



# Communities that Care of Marinette & Menominee Counties

## Bylaws



### 1. ARTICLE I – NAME, GOALS, MISSION

- a. Name:
  - i. The name of the organization shall be Communities that Care of Marinette & Menominee Counties, also known as “CTC”.
- b. Vision:
  - i. Our vision is to have a thriving community where youth are empowered to make healthy choices, free from substance use, supported by strong families and proactive prevention efforts.
- c. Mission:
  - i. Communities That Care of Marinette & Menominee Counties is a community coalition dedicated to preventing and reducing youth substance use through collaborative, community-based efforts that create safer, healthier environments for youth and families.
- d. Goals:
  - i. CTC is based on the Strategic Prevention Framework (SPF). The five steps and two guiding principles of the SPF offer prevention planners a comprehensive approach to understanding and addressing the substance misuse and related behavioral health problems facing their states and communities. The SPF includes these five steps: 1. Assessment: Identify local prevention needs based on data (e.g., What is the problem?) 2. Capacity: Build local resources and readiness to address prevention needs (e.g., What do you have to work with?) 3. Planning: Find out what works to address prevention needs and how to do it well (e.g., What should you do and how should you do it?) 4. Implementation: Deliver evidence-based programs and practices as intended (e.g., How can you put your plan into action?) 5. Evaluation: Examine the process and outcomes of programs and practices (e.g., Is your plan succeeding?)
    - 1. The SPF is also guided by two cross-cutting principles that should be integrated into each of the steps that comprise it:
      - a. Cultural competence. The ability of an individual or organization to understand and interact effectively with people who have different values, lifestyles, and traditions based on their distinctive heritage and social relationships.
      - b. Sustainability. The process of building an adaptive and effective system that achieves and maintains desired long-term results.
  - ii. To foster cooperative and collaborative endeavors among members with mutually agreed-upon goals.
  - iii. To educate ourselves about and promote evidence-based environmental strategies and activities.
  - iv. To address the needs of youth and families in Marinette & Menominee Counties.
  - v. To minimize duplication of services and efforts through networking and communication.



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- vi. To help create and support positive community attitudes and behaviors throughout Marinette & Menominee Counties.
- vii. To address environmental risk and protective factors to impact our identified top youth problem behaviors of concern.
- viii. To effectively address the two goals of the Drug-Free Communities (DFC) Support Grant:
  - 1. Increase community collaboration and
  - 2. Prevent and reduce youth substance use among youth ages 12-18 who reside within Marinette and Menominee Counties.
- e. Future:
  - i. CTC shall continue to use the SPF model with fidelity to promote healthy youth development and reduce substance use among youth in our community.

### 2. ARTICLE II – ORGANIZATION AND MEMBERSHIP

- a. Criteria for Membership:
  - i. CTC area includes all of Marinette County, Wisconsin and Menominee County, Michigan and its citizens. Any person(s) or organization(s) residing or working in these counties that support the mission and goals of the coalition may become a member.
  - ii. Membership includes but is not limited to:
    - 1. Parents or family members of children and youth
    - 2. Community Youth
    - 3. Parents/Guardians/Grandparents
    - 4. Hospitals/Healthcare Systems
    - 5. Members of Government
    - 6. Non-Profits, Civic, and Volunteer Groups
    - 7. Business Owners
    - 8. Corporations
    - 9. School Districts
    - 10. Law Enforcement
    - 11. Religious and Fraternal-Based Organizations
    - 12. Library Systems
    - 13. Media
    - 14. State, Local, and Tribal Agencies
    - 15. Youth Serving Organizations
    - 16. Other Organizations involved in Reducing Substance Abuse
  - iii. Age of Membership
    - 1. Ages 12 and up are welcome to become a member.
- b. Commitment to Mission and Goals:
  - i. All members are expected to become acquainted with and accept CTC's mission and goals as outlined in the orientation materials. All members will submit a signed letter of commitment upon joining, or at October workgroup meetings at the beginning of the next fiscal year.
- c. Voting Members:
  - i. To become a voting member an individual must have:



