**Coalition**

**Bylaws**

**Article I. Authority and Purpose**

1. Authority. The Coalition is created and organized pursuant to …
2. Structure.

* The Coalition shall be comprised of an equitable distribution of members of the community representing the following sectors…

1. Purpose. The purpose of the Coalition is to reduce the incidence of youth violence by enhancing protective factors that support families and youth.
2. Resolutions, Policies and Procedures. All Coalition policies, procedures, and activities consistent with all state, federal and county laws, and ordinances.

**Article II. Membership**

1. Membership. The membership of the Coalition shall be selected and serve as set forth by [\*\*\*], and as thereafter amended.
2. Terms.
   1. Terms. *Initial membership.* The term of initial membership shall be determined by agreement or by lot at a meeting of the Coalition on or before the April 1995 regular meeting, and shall be staggered as follows: one third shall serve for one year, one third shall serve for two years, and one third shall serve for three years. Thereafter, initial members shall serve only one successive three-year term except that initial members serving an initial one-year term may serve for two successive three year terms.
   2. *General Membership.* A term (1) shall consist of three (3) consecutive years served, except high school student representatives for whom a term (1) shall consist of one (1) year served. Each member shall serve no more than two consecutive terms or six (6) consecutive years, except high school student representatives who shall serve no more than four (4) consecutive terms or four (4) consecutive years.
3. Removal. A Coalition member may be removed for “cause” at a regular meeting or special meeting, provided that 14 days notice of the pending action has been provided to the member and Coalition. Removal shall require a three-fourths majority vote of the Coalition. “Cause” shall consist of such conduct as, but not limited to, excessive absences from Coalition or Sub-Committee meetings, dereliction of Coalition responsibilities, or conduct that serves to undermine the work and purpose of the Coalition.
4. Resignation. Any member who wishes to resign from the Coalition prior to the expiration of that member’s term, or who no longer qualifies for the membership position held, shall give written notice of resignation to the Chair, who shall then notify the Coalition membership. The Coalition shall accept the resignation by formal action at the next regular or special meeting and declare the position vacant, unless the resignation is withdrawn prior to the Coalition’s action.
5. Vacancies. Upon notice of the removal or resignation of a Coalition member, or upon the expiration of a Coalition member’s term, the Nominations Committee shall submit to the Chair the names of interested individuals who would qualify as either fiduciary or non-fiduciary, depending on the departing member’s position, as legislatively defined. If the vacated position is fiduciary, the nominees shall be affiliated with the same group as the departing member, if legislatively required. Consideration will also be given to other appropriate factors, including but not limited to, maintaining an equitable distribution of members from each Sub-Committee. The Chair, at the next regular or special meeting, shall submit the list of nominees to a vote by the Coalition.

**Article III. Organization**

1. Executive Committee. The Officers of the Coalition shall consist of a Chair, Chair-Elect, Secretary and Treasurer, which officers shall constitute the Executive Committee of the Coalition. At each October regular meeting, the Nominating Committee will present to the Coalition a list of interested Coalition members, from which the Executive Committee shall be elected by a majority vote of the Coalition. The terms of the Executive Committee officers shall be one year with a maximum of two consecutive terms. The duties and responsibilities of each of these positions are outlines in Appendix A of the Bylaws. ***AMMENDED January 2004***
2. Standing and Ad Hoc Committees. In addition to the Executive Committee, both standing and ad hoc committees may be established by the Chair in consultation with and approval of the Coalition. Standing Committees chairs shall be selected by the committee members who are also Coalition members. Committee membership may be voluntary. Members of the Sub-Committee Coalitions who are not Coalition members may be members of any standing or ad hoc committee, other than the Executive Committee and the Nominating Committee.
3. Sub-Committees. In keeping with the intent of the structure of the Coalition and its close relationship with each of the Sub-Committees, it is expected that the leadership of the Sub-Committees will work in close consultation with the Coalition.

