



BYLAWS OF THE MILWAUKEE COUNTY SUBSTANCE ABUSE PREVENTION COALITION

MISSION STATEMENT

Milwaukee County Substance Abuse Prevention Coalition (here in referred to as MCSAP) is a diverse coalition of Milwaukee County partners who prevent and reduce substance use and misuse.

PURPOSE

The goal of the (MCSAP) is to engage diverse sectors of the community in collaborative, comprehensive and culturally competent mental health and wellness substance abuse prevention and environmental change activities that result in a reduction of substance use, abuse, and an increase in mental health and wellness in Milwaukee County. The vision is to bring together resources, wisdom, talents and passion to create a happy and healthy community.

The purpose of the Coalition shall be to develop, implement and promote programs, policies and practices to achieve its goals by:

- Developing short-term and long-term goals to prevent/reduce substance abuse and strategies to achieve these goals.
- Encouraging collaboration among all interested in preventing/reducing substance abuse.
- Educating and informing the community on substance abuse-related issues through outreach and public awareness initiatives.
- Ensuring Coalition sustainability to further advance the mission and vision.
- Increase access to mental health and wellness professionals.

I. Membership

MCSAP membership is open to anyone committed to the cause of substance abuse prevention:

- All Coalition members in who have attended at least half of the years full coalition meetings to date and have signed the coalition involvement agreement are considered in good standing and are eligible to vote.
- Full Coalition meetings will be held six (6) times per year in odd months.
- Membership consists of any member that has signed an annual membership coalition involvement agreement; this agreement is to be renewed every year.

- Individuals are considered members until they have not attended half of the years full coalition meetings to date or if they have provided written notice to the Executive Board or Fiscal Agent of their intent to be removed-
- Every Coalition member is strongly encouraged to serve on at least one Sub-Committee.

Coalition members will represent a broad range of constituencies in our community, including but not limited to:

- Youth service organizations
- Legal/Justice/Police
- Government agency with AODA expertise
- Schools
- AODA prevention organizations
- Health services
- Parents and families
- Media
- Youth (18 and younger)
- Businesses
- Civic organizations
- Religions/fraternal organizations

Removal of Members

A written request for a members removal must be presented to the Executive Board for review prior to going to the full coalition-

A motion to remove any member from the Coalition after being approved by the Executive Board and may be approved by a majority vote.

II. Executive Board

The management and administration of the affairs of MCSAP shall be under the guidance of the Executive Board.

The Executive Board will consist of the coalition chair or co-chairs and elected coalition officers that represent the full body coalition to help create meeting agendas, manage coalition changes, and work towards consistent, continuous change. Project officers will also oversee projects and initiatives, work outside of coalition meetings, and leverage their connections for our success.

The responsibilities outlined below are the overall responsibility of the Executive Board and are not assigned to any one position or officer on the Executive Board. Executive Board members shall agree and assign the responsibilities listed below amongst themselves in accordance with the needs of the Board and its officers.

The Executive Board will have the following responsibilities:

Administration:

- o Spearhead crafting of Coalition mission and guiding principles
- o Create and refine Coalition Bylaws
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- o In collaboration with the Fiscal Agent, advise on allocating funds for coalition activities
- o Coordinate with the Coalition’s Fiscal Agent to monitor budget and finances
- o Review and approve proposed Strategic and/or Action Plans
- o Recommend training opportunities for Coalition members

Meeting Coordination

- o Ensure meetings and activities are able to operate in a structured format; meet prior to full Coalition meetings to prepare agenda and necessary materials
- o Maintain schedule of all Coalition activities
- o Facilitate Coalition meetings and votes

Community Engagement

- o Represent Coalition membership in public settings and at the request of the Fiscal Agent
- o Facilitate rapid responses to requests when needed

Executive Board Officers

The Executive Board shall consist of the following officer positions:

- Chair
- Vice Chair
- Secretary (Fiscal Agent)
- Treasurer (Fiscal Agent)

- The Chair shall be the executive officer of MCSAP; preside over all regular and board meetings; assist with the creation of the agenda; and perform those duties usually required of a presiding officer.
- The Vice Chair shall perform the duties of the Chair whenever the Chair is absent or unable to perform the duties of the Chair.
- The Secretary shall keep minutes; provide all notices as required by law or organizational rule; be custodian of MCSAP records; and perform such duties as assigned by the Board.
- The Fiscal Agent’s lead staff shall act as the Treasurer and shall oversee the financial operation of MCSAP and shall provide a summary report. The Fiscal Agent will serve as a non-voting member of the Executive Board.

