

HEALTHY YOUTH COALITION OF MARINETTE AND MENOMINEE COUNTIES BYLAWS

I. MISSION STATEMENT

The Healthy Youth Coalition is a youth-driven organization dedicated to preventing and reducing substance use among youth ages 12-17 within Marinette and Menominee Counties. We aim to achieve this by providing education to youth and community members and by implementing activities proven to prevent and delay youth initiation drug use of alcohol, tobacco/nicotine products, marijuana, and prescription drugs.

II. NAME

The name of the organization is the “Healthy Youth Coalition of Marinette & Menominee Counties” or known as “HYC”.

III. PURPOSES

- a. To increase knowledge and awareness of negative effects of youth substance use through activities, media, public forums, educational opportunities, and other initiatives.
- b. To increase healthy youth behavior such as school success, respect and value for diversity, good health, leadership, and reduce risky behavior such as underage alcohol and nicotine product 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 preventing and reducing youth substance use and increasing healthy alternative activities.
- b. Every effort will be made to have representatives from all 12 community sectors.
 1. These sectors comprise of youth, parents, business and industry, media, schools, youth-serving organizations, law enforcement, religious, civic, and volunteer organizations, healthcare, and state/local agencies.
- c. After attending two youth subgroup coalition meetings, and turning in signed new member forms, participants become members.
- d. All members have the right to vote and attend the meetings.

V. STRUCTURE

- a. The Healthy Youth Coalition is a department under the Menominee County ISD:
 1. The ISD serves as the coalition's fiscal agent.
 2. The ISD board will have final say in all staff hires, coalition contracts, financials, and payment/billing approvals.
 3. The ISD will provide their business department to oversee financials of the Healthy Youth Coalition as part of their fiscal agent partnership with the coalition.
- b. The coalition will possess an adult executive committee that will serve as an advisory board.
- c. Youth subgroups will be allowed to exist under each school district within Marinette and Menominee Counties.
 1. These school districts are encouraged to provide a staff member to serve as HYC advisor, with a stipend provided by the Healthy Youth Coalition.
 2. Private schools may have subgroups if coalition staff are able to financially support the additional groups, or if the schools are able to support it within their staff.
 3. Each subgroup may elect their own youth executive committee within their subgroup.

VI. PARLIAMENTARY PROCEDURE

- a. Meetings may be conducted using standard parliamentary procedure, or as the executive committee prefers.

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 HYC Executive Director.
- b. The Executive Director will work in conjunction with the adult executive committee and school HYC advisors in carrying out the responsibilities and mission of the Coalition.
- c. 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 quarterly reports detailing the accomplishments, challenges, and future goals of the coalition to the Adult HYC Executive Committee.

VIII. HYC ADVISORS

- a. **Stipend Provision:** The Healthy Youth Coalition (HYC) may provide a stipend to a school district to support a staff advisor who will implement school-based prevention activities and carry out action plan initiatives.
- b. **Oversight and Monitoring:** Advisors will be monitored and overseen by the HYC Executive Director or the ISD Prevention Services Director, in coordination with the school district's building administration team.
- c. **Adherence to Contractual Stipulations:** Advisors must comply with all terms and conditions outlined in the contract signed by all parties involved.
- d. **Ethical Conduct:** HYC asks that the advisor agrees to the ethical conduct set by the contract, including the special conditions within these bylaws set below:
 1. **HYC Advisor Role Modeling:** This bylaw establishes the ethical standards and role modeling expectations for advisors to ensure a safe and positive environment for youth. Advisors are entrusted with significant responsibilities and are expected to uphold the highest standards of conduct.
 1. **Conduct:** Advisors are expected to set a positive example for youth by demonstrating ethical behavior, professionalism, and integrity in all interactions and activities, especially when it comes to youth alcohol and other substance use behavior.
 2. **Prohibition of Alcohol and Other Substances:**
 1. **Prohibition:** Advisors are strictly prohibited from providing alcohol or any controlled substances to minors under the age of 21 in any circumstance, regardless of permission of parental figures/guardians to the minors.
 - a. **Immediate Action in Youth Substance Use Situations:** If advisors knowingly encounter situations where underage drinking

or the use of illegal substances is occurring among students and minors under the age of 21, and we ask that they promptly remove themselves from the situation to ensure their own safety and to prevent further complications.

2. **Role Modeling:** Advisors should always adhere to the organization's code of conduct and behavioral expectations. This includes maintaining a respectful and supportive environment and refraining from any behavior that could be deemed inappropriate or detrimental to the youth or the organization.
3. **Compliance and Enforcement:**
 - a. **Monitoring:** The organization will regularly monitor adherence to these standards and may conduct reviews or investigations as necessary.
 - b. **Consequences:** Violations of this bylaw may result in disciplinary actions, including but not limited to, suspension or termination of the advisor's role within the organization.
3. **Acknowledgment:** All advisors signing the contract confirm their understanding and agreement to comply with these ethical standards and role modeling expectations

IX. EXECUTIVE COMMITTEE 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:
 1. Each youth subgroup coalition shall possess its own executive committee. Positions of Chair, Vice-Chairperson, and Secretary must be filled.
 2. 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.

X. SELECTION OF YOUTH OFFICERS

- a. Officers will serve a 12-month term.
- b. Each school year, the annual selection of officers will be held at the regular October or November meeting of the year.
- c. Coalition will follow Section VII of the By-Laws.
 1. If vacancies occur, elections can be continually held until all positions are filled.
- d. 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.
- e. 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.
- f. 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.

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

- a. At any time during the year by a majority vote of the adult Executive Committee, and/or HYC Advisor, an officer may be removed from office for failure to carry out their responsibilities.
- b. All officers shall always uphold the mission statement of our coalition and assume conduct of always becoming of a leader. They may be removed from office if failure to do so.
- c. All situations will be assessed at the discretion of the adult executive committee.
- d. 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 Executive 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.

- e. If an officer is removed, the coalition Adult Executive Committee or HYC advisor shall be empowered to decide how to fill the vacancy, as they see fit.
- f. 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 for the remainder of the school year.

XII. SELECTION OF ADULT OFFICERS

- a. Adult officers will serve a 2-year term.
- b. Selection of officers will be decided by the current Executive Board if there are multiple petitions turned into the Executive Director.

XIII. COMMITTEES

- a. The adult 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.

XIV. ACTIVITIES

- a. 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.

XV. AMENDMENTS TO THE BYLAWS

- a. Bylaws shall be reviewed annually by the adult 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. Bylaw amendments take effect immediately after their approval by the executive committee.
- e. The executive committee will fill vacancies should they occur before yearly elections.

XVI. DONATIONS/IN-KIND SUPPORT

- a. Because HYC works directly with youth, HYC reserves the right to refuse to accept any donations from any companies doing business that is deemed as federally illegal.



- b. HYC reserves the right to refuse donations or collaborations from/with organizations that are participating in practices that are not aligned with the mission of the coalition.
- c. HYC will use their discretion to accept any donations or in-kind support at any time.
- d. At any time, HYC reserves the right to remove themselves from any commitment, event, or activity that is endorsed by a company doing business that is deemed as federally illegal.

XVII. DISSOLUTION

- a. Upon dissolution, all funds of the Healthy Youth Coalition of Marinette and Menominee Counties shall be distributed to the Menominee County ISD.