**Article IV. Meetings**

1. Regular Meetings. Regular meetings of the Coalition shall take place on the fourth Tuesday of each month, at a time and location to be determined at the previous regular meeting. Notice of regular meetings shall be provided to the Sub-Committees and the media not less than seven days prior to such meetings.
2. Special Meetings. Special meetings of the Coalition may be called by, or at the request of, the Chair, in consultation with and approval of the Coalition. Written notice of all special meetings shall be provided to each Coalition member not less than 48 hours prior to the time of the meeting, and to the public as soon as is practical.

**Article V. Voting**

1. Quorum. In order to conduct any business requiring Coalition action, a majority of the Coalition membership must be present, at least fifty percent plus one of those present must be designated a non-fiduciary member.
2. Voting. Each member of the Coalition shall be entitled to one vote. Any and all action taken by or on the behalf of the Coalition must be approved by a majority of the Coalition at a regular or special meeting. Voting may, at the discretion of the Coalition, be by voice, a show of hands, or by secret ballot.
3. Conflict of Interest. Once appointed, a member may not participate in a vote upon a matter in which he or she has a direct financial interest, and must disclose the conflict to the Coalition before participating in any discussion on the matter.

**Article VI. Staffing and Planning**

1. Objective. The Coalition has both the authority and the obligation to hire such staff and obtain such technical assistance as is necessary, within the budget constraints imposed by the funding agencies to fully and expeditiously carry out the duties and purpose of the Coalition, as legislatively mandated.
2. Fiscal Agent. The Coalition shall select a public fiscal entity, in accordance with the legislative requirements and funding agencies guidelines. The contract with the fiscal entity shall provide for the fiscal management of the Coalition.
3. Planning Budget. The Executive Committee, in consultation with the leadership of the Sub-Committees, shall be delegated the responsibility of developing an annual budget for planning and staffing, and to submit the proposed budget to the Coalition at a regular or special meeting, for review consideration and approval.
4. Staff. An ad hoc committee, working in conjunction with he Executive Committee, the leadership of the Sub-Committees and other appropriate entities, shall be delegated the responsibility of recruiting, interviewing and hiring applicant for such consultant and staff positions as are deemed necessary by the Coalition. Administration of all staff salary and benefits will be the responsibility of the Executive Committee, acting in conjunction with the Coalition Treasurer and other appropriate entities. All staff members shall be directly responsible to the Executive Committee.

**Article VII. Amendments and Revisions**

These Bylaws shall be reviewed in October each year.

These Bylaws may be amended or revised at any time by two-thirds majority of the Coalition.

Adopted by the Coalition this [day] day of October [year].

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[name], Coalition Chair

**Bylaws**

**Appendix A**

**Executive Committee Responsibilities**

**Chair**

1. Preside over and conduct all meetings of the Coalition
2. Serve as Chair for Executive Committee.
3. Provide overall leadership and coordination of all phases of the Coalition operation.
4. Assist in the preparation of Coalition meeting agendas.
5. Can serve as or appoint a liaison to Funding Agencies, and other state and local governmental entities in those matters pertaining to the work of the Coalition.
6. Co-authorizes all Coalition disbursements.

**Chair-Elect**

1. Assists the Chair in carrying out his or her duties.
2. Performs the duties of Chair in his or her absence.
3. Develops meeting agendas in consultation with the Executive Committee and the leadership of all other standing and ad hoe committees.

**Secretary**

1. Records and prepares the minutes of all the Coalition and Executive Committee proceedings.

**Treasurer**

1. Prepares Coalition budget in consultation with Executive Committee.
2. Works with Executive Committee to develop procedures for the expenditure and control of funds allocated to the Coalition.
3. Co-authorizes all Coalition disbursements.
4. Serves as liaison between Coalition and Fiscal agent with respect to fiscal matters.
5. Prepares and presents financial statements as required.