

# COMMUNITIES FOR POSITIVE YOUTH DEVELOPMENT COALITION

## BYLAWS

### **Article I. Name of the coalition.**

The name of the coalition shall be Communities for Positive Youth Development, hereinafter referred to as CPYD Coalition, or the Coalition. CPYD Coalition was established in May of 2014.

### **Article II. Mission, Vision and purpose of coalition.**

Mission: The mission of the CPYD Coalition is *“to organize, educate, and engage the community to prevent youth substance use and other harmful behaviors and to promote recovery-oriented systems of care across the lifespan.”*

Vision: *A healthy, safe, supportive, and productive community.*

Purposes: The Coalition's purposes are:

- To serve the area of the CPYD Coalition: the villages of Schaumburg, Palatine, Hoffman Estates, Elk Grove, and Hanover Park, with possible expansion to surrounding areas, if applicable (herein referred to as “community” or “the community”);
- To conduct youth-led, adult-supported positive youth development initiatives in our community for youth (24 years old and younger) and persons in recovery;
- To educate and inform the community about the extent of the youth alcohol and drug use problem, substance use across ages, teen pregnancy, bullying, and other issues affecting youth and local contributing factors for each problem;
- To perform regular and necessary assessments of issues concerning youth and persons in recovery and to identify effective strategies to address those issues as an organization;
- To foster the coordination of existing community resources in effectively addressing problems;
- To collaborate and/or partner with other community organizations to fill the gaps in the community's prevention, early intervention, and recovery support efforts, as available as an organization;
- To provide advice, advocacy, coordination, information, research and evaluation, technical support, and training, using evidence-based best practices that are culturally relevant;
- To implement and/or support data-driven programs, practices and policies that are youth, persons with lived experience, and community-driven;

- To promote and support the multiple pathways to recovery;
- To secure funding through grants, donations and/or financial resources as appropriate to support efforts related to our mission.

### **Article III. Goals of coalition.**

#### The goals of the coalition are to:

1. Maintain a highly effective, multi-sector community coalition that is inclusive of youth leadership and input;
2. Educate coalition members and the community about current best practices in positive youth development;
3. Utilize data to (1) identify subpopulations vulnerable to disparities (e.g., racial, ethnic, tribal and sexual minority groups) and how they will be engaged in infrastructure activities (e.g., training, collaborations and partnerships, outreach, etc.); (2) propose a quality improvement plan to decrease the differences in access to, use and outcomes of these infrastructure activities among these subpopulations; and (3) the quality improvement plan should include an alignment with the National Standards for Culturally and Linguistically Appropriate Services (CLAS) in Health and Health Care;
4. Reduce youth (11 - 18 year olds) substance use as measured by best available local data (e.g., Illinois Youth Survey);
5. Reduce the contributing factors of substance use as reported by best available local data (e.g. the Illinois Youth Survey);
6. Provide evidence-based community conditions for positive youth development, for example:
  - a. Physical and psychological safety;
  - b. Appropriate structure;
  - c. Supportive relationships;
  - d. Opportunities to belong;
  - e. Positive social norms;
  - f. Opportunities to make a difference;
  - g. Opportunities for skill development; and
  - h. Integration of family, school, and community efforts;
7. Reduce the number of pregnant and parenting teens (11 - 18 years old) in the community as measured by best available local data;
8. Reduce the number of youth who report that they have experienced bias-based bullying as reported the best available local data (e.g. the Illinois Youth Survey);
9. Provide opportunities for youth engagement in community service, social justice, and job readiness;

10. Promoting the importance of the availability and expansion of peer recovery support services, such as mutual aid groups and peer mentoring/coaching that are responsive to needs based on gender, race, and ethnicity;
11. Eliminate or reducing barriers to recovery, such as employment and housing
12. Address negative attitudes associated with substance use disorders; and
13. To establish a long-term strategic plan to build capacity for our community to provide advocacy, education and recovery support services for people in recovery from substance use disorder (SUD) and co-occurring (SUD/Mental Health) Disorders (COD); and
14. To network with the statewide ROSC and other local, statewide, and/or regional coalitions and/or councils with shared goals and objectives.

## **Article IV. Membership.**

### **Section 1: Membership.**

Membership is determined by the Executive Committee once an interested person completes a membership orientation with a member of the Membership and Recruitment subcommittee member and a coalition staff person, submits a signed Memorandum of Understanding, and has attended at least two coalition meetings. As per the coalition's goal listed above (Article III), membership consists of youth, parents/guardians/caretakers/persons with lived experience, schools, law enforcement, government, civic, business, media, faith-based/fraternal, hospitals, youth-serving organizations, HRSA-funded community health Center, OASH- funded family planning services, family support agencies, and other organizations that strive for positive youth development and recovery support services across ages.