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1. Attended an orientation by the coordinator(s), and/or a Community Board Orientation (CBO) or Mini-CBO training.
  2. Prior to participating in a vote, have attended at least one full workgroup or coalition meeting.
  3. Signed a letter of commitment.
- d. Responsibilities:
- i. Chairperson will:
    1. Facilitate meetings
    2. Create and distribute agendas with meeting reminders prior to the meeting.
    3. Share agendas at least a day before the meeting, or upload in Google Drive.
    4. Determine that a quorum is present at each meeting.
    5. Ensure that workgroup members follow the CTC ground rules.
    6. Answer any questions that may come up from workgroup meetings.
    7. Help to explain all CTC jargon as needed to group members.
    8. Chairperson may designate roles to other interested workgroup members.
  - ii. Vice-chairperson will:
    1. Assist the chairperson in their duties as needed.
    2. Step in for the chairperson when needed at required meetings.
    3. In the absence of a recorder or a volunteer recorder, take notes and prepare and disseminate meeting minutes to workgroup members after the meeting.
    4. Complete a submission to the annual newsletter by the deadline provided by Outreach.
  - iii. Recorder will:
    1. Record minutes during the meeting, indicating who is in attendance.
    2. Responsible for getting minutes to the CTC coordinator(s), or provide the minutes in the Google drive following each meeting.
    3. In the event that the recorder is absent, a volunteer may step forward.
      - a. If there are no volunteers, it will be the vice-chairperson's responsibility to ensure minutes are recorded.
  - iv. Chairperson and vice-chairpersons are responsible for attending CTC Executive Committee meetings. If both cannot attend a meeting it will be their responsibility to furnish a report to the coordinators in advance.
  - v. Coordinator(s) will:
    1. Make sure meeting minutes are completed by recorder and available in Google drive.
    2. Ensure meeting reminders are sent out.
    3. Maintain records of CTC.
    4. Properly store any data collected through the coalition.
    5. Responsible for grant reporting.



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6. Maintain a current membership list.
7. Responsible for awareness and facilitation of logistics among the coalition and providing continuity.
8. At least one CTC coordinator will attend all meetings, unless absence is approved by the chairpersons.
- e. Roles of Executive Committee and Workgroup Members:
  - i. The Executive Committee shall consist of the chairs and vice-chairs of the workgroups within CTC Coalition. There will be one chairperson and one vice-chairperson who volunteered for a one-year term. The committee meeting should contain a recorder and chairs (either the chair or vice) from the workgroups. At least one of the coalition coordinators must attend each meeting but is not a voting participant.
- f. Workgroups and Responsibilities:
  - i. Maintenance (may be merged with Outreach):
    1. Build and sustain a healthy and effective collaboration by following the guidelines of the Strategic Prevention Framework.
    2. Finalize the coalition's organizational structure.
    3. Establish bylaws and review every other year.
    4. Develop a process for recruiting and educating new coalition members.
    5. Coordinate team-building and/or recognition activities.
    6. Attend community events to recruit new members and spread awareness of the coalition and its mission and vision.
  - ii. Data:
    1. Collect risk and protective factor data.
    2. Analyze the data.
    3. Facilitate the prioritization process of risk and protective factors and youth problem behaviors.
    4. Facilitate implementation of the PRIDE PLUS (or DFC-approved survey) youth survey every two to three years.
    5. Collect archival data.
    6. Reassess risk, protection, and youth outcomes
    7. Report accomplishments and findings.
  - iii. Alcohol, Tobacco, and Marijuana (ATM) Product (can be combined with Policy):
    1. Identify and implement prevention strategies that aim to combine individual and environmental-focused initiatives that will impact local conditions and root causes of youth use of alcohol, tobacco, and marijuana products
    2. Provide information and support, build skills, enhance access and reduce barriers, and policy/system/environmental change efforts.
    3. Measure impact through audiences reached, evaluations, and measuring outcomes
  - iv. Policy (may be combined with Alcohol, Tobacco, and Marijuana (ATM) Product Workgroup):



