

BYLAWS OF
Chester County Caring Communities Coalition
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ARTICLE I
Name, Offices and Fiscal Year

- A. The name of this organization shall be the "Chester County Caring Communities Coalition". Hereafter, the organization will be referred to as "The Coalition."
- B. The Coalition may have offices at such places as the leadership may determine the business of The Coalition requires. Contact information is available on the website (www.caringcommunitiescoalition.org).
- C. The fiscal year of The Coalition shall begin on the first day of July each year.

ARTICLE II
Mission and Goals

- A. Mission: The Chester County Caring Communities Coalition is a web of agencies, individuals, and organizations working to prevent and reduce youth health and behavioral issues including substance abuse, delinquency, teen pregnancy, school drop out and violence through connecting resources that promote healthy youth and families throughout Chester County.
- B. Goals and Objectives

The Coalition is based on the Communities That Care model which brings together community leaders that are focused on the effective prevention strategies to address known youth health and behavioral issues. This model process helps to achieve these goals:

- To foster cooperative and collaborative endeavors among members with mutually agreed-upon goals;
- To educate ourselves about and promote evidence-based programs and activities to address the needs of youth and families in Chester County ;
- To increase awareness and utilization of existing services, programs and activities;
- To minimize duplication of service and efforts through networking and communication;
- To help create positive attitudinal and behavioral change about youth throughout Chester County;
- To improve outcomes and access to programs and services.

ARTICLE III Membership

A. Criteria for Membership

The Coalition service area includes all of Chester County and its citizens. Any person or organization residing or working in Chester County that supports the mission and goals of The Coalition may become a member.

Membership will be composed of three categories of constituencies :

1. Family Members, Community Representatives, and Consumers

Members in this group represent one of the following constituencies, on either an informal or formal basis. Examples include, but are not limited to:

- Parents or family members of children and youth
- Community youth
- Parents who are paid to work as family advocates by their organizations
- Foster parents
- Community residents
- Consumers of services

2. Public Entities

Members in this group represent an entity such as a form of government or system, which receives its primary support through public funds. Examples include, but are not limited to:

- Local, county, state government
- Government agencies
- School districts
- Intermediate units
- Law enforcement
- Library systems

3. Nonprofit and Private Organizations

Members in this group represent a nonprofit or private organization, which is either located within Chester County or serves Chester County residents. Examples include, but are not limited to:

- Communities That Care and other prevention coalitions
- Organizations with nonprofit status
- Businesses and corporations
- Faith-based organizations
- Non-government funders, such as United Way, foundations
- Hospitals

B. Commitment to Mission and Goals:

All members are expected to become acquainted with and accept The Coalition's mission and goals as outlined in the orientation materials. Those who would like to become members will be given a brief orientation and asked to sign a letter of understanding that indicates the person or organization has read the bylaws of The Coalition and agrees to them. At this time, the member will also indicate which of the three constituency groups he or she represents:

1. Family Members, Community Representatives, and Consumers
2. Public Entities
3. Nonprofit and Private Organizations

C. Age of Members:

There will be no age limit for those who want to be members, however members must be at least 13 years of age to have voting privileges.

D. Attendance Requirement:

1. Members are required to attend at least two out of the four meetings per fiscal year to be considered a member.
2. Members of the Advisory Board are required to attend at least three out of the four meetings per fiscal year to be considered a member of the Advisory Board. Participants are expected to notify either the Chairperson or Vice Chairperson of the Advisory Board if they are unable to attend. If a member does not attend three meetings in a 12-month period, he or she will be asked to resign by the Chairperson or Vice Chairperson of the Advisory Board.

E. Substitutes for Members:

Members are allowed to send substitutes to a meeting. It is the responsibility of the absent member to brief his or her substitute before the meeting on the work done in prior meetings. Members are strongly encouraged to use consistency in the selection of a substitute. Attendance by a substitute will not count towards the member's attendance requirement of two meetings per year.

F. Policy Regarding Removal of Members

Any member may be removed from The Coalition or any of its committees at any time by a 2/3 vote of the general membership, for conduct that places The Coalition in a negative light or compromises its mission and goals.

G. Policy of Non-Discrimination

Recognizing the cultural diversity of our communities and the values of The Coalition in building multi-cultural partnerships, The Coalition pledges to promote the awareness of cultural diversity in its membership and all of its policies and programs.

No person may be denied membership in The Coalition based on age, race, creed, color, national origin, marital status, gender, sexual orientation, or disability. Any individual, corporation, or organization collaborating with The Coalition for purposes of providing services must subscribe in writing to a non-discrimination policy.

