



Campbell
County
Prevention
Council

By-Laws 2018

Article 1. Name and Definition

Article 1.01 Council Name

The name of the Council is Campbell County Prevention Council, hereinafter referred to as CCPC.

Article 1.02 Council Definitions

CCPC is a group of individuals and organizations coming together from all sectors of the community to work toward a common goal: creating and maintaining a safe and healthy environment for Campbell County youth, families, and adults.

Article 1.03 Member Definition

CCPC members are defined as any person or entity engaged with CCPC and/or any of its associated coalitions. Members should be faithful to CCPC's mission and should act in way that is consistent with CCPC's goals. Members should be a resident of Campbell County. A member should never use information gained through his/her position for personal gain and should always act in the best interest of CCPC.

CCPC members are expected to attend the majority of their selected coalition meetings

Coalition meetings are held monthly over the noon hour.

1. Alcohol Abuse Prevention Coalition meetings are held the 1st Monday of each month.
2. Drug and Tobacco Abuse Prevention Coalition meetings are held the 1st Thursday of each month.
3. Suicide Prevention Coalition meetings are held the 3rd Tuesday of each month.

Article 1.04 Volunteer Member Definition

CCPC volunteer members are defined as any person or entity wanting to participate in certain activities, events, or projects.

Volunteer members are invited to the coalition meetings but are not required to attend.

Article 1.05 Information Only Members Definition

CCPC information only members are members who desire to only receive updates and information as to what CCPC is doing with/in the community.

Specific information should be requested by the information only member.

Article 2. Mission, Vision, and Goals

Article 2.01 Mission Statement

Commit to the enhancement of community health and safety with a primary focus on substance abuse and suicide prevention for Campbell County youth, families, and adults.

Article 2.02 Vision Statement

To be Campbell County's resource for substance abuse and suicide prevention in support of a safe and healthy community.

Article 2.03 Goals

We will work to develop a long-term strategy that:

1. Promotes and advocates for public action and protective policies that provide funding and support for evidence-based programs related to substance abuse and suicide/self-harm prevention, reduction, and intervention
2. Establishes and strengthens collaborations that support our mission and vision
3. Reduces substance abuse by addressing risk and protective factors in the community
4. Reduces suicide/self-harm rates by addressing risk and protective factors in the community
5. Assesses the needs, resources and services related to substance abuse and suicide prevention in the community for the purpose of developing effective strategies
6. Increases community awareness of the scope and nature of substance use and suicide/self-harm problems and how to effectively address them through outreach programs

Article 3. CCPC Membership

Article 3.01 Member Organizations

CCPC membership shall be composed of a comprehensive representation of organizations and individuals from Campbell County. Membership shall include, but is not limited to, one or more representatives from the following sectors:

1. At-large community
2. Legal system
3. School system (all levels)
4. Local government
5. Civic or volunteer organizations

6. Law enforcement
7. Healthcare
8. Media
9. Substance abuse and/or mental health providers
10. Faith-based organizations
11. Parents
12. Youth
13. Private business
14. Youth serving organizations
15. Social services agencies
16. Energy Industry

Article 3.02 Membership Categories

There will be four (4) categories of membership for CCPC. Any individual may only be listed in one of the following categories:

1. Fiscal Agents: any agency or group that is awarded funding which is contingent upon their partnership with CCPC to fulfill their funding requirements. At least some portion of said funding must be allocated to CCPC staff, prevention programming, and/or strategies for an organization to be considered a fiscal agent. Private or public donors and/or cash-match partners are not considered fiscal agents for the purposes of CCPC membership.
2. Organizations: any organization and/or separate department within the organization that is committed to providing their organizational support and allowed and available resources to CCPC in the pursuit of CCPC's mission, vision, and goals. The organization and/or separate department within the organization will specify the individuals who will have voting authority on
3. Individuals: any individual that is committed to contributing their time, energy, and perspective to CCPC in pursuit of CCPC mission, vision, and goals.
4. Volunteers: any individual who is committed to contributing their time, energy, and perspective in specific CCPC activities, events, or projects.

