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DRUG FREE COALITION OF HALL COUNTY

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# **By-laws**

*(Last Amended: August 15, 2011)*

**BY-LAWS**  
**of the**  
**DRUG FREE COALITION OF HALL COUNTY**

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**BY-LAWS  
of the  
DRUG FREE COALITION OF HALL COUNTY**

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**Article 1 – Name and Organization**

The name of this organization shall be the Drug Free Coalition of Hall County (DFCHC). It shall herein be referred to as the Coalition.

This organization will operate as an independent decision-making body under the auspices of the Hall County Family Connection Network, and with the Hall County School System, serving as the fiscal agent.

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**Article 2 – Statement of Purpose**

The DFCHC is a Coalition of interested adults and youth working to identify and utilize the resources within Hall County that institute initiatives in effectively providing education, prevention, intervention, and treatment of substance abuse issues resulting in a thriving drug free community.

**Section 2.A Mission Statement**

Empower our community to choose a drug-free lifestyle by uniting citizens & organizations to reduce/eliminate substance abuse among youth and adults.

**Section 2.B Vision Statement**

Eliminate Substance Abuse Today; Dominate the Future.

**Section 2.C Goals**

- 1) To reduce substance abuse among youth and, over time, among adults, by addressing the factors in our community that increase the risk of substance abuse and promoting the factors that minimize the risk of substance abuse, and
  - 2) To establish and strengthen collaboration among Hall County’s private nonprofit agencies, and Federal, State, and local governments to support the efforts of our community Coalition to prevent and reduce substance abuse among youth.
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**Article 3 – Geographic Boundaries and Population**

**Section 3.A Boundaries**

Hall County, Georgia, encompasses 392 square miles. Gainesville, the county seat, is situated 50 miles northeast of Atlanta and 40 miles northwest of Athens. Other municipalities in Hall County include Clermont, Flowery Branch, Gillsville, Lula, and Oakwood.

**Section 3.B Population**

As of the 2010 estimated census, the county population grew from 139,000 in 2000 to 179,684, reflecting a 29.0% increase. The breakdown of ethnic groups is 63.6% White persons not Hispanic, 7.4% Black, and 26.1% Hispanic or Latino origin, and 4.6% other. Persons under the age of 18 represent 28.6% of the total population.

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## **Article 4 – Membership**

### **Section 4.A Membership**

Membership in the Coalition shall be voluntary and open to individuals, organizations, elected officials, businesses, community- and faith-based organizations, and youth who reside in or are employed in Hall County, Georgia, who support the Mission of the Coalition and agree to champion its goals, objectives and guiding principles.

Membership in the Coalition is determined on a nondiscriminatory basis without regard to race, color, age, sex, religion, disability, or national origin.

### **Section 4.B Membership Sectors**

Membership in the Coalition falls within the following 12 sectors:

- youth (an individual 18 or under);
- parents;
- business community;
- media;
- school;
- youth-serving organization;
- law enforcement agencies;
- religious or fraternal organizations;
- civic and volunteer groups;
- healthcare professionals;
- State, local, or tribal governmental agencies with expertise in the field of substance abuse; and
- other organizations or individuals interested in or involved in reducing substance abuse.

### **Section 4.C Active Participation and Attendance**

An integral part of this Coalition is active participation of members in regularly scheduled Coalition management and planning meetings, including activities, events, and strategic planning. Members are encouraged to attend all meetings of the membership and committees on which they serve.

### **Section 4.D Categories of Membership**

Individual members are defined as individual persons that embrace the purposes of the Coalition.

Organizational members are defined as formally organized groups, companies, agencies, partnerships, etc. that embrace the mission and purposes of the Coalition.

### **Section 4.E Evidence of Membership**

Individuals or organizations shall join the Coalition by attending two consecutive meetings and completing a Memorandum of Understanding as evidence of their support of the purposes of the Coalition. For organizational members, the Membership Agreement shall be signed by the organization's Chief Executive Officer (CEO) or other authorized agency representative, and shall identify the organization's designated representative by position or name.

### **Section 4.F Rights and Responsibilities of Members**

Members are encouraged to attend all meetings of the Membership and committees on which they serve.

