chairs Executive Board Meetings and General Membership Meetings
- Participates in setting meeting agendas for Executive Board Meetings and General Membership Meetings
- Sets Workgroup assignments
- Represents IMPACT Grand Prairie to the media and at public events

Vice Chair

- Assists Chair in meeting facilitation
- Chairs meetings in absence of the Chair
- Oversees elections of Officers
- Represents IMPACT Grand Prairie to the media and at public events

Secretary

- Records minutes of Executive Board Meetings and General Membership Meetings
- Assists Coalition Staff with maintenance of coalition documentation as needed.

Section 4: Workgroup Chairs

Workgroup Chairs serving on the executive board will be elected annually by a majority vote of their respective Workgroups for a term of one year, not serving more than two consecutive terms. Terms run from September 1 to August 31. Workgroup Chairs assume the following rights and responsibilities:

- Chair Workgroup Meetings
- Produce agendas, sign-in sheets, and highlights for Workgroup Meetings
- Oversee implementation of Workgroup assignments
- Update Executive Board on status of Workgroup strategies
- Provide a written report on Workgroup strategies to the Executive Board and General Membership during quarterly General Membership Meetings
- Assist in selecting Workgroup Members

Section 5: Liaisons

Liaisons will be appointed by the Executive Board. Terms run from September 1 to August 31. There is no limit on terms served. Liaisons assume the following rights and responsibilities:

- Oversee implementation of projects and programs funded by IMPACT Grand Prairie
- Report on the status of projects and programs funded by IMPACT Grand Prairie
- Provide a written report on projects and programs funded by IMPACT Grand Prairie to the Executive Board and General Membership during quarterly General Membership Meetings.

Article V: Workgroups, Liaisons, and Ad Hoc Committees

Section 1: Workgroups

The following Workgroups will be standing. Workgroups shall make decisions with a majority vote of Workgroup Members

- The *Communications Workgroup* will conduct internal and external communications activities, including the implementation of marketing and media activities represented in the Coalition's strategic plan and logic model.
- The *Policy Workgroup* will pursue local and state policy initiatives represented in the Coalition's strategic plan and logic model.
- The *Assessment Workgroup* will maintain and update the Coalition's Needs and Resources Assessment, in accordance with Texas Department of State Health Services requirements.
- The *Outreach and Education Workgroup* will recruit and welcome new coalitions members and engage in community outreach and development. This workgroup will include the Speaker's Bureau, which will execute community presentations, and represent the Coalition at public events such as health fairs and community meetings.
- The *Sustainability Workgroup* will oversee the sustainability and self-sufficiency of the coalition, identifying and addressing capacity issues such as leadership, structure, and funding.

Section 2: Liaisons

The Coalition shall maintain Liaisons from any organizations or departments who fund the Coalition or receive funding from the Coalition to implement strategies, including the following:

- The *Actuality Liaison* will provide updates on planning, implementation, and evaluation of the Actuality Social Norms Campaign.
- The *Law Enforcement Liaison* will provide updates on Compliance Checks, Shoulder Tap Operations, Party Dispersals and other relevant law enforcement activities surrounding youth substance use.
- The *City of Grand Prairie Liaison* will receive updates relating to funding provided by the City of Grand Prairie and provide direction to the Executive Board regarding this funding.
- The *Drug Prevention Resources Liaison* will receive updates relating to funding provided by Drug Prevention Resources and provide direction to the Executive Board regarding this funding.

Section 3: Ad Hoc Workgroups

Ad Hoc Workgroups will be appointed by the Executive Board as needed to fulfill time-specific objectives. Ad Hoc Workgroups will elect a chair by majority vote, and the Ad Hoc Workgroup Chair will report to the Executive Board for the duration of his or her appointment. Ad Hoc Workgroup Chairs shall make decisions with a majority vote of Workgroup Members.

Article VI: Staff

Coalition Staff are funded through Drug Prevention Resources, Inc. Staff are non-voting members of the Executive Board. Staff assume the following responsibilities:

- Provide support to the General Membership, Executive Board, and Workgroups
- Maintain rosters of General Membership, Executive Board, and Workgroups
- Produce agendas and sign-in sheets for General Membership Meeting and Executive Board Meetings with the assistance of the Coalition Chair
- Receive minutes from the General Membership Meeting and Executive Board Meetings from the Coalition Secretary and distribute accordingly
- Maintain records of Coalition activities and submit required documentation to funding agencies
- Serve as liaison between Drug Prevention Resources, Inc., the Coalition, State funded evaluators, and the Texas Department of State Health Services
- Facilitate communication among Coalition members
- Coordinate the execution of the Strategic Prevention Framework (SPF), including (1) completion of a community needs and resources assessment, (2) recruitment and capacity building for the Coalition, (3) strategic planning, (4) implementation of evidence-based environmental strategies, and (5) ongoing evaluation of Coalition goals and objectives

Article VII: Meetings

Section 1: Meetings shall be conducted under the guidelines set forth in “Roberts Rules of Order.”

Section 2: The General Membership shall meet quarterly, no less than four times per year.

Section 3: The Executive Board shall meet monthly, no less than 10 times per year.

Section 4: Workgroups shall meet regularly at the request of the Workgroup Chair.

Section 5: Ad Hoc Workgroups shall meet regularly at the request of the Ad Hoc Workgroup Chair.

Section 6: Special meetings may be called by the Coalition Chair following a majority vote by the Coalition Board.

Article VIII: Fiscal Arrangements.

Section 1: The current fiscal agents are Drug Prevention Resources, Inc., and the City of Grand Prairie.

Section 2: The Coalition welcomes contributions from organizations and individuals.

Article VII: Bylaws.

Section 1: Any member may propose an amendment to the bylaws by proposing the change in writing to the Executive Board. A majority vote of the Executive Board is required for the change.

Section 2: The bylaws go into effect immediately after they are approved by a majority vote of the Executive Board.

This draft was approved by the General Membership on February 25, 2009.