

SCCUDD
Schuyler County Coalition on Underage Drinking and Drugs
106 South Perry Street Watkins Glen, NY 14891
Phone: 607-535-8140 Fax: 607-535-8157
www.schuylercounty.us/SCCUDD
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Schuyler County Coalition on Underage Drinking and Drugs Bylaws

Amended: May 20, 2019

ARTICLE I – Name

The name of this organization is the Schuyler County Coalition on Underage Drinking and Drugs (referred to as SCCUDD or the Coalition).

ARTICLE II – Mission and Vision

1) **Mission.** To prevent, reduce, and delay the onset of substance use among Schuyler County youth by:

- Collaborating with our community partners
- Promoting prevention education and substance-free activities
- Implementing environmental strategies

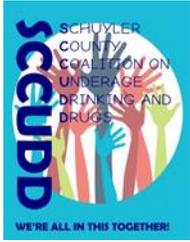
2) **Vision.** *A connected community where our youth have education, resources, and drug-free options to help their journey to become happy, healthy adults.*

ARTICLE III – Definition and Membership of the Coalition

1) **Definition of the Coalition.** The Coalition is composed of agencies, institutions and concerned community members that retain their own identity and agree to work together toward the common goals of SCCUDD as identified within the mission and vision.

2) **Members of the Coalition.** Members are those who believe in the vision and mission and are active in furthering the work of the Coalition. All members of the Coalition are encouraged to participate fully. Involvement may include, but is not limited to, membership on a committee or ad hoc work group performing a specific task.

a) **Membership Application.** Prospective Coalition members who have the interests, skills, and perspectives needed by the Coalition must submit a membership application to a member of the Executive Board or apply online.



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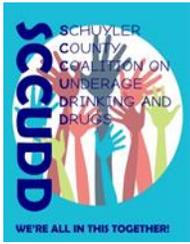
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The application may be reviewed by the Executive Board for approval. New members will be required to meet with the Project Coordinator to review and complete application within 6 months.

- b) **Membership Review.** The Executive Board, as defined in Article IV, shall periodically review the Coalition membership and initiate recruitment efforts as needed to ensure that the Coalition has active members capable of fulfilling the responsibilities of the Coalition. Individuals representing the following sectors are eligible to participate in the Coalition: parents, youth, business, media, schools, youth serving organizations, law enforcement, civic/volunteer organizations, religious/fraternal organizations, healthcare professionals, government, substance abuse organizations, and any other community members with an interest in preventing youth substance use.
- 3) **Representation of the Coalition.** No Coalition member may speak for, or in the name of, the Coalition unless the Executive Board has voted to give them prior approval during a regular or special meeting. When members of the Coalition are speaking publicly, or online, 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.
- 4) **Equal Opportunity.** There shall be no discrimination on the basis of race, ethnicity, gender, 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— Definition and Membership of the Executive Board

- 1) **Definition of the Executive Board.** An Executive Board shall provide leadership to, decision-making for, and oversight of the Coalition. Executive Board members are selected from the Coalition membership.
- 2) **Membership of the Executive Board.** The Executive Board shall have a minimum of 8 members and a maximum of 12 members representing a cross-section of the community in terms of demographic and cultural diversity. The Executive Board shall be comprised of the Coalition Officers and a representative from each Coalition committee. The representative should be the chair or a reliable designee capable of speaking on behalf of the Committee. The Project



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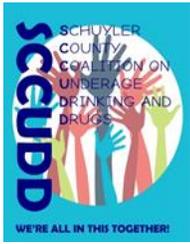
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Coordinator and the Program Director shall attend Executive Board meetings but will not be voting members of the Executive Board.

- a) **Term of Office.** Coalition Officers shall be elected by the Coalition membership at the annual meeting for one-year terms. Committee chairs and co-chairs will be selected by each respective committee and change on an as needed basis.
- b) **Job Description.** Members of the Executive Board are responsible for:
 - i) Perpetuating the Coalition and fulfilling the purpose and objectives of the Coalition as set forth in these bylaws.
 - 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) Approving Memorandums of Agreement between the Coalition and other entities, including, an administrative agency. The MOAs, developed together by both parties, shall describe the respective roles and responsibilities of both.
 - v) Approving an annual operating budget, periodically reviewing fiscal reports, and amending the budget as needed.
- c) **Meeting Attendance Requirements.** Members of the Executive Board are expected to attend all meetings and actively participate in projects. When unable to attend Board meetings, a member must notify the Project Coordinator and the Coalition President. Upon two unexcused absences, the President or his or her designee will consult with the member to assess interest in Coalition work.
- d) **Quorum.** A quorum of the Executive Board shall be at least half of the current Executive Board members.



