

**HEALTHY YOUTH COALITION
OF
MARINETTE AND MENOMINEE COUNTIES**

May 2023

I. MISSION STATEMENT

The Healthy Youth Coalition is a youth-driven organization devoted to promoting healthy lifestyles among youth and their families throughout Marinette and Menominee Counties. We do this by educating and building healthy youth activities to prevent and reduce youth use of initiation drugs such as alcohol, tobacco/nicotine products, marijuana, and prescription drugs.

II. NAME

The name of the organization is the Healthy Youth Coalition of Marinette & Menominee Counties.

III. PURPOSES

- A. To increase our communities' awareness of building essential assets by promoting healthy youth activities through meetings, media, public forums, and other initiatives.
- B. To increase healthy behavior such as school success, respect and value for diversity, good health, and leadership and reduce risky behavior such as problem alcohol use, illicit drug use, and violence through promoting essential assets for youth.
- C. To empower youth by helping them identify and develop their own responses to the barriers in our communities which impede the building of essential assets.

IV. MEMBERSHIP

- A. Membership shall be opened to all Marinette and Menominee County youth and adults interested in promoting assets. Every effort will be made to have representatives from youth, parents, business and industry, media, schools, youth-serving organizations, law enforcement, religious, civic, and volunteer organizations, healthcare, and state/local agencies which serve youth.
- B. After attending two Coalition meetings, participants become members.
- C. All members have the right to vote and attend the meetings.

V. STRUCTURE

- A. Decision making is vested in the membership as a whole.
- B. The Executive Committee consists of officers and the Standing Committee Chairs.
- C. Youth subgroups will be allowed to exist under each school district within Marinette and Menominee Counties. These school districts are encouraged to provide a staff member to serve as HYC advisor, with a stipend provided by the Healthy Youth Coalition.

VI. PARLIAMENTARY PROCEDURE

- A. A Quorum may be decided by the consensus of voting members present, whether at Executive Committee meetings or meetings of the whole.
- B. Meetings can be conducted using standard parliamentary procedure.

VII. EXECUTIVE DIRECTOR

- A. Day to day administration of Coalition affairs and execution of decisions approved at the regular meetings of the Coalition shall be the responsibility of the Coalition executive director. The executive director will work in conjunction with the executive committee and school HYC advisors in carrying out the responsibilities and mission of the Coalition.
- B. Duties of the Executive Director:
 - 1. Assist the school HYC Advisors in helping establish a subgroup, recruit members, create an action plan, executive prevention projects, and any other events and activities as needed.
 - 2. Assist the executive committee in establishing the meeting agendas and in conducting the monthly Coalition meetings.
 - 3. Assist the executive committee with standing committee meetings.
 - 4. Assist the executive committee in carrying out decisions made at the Coalition meetings.
 - 5. Work with community leaders, community members, and public agencies to implement the mission of the Healthy Youth Coalition of Marinette and Menominee Counties.
 - 6. Complete all correspondence related to the responsibilities of the Coalition.
 - 7. Submit all approved expenses to the fiscal agent in a timely manner for vendors to be reimbursed.
 - 8. Administer all grant awards and complete grant reports, as needed.
 - 9. Report quarterly to the executive committee regarding the tasks completed.

10. Facilitate annual strategic planning sessions with the full membership and executive committee.
11. Complete an Annual Report detailing the accomplishments, challenges, and future goals of the Coalition.

VIII. OFFICERS

A. The adult officers of the Marinette/Menominee Coalition shall be:

1. Co-Chairperson (1 adult)
2. Vice-Chairperson (1 adult)
3. Secretary (1 adult)
4. Public Relations (1-2 adults)
5. Community Events (1-2 adults)
6. Sustainability (1 adult)

B. Youth officers of school subgroups:

Each youth subgroup coalition shall possess its own Executive Committee. Positions of Chair, Vice-Chairperson, and Secretary must be filled. Depending on capacity, the additional 3 chair positions can be filled.

