

PARTNERSHIP FOR DRUG-FREE COMMUNITIES

BYLAWS

Article I. Purpose

- A. The purpose of a substance abuse coalition for this region is to bring together partners and concerned citizens in a collaborative format to address drug trends while identifying the needs gaps in service and resources. The coalition will work together toward addressing these problems and implementing solutions.
- B. The name of the organization for this purpose in Madison County, IL and the surrounding counties and metropolitan area of the bi-state region shall be the Partnership for Drug-Free Communities and herein after will be referred to as PDFC.
- C. This coalition was originally formed in 2006 in response to Addictive Behaviors becoming one of the Madison County Health Priorities through the IPLAN process. Prior to expanding the area of scope, this coalition was formerly known as the Madison County Partnership for Community Health (MCPCH) Substance Abuse Committee, Drug-Free Coalitions of Madison County, and originally known as the Madison County Partnership for Community Health Addictive Behaviors Committee when formed in 2006. In 2016, the Madison County Heroin Task Force joined PDFC to expand efforts when it was decided that partners would work together.
- D. The Vision of PDFC is: unified partners addressing the evolving challenges of community substance abuse.
- E. The Mission of PDFC is: to mobilize community partners to develop comprehensive strategies focused on drug education, prevention, treatment, and enforcement.
- F. The bylaws set forth in this document are implicit for the entire membership and function of the PDFC Coalition unless otherwise stated.

Article II. Membership

- A. Anyone with a vested interest in the prevention, intervention, treatment, or consequences of substance abuse is eligible to participate in this organization. To be a Member, an application must be submitted and approved by the Executive Committee. Then they (Individual or Organization) will be known as a Member. To be a non-voting participant, no application is necessary, no voting privileges are granted, and the participant will be considered a Visitor.
- B. Two levels of membership are available for application and participation.
 1. Level One is an Individual Level in which the person is participating on their own behalf not representing an organization. They will be granted one vote during each voting opportunity of the membership body.
 2. Level Two will be the Organization Level in which one or more people participate representing their organization. Organizational representatives will be granted full voting rights except in the instance of fiscal-related decisions in which case the Organization will be granted up to two votes.
- C. Applications for Level One or Level Two membership will be received and reviewed by the Executive Committee. The Executive Committee will determine acceptance or declination of

applications and inform applicants of their decision. Membership decisions shall be at the sole discretion of the Executive Committee.

- D. Applications will include the person (Level One) or positions (Level Two) authorized as proxy to post a vote for their organization.

Article III. Meetings of the PDFC

- A. The PDFC Executive Committee shall determine the frequency, location, date, and time of meetings and communicate that information in sufficient advance time for the membership to make arrangements to attend. It shall be the duty of the Corresponding Secretary to inform all Members of the meeting date, time, and location. PDFC monthly coalition meetings shall be open to the public. A quorum shall consist of those Members present at any meeting. All business shall be transacted by a majority vote of those Members in attendance.
- B. A special meeting of the PDFC may be called at the discretion of the Chair after consultation with the Executive Committee. It shall be the Chair's duty to notify all Members of these special meetings.
- C. At all meetings, votes will be cast by Members in accordance with the terms of Article II.

Article IV. Executive Committee

- A. The Executive Committee shall govern the processes and functions of PDFC.
- B. The Executive Committee shall be comprised of the following positions: Chair, Vice-Chair, Recording Secretary, Corresponding Secretary, Standing Committee Chairs, and at least two At-Large Members, assuring that the Executive Committee always has an odd number of roles. The At-Large Members shall be recommended by the Chair and approved by the Executive Committee.
- C. One person cannot hold more than one leadership position at a time that would constitute a Member of the Executive Committee.
- D. The Executive Committee shall adopt and review procedures and processes as necessary for the functioning, operation, and maintenance of the PDFC.
- E. The Officer positions of the Executive Committee shall each serve a two-year term unless otherwise stated in this document.
 - 1. The Officer positions shall conduct the following duties as part of their roles as outlined below:

Chair

- i. Schedules PDFC and Executive Committee meetings
- ii. Develops meeting agendas
- iii. Ensures Executive Committee Members and Committee Chairs are aware of and fulfill their responsibilities
- iv. Ensures Committees are productive and in alignment of the PDFC mission and strategic plan

