PROPOSED BYLAWS OF PARTNERS IN COMMUNITY

Submitted by the Sustain Committee for approval

7/1/2013

Approved revision 8/18/14

VISION:

Clinton is a community rich in the spirit of collaboration that inspires and supports a healthy,

drug-free lifestyle for our youth.

MISSION:

The mission of Partners in Community is to enhance the {well-being} of Clinton by inspiring and empowering its people to connect, talk and take action.

REVISION: The mission of Partners in Community is to promote an environment that supports a healthy, drug-free lifestyle and positive development for our youth. This will be accomplished by working to inspire and empower the residents of Clinton to connect, talk and take action on matters that affect the well -being of our young people.

CHARGE OF PARTNERS IN COMMUNITY (PiC):

1. Serve as the community catalyst for youth asset building, youth leadership development, and substance abuse prevention efforts.

2. Gather information, assess environmental factors, and review policies, programs and practices related to substance abuse prevention within Clinton.

3. Facilitate public and private efforts to address substance abuse prevention and treatment resources within the town.

4. Increase developmental assets and decrease risk-taking behaviors in Clinton youth through collaborative, data driven projects that deliver measurable results.

5. Execute the goals and objectives of the coalition’s strategic plan.

FOUNDATIONAL PHILOSOPHY:

All coalition members have the right to participate in making PiC decisions through the consensus process. Consensus decision making is a process that ensures every individual’s

contribution to a decision. Listening, sharing, trust and respect are values inherent in the consensus process and shall be expected of all PiC members.

I. LEVELS OF INVOLVEMENT:

1. PiC MEMBER(active participants-subject to Board of Director approval). All Members shall have voting privileges.

A. Partners in Community membership shall consist of at least one representative from each of the following community sectors:

o Parents

o Youth

o Business Community/Legal representative/Accountant

o Civic or volunteer groups

o Media

o Healthcare Professionals

o Faith community/fraternal organizations

o Youth-serving organizations

o Schools

o Law enforcement

o Local government

o Other agencies working to reduce substance abuse

B. PiC Member Expectations:

o Have working knowledge of PiC: its vision, mission, and work in the community.

o Understand key talking points and be able to communicate PiC’s mission.

o Lead by example in the community, that is, model asset building behaviors.

o Advocate for PiC in the greater community and encourage active involvement.

o Be an active participant in PiC by getting involved in sponsored activities, attending annual meetings and trainings.

o Actively participate in at least one of the three PiC subcommittees outlined below:

. Sustain

. Take Action

. Promote

o Complete appropriate membership form.

1. PiC PARTNER (supporter, non-voting)

A. Can be any business, organization, or individual of the community as outlined under member (1.A) above.

B. PiC Partner Expectations:

o Believe in and support the mission, objectives, and activities of PiC.

o Support PiC principally by the provision of resources, such as donations of materials, space, specialized services or expertise, etc. that facilitate the actions of PiC.

o Complete a membership form, permitting PiC to communicate via email or phone.

o PiC partners are not required to attend all PiC meetings, but are encouraged to do so.

o May volunteer to work on committees, and/or lend their expertise to specific needs of the coalition.

o Attend PiC community events as possible.

1. BOARD OF DIRECTORS OF PIC

The PiC Board of Directors shall consist of a maximum of nine members. This will include: the ~~elected~~executive officer positions of president, vice president, secretary, and treasurer, ~~and~~as well as up to five at-large directors. PiC committee chairs will be chosen by the Board of Directors. As funding permits, any staff hired by PiC shall operate under the direction of the Board of Directors. The Board of Directors shall ensure that the staff members have the moral and professional support needed to further the goals of PiC. A quorum shall consist of five Board members.

At the May annual meeting, the membership of PiC shall elect a president, a vice president, a secretary and a treasurer ~~as well as 5 at-large directors~~ from the general membership. Vacant positions for at-large directors may be elected at the annual meeting or any regularly scheduled Board meeting throughout the year. The Sustain Committee shall function as the director nominating committee, however nominations from the general membership shall be accepted for consideration. The newly elected individuals shall ~~begin their term on June 1 of the same year and~~ serve for two consecutive years. ~~The month of May shall serve as a mentoring period for the new directors.~~ The First Selectman of Clinton shall serve as the honorary chair of Partners in Community for his or her term of office. The honorary chair does not possess voting privileges unless he or she chooses to participate as member, following all expectations.

