



### **A PROGRAM OF FAMILY SERVICES**

Youth2Youth 4 Change began in 1991 and will celebrate its 25year anniversary in August, 2016. The program has formed a coalition that has proven to be highly effective in tobacco prevention in Rock County since 1991. The youth component of our program began in 1995 and has been educating youth about the dangers of tobacco use and how to advocate for positive change for the past 25 years. In March, 2011 we applied for a Drug Free Communities Support Grant that we were funded for in September, 2011. Our program will include preventive programming for tobacco, underage drinking and other teen drug use.

# *Youth2Youth 4 Change*

## *Non-Discrimination Policy*

It is the policy of Youth2Youth4 Change coalition that no person shall be subjected to illegal discrimination under any program or activity and in employment.

Youth2Youth 4 Change will comply with the following laws;

- 1) Title VI of the civil rights act of 1963, which prohibits discrimination on the basis of race, color, or national origin.
- 2) Title VII of the civil rights act of 1963, which prohibits discrimination in all employment practices on the basis of race, color, religion, sex or national origin
- 3) Title IX of the educational amendment act of 1972, which prohibits discrimination on the basis of sex with regard to educational programs or activities and employment practices.
- 4) Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap
- 5) American with Disabilities Act
- 6) Wisconsin law prohibits discrimination against employees or prospective employees on the basis of sexual orientation, age, ancestry, marital status, political affiliation, arrest or conviction record, or membership in national guard, state defense forces or any other reserve component of the military forces of the United States or the State of Wisconsin.

Youth2Youth 4 Change coalition acknowledges all regulations, requirements and responsibilities defined by the Equal Employment Opportunity Commission regarding sexual harassment as a violation of Title VII and Title IX.

# Coalition By-Laws

Revised 01/20/2016

## Youth2Youth 4 Change By-Laws

### Article I

#### Name

The name of this organization is Youth2Youth 4 Change Coalition (hereinafter Coalition). The Coalition is an alliance of parties for the specific purpose of promoting through education and advocacy for lifestyles free of tobacco, alcohol and other drugs.

### Article II

#### Purpose

**Mission:** The mission of Youth2Youth 4 Change is to reduce substance abuse among youth and adults through positive community change.

**Vision:** The vision of the Youth2Youth 4 Change Coalition is to create a drug-free community,

### Article III

#### Youth2Youth 4 Change Coalition Membership

The area to be served by the coalition shall include all of Rock County.

Membership shall consist of a broad cross section of the population and will not be limited by number so as to include as diverse a representation as possible.

Membership in the Coalition is voluntary.

## **Article IV**

### **Advisory Board**

#### Section 1: Number

The affairs of the Coalition shall be governed by nine (9) advisory board members, at least two (2) of whom shall be youth. The \*Program (appendix 1) Director shall be an ex-officio member of the Advisory Board.

#### Section 2: Power and Duties

The Advisory Board shall have the power and duties necessary for reviewing the programmatic activities of the Coalition. The Advisory Board may designate a spokesperson for the Coalition (eg. Program Director of Youth2Youth 4 Change)

#### Section 3: Terms of Office

The term of office for members of the Advisory Board shall be three (3) years, except the initial Advisory Board shall be elected as follows; 1/3 of the board shall be elected for one (1) year, 1/3 for two (2) years, and 1/3 for three (3) years. The youth members will be appointed to a one year term by the Program Director. Terms of office shall begin and end on the date of the regularly scheduled annual meeting held in January. Thereafter, terms of office shall be for three (3) years with the opportunity to be elected for an additional full term. The Program Director, as ex-officio, shall have no term limit.

#### Section 4: Election

The election of members of the Advisory Board shall be conducted in December prior to the annual meeting of the Coalition during the month of January. The nominating committee shall present a slate of candidates for the Advisory Board. Additional nominations for membership on the advisory board may be made from the floor on the date of the annual election. Election of advisory board members shall be by a majority vote of all coalition members present. The election may be conducted by voice vote, except when there is more than one (1) nominee for the position. In that case, the election shall be conducted by written ballot.

#### Section 5: Vacancies

In the event of a vacancy caused by any reason including removal by the board, the position shall be filled by a majority vote of the Advisory Board, and each person so selected shall serve until a successor is elected to fill the unexpired term.

