

By-laws

BY-LAWS of the Health Alliance of North Tonawanda (CHANT) Coalition

Article 1 — Name and Organization

The name of this organization shall be the Community Health Alliance of North Tonawanda (CHANT). It shall herein be referred to as the Coalition.

Article 2 — Statement of Purpose

Section 2.A Mission Statement

To reduce substance use among youth by empowering our community as we monitor, assess, and contribute to the revitalization of a safe and healthy North Tonawanda.

Section 2B Vision Statement

Create Awareness, cultivate Prevention and Contribute to Community Wellness

Section 2.C Goals

1. Educate directly on Key prevention issues of substance abuse
2. Contribute to a safe and healthy North Tonawanda Community
3. Create Awareness of North Tonawanda's Resources

Article 3 — Geographic Boundaries and Population

Section 3.A Boundaries

The boundaries of the coalition will be the City of North Tonawanda, New York

Section 3B Population

As of the 2010 estimated census, the City of North Tonawanda is 31 ,568. The population is estimated to have fallen to 30,929 by 2014. The breakdown of ethnic groups is 96.5% white not Hispanic, 0.8% Black, 0.4% American Indian and Alaskan Native, 0.7% Asian, 1.7% Hispanic or Latino, and 1.3% identify as two or more races.

Article 4 — Membership

Section 4.A Membership

Membership in the Coalition shall be voluntary and open to individuals, organizations, elected officials, businesses, community- and faith-based organizations, and youth who reside in or are employed in North Tonawanda, New York, who support the Mission of the Coalition and agree to champion its goals, objectives and guiding principles. Membership in the Coalition is determined on a nondiscriminatory basis without regard to race, color, age, sex, religion, disability, or national origin.

Section 4B Membership Sectors

Membership in the Coalition falls within the following 12 sectors:

- youth (an individual 18 or under); • parents;
- business community;
- media; • school; • youth-serving organization; • law enforcement agencies; • religious or fraternal organizations; • civic and volunteer groups; • healthcare professionals;
- State, local, or tribal governmental agencies with expertise in the field of substance abuse; and other organizations or individuals interested in or involved in reducing substance abuse.

Section 4.C Active Participation and Attendance

An integral part of this Coalition is active participation of members in regularly scheduled Coalition management and planning meetings, including activities, events, and strategic planning. Members are encouraged to attend all meetings of the membership and committees on which they serve.

Section 4.D Evidence of Membership

Individuals or organizations will be invited to join the Coalition after attending a minimum of two meetings.

Section 4.E Rights and Responsibilities of Members

Members are encouraged to attend all meetings of the Membership and committees on which they serve. Members are encouraged and expected to actively participate in activities of the Coalition and assist in developing and supporting the activities of the Coalition's agenda. Active participation is defined as work that promotes and facilitates fulfilling the purposes of the Coalition, including, but not limited to, serving on standing or special committees/workgroups, donating time, materials, personnel, etc., and supporting the efforts of committees and workgroups.

Section 4.F Conflict Of Interest

A conflict of interest exists if a member(s) of the Coalition or his/her immediate family member, employer, business, or agency could benefit in a direct or indirect manner from a vote regarding expenditure of Coalition funds or Coalition Activities. Members who have a conflict of interest shall abstain from a vote related to the conflict. Any member knowledgeable of any such conflict of interest shall bring this conflict to the attention of the Chairperson of the Coalition.

Section 4.G Resignation

Members may terminate their membership at any time by submitting a written resignation to any Coalition officer or non-attendance to a meeting for a period of one year.

Article 5 — Decision Making

Section 5.A Parliamentary Procedure

In all matters not covered by the By-laws of the Coalition, the Coalition shall be governed by Robert's Rules of Order using simplified procedures allowed by Robert's Rules for Board Meetings.

Section 5B Business Conducted at Meeting

Business will be conducted by the members present.

Section 5.C Voting

Voting procedures, with the exception of voting for officers, will be decided by Chair.

Section 5.D Electronic Communication

Members of a committee may participate and take action in a meeting by means of conference telephone or similar communications equipment, whereby all persons participating can communicate with each other.