Article 3.03 Memorandums of Understanding

All categories of membership are required except for volunteers, to complete the corresponding Memorandum of Understanding based on the definitions outlined in Article 3.02. In addition, requirements of the Memorandum of Understanding must be followed to maintain active membership with CCPC. This Memorandum of Understanding formalizes the members' commitment to CCPC, and the level of involvement they wish to have. It will also outline expectations for the mutually beneficial partnership between the member and CCPC.

Article 3.04 Advocacy Roles of Members

CCPC respects and recognizes that each member, whether this be at an individual or organizational level, may have limitations, whether personal or professional, on the degree at which they may advocate for a particular issue.

Under no circumstances will there exist an expectation that any individual or organizational member of the coalition participate in or advocate for, any strategy or policy change that may cause discomfort or concern to them personally or professionally. Individual and organizational members are asked to communicate any limitations or boundaries to staff and/or the Advisory Board.

Article 3.05 Membership Resignation

Members can resign at any moment with a written resignation. The written resignation can be sent via email.

Members who wish to re-engage after resignation will have to go through an application process that includes;

1. Filling out a membership application form
2. Review of the application by the Advisory Board
 - a. May include a brief interview
3. Acceptance by CCPC Coalitions

Article 4. CCPC Structure

Article 4.01 CCPC Structure

CCPC will be structured as an umbrella group that will house five (5) coalitions with each coalition focused on a prevention topic area as listed below:

1. Advisory Board
2. Alcohol Abuse Prevention
3. Drug and Tobacco Prevention
4. Suicide/Self Harm Prevention
5. Youth Coalitions

Sub-Committees will be formed as needed based on CCPC projects and strategies.

Article 4.02 Advisory Board Structure

The purpose of the Advisory Board is to provide guidance and coalition/capacity building support and to support planning efforts as needed for CCPC as a whole.

1. Advisory Board membership will be composed of 5 to 7 coalition members and the paid grant staff liaisons. At least one seat will be available for a representative from each fiscal agent associated with CCPC.
2. Voting privileges are limited to the members of The Advisory Board
3. Coalition members interested in serving on the Advisory Board may indicate their intent and desire by filling out an application.
4. Advisory Board members will be confirmed through an Advisory Board Vote
5. Advisory Board members will review and sign the Advisory Board Job Description to ensure that the requirements for the position may be met.
6. Typical terms for Advisory Board shall be three (3) years in length. Individuals may serve additional terms with acceptance from the CCPC Additional terms shall be one (1) year in length.
 - a. Advisory Board members may resign their position at any time with notification to the Team.
 - b. Advisory Board members may be asked to resign prior to their term expiring with a unanimous vote. Probable cause required.
7. General duties of The Advisory Board shall include:
 - a. Providing quick and timely response and support to grant staff liaisons in between CCPC or coalition meetings
 - b. Working with grant staff liaisons to enhance and ensure the capacity and sustainability of CCPC
 - c. Providing decision-making capabilities under the approval authority limits as noted in Section 6, Article 6.01.03
 - d. Reviewing Council bylaws annually and providing recommendations to the CCPC for revisions/updated as needed
 - e. Participating in the coalition and CCPC budget allocation and review processes
8. Advisory Board members are required to abide by compliancy requirements set by the Fiscal agents and funding sources (example: Board Training)

Article 4.03 Prevention Topic---Area Coalition Structure

1. The purpose of the prevention topic area coalitions will be to develop and implement strategic plans in their covered area pursuant to the community's needs as well as the grantor's requirements.

2. Membership for each coalition should be comprised of at least five (5) members who are particularly interested and committed to that prevention topic area. Each coalition will also be assigned a minimum of one (1) grant-funded staff person to be the staff liaison.
3. The role of the grant staff liaison shall be to assist the coalition with the planning and strategy implementation process, coordinate meetings, monitor progress, and provide the necessary resources (as allowable under funding parameters) to accomplish the coalition's stated goals.