Election Executive Board

- Any Coalition member in good standing may nominate Executive Board Members.
- All nominated members will be voted on by the full Coalition membership.
- Election of officers and members of the Executive Board shall occur at a regularly scheduled meeting as needed. All MCSAP members in good standing shall be eligible for any position except Secretary and Treasurer.
- A majority of voting-eligible Coalition members shall be required to be present (whether virtually or in-person), in order to vote at the meeting. If majority is not met, then an electronic vote will be issued to all eligible voting members.
- Officers and members of the Executive Board elected at the regular MCSAP meeting shall take office at the next regular meeting.

Executive Board Terms

- The Executive Board shall consist of all elected officers. A member of the Executive Board must be a MCSAP member in good standing.
- All members of the Executive Board shall have a term of two (2) years.
- Officers may be elected by the MCSAP membership to a second consecutive term. Each term shall run from January 1 – December 31 of each year.
- Any vacancy occurring mid-term in the Executive Board shall be filled by a vote of the Board. Any member appointed to fill a vacancy shall serve the remaining term of the predecessor and is required to be elected under the standard rules and regulations for the immediately preceding term.
- An Executive Board member missing three (3) consecutive Board or coalition meetings without cause or notification will be understood to have resigned from the Executive Board, and the Board may fill the vacancy.
- Any Executive Board member may be removed, with or without cause, by a majority vote of the membership attending any regular MCSAP meeting.

III. Fiscal Agent

The responsibility of the Fiscal Agent is to promote the mission of the Coalition, safeguard the assets of the Coalition, and assure the propriety of all expenditures of Coalition funds and disposition of account assets.

- The RFP award recipient will be deemed the Fiscal Agent for MCSAP and have the following specific responsibilities: Provide accounting and financial management of all grant funds, contributions, and in-kind resources
 - Staff Executive Board and Sub-Committees
 - Produce planning materials
 - Collect and report performance data
 - Monitor program performance; with executed Memorandum of Agreement
 - Coordinate resources, integrate activities and facilitate collaboration
 - Media point of contact

- Maintain MCSAP website
- Enter into all contracts and Memoranda of Understanding on behalf of the MCSAP and monitor performance under these contracts
- Responsibilities, activities and capacity of the Fiscal Agent are dependent on available funding from Milwaukee County and other funding sources.
- The Fiscal Agent will make best efforts to identify funding to sustain activities of the Coalition.
- The Fiscal Agent will provide a summary report to the Executive Board that details funding used for coalition activities.
- Project ideas will be first brought forth to the executive committee and then to the full coalition only to those who are deemed eligible.

IV. Sub-Committees

- The Executive Board shall establish Ad hoc and standing Sub-Committees, as the needs of the Coalition and the community dictates.
- Sub-Committee reports shall be made at the Coalition's regularly or specially scheduled meetings
- Each Sub-Committee shall have a Chair that will be nominated and elected by the Executive Board
- The Sub-Committee Chair will be responsible for the following:
 - Task the Sub-Committee
 - Ensure meetings and activities are able to operate in a structured format; will meet prior to Sub-Committee meetings to prepare the agenda and necessary materials
 - Attend Executive Board meetings during the duration of the Sub-Committee project to present updates

Project Creation and Process for Approval

- Project proposals will be accepted and vetted by the Executive Board and fiscal agent. A majority vote by the Executive Board will determine if the project can move forward to the full coalition for additional voting.
 - A scope of work must be submitted by the time that the project is voted on by the Executive Board
- Any coalition member in good standing can become a project leader however will be expected to attend Executive Board meetings during the duration of the project to report updates. In addition to previously specified Executive Board responsibilities, Executive Board members may become project leaders. In both instances, the project leader must be voted on by the Executive Board.
- Upon project approval, the Project Leaders are given thirty days to assemble project committees that will need to include, but is not limited to:
 - Secretary
 - Content Expert
 - Data leader
 - A plan for Marketing and/or promotion