The membership shall reflect the diversity of the community including, but not limited to race, ethnicity, socioeconomic status, physical capabilities, sexual orientation, gender identity/expression, immigration status, and age.

To be considered a member of the coalition, one must complete an orientation and attend at least two meetings (subcommittee and/or coalition of the whole) within a 12 month period. One is considered a member of the coalition if one is unable to attend official coalition meetings, but attends at least 60% of subcommittee meetings in a calendar year.

### **Section 2: Voting Rights**

#### **A. Individual Voting Rights**

Each member is entitled to one vote. An individual wishing voting rights on the Coalition must complete a membership form and must attend at least two Coalition meetings within a twelve month period and would be eligible to vote at their third meeting.

Reassignment of voting rights may be made only to another designee of a member's organization with notification to and approval by the executive committee. The Coalition staff does not vote.

#### B. Committee Voting Rights

Voting during a committee meeting shall be limited to members of that committee. Voting during an executive committee meeting shall be limited to members of the executive committee.

#### C. Proxy Voting via email

The CPYD Coalition recognizes that on occasion decisions will need to be made by the Coalition within a short period of time. The Coalition further recognizes that due to time constraints it may not be practical or possible to hold a special meeting so as to cast a vote in person. In such situations, the Coalition shall have the authority, and in limited situations, to conduct proxy voting by email under the following conditions:

1. The issue underlying the vote shall be of a nature that cannot be postponed until the next regular coalition meeting.
2. The proxy email vote shall be approved by a majority of the Executive Committee prior to the initiation of the vote.
3. The proxy email vote shall only be initiated by the Coalition Staff or the Co-Chairs.
4. The relevant information pertaining to the vote must be provided to all registered coalition members 24 hours prior to the votes being requested. Non-registered members will be unable to cast a proxy email vote.
5. All email votes must be emailed directly to the requesting party within 24 hours of the request. Email votes cast after 24 hours of the vote request will not be considered. Email votes sent to another person other than the requesting party will not be considered.
6. In the event someone does not have access to email, they may contact the requesting party by phone to cast their proxy vote.

#### D. Conflict of Interest

Members must provide full disclosure and must abstain from voting when a conflict of interest occurs.

### **Section 3: Membership Duties**

All members of the Coalition shall:

1. Maintain a connection with Coalition officers, staff, and committee chairs in order to fulfill the responsibilities of committee membership;
2. Serve, if feasible, on standing committees and ad hoc committees of the Coalition;
3. Cooperate with Coalition officers, staff, and committee chairs in developing Coalition reports, papers, and projects;
4. Respond promptly to correspondence in order to aid ongoing committee activities;
5. Make suggestions to Coalition officers, staff and committee chairs regarding Coalition projects and programs;
6. Encourage interested organizations of the community to apply for membership in the Coalition;
7. Keep the Coalition staff informed of address changes, and other relevant contact information;
8. Engage in strategic dissemination and communication activities (e.g. public websites, social media) with youth, their families, and key stakeholders for the purposes of raising general awareness of the importance of the coalition initiatives (e.g. underage drinking prevention, youth substance use prevention, teen pregnancy prevention, etc.); and
9. Attend all meetings of the Coalition if possible, but at minimum at least two of the meetings scheduled in the fiscal year or participate on a subcommittee where one attends at minimum 60% of that subcommittee's meetings in a fiscal year.

#### **Section 4: Termination of Membership**

Members may be terminated from membership by action of two-thirds of the Coalition members present and voting. All voting members, including the member in question, must be notified in writing at least seven days before such a vote is taken. Automatic termination happens if coalition meeting attendance drops below the minimum attendance requirement listed in the section above.

#### **Section 5: Resignation**

A Coalition member may resign at any time by submitting a letter of resignation to the Executive Committee and/or coalition staff.

### **Article V. Officers, Staff and duties.**

#### **Section 1: Officers**

Officers of the CPYD shall be two Co-Chairs; Vice Chair, Secretary, Treasurer, Sergeant-at-Arms, and Immediate Past Chair. The Co-Chairs and Treasurer shall serve three year terms with a two year renewal via coalition vote; the Vice Chair and Sergeant-at-Arms shall serve two years with a one year renewal via coalition vote.

Election of officers will occur at the annual meeting of the coalition.

Staff members of the coalition is an ex officio, non voting officer.

## Section 2: Duties of Officers

### Duties of the Co-Chairs

Serve as co-chairpersons of the executive committee

1. Serve as co-chairperson of the CPYD and preside at any and all of its meetings.
2. Approve agenda for all meetings of the Coalition in collaboration with the coalition staff.
3. Direct preparation of and submit an annual report on CPYD activities in collaboration with the Secretary and Membership Chairperson.
4. Negotiate, sign, and execute contracts and other documents on behalf of the coalition, with the consent of the executive committee.

