



Bylaws of C.O.P.E. Coalition Phoenix, Arizona

ARTICLE I Name and Purpose

SECTION 1. NAME. The name of this community-based organization shall be the **C.O.P.E. Coalition**.

SECTION 2. PURPOSE. The purpose of the **C.O.P.E. Coalition** is to unite the local community in an effort to create a safe and drug-free environment for the youth and general community. The goal is to reduce substance abuse and underage drinking among youth and over time adults.

ARTICLE II Members

SECTION 1. MEMBERS. The membership shall consist of members representing of the 12 sectors, at the minimum, and any resident who lives within the boundaries of the coalition and who is not affiliated with any agency and who are committed to the purpose of the **C.O.P.E. Coalition**. An "Active Member" is defined as having attended 50% of the meetings in a 12 month span and being an active part of a sub-committee. Alternates may be sent in the place of active members.

SECTION 2. VOTING RIGHTS. Active members of the coalition shall be entitled to one vote on each matter submitted to a vote. Youth representing the youth sector shall be entitled to one vote on all matters. Voting on any question or in any election may be by voice unless the chair of the meeting shall order or any member shall demand that voting be by ballot. Community members, (community residents, non agency affiliated) may have as many votes as show up for any given meeting.

SECTION 3. TERMINATION OF MEMBERSHIP. The Executive Board by affirmative vote of two thirds of all of the members of the board may suspend a member for cause after appropriate discussion, and may, by a majority vote of those present at any regularly constituted board meeting, terminate the membership of any member who becomes ineligible for membership. A general member may also be suspended or expelled from the **C.O.P.E. Coalition** for conduct considered detrimental or prejudicial to the reputation of the organization.

SECTION 4. RESIGNATION. Any member may resign by notice to the secretary, but such resignation shall not relieve the member so resigning of the obligation to pay any dues, assessments, or other charges theretofore accrued and unpaid.

SECTION 5 SECTOR REPRESENTATION. Coalition members should be representative from at least one of the following sectors:

1. *Youth* – Youth will serve in a leadership capacity by serving as representatives of youth on the coalition.

2. *Parents* – Parents should provide insight from the community perspective in relation to substance abuse and underage drinking. Parents will also learn and implement mobilization strategies to occur within their own neighborhoods. They may also be representatives in community meetings such as neighborhood associations, block watches, etc.
3. *Business* - Businesses can provide the coalition with venues to host meetings or sponsor coalition activities/events. Businesses can also provide donations for the coalition i.e. restaurants donating food, printing companies discounting flyers, etc. Businesses can also provide insight as to how underage drinking and substance abuse affect their businesses.
4. *Media* –The media will assist the coalition in its public relations area. They will help to publicize coalition events and activities. The media sector can provide information to coalition members on good public relations skills. The media sector may also publish articles in local newspapers, radio and/or television regarding issues in the community related to underage substance abuse, providing information to the community at large about the dangers of underage substance abuse and its effects on the community. It may also provide information on where they can receive treatment and/or prevention services.
5. *School* – School representatives in the coalition will assist in researching curriculums and/or programs to service schools lacking prevention services. They will also assist in creating strategies to implement such curriculums. Schools are also a method of involving parents through parent associations such as PTO's in the schools. School staff may be trained on appropriate prevention curriculums for the staff to implement the programs themselves, allowing for the sustainability of prevention within the schools.
6. *Youth Serving Organizations* – Youth serving organizations will be a resource for the community. They can provide information (as well as services) for properly implementing youth programs, in addition to receiving referrals from the community to provide youth services.
7. *Law Enforcement* – Law enforcement can provide critical information in regards to which areas the most are affected by underage substance abuse, the locations selling alcohol and/or drugs to youth, as well as other information pertaining to underage substance abuse. As with the youth, they can provide information as to when/where/how youth are partaking in abusing substances. Law enforcement can also assist in enforcement efforts for outlets in violation of local ordinances.
8. *Civic/Volunteer Groups* – Volunteer groups, along with the parent groups, can provide much needed manpower in coalition events/activities as needed. Civic representation provides insight into policies and ordinances affecting youth substance abuse. These groups will also be direct information about what is going on in their communities.
9. *Healthcare* – Healthcare providers can provide information concerning the physical damage that drugs can do to the body. Information pertaining to the health risks associated with underage drinking and substance abuse will be obtained. Healthcare providers can also present workshops to community members in regards to the physical effects of drugs. Presentations may also be given to our parent groups about nutrition and health, in addition to the effects of drugs.

