

**BYLAWS of the  
Community Coalition for Healthy Youth of Tompkins County  
(adopted 12-18-09, amended May 18, 2012)**

**ARTICLE I — Name**

The name of this organization is the Community Coalition for Healthy Youth of Tompkins County (referred to as CCHY or the Coalition).

**ARTICLE II — Purpose and Goals**

- 1) **Purpose.** The purpose of the Coalition is to engage parents, youth, and community partners in reducing the use of alcohol, tobacco and other drugs and violence among youth in Tompkins County.
- 2) **Goals.** Through the use of evidence-based and effective practices the Coalition goals are:
  - a. Strengthen and diversify community collaboration among local government, schools, parents, youth, media, business, youth serving organizations, law enforcement, religious and fraternal groups, health care and substance abuse treatment agencies, civic and volunteer groups, parenting education services, and institutions of higher education.
  - b. Reduce substance use among youth.
  - c. Address factors that increase risk of substance abuse.
  - d. Promote the factors that minimize the risk of substance abuse.
  - e. Improve school safety by reducing incidence of hurtful behaviors.
  - f. Enhance student connectedness to school.

**ARTICLE III — Composition and Structure of the Coalition**

- 1) **Composition.** The Coalition is comprised of groups and individuals that retain their own identity and agree to work together toward the common goals of CCHY. The three levels of membership are described below.
- 2) **Board of Directors.** There shall be a Board of Directors to provide leadership to, decision-making for, and oversight of the Coalition. The Board of Directors (the Board) shall have a minimum of 12 members representing a cross-section of the community in terms of demographic and cultural diversity.
  - a) Representation of the Community. Individuals representing the following sectors are eligible to be elected to the Board of Directors: local government, schools, parents, youth, media, business, youth serving organizations, law enforcement, religious and fraternal groups, health care and substance abuse treatment agencies, civic and volunteer groups, parenting education services, and institutions of higher education.
  - b) Duties of the Board of Directors. Members of the Board are responsible for
    - i) Perpetuating the Coalition and for fulfilling the purpose and objectives of the Coalition as set forth in these by laws
    - ii) Approving and overseeing all activities carried out in the name of the Coalition.

- iii) Overseeing the operations of the Coalition, including the selecting and overseeing of an administrative agency to support the Coalition's work plan.
  - iv) Developing and approving a Memorandum of Agreement between the Coalition and an administrative agent that describes the respective roles and responsibilities.
  - v) Approving an annual operating budget, periodically reviewing fiscal reports, and amending the budget as needed.
  - vi) Participating actively in regular meetings and projects of the Coalition.
- c) Board Member Attendance Requirements. Members of the Board are expected to attend all meetings. If they are unable to attend, s/he must notify Coalition staff or the Chair. Upon two unexcused absences, the Chair or their designee will consult with member to assess interest in Coalition work. The Board may remove any member who is unable or unwilling to attend regularly.
- d) Continuity of membership. A CCHY Board Member shall remain on the membership rolls until a written notice of resignation is received or the member is removed from the rolls by vote of 2/3 of the Board membership.
- 3) **Participating Members of the Coalition.** Participating members are those members who are occasionally active in furthering the work of the Coalition. Involvement may include, but is not limited to membership on a committee or ad hoc work group performing a specific task.
- 4) **Supporting member.** Supporting members are groups, including businesses and organizations, and individuals that acknowledge their affiliation with the Coalition and receive communications from CCHY. Their responsibilities include any one or a combination of the following:
- a) Participate in educational or action events sponsored by the Coalition
  - b) Lend their name and expertise to the Coalition with no anticipation or expectation of active participation or administrative duties
  - c) Provide financial or in-kind support to the efforts of the Coalition
  - d) The Board may designate certain supporting members as Honorary Coalition Members, who are exempt from attendance requirements
- 5) **Representation of the Coalition.** No Participating member or Supporting member may speak for, or in the name of the Coalition unless said comments have been approved by a vote of the members of the Board of Directors during a regular or special meeting, or by the Executive Committee. When members of the Coalition Board are speaking publicly, they need to be clear about whether they are presenting their personal opinion, their organization's interests, or a position agreed upon by the Coalition Board.
- 6) **Liability and responsibility.** Tompkins County Youth Services Department shall obtain Workman's Compensation Insurance coverage for County employees working on behalf of the Community Coalition for Healthy Youth and shall ensure that employees to be afforded such coverage as required by New York State law. Tompkins County shall obtain general liability coverage for Tompkins County Youth Services Department premises.

Community Coalition for Healthy Youth is solely responsible for liabilities arising out of its program and its interaction with participants in its program. Community Coalition for Healthy Youth specifically indemnifies Tompkins County Youth Services Department against any and all claims arising from the actions of the governing body or paid and volunteer staff of Community Coalition for Healthy Youth.

- 7) **Equal Opportunity.** There shall be no discrimination on the basis of race, ethnicity, sex, religion, age, sexual orientation, national origin, disability or veteran status in regard to hiring, contracting, membership in or services provided by the organization.