### Duties of the Vice-Chair

Serve as a member of the executive committee

1. Preside at meetings of the CPYD in the temporary absence of the one or both co-chairs.
2. Assume the duties of Co-Chair in the event of that person's prolonged absence, resignation, or death for the remainder of the fiscal year in which the absence occurs.
3. May assume the duties of a co-chair for the fiscal year following the vice chair term.

### Duties of the Immediate Past Co-Chair(s)

1. Serve as a member of the executive committee.
2. Serve as chairperson for recruitment of future officers.
3. Advise the current co-chairs as appropriate.
4. After serving as immediate past co-chair, this member can be re-elected to an open position on the Executive Committee.

### Duties of the Secretary

1. Serve as a member of the executive committee.

2. Conduct correspondence of the CPYD with the approval of the executive committee as needed.
3. Record and distribute minutes at all of the meetings.
4. Send copies of correspondence to appropriate CPYD members.
5. Maintain an up-to-date directory of CPYD members.
6. Maintain a permanent file of business meetings and records to be turned over to the next secretary.
7. Prepare the annual CPYD report, in cooperation with the co-chairs and CPYD staff.

#### Duties of Sergeant-at-Arms

1. Serve as parliamentarian.
2. Keep time at all coalition meetings.
3. Ensure that diverse perspectives are engaged in dialogue during coalition meetings; especially youth.
4. Ensure that the bylaws of the coalition are adhered to in decision making.

#### Duties of the Treasurer

1. Locates and secures facilities and technology necessary for coalition activities.
2. Facilitates securing donations relevant to the coalition's work
3. Ensures that donors are acknowledged and appropriately thanked
4. Work with coalition staff on leveraging resources
5. Ensure that financial donations are properly tracked and informs the coalition of its status.
6. Maintain accurate records of expenses and income.
7. Present annual financial report to the Executive Committee and an annual financial summary to the membership.

#### Duties of CPYD staff

1. Serve as an ex officio member of the executive committee.
2. Facilitate the activities of the CPYD in accordance with their position's funding source.
3. Oversee / supervise the strategic planning process for projects funded by their position.
4. Coordinate the process for developing a self-sustaining, multifaceted prevention program funded by their position.
5. Disseminate information about the CPYD to the service area designated by their position's funding.

## **Article VI. Meetings.**

### Section 1: Annual Meeting

The Coalition shall hold an annual meeting in the month of September.

### Section 2: Regular Meetings

The Coalition shall hold at least five meetings in the fiscal year. The fiscal year shall begin July 1 and end June 30.

### Section 3: Executive Committee Meetings

Executive committee meetings shall be held two weeks prior to the Coalition Regular meeting.

### Section 4: Special Meetings

Special meetings may be set at a regular meeting or may be called by the executive committee. Notice of special meetings shall be given to Coalition members at least 48 hours to special meetings.

### Section 5: Attendance and Participation of Community Members

Any community member is welcome to attend any regular meeting of the Coalition.

### Section 6: Quorum

A quorum for the regular and annual meetings of the Coalition shall consist of at more than 50% those voting members present at the meeting.

A quorum of the executive committee shall consist of more than 50% of current members of the executive committee, and it must include either one co-chair or vice chair.

A quorum for a committee meeting shall consist of more than 50% of those committee members present and voting.

## **Article VII. Steering Committee, Work Groups and Special Committees.**

There will be the following standing subcommittees:

Executive Committee – Comprised of officers and lead coalition staff. the Executive Committee is empowered to take action on behalf of the coalition between meetings of the full membership including actions such as decisions regarding funding, bylaws amendment, planning for coalition events, creation of the coalition meeting agenda, strategic planning for the coalition, respond to requests made to the coalition by the



community, etc. The Coalition Co-Chairpersons will chair the Executive Committee. Executive Committee members are responsible for preparing a slate of officers for election at the annual meeting. Executive Committee shall select the dates, times and location for the coalition meetings in the following fiscal year at the last Executive Meeting of the fiscal year and announce those dates at the final coalition meeting of the fiscal year.

Data & Strategic Planning Committee is tasked with ensuring that the coalition's activities are data-driven and creating a comprehensive strategic plan in coordination with relevant project staff that supports the coalition's mission. The subcommittee projects include the local needs, resources, and readiness assessment, as well as guiding the coalition through gap analysis and/or prioritization process. The chairperson of the subcommittee is a member of the Executive Committee.