- v. Ensures that structures and procedures are in place for effective recruitment and retention
 - vi. Reviews and discusses requests for use of the PDFC logo and name, requests for letters of support, and requests for letters of commitment with the Executive Committee
 - vii. Engages new partners
 - viii. Assists Executive Committee in planning for sustainability
 - ix. Ensures PDFC maintains a positive and productive relationship across multiple communities
2. Vice-Chair
- i. Assumes duties and responsibilities in absence of Chair
 - ii. Provides oversight of donations and fiscal monitoring as outlined in this document
 - iii. Assists with oversight of productivity of the Committees
 - iv. Assists with engagement of new partners
 - v. Assists Executive Committee in planning for sustainability
 - vi. Ensures PDFC maintains a positive and productive relationship across multiple communities
3. Recording Secretary
- i. Maintains meeting minutes at both the PDFC and Executive Committee meetings
 - ii. Creates and maintains sign-in sheets
 - iii. Creates and maintains membership roster and attendance record
 - iv. Records and files requests for use of the PDFC logo and name, requests for letters of support, and requests for letters of commitment with the Executive Committee
 - v. Records, sends, submits, and files outcomes and products related to any requests for use of the PDFC logo and name, requests for letters of support, and requests for letters of commitment with the Executive Committee
 - vi. Assists with engagement of new partners
 - vii. Assists Executive Committee in planning for sustainability
 - viii. Ensures PDFC maintains a positive and productive relationship across multiple communities
4. Corresponding Secretary
- i. Sends meeting reminders, agendas, and minutes
 - ii. Sends website updates to Riverbender.com support team once approved by Executive Committee
 - iii. Regularly checks and manages the PDFC Gmail account
 - iv. Sends correspondence as appropriate or requested (thank you cards, etc.)
 - v. Assists with engagement of new partners
 - vi. Assists Executive Committee in planning for sustainability
 - vii. Ensures PDFC maintains a positive and productive relationship across multiple communities

F. Executive Committee Members – Non-Officer

1. The Executive Committee will also include the Standing Committee Chairs and at least two At-Large Members.
2. The Standing Committee Chairs and At-Large Member positions of the Executive Committee shall each serve a two-year term unless otherwise stated in this document.
3. These positions shall conduct the following duties on the Executive Committee as part of their roles as outlined below:
 - i. Participate in discussions and decisions of the Executive Committee
 - ii. Provide insight and input from their respective positions
 - iii. Assist with engagement of new partners
 - iv. Assist Executive Committee in planning for sustainability
 - v. Ensure PDFC maintains a positive and productive relationship across multiple communities
- G. Additional positions (officers or otherwise) may be established by the Executive Committee following discussion establishing need, role, duties, term, and accountability.
- H. The duties of other positions will be determined upon creation of each position.
- I. When the Executive Committee creates, changes, or identifies the need to eliminate a position, they will provide that recommendation to the PDFC and call for a vote for adoption of the change. The bylaws will then be amended to reflect the change.

Article V. Nominations and Elections

- A. The Executive Committee will appoint a Nominating Committee of at least 3 Members in good standing with at least one being a current Executive Committee Officer.
- B. The Nominating Committee will identify potential candidates, verify attendance with the Recording Secretary, and verify the potential candidate's willingness to accept the nomination and serve.
- C. Election of Officers shall occur annually as outlined below:
 1. Year One: All positions will be open for nomination and election. The Chair and Recording Secretary positions will be elected for a two-year term. The Vice-Chair and Corresponding Secretary positions will be elected for a one-year term.
 2. Year Two: The Vice-Chair and Corresponding Secretary positions will be open for nomination and election for two-year terms.
 3. Year Three and beyond: The officer positions shall be open for nomination and election on an annual basis with the open positions alternating election cycles depending on the term of service.
- D. The Nominating Committee shall prepare and present the Slate of Nominees for Election at the PDFC meeting occurring one month prior to the PDFC meeting scheduled with elections.
- E. The new Officers will assume their duties effective at the first Executive Committee meeting following the election.
- F. Should an unexpected vacancy arise in any officer position except for the Chair, the Executive Committee shall call for nominations from PDFC to fill the vacant seat and subsequently call for a vote for the replacement nominee at the next regularly scheduled PDFC meeting. The successor's term will be for the balance of the unexpired term. If a vacancy occurs in the Chair

position, the Vice-Chair will assume the Chair position for the remainder of that term and nominations shall be taken to fill the Vice-Chair position as previously stated.

Article VI. Committees

- A. Committees may be created and appointed by the Executive Committee as deemed necessary with a specific purpose.
- B. Committees may also be known commonly as Work Groups or by another name.
- C. Standing Committees will be driven by the Strategic Plan and may be long-standing in term.
- D. Other Committees will have limited term and purpose.
- E. Committee membership will be open to any PDFC Member as appropriate to the content.
- F. Each Committee shall elect a Committee Chair. The Committee Chair position will be reevaluated by the Committee annually to determine if it is time to rotate the person serving in this position.
- G. Each Committee will be expected to provide updates to the Executive Committee and the PDFC as designated.
- H. Committees shall determine goals and strategies to achieve their intended outcomes.

Article VII. Attendance

- A. All Members are expected to attend as many meetings as possible. A Member will be considered in good standing if they have attended at least 2 meetings during the past year.
- B. Members will be notified in advance by the Corresponding Secretary of each meeting.
- C. Attendance will be tracked by the Recording Secretary using meeting sign in sheets.
- D. If a Member has not attended in one year, then they will be removed from the Member Roster and membership status will cease; however, they will remain on the email list.