Members are encouraged and expected to actively participate in activities of the Coalition and assist in developing and supporting the activities of the Coalition's agenda. Active participation is defined as work that promotes and facilitates fulfilling the purposes of the Coalition, including, but not limited to, serving on

standing or special committees/workgroups, donating time, materials, personnel, etc., and supporting the efforts of committees and workgroups.

**Section 4.G Conflict Of Interest**

A conflict of interest exists if a member(s) of the Coalition or his/her immediate family member, employer, business, or agency could benefit in a direct or indirect manner from a vote regarding expenditure of Coalition funds. Members who have a conflict of interest shall abstain from a vote related to the conflict. Any member knowledgeable of any such conflict of interest shall bring this conflict to the attention of the Chairperson of the Coalition.

**Section 4.H Resignation**

Members may terminate their membership at any time by submitting a written resignation to the Steering Committee or the Project Coordinator.

**Section 4.I Unexcused Absences**

When an individual has unexcused absence from three (3) consecutive regular meetings, contact will be made by the chair or Project Coordinator to determine if any issues need to be resolved.

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**Article 5 – Decision Making**

**Section 5.A Parliamentary Procedure**

In all matters not covered by the By-laws of the Coalition, the Coalition shall be governed by *Robert's Rules of Order* using simplified procedures allowed by Robert's Rules for Board Meetings.

**Section 5.B Business Conducted at Meeting**

Business will be conducted by the members present.

**Section 5.C Quorum and Voting**

A quorum shall consist of a simple majority (fifty-percent plus one) of active Coalition members at any meeting for the transaction of business. Proxy votes will not be allowed.

Each member of the Coalition shall have one vote. A majority vote of those present shall be sufficient on any proposition presented and acted upon at a meeting, except as may be otherwise provided by these By-laws.

Electronic voting will be allowed in lieu of calling an emergency meeting with the electronic vote deemed valid if votes are received from a majority of voting members. The Chair shall print copies of email votes and make them available to Coalition members upon request.

**Section 5.D Electronic Communication**

Members of a committee may participate and take action in a meeting by means of conference telephone or similar communications equipment, whereby all persons participating can communicate with each other.

**Section 5.E Policies and Procedures**

The Coalition shall establish written policies and procedures to define operational activities of the Coalition. These policies and procedures must be in accordance with these By-laws, local, state, and federal laws, and consistent with common sense practices.

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## **Article 6 – Meetings**

### **Section 6.A Meeting Notification**

All members shall be informed not less than five days before meetings are held, unless it is an emergency non-scheduled meeting where one day notice is allowed. The agenda will be distributed with the notice of meeting.

### **Section 6.B Coalition Meetings**

Coalition meetings will be held, at a minimum, four (4) times a year, usually on the third (3<sup>rd</sup>) Monday of the month. Individual dates will be determined by the Chair and confirmed by majority vote at the first meeting of the calendar year.

### **Section 6.C Annual Meeting**

The Coalition will hold an Annual Meeting in November for the election of the officers of the Coalition, presentation of an annual report and any other business as determined by the Coalition.

### **Section 6.D Steering Committee Meetings**

Regular meetings of the Steering Committee shall be held on a monthly or as needed basis.

### **Section 6.E Committee/Workgroup Meetings**

Committee/workgroup meetings will be held at a minimum of four times a year and more frequently, on an as-needed basis. Minutes of all committee/workgroup meetings should be kept and submitted to the Project Coordinator as soon as possible after the meeting.

### **Section 6.F Special Meetings**

Special meetings of the Coalition may be called by the Chair or at the written request of two or more members of the Coalition. These meetings must be in regard to urgent business of the Coalition that cannot wait until the next regularly scheduled meeting. Only business mentioned in the call shall be transacted during the non-scheduled meeting.

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## **Article 7 – Officers**

### **Section 7.A Officer Descriptions**

The officers of the Coalition shall be a Chair, Vice/Co-Chair, Secretary, and Treasurer.

### **Section 7.B Eligibility**

To be eligible for office in the Coalition a candidate must be a voting member of the Coalition.

### **Section 7.C Term of Office and Term Limits**

The term of the officers shall coincide with the calendar year (January 1 –December 31). No officer may be elected to serve more than three consecutive calendar years in the same position. In the event of a vacancy in the office of Chair, the Vice/Co-Chair will succeed for the balance of the term. A vacancy in other offices shall be filled by election from nominations from the floor at the next regularly scheduled meeting to fulfill the remainder of the term. Any officer completing an unexpired term shall be eligible for 2 full year terms.