10. *Faith Based Institutions* – Community education and organization efforts are possible at Faith-Based Institutions. Faith-Based Institutions can also provide facilities for community meetings, activities, events, etc. Faith Based Institutions also provide access to their large congregations.
11. *State, local or tribal substance abuse agency* – On the other side of healthcare providers, substance abuse agencies can provide the behavioral health expertise to the coalition concerning the effects of substance abuse. Substance abuse agencies can also provide referral sources for treatment if any other coalition representatives know of people with substance abuse issues. These agencies can also provide information as to prevention efforts in substance abuse.
12. *Other agency with substance abuse* – The other agency in the substance abuse field will serve a sort of “at-large” role, wherein they will fill any responsibilities necessary for the coalition. They can provide additional expertise in regards to substance abuse.

ARTICLE III Meetings of Members

SECTION 1. REGULAR MEETINGS. Regular meetings of the **C.O.P.E. Coalition** shall be a minimum of monthly.

SECTION 2. PLACE OF MEETING. The board of directors may designate any place as the place of meeting for any meeting called by the board of directors so long as the meeting takes place within the **C.O.P.E. Coalition’s** target area. Special meetings may be called by the board outside the target area.

SECTION 3. NOTICE OF MEETINGS. Notice shall be given at least 1 week in advance of any meeting indicating the place, date and hour of said meeting and shall be delivered to those members on the roster. Emergency meetings must be called with at least 24 hours notice.

SECTION 4. QUORUM. Those members who appear at a given meeting shall constitute a quorum. In no event shall a quorum consist of less than the majority of members with a minimum of seven members in attendance. If a quorum is present, the affirmative vote of a majority of the votes represented at the meeting shall be the act of the members. The members will vote on the bylaws, budget, the election of the board of directors and changes to any of the aforementioned items as well as any other matter submitted to a vote of the members.

ARTICLE IV Board of Directors

SECTION 1. GENERAL POWERS. The affairs of the **C.O.P.E. Coalition** shall be managed by or under the direction of the entire membership. The Executive Board will function with the powers of the full Board but shall report of any decisions made on behalf of the Board at the next regular meeting.

SECTION 2. NUMBER, TENURE, AND QUALIFICATIONS. The board shall be elected by the membership. The number of board members shall be seven, including officers. Each board member shall hold office for a three (3) year term until his or her successor shall has been elected. Board members need not be residents of the **C.O.P.E. Coalition** area, but must be members of the **C.O.P.E. Coalition**. The number of board members may be increased to no greater than twelve (12) upon the vote of the members. The Board shall strive to have at least 30% of the members be residents of the coalition target area.

SECTION 3. MEETINGS. The Executive Board shall meet at least monthly with additional meetings

deemed necessary by the board. All meetings shall be held in the home language of the participants and shall provide for appropriate language needs of the participants. Any and all business of the coalition shall be made available in both English and Spanish.

SECTION 4. NOTICE OF MEETINGS. Notice shall be given at least one (1) week in advance of any meeting indicating the place, date and hour of said meeting and shall be delivered to the Executive Board and shall be in both English and Spanish.

SECTION 5. QUORUM. A majority of the Executive Board shall constitute a quorum for the transaction of business at any meeting of the Executive Board.

SECTION 6. VACANCIES. Any vacancy shall be filled by appointment of the board. A board member appointed to fill a vacancy shall be for the unexpired term of his or her predecessor in office.

SECTION 7. INFORMAL ACTION BY BOARD MEMBERS. The authority of the Executive Board may be exercised without a meeting upon consent of the majority of the Executive Board in writing, setting forth the action taken.



ARTICLE V Officers

SECTION 1. OFFICERS. The officers of the **C.O.P.E. Coalition** shall be, at minimum, a chairperson, a vice chairperson, a secretary, chair(s) of any deemed sub-committee and an at-large member.

SECTION 2. ELECTION AND TERM OF OFFICE. The officers of the **C.O.P.E. Coalition** shall be elected every three (3) years by the general membership at the beginning of the calendar year. If the election of officers shall not be held at such meeting, such election shall be held as soon thereafter as conveniently may be. Vacancies may be filled or new offices created and filled at any meeting of the Executive Board. Each officer shall hold office until his or her successor shall have been duly elected and qualified or until he or she shall resign or shall have been removed in the manner hereinafter provided. Election of an officer shall not of itself create contract rights. Staff of the fiscal agent shall not be eligible for an office of the BOD.

SECTION 3. REMOVAL. Any officer elected or appointed by the Executive Board may be removed by the Executive Board whenever, in its judgment the best interests of the **C.O.P.E. Coalition** would be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the person so removed.