Article VIII. PDFC Logo and Branding

- A. Changes to any PDFC branded items including: the name, logo, slogan, mission, and vision statements shall be voted on by the membership and used for the official business of the PDFC.
- B. Use of the Partnership for Drug-Free Communities branding items shall be governed by the Executive Committee. Individuals or agencies wishing to include any PDFC branded items on any document not specifically sponsored by the PDFC or a PDFC Committee shall first contact the Chair. The Executive Committee will consider whether the requested use of the PDFC branded items aligns with PDFC's vision, mission, and goals. A vote of the Executive Committee will determine the outcome of the request.
- C. Requests for use of the PDFC branding items (logo, name, etc.) must be submitted to and shall be considered by the Executive Committee. Any organization requesting the use of PDFC branding from PDFC for any reason shall submit their request to the Executive Committee for consideration.
- D. Should the Executive Committee deem the opportunity to be appropriate and advantageous for PDFC, then the Executive Committee shall vote to approve the use of PDFC branding items as

requested. If it is determined that the use is no longer appropriate or advantageous for PDFC, the Executive Committee has the authority to revoke the approval.

- E. Should the PDFC membership vote in favor of pursuing this use of PDFC branding, then the Executive Committee has the authority to provide the requested material as appropriate on behalf of PDFC.
- F. All correspondence related to each request will be filed with the Recording Secretary.
- G. The Executive Committee is authorized to take any and all reasonable action necessary to prevent unauthorized use and to protect the name, logo, slogan, mission, vision, and reputation of PDFC.

Article IX. Donations

- A. Donations made to PDFC will be processed and managed by the Executive Committee with oversight by the Vice-Chair.
- B. A donation acceptance form will be completed by the Vice-Chair and filed with the Recording Secretary.
- C. The Vice-Chair will oversee any stipulations or specific instructions for use of funds as designated by the donor.
- D. The Vice-Chair will provide a recommendation to the Executive Committee regarding who should handle the fiscal aspect of the donation on a case by case basis.

Article X. Letters of Support

- A. Any organization or individual requesting a letter of support from the PDFC for a grant application or any other reason shall submit their request to the Executive Committee for consideration.
- B. Should the Executive Committee deem the effort an appropriate fit, they have the authority to provide the requested letter of support on behalf of PDFC.
- C. All correspondence related to each request will be filed with the Recording Secretary.
- D. Requests for letters of support shall be governed by the Executive Committee. Individuals or organizations requesting a Letter of Support shall first submit their request to the Chairperson, who will take a vote of the Executive Committee.
- E. If an affirmative vote of the majority of the Executive Committee is received, Chair or his/her designee is authorized to sign the agreed upon letter.
- F. No letters shall be signed without prior approval by the majority of the Executive Committee.

Article XI. Letters of Commitment

- A. Requests for letters of commitment shall be considered by the Executive Committee. Any organization requesting a letter of commitment from the PDFC for a grant application or any other reason shall submit their request to the Executive Committee for consideration.
- B. Should the Executive Committee deem the opportunity to be advantageous, in line with the PDFC mission, and that the PDFC has the appropriate capacity to carry out the duties, then the

Executive Committee shall submit the request, including the PDFC role, to the membership for a vote.

- C. Should the PDFC membership vote in favor of pursuing the opportunity, then the Executive Committee has the authority to provide the requested letter of commitment on behalf of the PDFC signed by the Chair or their designee.
- D. All correspondence related to each request will be filed with the Recording Secretary.

Article XII. Grants or Funding for PDFC to pursue

- A. Grant or funding opportunities for the PDFC to pursue shall be considered by the Executive Committee. Any organization or individual with a grant or funding opportunity for the PDFC to pursue shall submit their request to the Executive Committee for consideration.
- B. Should the Executive Committee deem the opportunity to be advantageous, in line with the PDFC mission, and that the PDFC has the appropriate capacity to apply for the funds and to carry out the duties if funded, then they shall put it to a vote of the PDFC membership.
- C. Should the PDFC membership vote in favor of pursuing the opportunity, then the Executive Committee has the authority to begin pursuing the grant or funding opportunity on behalf of the PDFC.
- D. All correspondence related to each request will be filed with the Recording Secretary.

Article XIII. Illinois Project for Local Assessment of Needs (IPLAN)

- A. PDFC will serve as the IPLAN Substance Use Committee for the Madison County IPLAN.
- B. Consideration of other counties to utilize the PDFC as their IPLAN coalition must be discussed and agreed upon by all Public Health Administrators involved. Then the Public Health Administrators will meet with the Executive Committee to discuss and agree on approval of this incorporation.
- C. All correspondence related to each request will be filed with the Recording Secretary.

Article XIV. Amendment

- A. These bylaws may be amended by a three-fourths (3/4) or greater vote of all members of the PDFC. Each proposed amendment must be read at two meetings and an absent Member may vote in advance as appropriate. The vote will be taken following the second reading.

Article XV. Ratification

- A. These bylaws shall go into effect when approved by a simple majority vote of all Members at the meeting called for March 28, 2018.
- B. PDFC shall have a Procedure Manual. Any changes to this manual must be approved by a majority of the Executive Committee.