### **Section 7.D Vacancies or Resignations**

All officers are to submit resignations to the Chair at least one month before the date that their resignation will be effective. In the event the Chair intends to resign, notification must be made to the Vice Chair at least one month before the date that their resignation will be effective. Any vacant positions will be immediately filled by the Chair's appointment for an interim replacement with elections to follow at the next regularly scheduled

meeting, unless there is only one other meeting of the committee before the beginning of the next calendar year. If the Chair resigns, the Vice Chair will become the Chair of the Coalition. Any member may be removed from office by 2/3rds vote of the Coalition membership with prior notice whenever in its judgment the best interest of the group will be served thereby.

#### **Section 7.E Duties of Chair**

The duties of the Chair (with assistance from the Coalition staff) are to notify members of upcoming meetings, lead all meetings, establish an agenda for each meeting, act as the primary contact and community liaison for the Coalition, ensure that minutes are sent to each member, and lead the Coalition in the budget process in accordance with these By-laws, and act as representative of the Coalition.

#### **Section 7.F Duties of Vice/Co-Chair**

The duties of the Vice/Co-Chair, shall be the duties of the Chair, in the event the Chair cannot or will not perform them. The Chair may assign partial duties of the Chair to the Vice Chair, thus the Vice Chair becomes the Co-Chair.

#### **Section 7.G Duties of the Treasurer**

The duties of the Treasurer are to oversee and ensure proper maintenance of records of any funds received, expended, and ensure that any accounts payable or receivable are fulfilled. The Treasurer shall also make reports to the membership on the financial condition of the Coalition, including what expenditures were made, at least quarterly.

#### **Section 7.H Duties of the Secretary**

The duties of the Secretary are to take roll of each member present, to take minutes during meetings, and to submit these minutes to the Chair at least ten days prior to the following meeting.

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### **Article 8 – Steering Committee**

#### **Section 8.A Steering Committee Defined**

The Steering Committee is an advisory group of high-level stakeholders who are responsible for providing guidance on overall strategic direction and key issues of the Coalition, such as:

- developing and revising policy and procedures,
- ensuring budgetary control, both programmatically and fiscally,
- providing oversight to, and evaluation of, the Project Coordinator,
- developing a media and marketing strategy,
- creating procedures for resource allocation and sustainability,
- making decisions involving large expenditures,
- establishing and maintain organizational structure,
- monitoring committee activities,
- developing meeting agendas and presentations,
- spreading the strategic input and buy-in to a larger portion of the Coalition and community, and
- ensuring legal and ethical standards and maintain accountability.

The Steering Committee shall serve as the interim governing body of the Coalition between meetings.

#### **Section 8.B Steering Committee Members**

The Steering Committee shall be comprised of the officers of the Coalition, the immediate past chair of the Coalition, the chairs of all committees, and one representative from the fiscal agent organization and one representative from the Hall County Family Connection Network. The Project Coordinator is an ex-officio

member. Any agency that has staff funded, or partially funded, through the Drug Free Communities Grant will have a seat on the Steering Committee as an ex-officio member.

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## **Article 9 – Committees/Workgroups**

### **Section 9.A Formation and Disbanding of Committees**

Committees will be initiated by majority vote of the Coalition membership present. At the first committee meeting of each calendar year, the committee membership will vote on a chair. The Steering Committee or a majority vote of the Coalition members may appoint or disband committees, or special/ad hoc workgroups, concerned with activities consistent with the purpose of the Coalition.

### **Section 9.B Standing Committees**

The purpose of the standing committee is to provide operational direction and control of core programs. A committee may serve as a standing committee for more than one core program upon concurrence of a majority of the general membership present at any time. The Coalition will determine policies and procedures for committees when deemed necessary. Each standing committee may select its own committee Chair. Committee Chairs will be a member of the Steering Committee. Committee Chairs will be responsible to report to the Steering Committee and the Coalition at meetings.

