

Drug Free Coalition of Lyons Township
Together for Youth
Bylaws
Approved October 5, 2015

Article I: Name

This initial name of the organization shall be known as **Drug Free Coalition of Lyons Township** (DFCLT) herein referred to as the Coalition.

Article II: Mission Statement

As a grassroots community coalition, our mission is to build a healthy safe and drug free community. Our commitment through the Coalition is to change attitudes, encourage action, and mobilize stakeholders around the issues of underage drinking, impaired driving and substance misuse. We achieve this through education, advocacy, policy change and environmental change.

Article III: Vision and Values

The Coalition has the following Vision & Values:

Vision

To live in a safe, healthy drug free region, through a strong grassroots coalition.

Values

- Collaboration
- Research
- Knowledge
- Cultural and Linguistic Competency
- Prevention
- Harm Reduction
- Communication
- Stigma Reduction
- Transparency

Article IV: Membership

Membership in the Coalition is open to any Community member or organization in the LTHS region that wishes to participate in developing and implementing strategies to reduce substance abuse / misuse in Lyons Township region. To ensure a broad cross-section of local community representation, at a minimum, the following sectors of the LTHS region will be represented:

- Youth representatives (under age 19)
- College /Young Adults (19-26 years of age)
- Parents
- Business community
- Media
- Schools
- Youth-serving organizations
- Law enforcement agencies
- Healthcare professionals
- State or local government agencies with expertise in the field of substance abuse
- Health and Human Service Organizations
- Other organizations or groups involved in reducing substance abuse
- Faith based & service organizations

No individual or organization may be viewed as representing more than one sector. There is no limit to the number of individuals or organizations representing each sector. Each member shall have completed and signed the Annual Coalition Involvement Agreement, and the Membership Committee shall review, consider and recommend approval. It shall be signed by the Coalition Representative. The Coalition Representative shall be the Chair of the Membership Committee or the Executive Director of Lyons Township Mental Health Commission

Article V: Meetings

Regular meetings of the Coalition will be held the monthly beginning in September of 2015. Additional meetings may be called by the President, as may be necessary to conduct business of the Coalition or accomplish assigned tasks.

Committees of the Coalition will meet at a time and place determined by the President and the members of each committee, and may be either in person or via teleconference.

A quorum consists of 20% of the membership.

The annual meeting of the Coalition will be held each year during the month of June.

Article VI: Officers - Further discussion-Treasurer

The officers of the Coalition will be President, Vice-President, and Secretary. The duties of each position are as follows:

President: Develop an agenda and preside over meetings of the Coalition and the Executive Committee; when communicating with the media and other organizations; appoint standing and ad-hoc committees; and other duties as may be necessary for the effective functioning of the Coalition.

Ad-hoc committees will be appointed by the President, with approval of the membership or the Executive Committee, to accomplish specific tasks or functions and will operate until that task is accomplished.

Vice-President: Serve as an assistant to the President and assume the duties of the President should that be unable or unavailable; serve as a member of the Executive Committee; and serve as President of committees as may be assigned by the President.

Secretary/Treasurer: Take or provide secretarial help to maintain accurate minutes of Coalition meetings; prepare correspondence on behalf of the Coalition; maintain a membership roster for the Coalition; serve as a member of the Executive Committee; and serve as President of committees as may be assigned by the President.

The year end-operating budget will be submitted to the President and to the membership for approval to open the upcoming fiscal year (September 1 through August 31). The Executive Committee shall be authorize revenue & expenses.

Election of officers will occur at the annual meeting of the coalition. Officers may succeed themselves for a maximum of two terms. A term is defined as two years.

Article VII: Relationship to Lyons Township Mental Health Commission (LTMHC)

This coalition was formed as a partnership between the Lyons Township Mental Health Commission (LTMHC) and the Coalition. The LTMHC's Executive Director will serve as the staff liaison to members of the Coalition. LTMHC shall act as fiscal agent of the Coalition, and coordinate its meetings. This arrangement ensures stability of the Coalition while encouraging representation and collaborative support beyond the coalition itself.

The Executive Director of LTMHC will be responsible for the communication to the LTMHC and the Coalition members, maintaining membership records, minutes & documents, agendas, assistance with establishment of Standing Committees & meetings. The LTMHC Executive Director will be a member of the Executive Committee, leadership & staff to the Coalition. The LTMHC Executive Director serves in this capacity as long as the partnership in its current form exists between LTMHC and the Coalition.

Article IX: Committees

There will be the following standing committees:

- Executive Committee – Comprised of the officers, Chairs of Standing Committees and the Executive Director. The Executive Committee is empowered to take action

on behalf of the coalition between meetings of the full membership. The Coalition President will Chair the Executive Committee.

- Membership Committee – The Membership Committee is charged with the task of ensuring the Coalition continues to be broadly represented as indentified in Article IV. of the LTHS region.
- Nominating Committee – The Nominating Committee shall consist of five members including the President and the Executive Director, the remainder who are selected prior to the annual meeting, and is responsible to prepare a slate of officers for election at the annual meeting.
- Governance & Governmental Affairs - The Governance & Governmental Committee shall consist committee members and volunteers, charged with the task of ensuring the Coalition continues to comply with governmental laws, and to make sure our By-laws are current and up to date.
- Data Committee - The Data Committee is responsible for identifying sources of data that describe the local conditions. Data Collection includes surveys, qualitative and archival data that identifies the problem, consequence, root cause and local conditions. The data committee collects the necessary data to measure progress towards achieving the comprehensive strategies and goals of the coalition.
- Communications Marketing and Bransing Committee - The Communications, Marketing, and Branding Committee is commissioned by and responsible to the Board of Directors of Drug Free Coalition of Lyons Township and has the primary responsibility for the protection, management, and enhancement of the agency’s brand and public profile; for its media relations and public relations activities; for its print and electronic publishing endeavors; for its social media functions; for its marketing functions and activities; and for general liaison activities with its many constituencies and the public at la

Each committee shall consist of a Chairperson together with such additional committee members, as may be deemed necessary. A committee Chairperson shall be appointed by the Coalition President, but only with prior consent of the nominee, verbally if the nominee is present or in writing if the nominee should be absent.

Article X: Strategies

The Coalition and its members will employ multiple prevention strategies, involving representatives from various community sectors, to address substance abuse issues in the Lyons Township area. These strategies will address the multiple domains of Community, Family, School, Mental Health and Individual/Peer. Whenever possible, proven and research-based prevention strategies will be employed.

Article XI: Funding and Finances

The Coalition will be to seek out funding and in-kind support to implement identified prevention strategies and will include federal, state, and local sources.

Lyons Township Mental Health Commission (LTMHC) will serve as the fiscal agent for the Coalition. Duties will include the submission of grant applications to implement Coalition strategies, the management of resources, and ensure that funding adheres to all rules and guidelines of all funding sources on behalf of the Coalition. A representative from the fiscal agent will serve as a member of the Coalition and serve on the Executive Committee.

Article XII: Amendments

Any amendment to these by-laws may be adopted by a fifty percent (50%) vote of the members present, physically or by electronic means, provided written notice of the proposed amendment and the date of such meeting shall have been given to the members at least two (2) weeks in advance of the vote.