In accordance with federal and state law, The Coalition and its members will not discriminate against volunteers, employees or persons seeking employment or seeking services on basis of age, race, creed, color, national origin, marital status, gender, sexual orientation, or disability.

ARTICLE IV Meetings and Attendance

A. Schedule of The Coalition Meetings

The Advisory Committee will determine the schedule of the meetings for The Coalition for each fiscal year. A minimum of four meetings per year is recommended for networking and communication purposes. The Coalition normally meets in September, December, March, and June.

B. Schedule of Advisory Board Meetings

The Advisory Board will meet a minimum of four times per year and as deemed necessary to conduct the business of The Coalition.

C. Special Meetings

Special meetings of The Coalition may be called by the Chairperson and Vice Chairperson. Notification of special meetings must be sent to all The Coalition members at least one week in advance of the meeting (unless a deadline prohibits it) . Notification may occur by e-mail, telephone, fax, or by mail.

ARTICLE V
Voting

A. Voting Process

Decisions of The Coalition will be determined by a vote of the membership. The Chairperson and or Vice Chairperson will lead an open discussion prior to the vote so that all points of view may be heard.

B. Quorum for Voting

A quorum of 51% of the voting membership of The Coalition must be present at a meeting in order to hold a vote.

In case of a tie, the Chairperson (and in his/her absence, the Vice Chairperson) will vote.

C. Majority for Voting

Provided a quorum is present, any votes taken will require a majority of the voting members in attendance for approval.

D. Qualifications to Vote:

1. In order to qualify to vote, a member of The Coalition must have understood and signed an orientation statement (Attachment A) and fulfilled the attendance requirement.
2. A member must be at least 13 years of age to have voting privileges.

E. Votes per Organization

Each entity that is a member of The Coalition receives one vote. An individual voting member not associated with an entity is entitled to one vote.

F. Use of a Voting Proxy:

A voting member may submit a written vote by proxy for an agenda item. This vote shall be submitted to the Chairperson or his or her designee.

G. Voting Status of Members

Each individual, entity or organization is entitled to one vote by a designated voting member. The individual, entity or organization is responsible for making this designation. Other members from the same organization are encouraged to participate, however they are recognized as non-voting members.

**ARTICLE VI
Leadership and Committees**

Definition and Roles of Advisory Board members

The advisory board shall manage the general business of The Coalition as designated by the entire coalition. There will be one Chairperson and one Vice Chairperson on staggered terms. There will be a Secretary and a Collaboration Coordinator.

- A. **The Chairperson** must be a voting member of The Coalition. He/she will provide leadership to The Coalition. The Chairperson shall manage the day-to-day business of The Coalition. He/She will set agendas for meetings, and work cooperatively with the members of The Coalition, the six CTC sites, the county, the state, and other agencies, organizations, and individuals. It is the responsibility of the Chairperson to see that the bylaws are observed and that all resolutions of The Coalition are carried out. The Chairperson will have responsibility to execute any applicable contracts, documents, and other instruments in writing that may be required for the proper transaction of business. The Chairperson will mentor the Vice Chairperson to facilitate transition.

Vice Chairperson: The Vice Chairperson shall assist the Chairperson in all aspects of the duties of the Chairperson as stated above. In the case of the absence or incapacity of the Chairperson the Vice Chairperson will serve in the Chairpersons' role.

Secretary: The Secretary shall notify the membership of meetings, distribute the meeting agendas, prepare minutes and maintain records of The Coalition activities. The Secretary will maintain a current membership list, record attendance for all meetings, and handle all correspondence. The Secretary will be responsible for all records of The Coalition. The Coalition shall keep minutes of the proceedings of its members and advisory board meetings. The Secretary will insure that the records are kept and are available.

Collaboration Coordinator: This position will maintain awareness and facilitation of collaborative possibilities among The Coalition members.

- B. Selection of Advisory Board Members:

The Chairperson and Vice Chairperson of the Advisory Board and other designated members of the Advisory Board will solicit nominations from The Coalition for representatives to the Advisory Board. Members of The Coalition may volunteer to be considered for this position and/or may nominate others.

Nominations will be solicited during the first Coalition meeting of the calendar year . The nominations will be reviewed by the Advisory Board at a meeting held between the first and second Coalition meetings of the calendar year . The membership of The Coalition will then vote on the representatives for the Advisory Board during the second meeting of the calendar year.