Youth Advisory Committee (YAC) The YAC shall be comprised of youth (under 20 years old) that live or attend school in the community and are interested in taking a leadership role in creating positive youth development in their community. YAC agendas and activities are planned and led by youth with the support of the coalition's staff and funded initiatives. YAC's Role and Responsibilities are to create and engage in opportunities to make a difference, to develop leadership skills, and to promote healthy lifestyles and behaviors; and to work with the coalition by engaging in a planning process to identify and address issues in the community that influence positive youth development. YAC initiatives will align with guidelines as stated in grant/funding requirements. Two YAC members shall serve on the Executive Committee.

#### Elk Grove Village Committee

The Elk Grove Village Committee shall:

Adhere to the Purposes as stated in the bylaws of the CPYD Coalition for the community of Elk Grove Village.

The committee will work with the CPYD Coalition to conduct the first three components of the Strategic Prevention Framework (strategic planning):

1. Assessment
2. Capacity Building
3. Strategic Planning

In partnership with the CPYD Coalition, the committee will host and plan an alcohol town hall meeting (contingent upon availability of federal funds) and/or develop and implement plan to educate the community regarding the new state Social Host State

law.

The goals of the Elk Grove Village Committee are to

1. Reduce youth (11 - 18 year olds) substance use as measured by best available local data (e.g., Illinois Youth Survey); and
2. Reduce the contributing factors of substance use as reported by best available local data (e.g. the Illinois Youth Survey).

The Elk Grove Village committee will convene and hold meetings, at minimum, quarterly.

The committee will develop and maintain multi-sector representation. The committee must comprise at least eight sectors. A representative may cover multiple sectors but may only represent one sector while participating in the coalition. The sectors are listed below.

- A. Youth (individual 18 years old or younger)
- B. Parents/Community Residents. Persons with lived experience
- C. Business Community (local businesses, chamber of commerce)
- D. Media
- E. Youth service organization
- F. Faith-based or fraternal organization
- G. Civic or volunteer organization
- H. Health care (hospitals, public health department, clinics)
- I. State, local, or tribal governmental agency with expertise in any portion(s) of the continuum of care (prevention, intervention, treatment, and recovery)
- J. Other (e.g., judicial, etc.).

Ad-hoc sub-committees will be appointed by the Co-Chairs, with approval of the Executive Sub-Committee, to accomplish specific tasks or functions and will operate until that task is accomplished. The Chairperson of the ad-hoc subcommittee shall attend Executive Committee meetings at the request of the Co-Chairs.

### **Article VIII. Parliamentary authority.**

Decisions are made through Executive Committee discussion and presented to the full coalition for a vote. Votes are made one vote per member and unless prohibited by law, will include youth members. Voting is permitted starting at the member's third meeting (see Article IV Section 2).

Meetings will be generally conducted using Robert's Rules of Order, based on parliamentary procedure.

### **Article IX: Funding and Finances**

A major task of the Coalition will be to seek out funding and in-kind support to implement identified positive youth development strategies and will include federal, state, and local funding sources whose mission/vision/ and/or goals are in alignment with positive youth development.

Because the Coalition exists as an unincorporated organization, local 501(c)3 organizations whose mission and/or vision are in line with the coalition's mission and/or vision can serve as a fiscal agent for activities of the Coalition with the approval of the Executive Committee. Duties will include the submission of grant applications to implement activities of the Coalition and its strategies, the management of funds and other 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 whose position is funded to work with the coalition can serve as a non-voting member of the Coalition and may serve on the Executive Committee.

### **Article X. Dissolution Clause.**

Any action to dissolve the Coalition must be approved by a two-thirds (2/3) vote of eligible Voting Members of the Coalition present at a meeting called to specifically consider such action, for which meeting written notice has been issued to all Members eligible to vote in accordance with the provisions of these bylaws. In the event of the dissolution of the Coalition, its assets remaining after payment of, or provision for payment, of all debts and liabilities shall be distributed to established 501c3 organization(s) in the community whose mission / vision are in agreement with the CPYD mission / vision as determined by the Executive Committee as permissible by law.

### **Article XI. Amending Bylaws.**

These bylaws may be amended by the Executive Committee. Proposed changes to these bylaws will be presented to the Executive Committee members by written or electronic copy at least ten business days prior to voting.

**Article XII. Miscellaneous** (e.g. fiscal year, use of the coalition's name, web address, etc., letters of support for partners, grant applications)

1. The fiscal year of the coalition is July 1 - June 30.
2. Members must obtain permission in writing from a co-chair and at least one staff person in order to use the coalition's name or services for letters of support.
3. Members wishing to use the coalition as a means beyond information dissemination (i.e. announcements and distribution of fliers) must receive written consent from the co-chairs and relevant staff.
4. The effective date of these bylaws is March 16, 2016. These bylaws shall remain in effect unless and until amended in part or rescinded in their entirety according to Articles VII and XII above.