

DRUG-FREE COALITION OF TIPPECANOE COUNTY
BY-LAWS

Article I

Name

1.1 Name

This organization shall be known as the Drug-Free Coalition of Tippecanoe County, hereinafter referred to as the Drug-Free Coalition or "the Coalition".

Article II

Mission and Functions

2.1 Mission

The Drug-Free Coalition of Tippecanoe County brings together a cross-section of the community in a countywide effort to reduce youth and adult use and the negative impact of alcohol, tobacco and other drugs (ATOD) through multiple strategies across multiple sectors.

2.2 Functions

- A. To promote and advocate for alcohol, tobacco, and other drug abuse awareness and prevention in Tippecanoe County.
- B. To serve as the "Local Coordinating Council (LCC)" approved by the Indiana Commission to Combat Drug Abuse.
- C. To develop, monitor, and evaluate a comprehensive and collaborative ATOD community plan, herein referred to as the "Comprehensive Plan", which includes but is not limited to:
 - 1. Coordinating the collection of data concerning ATOD abuse and the needs, programming, and effectiveness of local programs and services.
 - 2. Designing and submitting the "Comprehensive Plan" to appropriate state and local government.
 - 3. Soliciting requests for funding from local organizations which provide services as delineated in item (1) above and making funding recommendations to state and local government to meet the goals of the "Comprehensive Plan".
 - 4. Monitoring funding amount available year-to-year and dispersing according to members' votes.
- D. To eliminate duplication of efforts while ensuring that comprehensive and collaborative ATOD community programs are available throughout Tippecanoe County.

Article III

Membership

3.1 Membership Qualifications

- A. There shall be two levels of membership.
- B. The general membership of the Coalition shall be composed of all interested persons who 1) reside and/or 2) work in Tippecanoe County and organizations that operate in Tippecanoe County, who alert the Director of their interest in joining and/or attend a meeting. General Members shall have the following privileges:
 - 1. be on the Coalition mailing list
 - 2. receive notification of meetings
 - 3. attend Coalition meetings
 - 4. participate in Coalition events
 - 5. serve on Committees
- C. The voting membership of the Coalition shall be composed of all General Members who have completed and submitted the Drug Free Coalition Membership Form, attended 50% of regularly scheduled monthly meetings in the twelve months prior to any vote, and Actively participate in at least one (1) committee, and attend at least 50% of their chosen committee(s) meetings. Voting Members shall have all the privileges of General Members plus the following:
 - 1. voting rights as defined within these bylaws

2. may be elected to office.

3.2 Vote of Members

All voting members are entitled to one (1) vote on any given issue. This includes voting on the Comprehensive Plan. General Members who have completed and submitted the Drug Free Coalition Membership Form, attended 50% of regularly scheduled monthly meetings in the twelve months prior to any vote, and Actively participate in at least one (1) committee, and attend at least 50% of their chosen committee(s) meetings are entitled to one vote.

Members who are employees of or those representing the interests of any organization applying for grant funding through the Coalition, in any given year, are prohibited from voting on funding decisions for that year in the category of funding for which the organization is being considered.

3.3 General Powers

The business of the Coalition shall be vested in the voting membership, which shall take final action on all major questions of policy and shall be ultimately responsible for all actions taken in the name of the Coalition. The vote of a majority of the voting members present, as defined within these bylaws, in person, or by virtual meetings, shall determine every issue unless otherwise provided herein.

Article IV

Member's Meetings

4.1 Annual Meeting

The annual meeting of members for election of officers, receiving annual reports and the transaction of other lawful business, shall be held during the month of August of each year at a time and place, within Tippecanoe County, to be determined by the Executive Committee. Notice of the annual meeting shall be sent to the members at their respective email addresses as shown on the records of the Coalition at least ten calendar days before the meeting.

4.2 Regular Meetings

Regular meetings of the Coalition shall be held monthly on the first Wednesday at 4 p.m. unless otherwise notified. Meetings shall be held within Tippecanoe County. Notice of regular meetings shall be sent to the members at their respective email addresses as shown on the records of the Coalition at least ten calendar days before the meeting.

4.3 Special Meetings

Special meetings of the Coalition may be called by the Chair or ten percent of the total voting members of the Coalition. Meetings shall be held within Tippecanoe County. Notice of special meetings shall be sent to the members at their respective email addresses as shown on the records of the Coalition at least ten calendar days before the meeting and shall state the purposes thereof.

Article V

Officers

5.1 Number and Qualifications

The officers of this Coalition shall be a Chair, Vice-Chair, Secretary, and Treasurer. No person shall hold more than one office. Officers must also be voting members.

5.2 Election

All officers shall be elected by the affirmative vote of a majority of the voting members present at the annual meeting in August. Officers shall assume their duties immediately following the August meeting.