Project Leaders

- Project leaders are members who elect to spearhead the completion of projects that come out of the working group. They'll use the member profiles to identify who on the coalition has the skills needed to complete the project in addition to reaching out to experts to lend their knowledge
- The Project Leader will be expected to meet with their working group on the off-month of the full coalition meeting to ensure timeline of project is completed
- Project Leaders will meet with Fiscal agent at minimum, three times at the start, middle and end of the project to discuss scope of work, budget, and updates.
- Project leaders will participate as executive committee members for the duration of the project they are leading to provide updates.
- Delegate project tasks to project members.
- Project leaders will report updates to coalition members during regularly schedule coalition meetings
- Project leaders build project teams to work on projects outside of the full coalition meetings

V. Meetings

Executive Board

- The Executive Board shall meet, 12 times a year, prior to the Coalition Membership meeting to establish an agenda for the upcoming Coalition meeting to express any concerns or needed changes to the coalition, and discuss existing projects and initiatives. Additional meetings may be called, as needed.
- Members must be responsive to all forms of communication. Failed attempts to communicate with Executive Board members could result in the removal of a member from the Executive Board.
- When required, will provide a rapid response on behalf of the full Coalition when action is needed to implement a position already assumed by the Coalition, and such action is necessary before a Coalition meeting can be reasonably convened.

Coalition Membership

All Coalition meetings are open to the public and any interested stakeholders.

- Coalition Membership meetings will be held the 3rd Thursday of every odd month. Executive Committee members may call additional meetings as needed.
- Agendas will be created by the Executive Board and distributed to the full Coalition Membership.
- Coalition Membership meetings will be run by the Executive Board
- A full coalition vote shall occur on all substantial matters affecting the Coalition.

- If there is a question as to whether a matter is considered substantial for the purpose of voting, the question or issue shall be put to a vote before the Executive Board.
- If a majority of eligible voting members are present, a [virtual] in-person vote will be taken. If a majority is not met, the vote will be taken electronically. The need for an electronic vote will be approved by the Executive Board.
- Voting members consist of any member that has signed a membership agreement within the current voting year and has attended at least half of the year's meetings to date
- A passing vote will be at least 51% of the present quorum.
- Coalition Members are encouraged to participate in Ad-Hoc or Standing Committees and/or Special Projects.

VI. Membership Shared Information/ Requesting Coalition Information

1. To request information from the MCSAP), the requestor must make a written request no less than 30 days of needed materials. In a written response, the Fiscal Agent will provide a form to be completed which must include all of the following information:
 - A) Name of Organization
 - B) What is specifically being requested
 - C) Define how the information will be used
 - a. Internal with the organization
 - b. External for seeking funding
 - c. How often will the information be used
 - D) When the information is needed by (specify date)?
 - E) Send information to within five (5) business days via email
2. Upon receipt of the requested information, the Fiscal Agent will review information to ensure it meets the require information outline in 1A-1E
3. The Fiscal Agent will be required to send the information to the Executive Board for review.
4. Executive Board will be required to review the completed form for the required information and discussion. Through a conference call or email vote to approve the request will require simple majority (51%) of the Executive Board members. The Executive Board final decision will represent the Committee as Whole (thus representing the Full Coalition).
5. If denied, the Fiscal Agent will be required to send a letter of the denial and why.
6. If approved, the Fiscal Agent will send the requested information to the requested organization. Note: Coalition members will have checkbox option in the Coalition Involvement Agreement where people can agree or disagree to sharing their information.

VII. Dissolution

Upon dissolution of the MCSAP, any grant funds in the treasury shall be returned to

the grantor. Any other fund shall be donated to an organization(s) doing substance abuse prevention and/or treatment work in the area served by the MCSAP. The organization(s) shall be selected by a vote of the membership.

VIII. Bylaw Amendment

These Bylaws may be amended at any regular meeting by a majority of the Coalition membership. Any changes to the Bylaws must be presented for review to all members at least 15 days prior to any vote to change.

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