

Decatur Township Drug Free Coalition

BYLAWS

Mission Statement:

To prevent and reduce drug use among youth by strengthening families through collaboration of community resources.

Article One

Offices

The address of the principal office of the coalition shall be 5251 Kentucky Avenue, Indianapolis, IN 46221.

The coalition may have such other offices, either within or without the State of Indiana, as the membership may determine.

Article Two

Members

Section 1. Classes of Members. There shall be only one class of membership.

Section 2. Membership. Membership shall be open to any person who subscribes to the purposes, policies, and principles of the coalition. Persons wishing to be members shall do so by notifying the Coordinator in writing at least 48 hours before a duly-constituted meeting of the coalition, noting activities and other involvements during the previous 6 months pertaining to the mission of the coalition.

Section 3. Voting Rights. Each member in good standing shall be entitled to one vote on each matter submitted to a vote of the members.

Section 4. Termination of Membership. A membership, by affirmative vote of three-fourths of the coalition members assembled at a duly-constituted meeting of the coalition, would be severed.

Section 5. Resignation. Any member may resign by notification, in writing, to the Coordinator.

Section 6. Reinstatement. A former member may request, in writing, to be reinstated. The membership may reinstate such former member on such terms as may be appropriate.

Article Three

Meetings of Members

Section 1. Annual Meeting. An annual meeting of the members shall be held each year, beginning with the year 2018, for the purpose of electing chairpersons and officers and for the transaction of such other business as may come before the meeting. The location at which the annual meeting is to be held and any changes in the date and time the meeting is to be held shall be mailed or emailed to all members of record not less than 10 days before the date of the annual meeting.

Section 2. Special Meetings. Special meetings of the members may be called by the Executive Director, President, a majority of the Board of Directors, or by the petition of not less than one-tenth of the members of the coalition.

Section 3. Notice Of Meetings. Written notice stating the time and location of any special meeting shall be posted not less than 7 days before the date of such meeting. The notice shall state the purpose for which the meeting is called.

Section 4. Voting. Members in good standing may vote on motions before the membership.

Article Four

Board of Directors

Section 1. General Powers. The affairs of the coalition may be managed by its Board of Directors.

Section 2. Number, Tenure and Qualifications. The number of board members shall be no less than seven (7). Board of Director members will be initially appointed in 2017, with elections to be held annually in 2018 and subsequent years with one-year terms.

Section 3. Notice of Meetings. Each board member shall be given reasonable notice of any Board of Directors meetings.

Section 4. Quorum. A majority of the board members shall constitute a quorum for the transaction of business at any meeting of the Board.

Section 5. Board Decisions. The act of a majority of the board members present at a meeting at which a quorum is present shall be the act of the Board of Directors.

Section 6. Compensation. Board members shall not receive any salary compensation for their services as a board member.

Section 7. Structure. The Board structure of the coalition shall be a President, a Vice-President, a Secretary, a Chairperson of the Prevention committee, a Chairperson of the Recovery committee, a Chairperson of the Public Safety committee, and a Chairperson of the Community Engagement committee.

Section 8. Election and Term of Office. The board members of the coalition shall be elected annually by the membership at the designated annual meeting

of the coalition. Each officer shall hold office until his successor has been duly elected.

Section 9. Removal. Any board member may be removed by the membership whenever the best interests of the coalition would be served thereby. The board member, by affirmative vote of three-fourths of the coalition members assembled at a duly-constituted meeting of the coalition, would be severed.

Section 10. Vacancies. A vacancy in any office for any reason may be filled by the Executive Director for the unexpired portion of the term.

Section 11. Powers and Duties. The board members of the coalition shall have such powers and shall perform such duties as may be specified in these bylaws or specified in resolutions or other directives of the Board of Directors.

Article Five **Employees**

Section 1. An Executive Director will be hired by the MSD Decatur Township Human Resources department and approved by the Board of Directors, and shall have responsibility for the daily operations of the coalition and for the general supervision of all employees and subcontractors. The Executive Director shall make monthly reports to the Board of Directors. The Executive Director, any staff person, or subcontractor may be an ex-officio member of the Board of Directors, without voting privileges.

Section 2. Additional employees may be hired by the Executive Director to fulfill specific functions related to the mission of the coalition. Such employees shall work under supervision of the Executive Director.

Section 3. An annual review of the Executive Director shall be conducted by the Board of Directors each year. Annual reviews for all other employees shall be conducted by the Executive Director.

Article Six **Committees**

Section 1. Authorization of Committees. The membership may authorize standing and/or ad hoc committees, each of which shall consist of three or more members. Chairpersons and officers may serve on any such committees. Committees may be authorized consistent with any purpose and goal of the coalition.

Section 2. Appointments to Committees. Appointment to the various committees may be made by the Executive Director. Due consideration shall be given to those members requesting appointment or those actually involved in activities related to the purposes for which the committee was created. Persons who are not members of the coalition may be appointed to and serve on any committee.

Section 3. Organization of Committees and Reports. All committees, when authorized, shall elect from their members a committee chairperson and a committee secretary. The Executive Director will make appointments of committee chairpersons and committee secretaries during the inaugural year with elections taking place in subsequent years.

Article Seven **Conflict of Interest**

Section 1. Conflict of Interest. The Board of Directors and the membership shall disclose any conflict/potential conflict of interest, and recuse themselves from voting on any matter in which there is a conflict of interest.

Section 2. Best Interest. Board of Directors, employees, and members are to act in the best interest of the coalition.

Article Eight

Contracts, Checks, Deposits, Gifts, and Grants

Section 1. Contracts. Contracts may be executed on behalf of the coalition by the Executive Director with authorization by the Board of Directors.

Section 2. Checks. All purchase requisitions in the name of the coalition shall be managed by MSD Decatur Township Schools.

Section 3. Deposits. All funds of the coalition shall be managed by MSD Decatur Township Schools.

Section 4. Gifts. The Board of Directors may accept on behalf of the coalition any contribution, gift, bequest, or devise for any purpose of the coalition.

Section 5. Grants. The Board of Directors may receive various grants for projects supporting the mission of the coalition.

Article Nine

Books and Records

The coalition shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its members and Board of Directors. The Coordinator shall keep at the principal office a record of a current membership list.

Article Ten

Fiscal & Grant Year

The fiscal year shall be in accordance with that of by MSD Decatur Township Schools. Grant cycles will be in accordance with the wishes of the grantor.

Article Eleven

Amendment of Bylaws

These Bylaws may be altered, amended, or repealed by appropriate action taken at a duly-constituted Board of Directors meeting with no less than 30 days written notice to be given of such intention to the membership.

Bylaws reviewed and confirmed November 1, 2017.