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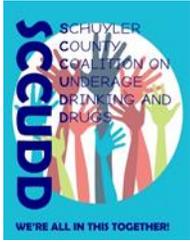
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- e) **Action Ratification.** Any actions taken by the Executive Board on behalf of the Coalition must be presented for ratification at the next regular Coalition meeting.
- f) **Electronic Voting.** Electronic voting via email is suitable for straightforward motions. It is not suited for the conduct of a deliberative process. Email does not provide the opportunity for discussion or motion amendments that the board would have in a face-to-face meeting. The procedures for approval of motions via email are outlined here:
- i) The subject line of the email must include the word “Motion.”
 - ii) The first line of the body of the email must include the words “I move that the board approve/authorize/recommend ...”
 - iii) “Reply all” must be used in all responses.
 - iv) A quorum of Executive Board members must participate in the vote for the vote to be valid.
 - v) The member proposing the motion is automatically counted as entering an affirmative vote.
 - vi) Board members must include the words “I vote No” or “I vote Yes” in the first line of their responses.
 - vii) Responses can only be a “yes” or “no” vote. Motions cannot be amended.
 - viii) A motion is active for five business days or until the next board meeting, whichever comes first. Voting will be closed at 5 p.m. on the fifth business day.
 - ix) The member who proposes the motion may withdraw the motion at any time prior to 5 p.m. on the fifth business day.
 - x) If the required quorum of votes is not entered by 5 p.m. on the fifth business day, the motion fails.
 - xi) The President is responsible for tallying the votes and informing the full Executive Board of the outcome. Members’ votes must be circulated to all board members. If a member fails to copy other board members on his/her vote, the response should be forwarded to the rest of the Executive Board.
 - xii) The board must review all email motions, approved or unapproved, at the start of the next board meeting. The secretary must include the review in the minutes of that meeting.
 - xiii) Members should feel free to say, “I vote No, because I think we should discuss it.” The member who proposed the motion should not take offense at such a response.



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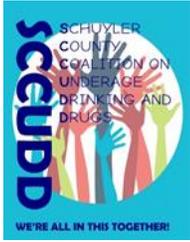
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- 3) **Officers of the Executive Board.** Executive Board officers will be the President, Vice President, Secretary, Treasurer and Past President.
- a) **Good Standing.** All officers must be members of the Executive Board in good standing.
 - b) **President and Vice President.** The President and Vice President shall exercise those duties customarily exercised by such officers and any other duties granted by the Executive Board.
 - c) **Treasurer.** The Treasurer is primarily responsible for the reporting of the organization's finances, with the exception of grant funding for which the Coalition has the lead agency.
 - d) **Secretary.** The Secretary is responsible for traditional secretarial duties, including verifying minutes of business meetings and for signing and maintaining documents required in the ordinary course of business for the Coalition.
 - e) **Term of Office.** The term of office shall be one year. Officers are limited to two consecutive terms within the same position. No Executive Board member shall hold more than one office at a time.
 - f) **Election.** Officers will be chosen by a majority vote of Coalition members present at the annual meeting, and they shall take office on January 1st.
 - g) **President Succession.** The Vice President shall assume the duties of the President when the President cannot perform the duties of the office.
 - h) **Vacancies.** A vacancy in the Vice President, Secretary or Treasurer positions will be filled for the remainder of the unexpired term by a majority vote of the Executive Board.

ARTICLE V — Meetings

1) Types of Meetings.

- a) **Regular Meetings.** The Executive Board will meet a minimum of nine times per year. The Coalition will meet a minimum of four times per year.



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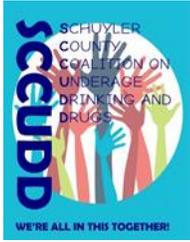
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- b) **Annual Meeting.** The last regular Coalition meeting of the year shall be known as the annual meeting and shall be for the purpose of electing the members of the Executive Board and for any other business that may arise.
 - c) **Special Meeting.** Special meetings of the Coalition may be called by the Executive Board or by the Project Coordinator. Coalition members may request a special meeting in a submission to the Executive Board or to the Project Coordinator. At least seven business days' notice of the special meeting shall be given, except in cases of emergency.
- 2) **Voting.** Each Coalition member is entitled to one vote at the annual meeting to elect the Executive Board and at any other meeting to consider any other business brought forward by the Executive Board.

ARTICLE VI — Committees

- 1) **Standing and Ad Hoc Committees.** The Coalition will have three standing committees: Prevention, Implementation, and Assessment/Planning. Ad hoc committees or task forces shall be formed by the Executive Board as necessary to carry out the work of the Coalition. Committee chairs and co-chairs will be selected by each respective committee and change on an as needed basis.
- 2) **Youth Committee.** The Youth Committee shall consist of students in grades seven (7) through twelve (12) who reside in Schuyler County.
- 3) **Nominating Committee.** The Nominating Committee shall consist of three Coalition members, one of whom will be the serving Vice President of the Executive Board. They shall be appointed by the Executive Board. It shall be the duty of this committee to nominate candidates for the Executive Board to be filled at the annual meeting.
- 4) **Committee Membership.** Membership on committees is open to all Coalition members.



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ARTICLE VII— Bylaws Ratification and Amendment

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