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1. Identify policy updates and changes specific to the local problem behaviors and local conditions and develop an action plan to educate local leaders on what's happening, best practices, and sample policy language.
2. Promote positive behaviors and discourage negative behaviors, while producing community-level change.
- v. Funding:
  1. Identify materials and financial resources needed.
  2. Identify sources of funding for coalition events, activities, and strategies.
  3. Develop & Implement a long-term sustainability plan.
  4. Identify and communicate with potential funders.
  5. Write grant proposals as needed.
  6. Responsible for attending and hosting coalition fundraisers.
- vi. Outreach (may be merged with Maintenance):
  1. Maintain contact with stakeholders.
  2. Identify opportunities to educate and involve community members.
  3. Identify opportunities to celebrate success.
  4. Create opportunities for receiving input, promoting benefits and announcing outcomes.
  5. Work with the media.
  6. Collaborate with other work groups to prepare and disseminate all press releases, documents, and other communications.
  7. Consistently update the coalition's website, social media pages, and other promotional avenues.
- vii. Officer Term Lengths:
  1. Term shall consist of one year.
  2. Officers can choose to continue with the position upon approval from either coalition or workgroup; whichever is appropriate. Approval will consist of vocal, electronic, paper ballot votes, Zoom poll, or whichever method deemed appropriate by the committee to vote. Decision will be announced by the coordinator(s) after the meeting has ended.
  3. An officer may not serve more than three consecutive terms.
- viii. If an officer is unable to complete a term, a replacement will be nominated from within the appropriate group.
- g. Coalition Communication:
  - i. The chairperson and vice-chairperson of each workgroup will sit on the Executive Committee and serve as a liaison between that workgroup and the Executive Committee. The liaison will report on the work of that workgroup to the Executive Committee. If the chairperson or vice-chairperson cannot attend, the coordinator is expected to report.

### 3. Article III - COALITION FINANCIALS

- a. Approval of Funding Requests:



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- i. The Funding workgroup may approve requests of \$200-\$500.00 from various workgroups. A majority of the Funding workgroup members present may approve this request. Voting may be held electronically if the request is time-sensitive or if the need is before the next Funding workgroup meeting.
  - ii. Funding requests \$200 or under may be approved by coalition coordinators.
  - iii. Funding requests over \$500.00 must be submitted to the Executive Committee for approval. The Executive Committee will vote on the request if a quorum is present at the next Executive Committee meeting. Voting may be held via email if a quorum is not present, if the request is time-sensitive, or if the need is before the next Executive Committee meeting.
  - iv. All funding approvals must be recorded in minutes kept by either the Funding workgroup or the Executive Committee.
- b. Coalition Budget:
  - i. Coordinator(s) will record all expenditures and deposits in the budget spreadsheet within the Funding shared Google drive
  - ii. Coordinator(s) and Funding chair and/or vice-chair will review the budget with the Executive Committee annually.
  - iii. In the event of dissolution, any remaining funds will be absorbed by the Healthy Youth Coalition of Marinette & Menominee Counties, and subsequently by the Menominee County ISD.
  - iv. Coordinator(s) are responsible for all coalition grant writing and reporting. Funding workgroup members are encouraged to participate and write on behalf of the coalition upon coordinator(s) approval.
- c. Donations:
  - i. While receiving federal funds, the coalition can not accept any donations from companies associated with substances deemed federally illegal.
  - ii. CTC is not required to accept donations from any individuals, businesses, or organizations that are participating in practices that are not aligned with the mission of the coalition.
  - iii. CTC will use its discretion on whether to accept any and all donations at any time.

#### **4. Article IV – Meetings and Voting**

- a. Executive Committee, Workgroup, and Whole Coalition Meetings:
  - i. A majority of the members in a coalition meeting shall constitute a quorum for the transaction of its business.
  - ii. Meeting order will be determined by the chairperson.
- b. Voting:
  - i. Voting process will be handled by a vocal, electronic, or paper ballot, depending on the issue to be voted upon. Coordinator(s) will make the final decision on the method of voting, if needed.
  - ii. A quorum must be present to vote on agenda items.



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1. If a quorum is not present, the vote must be tabled and sent out via email or postponed until the next meeting.
2. CTC coordinator(s) are not voting members.
- iii. Any CTC fundraisers or events that will require more than one workgroup's involvement (planning and attending), must go to the Executive Committee for approval/vote.
- iv. If a tabled issue is still at an impasse at the following meeting, a voting member must make a motion on which the group will vote. The motion requires a simple majority to pass (unless otherwise noted in the bylaws).
- v. Time-sensitive votes: If an issue is at an impasse and is time-sensitive (i.e., it cannot be tabled to a future meeting), a voting member must make a motion on which the group will vote. The motion requires a simple majority to pass (unless otherwise noted in the bylaws).

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