Standing Committees shall be as follows:

- **Data Collection and Assessment** – collects, reviews and reports data and assessment information related to youth substance use; an annual data report will be presented to the Coalition;
- **Finance** – oversees financial activities of the Coalition, maintains fund source(s) listing of grants, seeks financing opportunities, develops annual budget to include monitoring expenditures and reporting, allocate funds for use by the Coalition to support activities and events promoting its mission. The Finance Committee shall consist of the Coordinator, the Treasurer, a representative of the fiscal agent, and at least two other Coalition members. Representatives of those individuals or organizations providing in-kind support may also be a member of this committee;
- **Media/Marketing** – focuses on promoting the activities of the Drug Free Coalition of Hall County, serves as liaison to media, develops and promotes a public relations campaign to inform community residents of the work of Drug Free Coalition of Hall County, writes press releases, supports the programs and activities of the organizational plan, speaks publicly about the work of the Coalition as requested, and supports all committees in disseminating information;
- **Membership** – focuses on actively recruiting and orienting members based on Coalition needs. The Nominating Committee is a separate workgroup of this committee, of at least three (3) Coalition members who are not officers of the Coalition, appointed by the Membership Committee. The duty of the nominating committee is to secure and propose a full slate of officers for the annual elections and all special elections. The nominating committee shall not conduct business if the number present is less than two (2). The Nominating Committee will present their slate and/or recommendations at the regular Coalition meeting in September, read their slate into the record in October, and voted on at the Annual Meeting in November;
- **Youth and Family Action Team** – focuses on actively involving youth and family members in the development of messages and activities geared toward the reduction of youth substance use. Composition of action team includes youth, parents, program providers, school representation and coalition members. The Youth and Family Action Team shall 1) Develop a comprehensive education plan for youth and their families on substance awareness; 2) Engage schools in developing an appropriate conduit for disseminating information and education programs; 3) Produce training programs for identified leaders in schools and the community; and 4) Create a community-wide effective marketing strategy.

### **Section 9.C Special/Ad Hoc Workgroups**

Special/ad hoc workgroups deemed necessary to carry out the mission and purpose of the Coalition may be established by the Steering Committee or a majority vote of the Coalition members to accomplish specific

short-term objectives (e.g., required activities of grants). The Steering Committee will confirm the creation of the workgroups. Workgroup composition will be specific to the assigned task. The Steering Committee can create other committees or workgroups at any time as necessary. Each workgroup may select its own workgroup Chair.

Each workgroup will be established for one calendar year from the date it is initiated, unless a different period is provided in the establishment of the workgroup. The Steering Committee shall approve new committees/workgroups for the purpose of addressing specific concerns, issues or problems related to substance abuse and addictive behaviors in the community, which are congruent with the mission and purposes of the Coalition.

#### **Section 9.D Eligibility for Committee/Workgroup Membership**

Members in of the Coalition may be appointed by the Coalition Chair to serve on any of the committee/workgroups established by the Coalition. Other interested community members may be solicited to assist in the work of the committee/workgroup.

#### **Section 9.E Responsibilities of Committee/Workgroup Chair**

- Send notices of meetings
- Record notes/minutes of all meetings and handouts
- Deliver copies of notes/minutes/handouts to the Project Coordinator for documentation, reporting, distribution, and storage.

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### **Article 10 – Fiscal Policies/Financial Matters**

#### **Section 10.A Fiscal Agent**

The Fiscal Agent shall be responsible for receiving and dispersing all funds of the organization and for such other fiscal and administrative duties as may be assigned by the Coalition and accepted by the Fiscal Agent.

**Presentation of Proposed Budget:** Not less than 30 days prior to submission to the state, the Coordinator with the assistance of the Finance Committee shall submit a proposed budget and program of work for the new fiscal year to the Collaborative Board. The proposed budget and program of work shall cover the administration of the work of the Collaborative and the parts of the comprehensive plan that are to be carried out during the budget year.

**Monthly Budget Reports:** The Project Coordinator shall submit through the Treasurer a monthly budget report to the Coalition describing the status of the revenues, expenditures, and work program set forth in the budget.

**Financial Report:** At the end of the fiscal year, the Coordinator shall submit a financial report to the Collaborative, reporting on the status of the expenditures and revenues in relation to the budget, the status of the work program adopted for the year, and the balance sheet for the close of the fiscal year. Such report shall be submitted to the Collaborative through the Treasurer of the Collaborative.

