



Drug-Free DeSoto Coalition

Bylaws

Article I: Name, Mission, and Goals

Section 1: Name - The name of the organization shall be the Drug-Free DeSoto Coalition

Section 2: Mission - The mission of the Drug-Free DeSoto Coalition is to reduce drug use and abuse among youth, and over time the community as a whole, through increasing awareness of the effects of drug use, strengthening collaboration among community partners, and mobilizing community-wide prevention efforts.

Section 3: Goals – The Goals of the Drug-Free DeSoto Coalition are:

- To serve as a community resource for information on types of illicit drugs.
- To provide each child the opportunity to live in a drug-free community and the education to make positive life choices.
- To seek support within the community to provide wholesome drug-free activities for youth.
- To develop a local website that can provide community information on illicit drugs and alcohol.

Article II: Service Requirements

The Coalition shall achieve its goals by meeting the following requirements:

- Enhance community efforts to promote and deliver effective youth substance abuse prevention among multiple sectors of the community through coordination and collaboration
- Maintain a needs and resources assessment, reviewed annually, to guide selection and implementation of evidence based environmental strategies.
- Engage key stakeholders at state and local levels to plan and implement successful prevention strategies that are sustainable over time
- Maintain a culturally competent strategic plan, reviewed annually, that articulates a vision for prevention activities and identifies evidence based environmental strategies for community change
- Implement community based processes and strategies in DeSoto County
- Monitor and evaluate measurable project goals and objectives in order to ascertain and improve effectiveness.

Article III: General Membership

Section 1: Purpose and General Powers - Membership shall be comprised of a comprehensive representation of individuals, groups, and institutions in DeSoto County who are interested in and committed to the work of the Coalition. Members shall include one or more representatives from each of the following segments: youth, parent, business, media, school, youth serving organization, law enforcement, religious, civic group, healthcare professional, local government, reducing substance abuse agency.

Section 2: Term and Qualifications - Members must commit to the goals of the Coalition and assumption of the following rights and responsibilities. There is no term limit for members.

- Elect Officers to the positions of : Chair, Vice Chair, Secretary, and Treasurer
- Advocate for the mission, goals, and objectives of the Coalition
- Attend and participate in monthly Coalition meetings



- Make recommendations to the Coalition
- Participate actively on one or more Coalition Workgroups as possible
- Volunteer at special events as possible
- Assist in the execution of the (1) completion of a community needs and resources assessment, (2) recruitment and capacity building for the Coalition, (3) strategic planning, (4) implementation of evidence based environmental strategies, and (5) ongoing evaluation of Coalition goals and objectives.
- Respond promptly to correspondence and notify secretary of changes to contact information

Article IV: Coalition Officers

Section 1: Purpose and General Powers - Coalition Officers shall be comprised of the following: Chair, Vice Chair, Secretary, and Treasurer.

Section 2: Term & Qualifications - Coalition Officers shall be elected annually by a majority of the General Membership to one year terms; there are no term limits. Terms run from September 1 to August 31. A vacancy in the Coalition Chair position will be filled by the existing Vice Chair, after which the Vice Chair position will be filled by a majority vote of the General Membership.

Section 3: Coalition Officers shall be elected annually by a majority of the Coalition to one year terms; there are no term limits. Terms run from September 1 to August 31. Coalition officers assume the following rights and responsibilities according to title:

Chair

- Chairs Membership Meetings
- Participates in setting meeting agendas for Membership Meetings
- Sets Workgroup assignments
- Represents the Drug-Free DeSoto Coalition to the media and at public events

Vice Chair

- Assists Chair in meeting facilitation
- Chairs meetings in the absence of the chair
- Oversees elections of officers

Secretary

- Prepare agenda for the Drug-Free DeSoto Coalition
- Prepare minutes and notes of all meetings and distributed to membership
- Assist with maintenance of Coalition documents as needed.

Treasurer

- The Treasurer shall maintain appropriate accounting records for the Drug-Free DeSoto Coalition
- Keep complete and accurate accounts of all receipts and disbursement of the Drug-Free DeSoto Coalition
- Deposit all monies of the Drug-Free DeSoto Coalition in a banking institution approved by the Membership; co-sign with the Chair appropriate documents for authorized withdrawal of funds of the Drug-Free DeSoto Coalition



- Make monthly reports to the Coalition Membership
- Perform all duties incident to the office of Treasurer, subject to the supervision of the Chair.
- The Treasurer shall make payment of accounts owed by the Drug-Free DeSoto Coalition and have all checks co-signed by the Chair.

Section 4: Workgroup Chairs - Workgroup Chairs will be appointed by the Coalition chair for a term of one year; there are no term limits. Terms run from September 1 to August 31. Workgroup Chairs assume the following rights and responsibilities:

- Chair Workgroup Meetings
- Produce agendas, sign-in sheets, and highlights for Workgroup Meetings
- Oversee implementation of Workgroup assignments
- Provide a written report on Workgroup strategies to the Membership during monthly meetings
- Assist in selecting Workgroup Members

Section 5: Liaisons will be confirmed by a membership vote. Terms run from September 1 to August 31. There is no limit on terms served. Liaisons assume the following rights and responsibilities:

- Oversee implementation of projects and programs funded by the Drug-Free DeSoto Coalition
- Report on the status of projects and programs funded by the Drug-Free DeSoto Coalition
- Provide a written report on projects and programs funded by the Drug-Free DeSoto Coalition to the membership during monthly membership meetings.

Article V: Workgroups, Liaisons, and Ad Hoc Committees

Section 1: Workgroups - Workgroups shall be formed as needed and approved by the membership to make decisions regarding specific assignments and objectives.

Section 2: Liaisons - The Coalition shall maintain Liaisons from any organizations or departments who fund the Coalition, receive funding from the Coalition to implement strategies, or support Coalition activities.

Article VI: Meetings

Section 1: Meetings shall be conducted under the guidelines set forth in *Roberts Rules of Order*.

Section 2: The General Membership shall meet monthly, no less than ten times per year.

Section 3: Workgroups shall meet regularly at the request of the Workgroup chair.

Section 4: Ad Hoc Workgroups shall meet regularly at the request of the ad hoc Workgroup chair.

Section 5: Special meetings may be called by the Coalition Chair following a majority vote by the Coalition Membership.

Article VII: Fiscal Arrangements

Section 1: The current fiscal agent is the School District of DeSoto.



Section 2: The Coalition welcomes contributions from organizations and individuals.

Article VIII: Amendment of Bylaws

Section 1: Any member may propose an amendment to the bylaws by proposing the change in writing to the chair. A majority vote of the membership is required for the change.

Section 2: The bylaws go into effect immediately after they are approved by a majority vote.

These bylaws were approved by the Drug-Free DeSoto Coalition Membership on October 6, 2010.