#### Section 6: Removal LOSS OF MEMBERSHIP

Four (4) consecutive unexcused absences within a fiscal year from board meetings by a board member shall constitute a resignation by the absent board member. Any member

who shall fail to attend, without giving prior notification or subsequent notice of reasonable cause to the Secretary, whether regular or special, shall be removed from the board, and his/her successor shall be selected as provided in article 4, section 5. Unexcused absences will be noted in the minutes. The member shall be notified in writing prior to the meeting of his or her removal.

**Section 6a: REMOVAL FOR CAUSE OF A BOARD MEMBER**

A board member may be removed for cause from the by the board by a two-thirds vote of the board members present at any official board meeting. The member shall be notified in writing prior to the meeting of his or her removal.

**Section 7: Compensation**

No compensation shall be paid to Coalition Board members.

**Section 8: Regular Meetings**

Regular meetings of the Coalition Board will be held monthly at such time and places as shall be determined.

**Section 9: Quorum**

A quorum for any meeting of the Coalition Board shall consist of a majority of members (five (5) of the advisory board).

**Section 10: Committees**

The Coalition Board members may establish such committees as it deems beneficial for the accomplishment of the objectives and purposes of the Coalition. Each committee shall consist of at least one member of the Advisory Board, and the Program Director. The official Coalition Chair shall serve on all committees, and youth representation will be encouraged.

**Section 11: Attendance of Conferences/Programs**

All members attending conferences paid for by Coalition funding shall refrain from the use of drugs or alcohol during the scheduled conference times. Conference times shall be used for conference business only, ie; attendance to sessions is required. Attendees should be prepared to share on information gained that may be helpful to the mission of the coalition.

**Article V  
Officers**

**Section 1: Election**

The principal officers of the Coalition shall be: Chair and Vice-Chair whom shall be elected by the advisory board membership the month before the annual board meeting.

**Section 2: Terms of Office**

The terms of office shall be for a period of one (1) year. Officers may be elected for two (2) additional terms.

Section 3: Chair

The Chair shall preside over all meetings of the Advisory Board. He/she shall exercise general oversight of the coalition and shall perform duties as may be assigned to him/her by the Coalition Advisory Board.

Section 4: Vice Chair

The Vice-Chair shall take the place of the Chair performing his/her duties whenever the Chair is absent or unable to act.

Section 5: Secretary

The Secretary shall send meeting notices, prepare minutes of all meetings of the Coalition Advisory Board, and maintain those minutes. In addition, he/she shall perform other duties as may be assigned by the program director.

## **Article VI Standing Committees**

Section 1: Executive Committee

- A. *Membership.* The Executive Committee shall be Chaired by the Coalition Chair and in the absence of the Chair, the Vice-Chair, and shall be composed of the Chair, Vice-Chair, (2) two members of the board appointed at large by Coalition Board.
  
- B. *Power and Duties.* The Executive Committee shall have the authority and shall be held accountable to the Coalition board for conducting the activities of the Coalition Advisory Board during the interim between board meetings and shall exercise such discretionary authority in conducting these affairs in ways that are not prohibited by these by-laws or by the municipal, state or federal regulations.
  - 1) The Executive Committee shall approve the agenda for all Coalition Advisory Board meetings.
  - 2) The Executive Committee shall review and report to the Coalition on monthly financial status of the Coalition activities.

Section 2: Nominating Committee

- A. *Membership.* Shall be composed of at least two (2) members appointed by the Coalition Advisory Board chair.
  
- B. *Powers and Duties.*

- 1) Present at the annual Coalition Advisory Board meeting a slate of candidates for Advisory Board.
- 2) Provide for Coalition Advisory Board's approval a list of candidates to fill vacancies.

### **Amendments**

These by-laws may be amended or repealed by majority vote of the coalition board members present and voting at any regular or special meeting, provided that a quorum is present at any such meeting. All proposed amendments or new by-laws must be submitted in writing to all coalition members at least ten (10) days prior to the date of the meeting at which they will be considered.

### **Article VII Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised, shall govern the Coalition Advisory Board in all cases to which they are applicable in which they are not inconsistent with these by-laws and any special rules of order the Coalition Advisory Board may adopt.

These by-laws were reviewed and passed by the Youth2Youth Coalition on the, December 16 day of 2015.

\* **Appendix 1**



