

Bylaws
Of

The Santa Cruz County Drug Free Community
Coalition, a DFC Coalition in
Santa Cruz County, Arizona

Adopted February 4th
Revised: January 2021
Adopted and Approved: February 2021

**By laws of
The Santa Cruz County Drug Free Community Coalition – A Circles of Peace Program**

**Article I
Purpose of the Coalition**

1. To serve as an educational and reference resource on substance abuse issues and programs for Santa Cruz County of Arizona.
2. To foster and/or develop programs to promote public awareness of the problems and potential problems associated with substance abuse in varied segments of the population in Santa Cruz County of Arizona.
3. To serve as a facilitating body through which business, civic organization, social group, religious group, professional group, and individual support can be directed toward education and prevention programs which will result in a comprehensive and coordinated effort in meeting the problem of substance abuse in Santa Cruz County of Arizona.
4. **Mission Statement: With determination and integrity, we, the members of the Santa Cruz County Drug Free Community Coalition, commit to working in partnership to build healthier communities by striving to eliminate substance abuse and its effects.**

**Article II
Membership (Optional)**

Section 1: Membership shall be determined by activities with local substance coalition:
To become a member of The SCC Drug Free Coalition (CCP), the qualifications for membership are determined by:

- A. Recorded documentation of active involvement
- B. Sector representation
- C. Agrees to support the philosophy and purpose of Circles of Peace and the Santa Cruz County Drug Free Community Coalition.
- D. A formal MOU between the Coalition and the member/member agency will be on file and renewed on a fiscal yearly basis.

Section 2: Membership in the Santa Cruz County Drug Free Community Coalition shall be made available without regard to gender, race, color, creed, disability, or national origin.

**Article III
Location**

The business address of The Santa Cruz County Drug Free Community Coalition is
155 N Morley Avenue, Nogales, AZ 85621

Article IV Meetings

Section 1: Coalition Leadership Meetings:

Coalition Leadership will meet monthly or as otherwise directed by the Chair.

Section 2: Coalition Meetings:

Coalition will meet monthly or otherwise directed by the Chair. With a minimum of 8 meetings in a 12-month period.

Section 3: Quorum:

A quorum for all meetings of Coalition Leadership shall consist of at least 50% for all meetings of the Coalition Leadership.

Section 4: Meeting Notices:

Meeting time and location for all meetings will be announced no less than 5 days prior to the meeting.

Article V Officers

Officers of The SCC Drug Free Coalition shall be as follows:

Chair

- To preside at all meetings of the coalition and the coalition leadership meetings.
- To speak on behalf of the coalition at coalition events, media events, etc. with approval of the coalition staff.
- Approve meeting agendas prepared by coalition staff prior to sending to coalition.
- To sign as official “Coalition Representative” in DFC/CDC reporting documents.

Co-chair

- To assist the Chair and shall, in their designated order, perform the duties of the Chair in the absence or inability of that officer to act.
- Assist in recruitment of members to the coalitions and its committees.

Secretary – May be a coalition staff member

- To notify members of monthly leadership committee and coalition meetings as well as any special meetings called by the leadership Committee.
- To record the minutes of all monthly Coalition meetings and all leadership committee meetings.

- To maintain a current copy of the bylaws, a current membership list, and perform such other duties as may be delegated to him/her by the Chair.
- The Secretary shall maintain all coalition records, which will be turned over to the incoming Secretary.

Youth Chair

- To preside at all meetings of the YADA coalition.
- Lead the planning of YADA community events, workshops and youth activities.
- To speak on behalf of the YADA coalition at YADA coalition events, media events, etc. under direction of the coalition staff.
- Approve meeting agendas prepared by coalition staff prior to sending to coalition.
- To sign as official “Youth Representative” in DFC/CDC reporting documents.

Youth Co-chair

- To assist the Youth Chair and shall, in their designated order, perform the duties of the Chair in the absence or inability of that officer to act.
- Assist in the planning of YADA community events, workshops, and youth activities.
- Assist in recruitment of youth to the YADA coalition.

Program Coordinator (non-voting)

- Facilitate reunions of coalition leadership and coalition.
- Keep record of coalition program deliverables and progress towards goals and objectives of DFC.
- Ensure compliance with all DFC and CDC grant requirements.
- Administer coalition effectiveness surveys and other program evaluations as recommended by program evaluator.

Program Manager (non-voting)

- Provide program technical assistance
- Oversee the quarterly submission of DFC Me reports.
- Ensure coalition sustainability through securing additional funds for youth substance abuse prevention and coalition initiatives.

Article VI Elections

Members of the coalition leadership and will be elected by the coalition members. One year term length with ability to be renew term for an additional year TBD by coalition.

Article VII Committees

There shall be no standing committees. However, as conditions and/or situations dictate, the chair of the leadership may establish an Ad Hoc Committees and Subcommittees with a specific purpose and stated time of existence.

Article VI Compensation

No coalition leadership member, officer, coalition member, or member of YADA youth shall receive any remuneration for their service in the coalition. However, all may be reimbursed for any out-of-pocket expenses which they may incur for authorized expenditures on behalf of the coalition.

Article IX Books and Records

Section 1: Financial records will be the responsibility of the Fiscal Agent.

Section 2: Meeting minutes and related material will be the responsibility of the coalition staff.

Section 3: Financial records will be audited or reviewed as directed by the Executive Director.

Article X Fiscal Year

The fiscal year will begin 1 October each calendar year and will end on 30 September the following calendar year.

Article XI Governing rules for meetings

A modified Roberts Rules of Order will be the governing document for all meetings of the coalition leadership and coalition meetings.

Articles XII Removal from Office

A coalition leader (officer) shall comply with conditions of leadership responsibilities. Any coalition leader (officer) not living up to these responsibilities may be removed from the coalition leadership at the discretion of the coalition staff and ED.

Article XIII
By-Laws Amendments

Any article(s) may be amended under the following procedure:

Section 1: A proposed amendment(s) will be submitted to The Santa Cruz County Drug Free Community Coalition leadership at least sixty (60) calendar days before the next scheduled regularly scheduled meeting of Coalition leadership.

Comments by the reviewers will be returned to the Executive Director no less than thirty (30) calendar days before the meeting. The Director will prepare a summary of comments for distribution to the board no less than ten (10) days before the meeting. A vote of two thirds (2/3) of the board (either by in-person or absentee ballot) will be required to accept the amendments(s). The amendment(s) will be effective as of the date of the acceptance.