Article 6 — Meetings

Section 6.A Meeting Notification

All members shall be informed not less than five days before meetings are held, unless it is an emergency nonscheduled meeting where one day notice is allowed. The agenda will be distributed with the notice of meeting.

Section 6B Coalition Meetings

Coalition meetings will be held, at a minimum, four (4) times a year, Individual dates will be determined by the Chair and the membership will be informed at the first prior meeting.

Section 6.C Annual Meeting

The Coalition will hold an Annual Meeting in June for the election of the officers of the Coalition, presentation of an annual report and any other business as determined by the Coalition.

Section 6.D Committee/Workgroup Meetings

Committee/workgroup meetings will be held as needed. Minutes of all committee/workgroup meetings should be kept and submitted to the Coalition Chair as soon as possible after the meeting.

Section 6.E Special Meetings

Special meetings of the Coalition may be called by the Chair or at the written request of two or more members of the Coalition. These meetings must be in regard to urgent business of the Coalition that cannot wait until the next regularly scheduled meeting. Only business mentioned in the call shall be transacted during the nonscheduled meeting.

Article 7 — Officers

Section 7.A Officer Descriptions

The officers of the Coalition shall be a Chair, Secretary, and Treasurer.

Section 7B Eligibility

To be eligible for office in the Coalition a candidate must be a voting member of the Coalition.

Section 7.C Term of Office and Term Limits

The term of the officers shall coincide with the Coalition year (July 1 —June 30). A vacancy in other offices shall be filled by election from nominations from the floor at the next regularly scheduled meeting to fulfill the remainder of the term.

Section 7.D Vacancies or Resignations

All officers are to submit resignations to the Chair at least one month before the date that their resignation will be effective. In the event the Chair intends to resign, notification must be made to the Secretary at least one month before the date that their resignation will be effective. Any vacant positions will be immediately filled by the Chair's appointment for an interim replacement with elections to follow at the next regularly scheduled meeting, unless there is only one other meeting of the committee before the beginning of the next calendar year. If the Chair resigns, the Secretary will become the Chair of the Coalition. Any member may be removed from office by 2/3rds vote of the Coalition membership with prior notice whenever in its judgment the best interest of the group will be served thereby.

Section 7.E Duties of Chair

The duties of the Chair (with assistance from the Coalition staff) are to ensure the following occur; notification of members for upcoming meetings, meetings are led, there is an agenda for each meeting, there is a primary contact and community liaison for the Coalition, the minutes are sent to each member, and there is a leader of the Coalition in the budget process in accordance with these By-laws. If circumstances arise, the Chair must designate a facilitator for any meeting they are unable to attend.

Section 7 F Duties of the Treasurer

The Duties of the Treasurer will be completed by the fiscal agent. An agreement will be renewed annually through a Memorandum of Understanding

Section 7.G Duties of the Secretary

The duties of the Secretary are to take roll of each member present, to ensure minutes during meetings are taken, and to submit these minutes to the Chair at least ten days prior to the following meeting.

Article 8 — Committees/Workgroups

Committees will be formed and dissolved at the discretion of the Coalition Chair, and

Coalition membership.

Article 9 — Amendments

Section 9.A Voting for Amendments

These bylaws may be amended by an affirmative vote of a simple majority of the members present providing that the proposed amendment shall have been included in the notice of the meeting. By-laws may only be amended at the annual meeting.

Section 9B Procedure for Amendment of Bylaws

The Coalition shall be empowered to amend these Bylaws at the annual Coalition meeting by an affirmative vote of a simple majority of the members present. Notice of the proposed amendments and alterations should be communicated to the members either electronically, no later than 5 days prior to the annual meeting or at the previous meeting.

Article 10 — Dissolution

Section 10.A Dissolution Statement

Upon the dissolution of the Coalition, the Chair shall, after paying or making provision for the payment of all of the liabilities of the Coalition, dispose of all of the assets of the Coalition exclusively for the purposes of the Coalition in such manner, or to such organization or organizations organized and operated exclusively for religious, charitable, educational, scientific or literary purposes as shall at the time qualify as an exempt organization or organizations under section 501 (c)(3) of the Code as the Chair shall determine.

Approved by the Community Health Alliance of North Tonawanda

DATE