SECTION 4. CHAIRPERSON. The chairperson shall be the presiding officer of the **C.O.P.E. Coalition** and the official spokesperson of the Executive Board. The Chair has the authority to appoint and remove all committee chairpersons with the approval of the Executive Board. The Chairperson shall be an x-officio member of all committees.

SECTION 5. VICE CHAIRPERSON. The vice chairperson shall assist the chairperson in the discharge of his or her duties as the chairperson and the vice chairperson may direct and shall perform such other duties as from time to time may be assigned to him or her by the chairperson or the Executive Board. In the absence of the chairperson or in the event of his or her inability or refusal to act, the vice chairperson shall perform the duties of the chairperson and, when so acting, shall have all the powers of and be subject to all the restrictions on the chairperson.

SECTION 6. SECRETARY. The secretary shall keep a written record of the meetings of the **C.O.P.E. Coalition** and officers, shall be responsible for the mailing (or emailing) of minutes to all members of the **C.O.P.E. Coalition** prior to each general meeting, and shall perform all other duties designated by the

Chairperson.

SECTION 7 AT-LARGE MEMBER. The At-large member of the board shall be a leader within the **C.O.P.E. Coalition** community. The primary responsibilities of this person shall be to fulfill all duties as required by the Executive Board.

SECTION 8 EDUCATION SUB-COMMITTEE CHAIR. The education sub-committee chair shall be the liaison between the education sub-committee and the Executive Board. They shall have the responsibility of carrying out all the coalition's education activities based on the coalition's strategic plan.

SECTION 9 REGULATIONS SUB-COMMITTEE CHAIR. The regulations sub-committee chair shall be the liaison between the regulations sub-committee and the Executive Board. They shall have the primary responsibility of carrying out all the coalition's regulations activities based on the coalition's strategic plan.

SECTION 10 SUSTAINABILITY SUB-COMMITTEE CHAIR. The sustainability sub-committee chair shall be the liaison between the sustainability sub-committee and the Executive Board. They shall have the responsibility of carrying out all the coalition's sustainability efforts.

ARTICLE VI Committees

SECTION 1. COMMITTEES. The Executive Board shall have the authority by resolution to establish committees with membership, duration, duties and responsibilities.

SECTION 2, RULES. Each committee may adopt rules for its own government consistent with these by-laws or with rules adopted by the officers.

SECTION 3 EDUCATION SUB-COMMITTEE. The education sub-committee will have the ultimate responsibility of implementing all activities of the **C.O.P.E. Coalition** related to education. This includes, but is not limited to, school-related activities and providing education to the community.

SECTION 4 REGULATIONS SUB-COMMITTEE. The regulations sub-committee's primary role will be to research, educate and implement matters concerning laws, regulations and ordinances addressing alcohol violations, retail outlet violations, liquor licenses and other related issues.

SECTION 5 SUSTAINABILITY SUB-COMMITTEE. The sustainability sub-committee is responsible for maintaining the coalition's efforts. They shall pursue diverse funding streams.

SECTION 6 YOUTH COUNCIL. The youth council will partake in youth oriented activities. They will have representatives on the coalition and will have an equal vote on all matters.

SECTION 7 COMMUNITIES IN ACTION (CIA) - Community in Action is a coalition of community members in Maryvale, who are committed to bettering the neighborhood by being involved in substance abuse prevention.

ARTICLE VII Fiscal Year

SECTION 1. FISCAL YEAR. The fiscal year of the **C.O.P.E. Coalition** shall be fixed by resolution of the Executive Board.

ARTICLE VIII
Dues

SECTION 1. ANNUAL DUES. The board of directors may determine the amount of initiation fee, if any, and annual dues payable to the coalition by members, if any.

ARTICLE IX
Waiver Notice

Whenever any notice is required to be given under the provisions of the bylaws of the **C.O.P.E. Coalition**, a waiver thereof in writing, signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice. Attendance at any meeting shall constitute waiver of notice thereof unless the person at the meeting objects to the holding of the meeting because proper notice was not given.

ARTICLE X
Amendments

The power to alter, amend, or repeal the bylaws or adopt new bylaws shall be vested in a majority vote of the membership at a regular meeting unless otherwise provided in the bylaws. Such action may be taken at a regular or special meeting for which written notice of the purpose shall be given. The bylaws may contain any provisions for the regulation and management of the affairs of the **C.O.P.E. Coalition** not inconsistent with law.

Date of Adoption

Chairman

Date