



Forest Lake Area Partnership for Families, Inc.
Mission: To promote health and well-being for youth and families!

BY-LAWS

ARTICLE I: NAME AND GEOGRAPHIC AREA

This organization will be known as the Forest Lake Area Partnership for Families, Inc. (FLAPF). The geographic area will be defined by the boundaries of the Forest Lake Area School District. The communities served are those included within the Forest Lake Area School District boundaries.

ARTICLE II: MISSION AND FUNCTION

FLAPF's mission is, "To promote health and well-being for youth and families."

The primary goals of the FLAPF are as follows:

1. Identify health and lifestyle risk factors of youth and families in the community.
2. Promote awareness of risk and protective factors in the community.
3. Implement community-wide programs that address health and lifestyle issues.
4. Facilitate cooperation among community groups that are sponsoring activities and programs that promote healthy lifestyles.

ARTICLE III: MEMBERSHIP

The General Membership of the FLAPF will consist of community representatives from healthcare, civic or volunteer groups, religious or fraternal organizations, media, youth serving organizations, youth, schools, service organizations, businesses, human service agencies, community education, faith communities, law enforcement, government, and families. The term of membership is one year beginning January 1 through December 31st. The term of membership may be renewed annually.

ARTICLE IV: DUTIES

Meetings: General Membership and Steering Committee meeting schedules will be determined by the Steering Committee yearly and communicated to members.

Committees: The General Membership may establish standing committees that will be responsible for implementing the goals and objectives. The Steering Committee will be made up of officers as outlined in Article V and up to three additional persons from the general membership. The Steering Committee is responsible for electing officers, establishing meeting dates and agendas, day-to-day operations, grant administration as needed, and providing overall direction to the membership.

Expenditures: The Steering Committee will approve all expenditures of the FLAPF at its regular meeting. If an emergency expenditure is needed, approval for that expenditure can be made by the majority vote of the Steering Committee members by an electronic vote. The Treasurer is authorized to approve and process fund expenditures up to \$100.00.

Audit: An annual audit of financial records will be conducted by January 31 of each year. The audit will be conducted by a representative appointed by the Steering Committee.

Quorum: A majority of the Steering Committee members must be present before business can be transacted, motions made, or passed. There will be one vote per Steering Committee member. The Chair will decide a tie vote.

ARTICLE V: OFFICERS

Officers will be elected by the Steering Committee at its last meeting of each fiscal year. The term of office will be for one year beginning January 1 and ending December 31. The term of office for designated members shall be two years. There are no limits as to the number of successive terms which may be served by any Steering Committee member.

Chair: It will be the duty of the Chair to convene and preside at all General Membership and Steering Committee meetings. The Chair will have general supervision of the business of the FLAPF. It is the responsibility of the Chair to ensure that the agenda for each meeting be set ahead of time and all members be notified within the established guidelines. If unable to attend a meeting, the Vice-Chair will preside over the meeting, followed by the secretary and treasurer in their absence.

Vice-Chair: The Vice-Chair will assume the Chair duties of the Chair in their absence.

Secretary: The Secretary will be responsible for keeping records of meeting actions, assuring records are maintained and communicating with partners.

Treasurer: The Treasurer will manage the overall budget and individual funds as determined by the Steering Committee. They will also help develop fundraising plans, and make financial information available to the General Membership, Steering Committee, and the public.

ARTICLE VI: AMENDMENTS

Amendments of the by-laws may be adopted by a vote of the quorum of the Steering Committee at any time.

ARTICLE VII: COMPENSATION

Members of the FLAPF will serve without compensation.

ARTICLE VIII: DISBANDMENT

The disbandment of the FLAPF will require a 2/3 vote of the Steering Committee. The location of all records or the proceedings and activities will be determined at the time of disbandment. Any money remaining will be returned to the agency or person who provided it in an equitable manner. Funding received from a grant will be expended and/or returned according to the grant regulations.

These by-laws were adopted and approved at the Steering Committee meeting on April 24, 2006.
These by-laws were amended and approved at the Steering Committee meeting on May 5, 2010.
These by-laws were amended and approved at the Steering Committee meeting on August 9, 2017.