

# **Lincoln County Drug Free Coalition By-Laws**

## **Article I – Name and Mission**

### **Section A-Name**

The name of this body shall be Lincoln County Drug Free Coalition.

### **Section B – Mission Statement**

The Mission Statement of Lincoln County Drug Free Coalition is to bring various sectors of the community together to reduce the use and abuse of alcohol, tobacco, and other drugs among youth, and overtime, among adults.

## **Article II – Membership**

1. Participation in Lincoln County Drug Free Coalition will consist of the General Membership of Lincoln County Drug Free Coalition, Coalition Subgroups from Tomahawk and Merrill, and Coalition Leadership Committee. Lincoln County Drug Free Coalition will not discriminate on the basis of age, race, sex, culture, religion, national origin, sexual orientation, veteran, marital or parental status or disability.
2. The Coalition membership shall include members representing the following sectors:

Must include members from the following sectors:

- Tomahawk Community Coalition Subgroup
- Merrill Community Coalition Subgroup
- UW-Extension

Additional members will come from the following areas:

- Each of the two school districts in Lincoln County
- Lincoln County Sheriff's Office
- Merrill Police Department
- Tomahawk Police Department
- Lincoln County Health Department
- Lincoln County Social Services
- Parent(s) of school age children attending school in Lincoln County
- Faith based organization
- Non-Profit Youth Servicing Agency
- Health Care
- Business
- Service Organizations
- Community Coalitions
- Middle School or High School Youth

3. The Merrill and Tomahawk Sub Committees should be represented by members of each community and have a Program Coordinator.
4. The Coalition Leadership Committee shall consist of the two community Program Coordinators, the Project Director and a representative from UW-Extension.
5. The Project Director leads the Coalition. The project director works with the fiscal agency(ies) of any related grants to coordinate activities.
6. General Membership and Subcommittee membership is open to any resident of Lincoln County or anyone concerned about the future of Lincoln County's youth and families.
7. The Coalition recognizes that multiple agencies can secure grants that impact the Coalition mission. The Coalition will work with all agencies' grant directors to have a collaborative approach to advancing the Coalition mission.

### **Article III – Meetings**

1. The Lincoln County Drug Free Coalition Committee shall hold a minimum of four meetings during the calendar year.
2. The Project Director and Alternate Director may call special meetings of the Coalition Committee. Notice of such meetings shall include the agenda with its specific purpose.
3. Coalition Committee Members will be notified of meetings not less than 10 days prior to the meeting date. An annual calendar is preferable.
4. The Coalition Committee meetings shall be conducted under the guidance of the Director or designate alternate Director.
5. All Lincoln County Drug Free Coalition meetings will be open to the public and held in a handicapped accessible facility.
6. Quorum for the Coalition Committee shall be defined as the members present.
7. Subcommittees shall meet for as long as necessary and shall provide a report at Coalition meetings.

## **Article IV – Officers**

### **Section A – Officers**

1. Lincoln County Drug Free Coalition Committee shall elect the following officers: Director, and an Alternate Director.
2. Each officer shall be elected for a two year term.
3. If an elected officer cannot serve the full term, the Coalition Committee shall appoint a person to replace that officer until the time of the next election.
4. The officers shall review the agenda for each of the Coalition Committee meetings.
5. Election of officers shall take place at the fall meeting.
6. The officers may transact urgent business between meetings of the Coalition Committee and shall report such decisions at the next Coalition meeting.

### **Section B – Duties of the Officers**

1. Director: Shall lead all Coalition Committee meetings, shall perform the usual duties of a presiding officer; and shall call special meetings of the coalition as needed.
2. The Director shall appoint all Subcommittee Chairs.
3. The Alternate Director: Shall fill in for the Director in the event the Director is absent or no longer able to perform their duties and will assume the duties of the Director when the Director resigns or term expires.
4. A member will be recruited at each meeting to write the minutes.

## **Article V – Amendments**

These bylaws can be amended at a regular meeting of the Coalition Committee, by a majority vote, provided that the amendments were mailed with the minutes at least 10 days prior to the meeting.

Adopted on: *November 17, 2011*

Amended on: July 25, 2013