



Bylaws of the Sauk County Partnership for Prevention

An Unincorporated Nonprofit Coalition in Sauk County, Wisconsin

ARTICLE 1 – Name of Coalition

The name of the coalition shall be the Sauk County Partnership for Prevention, known as Sauk County P4P, or simply P4P.

ARTICLE 2 – Mission, Vision & Tagline of the Coalition

Mission: Through collaborative and strategic action, we empower communities to prevent the misuse of alcohol, tobacco, and other drugs.

Vision: Healthy, supportive communities for everyone.

Tagline: Empowering our community to prevent substance misuse.

ARTICLE 3 – Membership of the Coalition

The coalition invites all agencies, organizations and individuals who support the coalition's mission and vision to participate in coalition activities as donors, sponsors or volunteers. Membership is in no way limited or prohibited by virtue of a person's race, national origin, color, creed, ancestry, political or religious affiliation, gender, age, handicap, disability, marital or parental status, or sexual orientation.

Membership is voluntary and consists of Sauk County residents and/or individuals who serve Sauk County residents in a professional or volunteer capacity, to include representatives from the sectors identified below. Sauk County P4P actively seeks participation from the following sectors:

- Parents
- Youth
- State/Local/Tribal Government Officials
- Local Business Leaders

- School Officials
- Law Enforcement Officials
- Alcohol, Tobacco, and Other Drug Prevention/Treatment Specialists
- Religious/Fraternal Organizations
- Civic/Volunteer Organizations
- Healthcare Professionals
- Local Media Personnel
- Youth Serving Organizations
- Others who are willing to join and carry out the Mission and Vision of Sauk County P4P

Members will be designated, at their discretion, to participate in Sauk County P4P in one or more of the following capacities:

- **Executive Team**

The Executive Team is a five-member board whose role it is to make decisions relating to Sauk County P4P prevention initiatives, staffing, and financial decisions relevant to coalition work. The Executive Team will consist of Sauk County P4P Officers, a representative from the fiscal agent for the coalition, and a voluntary member of the coalition.

- **P4P Coalition Active/Voting Members**

Active/Voting Members shall be those persons who contribute toward achieving the coalition's Mission by engaging in all of the following activities:

- Attending coalition meetings as often as possible. To vote on Sauk County P4P Officers or other decisions brought before the P4P Coalition by the Executive Team or staff, a member must be present and must have attended at least four meetings in the preceding 12 months, as tracked by P4P minutes and/or sign in sheets
- Actively serving on at least one committee, work group, or action team per year; and/or contributing to building coalition capacity by helping to raise funds, attract resources, and/or recruit/mentor new members and partners; and/or participating in health promotion and/or substance misuse prevention education or training each year (online or in-person)
- Using time between member or committee meetings to work on coalition goals and activities
- Supporting a data-driven approach that uses evidence-based strategies

Coalition decisions will be made by consensus as often as possible, or by a two-thirds majority vote when needed. The views and decisions of Sauk County P4P represent a consensus, and do not necessarily represent the views of all coalition members. Sauk County P4P members will support P4P decisions when representing P4P in the community.

ARTICLE 4 – Officers of the Coalition

Officers of the coalition and duties are as follows:

Section A – Chairperson

The Chairperson shall:

- Provide leadership and direction for the P4P Coalition; be “the face” of P4P
- Serve as head of the Executive Team and preside at P4P Coalition meetings
- Call Executive Team meetings for specific reasons, as needed
- Appoint ad hoc committees/action teams/work groups as needed

Section B – Vice Chairperson

The Vice Chairperson shall:

- Assume the above duties in the absence of the Chairperson
- Serve on the Executive Team
- Take over the role of Chairperson in the event that position becomes vacant

Section C – Secretary

The Secretary shall:

- Record meeting minutes at all P4P Coalition & Executive Team meetings
- Serve on the Executive Team

ARTICLE 5 – Elections and Terms of Office

Elections for Officers of the Coalition will be held annually at the September monthly meeting. Chairperson, Vice Chairperson and Secretary are elected to one-year terms; a member may serve more than one term, and may serve consecutive terms. Nominations shall be taken by the ranking officer in the following order: Chairperson, Vice Chairperson, and then Secretary.

ARTICLE 6 – Vacancies

In the event of vacancies to any of the Officers of the Coalition, the coalition will appoint an interim person at the next monthly meeting to finish out the Officer's term.

ARTICLE 7 – Meetings of the Coalition and Quorums for Meetings

Section A – Executive Team Meetings

Meetings of the Executive Team shall be called regularly by Coalition Chairperson and/or Coalition Staff.

All Executive Team members should be present at each Executive Team meeting, unless extenuating circumstances will not allow a member to attend. A quorum for each Executive Team meeting shall be met with a minimum of three (3) members in attendance.

Section B – P4P Coalition Meetings

Meetings of the P4P Coalition will be held monthly at a regular time and day. Staff assumes responsibility for securing meeting locations, agendas and minutes.

A quorum for each P4P Coalition meeting shall be met with the members in attendance at each monthly meeting. No set number is required.

Section C – Special Meetings

Special meetings may be called by request of the Chairperson or two Executive Team members. Staff, or another Officer, shall send out notices of special meetings with at least five (5) days advance notice. A quorum for any special meetings shall include:

- A majority of the Executive Team
- At least three (3) other individuals, representing the broader coalition membership

Section D – Committee Meetings

Committee (action team, work group) meetings may be scheduled in addition to P4P Coalition meetings on an as-needed basis, depending on the particular prevention strategies being prioritized by the coalition.

A quorum for each Committee (action team, work group) meeting shall be met with the members in attendance at each subcommittee meeting. No set number is required.

ARTICLE 8 – Amendments to the Bylaws

These By Laws of the Sauk County Partnership for Prevention coalition shall be reviewed annually at the September monthly meeting. Proposals for amendments may be made and shall

be acted upon only if written notice has been given to the Chairperson or other Officers (Executive Team) prior to any regularly scheduled meeting of the coalition.

Amendments may be made to these Bylaws by any Executive Team member or by the Coalition Coordinator. After a discussion by those present, approval of any amendment must be made by a two-thirds vote of the members attending a regularly scheduled monthly P4P Coalition meeting.

The Secretary, or a staff member, shall document all approved amendments and re-print a NEW official Bylaws document, indicating the date of revision, available upon request.

Bylaws approved by the Sauk County Partnership for Prevention on 9/21/2023.

Jessie Phalen 9/21/2023
Jessie Phalen, Coalition Chairperson Date

Brenda Humbracht 9/21/2023
Brenda Humbracht, Coalition Secretary Date

Kate Stough 9/21/2023
Kate Stough, Coalition Facilitator/Fiscal Representative Date

Signature: Jessica Phalen
Jessica Phalen (Nov 6, 2023 15:14 CST)

Email: jessie.phalen@saukcountywi.gov

Signature: Brenda Humbracht
Brenda Humbracht (Nov 6, 2023 15:16 CST)

Email: brenda.humbracht@saukprairiehealthcare.org










Final P4P Bylaws 9.21.2023

Final Audit Report

2023-11-06

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