Article 5. Meetings

Article 5.01 Council Meeting Schedule

CCPC meetings shall be held annually. All meetings are open to the public.

1. Changes in the regularly scheduled meeting date may occur due to holidays and other conflicts. Notification about meeting date changes will be made via email at least one (1) week prior to the cancelled meeting in addition to notification at the previous month's CCPC meeting (if known at that time).

Article 5.02 Coalition Meeting Schedule:

CCPC coalitions will meet, at a minimum, once per month at times mutually agreed upon between coalition members and grant staff.

1. Meeting Schedules for each CCPC Coalitions are as follows:
 - a. Alcohol Abuse Prevention: 1st Monday of each month 12:00 pm- 1:00 pm
Lunch Provided
 - b. Drug and Tobacco Abuse Prevention: 1st Thursday of each month 12:00 pm – 1:00 pm *Lunch Provided*
 - c. Suicide Prevention: 3rd Tuesday of Each Month 12:00 pm – 1:00 pm *Lunch Provided*
2. Additional meetings can be held as needed by the entire coalition or subsets of the coalition as they work on specific projects. Additional specifics of meeting times and needs shall be determined at the coalition level.

Article 5.03 Advisory Board Schedule

Advisory Board meetings will be held, at a minimum, once per month at times mutually agreed upon between Advisory Board members.

1. Advisory Board Meetings 3rd Thursday of Each Month 12:00 pm – 1:00pm
2. Additional meetings may be held as needed by grant staff and Advisory Board members in order to provide timely response to unanticipated events or needs and to offer support between CCPC coalitions, and routine Advisory Board meetings.

Article 5.04 Meeting Facilitation and Minutes

Council meeting facilitation and minutes will be handled as described below.

1. Facilitation of full CCPC meetings will be shared among Advisory Board members.
2. Meeting reminders will be sent out 1 week prior to the scheduled meeting.
3. Meeting minutes will be kept and shared via email with CCPC members via electronic communication
4. Corrections or amendments to the minutes will be conducted via electronic communication
5. Paid grant staff will facilitate coalition meetings, take and distribute meeting minutes with coalition members.

Article 5.05 CCPC Meeting Agendas

1. To facilitate opportunities for discussion and training at CCPC meetings, a status update section on the regular agenda will be utilized. This status update section will contain information for which limited discussion is needed. The section may contain, but is not limited to, the following items:
 - a. Status updates for on-going projects, such as purchases completed, presentations conducted, involvement with partner activities and materials delivered
 - b. Recognition of Council members' involvement in Council related activities and projects
 - c. Monthly Council volunteer hours
 - d. Treasurer's Report/Funding Updates
2. Voting items listed in Articles 4.02, 6.01.01, 6.01.02, and 6.01.03 may not be included in the status update section.
3. Any CCPC member may ask to have an item removed from the status update section for review and discussion during the general meeting.
4. Coalition members have an opportunity to offer agenda items for CCPC meetings.
 - a. Agenda items are requested to be given to the meeting facilitator at least 24 hours prior to the meeting time.
5. A general agenda for the full CCPC meeting will also be utilized. Items for this agenda will necessitate discussion and input from members present at the meeting. The general agenda will contain, but is not limited to, the following items:
 - a. Voting items listed in Articles 4.02, 6.01.01, 6.01.02, and 6.01.03
 - b. CCPC related grants, Treasurer's Reports, projects, and programs that necessitate discussion and input
 - c. Updates on relevant training and research
 - d. Member and partner agency update sharing and announcements

Article 6. Coalition Governance

Article 6.01 Approval Authority

The approval authority for all decisions about CCPC---related funding and/or projects will fall to one of the following:

Article 6.01.01 CCPC Authority

CCPC members are expected to follow the Federal, State, and grantor's policies governing the funds received from any source. The voting membership of CCPC will consist of the members present at the time of the vote. Approval will be based on a majority vote.