C. Term of Advisory Board:

The first Chairperson will serve one year in that role. The Vice Chairperson will serve one year as Vice Chairperson and the next year as Chairperson. The Secretary and Collaboration Coordinator will serve in two-year terms for no more than three consecutive terms.

During the formation of the Advisory Board, participants will state whether they will serve for one year or for two years. Following that time frame, all future terms will be for two years. (This will be done to ensure that the entire Advisory Board does not turn over at one time.) No member of the Advisory Board may serve for more than eight consecutive years.

D. Other Advisory Board Members:

There will be no more than twelve members on the Advisory Board, including the Chairperson, Vice Chairperson, Secretary and Collaboration Coordinator. The work of this board will be to support the operation of The Coalition to accomplish the work between quarterly Coalition Board meetings. The Advisory Board will assist in the management of the business of The Coalition. This group will maintain communication, promote networking and work to advance the sustainability of county-wide prevention resources. Each of these positions will be approved by a majority of the membership of The Coalition. Members of this board should be voting members with knowledge and passion for The Coalition's mission.

E. Replacements of Representatives On The Advisory Board :

If a representative must leave the Advisory Board before the expiration of his/her term and there is more than six months remaining to that representative's term, the Chairperson and Vice Chairperson will select a replacement. This selection will be done using input from members of the Advisory Board.

F. Communication Between the Advisory Board and Other Future Committees:

A member of the Advisory Board will sit on each committee established for The Coalition and serve as liaison between that committee and the Advisory Board. The liaison will report on the work of that committee to the Advisory Board, either through a written report or through a presentation at an Advisory Board meeting. If a presentation can not be made, a written status report should be submitted by each committee to an Advisory Board member no later than the last day of the month preceding each Advisory Board meeting.

G. Formation of Other Committees :

The Chairperson and Vice Chairperson of The Coalition will solicit input from the members of The Coalition in regard to the need for specific committees. Using that input, the Advisory Board may appoint standing or ad hoc committees when deemed necessary to facilitate the functions of The Coalition.

H. Decision Making In Committees:

All committees must have a minimum of 51% of their representatives in attendance in order to vote on a decision.

**ARTICLE VII
Records and Contracts**

A. All records of The Coalition may be reviewed by any member or their assigned agent, for any proper purpose at any reasonable time with written advance notice.

B. All agreements and other instruments shall be signed on behalf of The Coalition by the Chairperson or by such other officer or agent as the Advisory Board may provide and such authority may be general or specific in nature. Unless so authorized no officer, agent, or member shall have any authority to bind The Coalition by any agreement or engagement or to pledge its credit or to render it liable monetarily for any purpose or in any amount.

**ARTICLE VIII
Endorsement Regarding Support**

A Letter of Support acknowledges that the program brought before the Advisory Board addresses an identified need in the community and supports that this program/project could meet this need. Details on these are recorded on the "Request for Program/Project Proposal Support Guidelines and Criteria" document.

**ARTICLE IX
Amendments**

The Bylaws shall be amended by a two-thirds vote of the general membership at a regular or special meeting, provided a minimum of ten business days notice has been given for that purpose. Whenever possible, the discussion of an amendment will take place when it is first presented. Voting on that amendment will take place at the next regular meeting.

ARTICLE X
Conflict Of Interest

Policy Regarding Conflict of Interest

A conflict of interest may exist when the interests or concerns of a representative or his /her entity or organization may be seen as competing with the interests of The Coalition or with the interests of another organizational member of The Coalition.

Any potential conflict of interest shall be disclosed, verbally or in writing, to the parties involved and to the Advisory Board.

Either the Chairperson or Vice Chairperson, as appropriate, will review the disclosure and recommend to the Advisory Board one of the following options for dealing with the potential conflict:

1. The member(s) may be asked to leave while the discussion and voting takes place.
2. The member(s) may be encouraged to stay for the discussion and vote, but asked to refrain from actively participating.
3. The member(s) may be allowed to participate in the discussion but refrain from voting.

The Advisory Board will vote to determine how to proceed. A majority vote will determine which option is selected.

Any potential conflict of interest proceedings will be recorded in the meeting minutes. The minutes shall reflect the disclosure of the potential conflict of interest, the Advisory Board decision about how to proceed, and whether the member participated in voting.

ARTICLE XI
Dissolution

Upon dissolution of The Coalition, any remaining assets, after satisfaction of all obligations of The Coalition, shall be distributed in keeping with the primary purposes of the organization as articulated in Article II.