C. Duties of the Officers

1. **Chairpersons** - The adult and youth chairpersons will preside over all Healthy Youth Coalition of Marinette and Menominee Counties meetings. Working with the executive director, they will be responsible for establishing meeting agendas, with input from the Executive Committee, and delegating responsibilities to carry out decisions Made by the Coalition.
2. **Vice Chairpersons** - Vice chairperson will act in the capacity of the chairperson in their absence. The vice chair will also participate and vote at executive committee meetings.
3. **Secretary**. The secretary will be responsible for the official minutes of all meetings of the Coalition.
4. **Public Relations** –Chairperson will be responsible for communicating and working with all Healthy Youth Coalition affiliated organizations, advertise HYC, Publicize HYC events and recruit new members. Because our Coalition serves two counties, two adult chairs may act in this position.
5. **Community Events** –Chairperson will be responsible for helping to coordinate all Healthy Youth Coalition related activities and events. Because our Coalition serves two counties, two adult chairs may act in this position.
6. **Sustainability** –Chairpersons will be responsible in assisting the Executive Director with researching and implementing ways to support the coalition beyond the federal grant.

IX. SELECTION OF YOUTH OFFICERS

- A. Executive Committee will appoint officers for each school. Officers will serve a 12-month term. Each year, the annual selection of officers will be held at the regular October meeting of the Coalition and will follow Section VII of the By-Laws.
 - A. If vacancies occur, elections can be continually held until all positions are filled.
- B. Officer petitions will be distributed to interested Coalition members at the September or October meeting. Interested Coalition members complete and return the officer petition and short answer essay one week prior to the next scheduled meeting.
- C. The Executive Committee will rank the candidates' petition and short answer essay and appoint new officers if there are multiple youth running for the same position.
- D. Exceptions to the above can be made if needed. HYC Advisors, Executive Director, and the adult Executive Committee may suggest elections take place during another time of year if it will benefit a school coalition.

X. REMOVAL OF OFFICERS, ACTION TROUPE MENTORS, AND COALITION MEMBERS

- A. At any time during the year by a majority vote of the Executive Committee, an officer may be removed from office for failure to carry out their responsibilities. All officers shall always uphold the mission statement of our coalition and assume conduct of always becoming of a leader. All situations will be assessed at the discretion of the adult executive committee. They may be removed from office if failure to do so.
- B. Any officer or member who participates in ACTION Troupe who is confronted about engaging in unethical or illegal conduct as determined by the adult executive committee, will be put on a one-year probation. They will be approached by the coalition Director, HYC Advisor, and/or another adult member of the coalition. If they feel they have been falsely accused, they will be given the opportunity to plead their case to the entire Executive Committee for a majority vote. Each case will be tried separately.
- C. If an officer is removed, the coalition Adult Executive Committee shall be empowered to fill the vacancy, as they see fit.
- D. A two-strike policy will be enforced for any coalition member who is confronted about engaging in unethical or illegal conduct. The first strike will be a warning. The second strike will result in a request for the member to not participate in HYC any longer.

XI. SELECTION OF ADULT OFFICERS

- A. Adult officers will serve a 2-year term.
- B. Officer petitions will be distributed to the interested Coalition members in September. Interested members will complete and return the officer petition and short answer essay prior to the October meeting.
- C. Selection of officers will be decided by the current Executive Board.

XII. COMMITTEES

- A. The Executive Committee is comprised of the Coalition officers and the chairpersons of the three standing committees. They will meet quarterly to discuss and review Coalition activities and progress on goals.

XII. ACTIVITIES

All activities using the Healthy Youth Coalition of Marinette and Menominee Counties must be approved by the general membership of the Coalition. All organizations or agencies wanting support, endorsement, co-sponsorship, or sponsorship of their event or activities must submit a written proposal to the Executive Committee for consideration. Upon review, the Executive Committee will make recommendations to the membership at the next regularly scheduled meeting. Organizations will be notified in writing of the membership's decision.

XIV. AMENDMENTS TO THE BY LAWS

- A. By-Laws shall be reviewed annually by the Executive Committee and amended, if needed, to reflect the Healthy Youth Coalition.
- B. Recommended amendments shall be presented to the Executive Committee for comment and discussion.
- C. At the next meeting following discussion, the proposed amendments shall be voted upon.
- D. By Law amendments take effect immediately after their approval by the Executive Committee.
- E. The executive committee will fill vacancies should they occur before yearly elections.

XV. DISSOLUTION

Upon dissolution, all funds of the Healthy Youth Coalition of Marinette and

Menominee Counties shall be distributed to the Menominee County ISD.