Decisions which must be approved through CCPC vote include, but are not limited to:

1. Acceptance of the initial Memorandum of Understanding with the Fiscal Agent level of membership
2. Acceptance of new funding sources
3. Acceptance of the initial budget and budget for new funding sources
4. Termination of membership of any fiscal agent associated with the coalition
5. Acceptance of new or amended CCPC organizational documents, e.g. changes to the bylaws, Memorandum of Understanding agreements
6. Confirmation of Advisory Board applications

Decisions not requiring a vote will be made through consensus of those members present at the meeting during which the discussion and decision takes place.

Email or other communication means may be used to inform individuals of pertinent information prior to a CCPC meeting. Voting may take place during formal CCPC meetings or by email depending on the urgency and content of the voting matter. Votes by email will be sent to all members of CCPC, including any specific coalition members, and will have a one-week deadline for responses from members. Decisions made by email votes will be based on majority response during that one week timeline.

Article 6.01.02 CCPC Coalition Authority

CCPC coalitions are expected to follow the Federal, State, and grantor's policies governing the funds received from any source. The voting of each coalition will consist of the members present at the time of the vote. Approval will be based on a majority vote.

Decisions which must be approved through a coalition vote include, but are not limited to:

1. Acceptance of the initial strategic plan and new funding sources
2. Acceptance of new strategic directions for each coalition
3. Acceptance of strategic plan changes for each coalition

Article 6.01.03 Advisory Board Authority

Advisory Board members are expected to follow the Federal, State, and grantor's policies governing the funds received from any source. Voting privileges are restricted to Advisory Board Members. Approval will be based on a majority vote of the entire Team. All decisions about the following items will be relayed to CCPC at the next regularly scheduled meeting or by email if deemed appropriate prior to the regularly scheduled meeting.

Decisions which must be approved through an Advisory Board vote include:

1. Acceptance of strategy implementation partnerships with businesses, community events, and/or coalition members
2. Upon a request by the fiscal agent for CCPC involvement with the hiring of staff persons for CCPC associated grants and/or projects
3. Any decisions referred from CCPC to Advisory Board

Article 6.02 Conflict of Interest

Members with a conflict of interest on specific voting items are asked to voluntarily declare such conflicts and recuse one's self from any formal vote.

Additional concerns over identified conflicts of interest may be brought before the Advisory Board, coalitions, or CCPC as a whole prior to a formal CCPC vote.

Article 7. Amendments

Article 7.01 Amendments to Bylaws

CCPC's bylaws will be reviewed annually. Suggestions and revisions may be offered throughout the year. However, formal adoption of any revisions will occur at a CCPC meeting following a discussion and review by CCPC, as outlined in Article 6.01.01. The revisions will be emailed to CCPC members for consideration prior to the discussion and potential acceptance of the revisions. It is recognized that some sections may be subject to more revisions than others, specifically, Article 4 concerning CCPC structure and Article 5 concerning meetings.

Article 7.02 Amendments to the Member Memorandums of Understanding

Memorandums of Understanding (MOUs) will be reviewed annually. The review of the MOUs will not involve specific MOUs with an individual, organization, or fiscal agent. Rather, the review will consist of an overall assessment of the functionality and descriptions of expectations for membership and association with CCPC. Suggestions and revisions may be offered throughout the year. However, formal adoption will occur at a CCPC meeting following a discussion and review by CCPC, as outlined in Article 6.01.01. The revisions will be emailed to CCPC members for consideration prior to the discussion and potential acceptance of the revisions.

Article 8.01: Dissolution

Article 8. Dissolution

The existence of the CCPC is not contingent upon funding, as volunteer members may make the decision to continue meetings and projects in the absence of funding and paid staff persons. Therefore, the dissolution of the CCPC will be determined by the membership. In the event of a lapse in funding, the Council and its coalitions will examine available options and status of projects to determine the best course of action.