#### **ARTICLE IV -- Appointment of Members to the Board of Directors**

- 1) The Executive Committee of the Board of Directors, as defined in Article VII, shall periodically review the membership of the Board of Directors and initiate recruitment efforts as needed to assure that the Board has active members capable of fulfilling the responsibilities of the Board of Directors.
- 2) Information about prospective members will be presented to and reviewed by the Executive Committee. Members of the Executive Committee meet with individuals who may have the interests, skills, and perspectives needed by the Board. The Executive Committee shall propose new members to the full Board for approval.
- 3) The Executive Committee will assure that all new members are fully oriented.
- 4) All members of the Board are strongly encouraged to serve on one or more committees or work groups, or to serve as a liaison to allied groups or other coalitions.

#### **ARTICLE V — Meetings**

- 1) **Types of Meetings.**
  - a) Regular meetings of the Board members of the Coalition shall be held monthly. An annual retreat shall be scheduled for a half-day or full-day time period, for the purpose of long-term planning.
  - b) Annual meeting. The regular meeting in September shall be known as the annual meeting and shall be for the purpose of electing officers and for any other business that may arise.
  - c) Special meetings. Special meetings may be called by the Executive Committee or by the administrative coordinator. Special meetings shall also be called upon the written request of five Board members of the Coalition. The purpose of the meeting shall be stated in the call. At least seven business days' notice shall be given, except in cases of emergency.
  - d) Electronic canvassing. When an in-person meeting is not feasible, Board members may occasionally be asked to provide input or votes through electronic canvassing that may include, but not be limited to, email and/or conference calls.
- 2) **Quorum.** Six Board members of the organization shall constitute a quorum for the purpose of conducting business at regular, annual and special meetings.
- 3) **Voting.** Each Board member (each group or organization or each individual not affiliated with an organization or agency) is entitled to one vote. Participating and supporting members do not

have a vote at regular, annual or special meetings. Decisions shall be determined by a simple majority vote of those present at regular and special meetings or electronic canvassing.

#### **ARTICLE VI — Officers**

- 1) The officers of the Coalition shall be a Chair, a Vice Chair, and a Treasurer.
- 2) All Officers must be Board members of the Coalition in good standing.
- 3) The Chairperson and Vice Chairperson shall exercise those duties customarily exercised by such officers and any other duties granted by the Coalition Board.
- 4) The Treasurer is primarily responsible for the management and reporting the organization's finances except for any grant funding for which CCHY has employed an administrative coordinator.
- 5) The term of office shall be two years. No Board member shall hold more than one office at a time. No Board member shall be eligible to serve more than three consecutive terms in the same office.
- 6) Elections shall take place at the annual meeting in September upon presentation of nominations by the Nominating Committee. Before the election, additional nominations from the floor shall be permitted. Officers shall be elected by a simple majority vote of the Board members present at the meeting and they shall take office at the next meeting.
- 7) The Vice Chair shall assume the duties of the Chair when the Chair cannot perform the duties of the office.
- 8) A vacancy in the vice chair or treasurer positions will be filled for the remainder of the unexpired term by a majority vote of the full Board after nominations have been solicited at the next Coalition Board meeting.

#### **ARTICLE VII — Committees**

- 1) **The Executive Committee.** Members include Chairperson, Vice Chair, and Treasurer of the Board and consistent representatives from each of the other committees of the Board. The committee representative might be the Chair for the committee or a reliable designee from the Board capable of speaking on behalf of the Committee. The administrative coordinator shall attend but not be a member of the Executive Committee.
- 2) Executive Committee shall meet monthly to set the Board meeting agendas, to coordinate the calendar of events, to ensure resources and opportunities are distributed fairly across all communities, oversee any grant obligations and program evaluation, and to ensure committee work is aligned with Coalition purposes. When the Board cannot meet and an action is required, the Executive Committee may act on the Board's behalf.

Any actions taken by the Executive Committee on behalf of the Board need to be presented for ratification at the next regular Board meeting.

- 3) **Standing and Ad Hoc committees.** Such other committees, standing or ad hoc, shall be approved and their chairs appointed by the Board as necessary to carry out the work of the Coalition.
  - a. Membership on committees, other than Executive and Nominating, is open to all Board, participating and supporting members.
  - b. Membership of each committee should include at least 2 members of the CCHY Board, along with other members of the community. Committees may or may not include a staff liaison.
  - c. Committee Chairpersons are chosen by the committee members. He/she does not need to be a member of the CCHY Board. The Chair is responsible for scheduling meetings, communicating with the other members about meetings, and notifying the administrative staff when and where they will take place. The Chair will either sit on the CCHY Executive Committee or will designate another reliable member to do so.
  - d. Each committee will appoint someone to take notes/minutes, which will be sent to their members and to the administrative staff and be made available to all committee members, staff, and all board members.
- 4) **Nominating committee.** The nominating committee shall consist of three Board members of the organization. They shall be appointed by the Executive Committee. It shall be the duty of this committee to nominate candidates for the officers to be filled at the annual meeting.

#### **ARTICLE VIII— Ratification and Amendment**

- 1) These by-laws shall be ratified by an affirmative vote of 2/3 of the Board members present at a regular or special meeting of the organization and shall take effect from the date of adoption.
- 2) Notice of a proposed amendment must be given at least seven days in advance of the meeting.
- 3) Amendment of these by laws may be made by 2/3 of the Board members present at any regular or special meeting of the organization. Amended by-laws take effect on the date of approval.

Ratified December 18, 2009 and modified 5-18-12

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