#### **Section 10.B Expenditures**

The Coalition will follow all financial policies of the fiscal agent as well as all state and federal regulations. The budget and expenditures are clearly stated in the annual plans submitted to the federal government, in compliance with regulations of the Drug Free Communities Federal grant.

Expenditures for non-budgeted administrative items costing less than \$250.00 may be authorized by consensus vote of the Steering Committee. The Chair will call an emergency meeting of the Coalition before non-budgeted funds are to be expended in an emergency.

### **Section 10.C Budget**

The Steering Committee has responsibility for

- recommending policy or control changes and monitors compliance
- periodically reviewing the format and adequacy of financial reports
- working with Project Coordinator and other committees to prepare and propose budget
- monitoring and ensuring adherence to regulatory requirements

### **Section 10.D Fiscal Year**

The fiscal year of the Coalition shall complement the grant guidelines.

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## **Article 11 – Staff**

### **Section 11.A Paid Position**

The Project Coordinator shall be a paid employee of the Coalition, appointed by the Steering Committee of the Coalition and financed by the Drug Free Communities Federal Grant.

The Project Coordinator shall attend all Coalition meetings and actively participate in the business and debate of the Coalition.

### **Section 11.B Responsibilities**

- The Project Coordinator shall be the day-to-day operating officer of the Coalition and shall be responsible to the Chair for administration of the Drug Free Coalition of Hall County within the policies adopted by the Steering Committee.
- The Project Coordinator shall serve as an ex-officio, non-voting member of the Steering Committee and all of the Coalition's committees.
- The Project Coordinator shall, with the approval of the Steering Committee, and as funding permits, be responsible for supervising such other staff as is required to carry out the mission and purpose of the Coalition.

### **Section 11.C Evaluation**

- Evaluation of the Project Coordinator is the responsibility of the Steering Committee. The Coalition believes in providing frequent feedback so that employees can be recognized for good performance and informed of areas where improvement is necessary. Therefore, their performance will be evaluated on a continuing (at least annual) basis.
- The Steering Committee shall complete the performance review of the Project Coordinator.
- Most concerns can be handled by the Coordinator and the Steering Committee, but problems of a more serious nature are the responsibility of the Steering Committee, and the Chairperson of the Coalition, and then the general Coalition, in that order.

### **Section 11.D Termination of Paid Position**

If the Project Coordinator shall fail to fulfill the requirements listed in section 11.B, his/her appointment may be terminated by an affirmative vote of two-thirds (2/3) of the active membership present at any meeting of the Council. The Coordinator shall have been given prior written notice of the proposed termination and a summary of reasons at least 10 days in advance of the termination. The Coordinator shall have the right to defend his/her position before the termination vote. All records/documents or other Coalition property shall be relinquished upon termination.

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**Article 12 – Amendments**

**Section 12.A Quorum and Voting for Amendments**

These bylaws may be amended by an affirmative vote of at least two-thirds (2/3) of the members present providing that the proposed amendment shall have been included in the notice of the meeting. By-laws may only be amended at a regularly scheduled meeting.

**Section 12.B Procedure for Amendment of Bylaws**

The Board of Directors shall be empowered to amend these Bylaws at any meeting of the Board, assuming a quorum is present, by an affirmative vote of two-thirds (2/3) of the members present, provided that five (5) day notice of the meeting has been given and that the proposed amendments and alterations were presented at the previous meeting.

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**Article 13 – Dissolution**

**Section 13.A Dissolution Statement**

Upon the dissolution of the Coalition , the Steering Committee shall, after paying or making provision for the payment of all of the liabilities of the Coalition , dispose of all of the assets of the Coalition exclusively for the purposes of the Coalition in such manner, or to such organization or organizations organized and operated exclusively for religious, charitable, educational, scientific or literary purposes as shall at the time qualify as an exempt organization or organizations under section 501(c)(3) of the Code as the Steering Committee shall determine.

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*Approved by the Drug Free Coalition of Hall County:*

DATE: August 15, 2011

\_\_\_\_\_  
Coalition Chair - Name

\_\_\_\_\_  
Coalition Chair - Signature

\_\_\_\_\_  
Coalition Vice-Chair - Name

\_\_\_\_\_  
Coalition Vice-Chair - Signature