The President is responsible for ensuring that the Board of Directors and its members are aware of and fulfill their governance responsibilities; shall conduct board business effectively and efficiently and is accountable for his or her performance.

The President presides over meetings, proposes policies and practices, sits on various committees, submits various reports to the board, to funders, and to other "stakeholders"; may establish special committees as needed; and performs other duties as the need arises and/or as defined in the bylaws.

The vice president shall, in the absence of the president, assume the duties of the president.

The secretary shall supervise the keeping of all minutes of Partners in Community membership meetings and the Board of Director’s meetings, and shall keep all records, other than financial, of the corporation.

The treasurer shall supervise the custody of all funds of the corporation; ~~disperse the same as directed~~ oversee the program’s budget and, present financial reports at the membership’s regular meetings and the Board of Directors’ meetings. The Treasurer shall perform such duties as the President may direct.

1. ELECTION OF OFFICERS
2. PiC membership shall elect executive directors for expiring positions at the May PiC meeting each year.

B. Term of office for all Board members shall be two years beginning ~~June 1. In 2013~~ on the first of the month following the election. The membership shall elect four of the maximum of nine director positions to serve a one year term and five of the maximum of nine to serve a two year term. At the conclusion of the initial term of office, all board positions shall be for two year terms. No member may serve more than two consecutive terms in the same position on the Board of Directors.

C. If an executive director position becomes vacant during its term, a suitable replacement shall be sought by the Sustain committee within thirty days. Directors shall be elected by simple majority vote of PiC membership.

D. Any officer may resign at any time by submitting a written resignation to the President of PiC. Such vacancies shall again be filled by a suitable replacement which shall be sought by the Sustain committee ~~within thirty days~~as soon as possible. Directors shall be elected by simple majority vote of PiC membership.

E. PiC reserves the right to remove any director by a two-thirds majority vote at any PiC meeting provided that notification of such a vote is sent to all members a minimum of 24 hours prior to the meeting. Removal action may occur after a director has failed to demonstrate an active interest in PiC, as evidenced by repeated and unexcused absences from PiC meetings or failure to complete PiC-assigned responsibilities, or has acted in a manner which is not in the best interest of PiC. Action upon the removal of a director may be taken at any meeting of PiC, provided that written notice of the proposed action shall have been delivered personally to the director to be removed or mailed to his/her last known address at least seven days before the meeting.

1. PiC WORK COMMITTEES

A. Each PiC Member must be active on at least one work committee. These committees will meet monthly or as deemed necessary by the committee chair. The Board of Directors has the authority to establish additional working committees as deemed necessary.

B. Sustain

1. Establish and evolve PiC structure and leadership organization.

2. Create a short and long term business plan for purposes of obtaining financial security of PiC programs and activities.

3. Serve as nominating committee for officers and cultivate prospective leaders for PiC’s future.

4. Partner with local organizations to recognize positive contributions to community made by youth.

5. Pursue all funding vehicles including additional grants, donations, and endowments.

C. Take Action

1. Create yearly action plan of events and activities of PiC under the guidance of the grant coordinators.

2. Support REACT events or initiatives as appropriate

3. Designate “asset of the month” schedule; solicit/write the asset of the month blog on website

4. Plan, promote and implement ToPiC presentations

5. Solicit/write the ToPiC blog on website

6. Facilitate Prescription Drug Take Back Events

D. Promote

1. Maintain and strengthen existing relationships with community partners

2. Increase and diversify PiC member/partner base and community involvement in coalition activities by actively recruiting valued or talented members and partners.

3. Solicit partners for “Partner Snapshot” on website.

4. Publicly recognize leaders and community partners through newspaper articles, blogs, social media posts and at PiC award ceremonies.

5. Support REACT events or initiatives as appropriate

6. Create yearly action plan

1. AMENDMENTS:

A. The bylaws will be reviewed on a bi-annual basis, or as needed.

B. The Bylaws may be amended at any Board meeting by a two-thirds vote of those PiC members ~~present at the May meeting~~ in attendance provided that a copy of the proposed amendment has been distributed to the members at least five days prior to the meeting date.

7. RULES OF ORDER:

Except as otherwise noted, all meetings shall be conducted according to Robert’s Rules of Order.