5.3 Vacancies

Vacancies may be filled at any meeting of the Coalition by the affirmative vote of a majority of the voting members present.

5.4 Removal and Substitution

Any officer may be removed, at any time, by a majority of the voting members present at any meeting where proper notice is given. The voting members may, for any reason, delegate the duties of any officer to another officer or other person qualified to assume such duties, for such a period of time as it deems necessary or proper

5.5 Chair

The Chair shall:

- A) Preside at meetings of the Coalition.
- B) Perform such duties as the Coalition may prescribe.
- C) Vote on motions brought forth only in case of a tie.
- D) Serve as ex-officio member on all committees and monitor compliance with by-laws.
- E) Oversee annual Director performance evaluation.

5.6 Vice-Chair

The Vice-Chair shall:

- A) Perform such duties not inconsistent with these by-laws as may be specifically designated by the Chair, Executive Committee, or the Coalition.
- B) Assume the duties for the Chair in the absence or inability of the Chair.

5.7 Secretary

The Secretary shall:

- A) Assure that minutes are accurately recorded for all meetings of the Coalition.
- B) Perform such duties not inconsistent with these by-laws as may be specifically designated by the Chair, Executive Committee, or the Coalition.
- C) Assure that the Coalition non-financial records and other documents are properly maintained.

5.8 Treasurer

The Treasurer shall:

- A) Assure the receipt, deposit, and disbursement of funds and other assets of the Coalition under the direction of the Coalition.
- B) Assure that appropriate records of all financial transactions are kept and make monthly reports on the same to the Coalition.
- C) Perform such duties not inconsistent with these by-laws as may be specifically designated by the Chair, Executive Committee, or the Coalition.

Article VI
Committees

6.1 Standing and Other Committees

The Coalition may form Standing Committees, each of which shall meet as determined by function(s) and need.

6.2 Committee Chairs

All standing and ad hoc committee chairs must also be voting members.

6.3 Standing Committees

The Standing committees of the Coalition shall be:

- a) Executive Committee
- b) Plan Oversight Committee
- c) Data and Assessment Committee
- d) Training and Outreach Committee
- e) Policy Advocacy Committee

f) Youth Advisory Committee

6.4 The Executive Committee shall:

- A) Perform such functions as the Coalition may direct and shall be composed of the Chair, Vice-Chair, Secretary, Treasurer, immediate past Chair and the Chairs of the other standing committees.
- B) Recruit, nominate, train, and supervise any paid staff of the Coalition.

6.5 Plan Oversight Committee shall:

- A) Oversee the development of the Comprehensive Plan.
- B) Monitor the Comprehensive Plan for compliance in conjunction with the Director.
- C) Oversee the process of granting funds, including compliance with grant terms and conditions.

6.6 Data and Assessment Committee:

- A) Oversee the Tippecanoe County Epidemiological Profile
- B) Oversee any data collection and organization as applicable to Coalition needs
- C) Oversee the yearly distribution of the Community Perception survey and Community Wellness survey on an annual basis

6.7 Training and Outreach Committee:

- A) Assist the Coalition in keeping ATOD related issues at the forefront of public awareness.
- B) Promote and attend community events to bring attention to ATOD related issues and resources.
- C) Represent Coalition goals in other projects and programs in the community.

6.8 Policy Advocacy Committee shall:

- A) Stay attuned to local, state, and national legislation.
- B) Network with appropriate legislative contacts.
- C) Inform Coalition when legislation is related to Coalition goals.
- D) Advocate for legislation that supports Coalition goals.
- E) Survey Coalition to determine annual legislative goals.

6.9 Youth Advisory Committee shall:

- A) Give a voice for youth in the community to help support Coalition goals and objectives.
- B) Provide the opportunity for youth in our community to plan and implement projects and campaigns to promote ATOD related issues.

6.10 Ad Hoc Committees shall:

- A) Be created and convened when necessary for purposes defined by the Coalition, an ad hoc Nominating Committee will be formed each May by the Vice Chair.
- B) Be dissolved by vote when assigned function (s) and report(s) have been completed.

Article VII

Amendment of By Laws

7.1 Amendment

The by-laws may be amended, at any meeting by a two-thirds (2/3) vote of voting members attending, provided notice of the proposed change(s) is distributed to all voting members at least thirty (30) days prior to the meeting.

Article VIII

Parliamentary Authority

8.1 Parliamentary Authority

The rules contained in Robert's Rules of Order, current edition of, shall govern the Drug-Free Coalition of Tippecanoe County in all cases to which they are applicable and in which they are not inconsistent with these by-laws.

Adopted June 3, 1998
Revised December 5, 2005
Revised November 1, 2006
Revised October 3, 2007
Revised October 1, 2008

Revised September 2, 2009
Revised September 7, 2011
Reviewed January 27, 2016
Revised February 14, 2021