

Nederland Communities That Care Coalition

Operations/Bylaws

The following document sets forth the principles of operation including the governing structure adopted by the members of the Nederland Communities That Care Coalition (NCTCC).

Statement of Background

The Colorado Department of Health and Environment (CDPHE) received funding from the marijuana tax cash fund to support substance abuse prevention among youth using the Communities That Care (CTC) model across Colorado. In 2016, TEENS, Inc. was awarded competitive grant funding to implement CTC in Nederland. Beginning in 2017, a full-time project facilitator was hired and the Nederland Communities That Care Coalition was formed to address the health of area youth.

Mission Statement

Purpose & Duties

The members of NCTCC agree to work collaboratively to enhance Nederland and its surrounding areas' collective capacity to reduce alcohol, tobacco and other drug abuse and other risky behavior among local youth.

[definition of prevention here]

Specifically, Coalition members will work collaboratively to achieve our mission by:

- Involving youth throughout the process in meaningful and dignified ways
- Maintain optimal funding for the NCTCC
- Assess and monitor risk and protective factors amongst Nederland area youth
- Report findings and make recommendations to the community board
- Monitor changes in community-level outcomes over time
- Identify community services and gaps
- Prioritize key risk and protective factors that need to be addressed
- Designs and oversees monitoring and evaluation of programs and policies
- Promote, involve and educate stakeholders, key leaders and the community about CTC, Coalition work, and policies and programs that are effective towards youth health
- Build and sustain healthy and effective relationships within and outside the coalition
- Provide skill building, educational opportunities and marketing to support parents and youth
- Share knowledge, lessons learned, and best practices.
- Facilitate collaborative programming and fund-raising.
- Foster "best practices" and aim to serve as regional and national model.

Membership

Voting membership is open to any individual that is interested in furthering the work of the Coalition's priority areas and agrees to support the Coalition's Mission Statement. An organization may be invited to be a non-voting member of the Coalition. Membership in NCTCC is open to anyone who lives and/or works and/or serves Nederland or the neighboring areas and who agrees to uphold the work of the Coalition.

Administration

A. Chair.

1. Term.

Two years, renewable for an additional two-year term if the Coalition so votes. If the Chair resigns during his or her unexpired term, the Vice/Youth Chair shall succeed as Chair for the remainder of the Chair's term, and shall be eligible for election to two full terms as Chair. However, the total successive years served as Chair shall not exceed five years. Upon the expiration of the Chair's second full term, the Vice Chair shall automatically succeed as Chair, renewable for an additional two-year term if the Coalition so votes.

2. Duties.

- a. Announce, chair, facilitate and build agenda for general and special general meetings;
- b. Appoint and remove chairs, vice-chairs or co-chairs and members of each committee and workgroup of the Coalition ensuring adequate representation of each constituency with the Coalition;
- c. Participate as an ex officio member of all committees;
- d. Represent the Coalition to the public and the media; and
- e. Make timely decisions between general and special general meetings with consultation of the Board Maintenance Committee and ratification by the entire Coalition;
- f. With vice-chair, jointly appoints the at-large members of the Community Board.
- g. Adult mentorship of youth co-chair in leadership responsibilities using the social development strategy.

B. Vice-Youth Chair.

1. Term.

Begin as active members of the Youth Involvement Workgroup. Are eligible to be paid for their Coalition Workgroup time by the Community Board as a co-chair of a Coalition workgroup 1) after completing Youth Involvement Leadership Training and 2) remaining active in Youth Involvement Workgroup activities. A minimum one year term with a two-year term desired. Renewable for re-hire by Community Board if the Coalition so votes. If the Vice Chair resigns during his or her unexpired term or is elevated to the position of Chair, the position of Vice Chair shall be filled by election (first by any eligible youth and then by any adult Coalition member if no such youth is available) for the remainder of the Vice Chair's unexpired term and shall be eligible for election to another full term as Vice Chair.

Duties.

- a. Perform all of the above-describe duties of the Chair in the Chair's absence;
- b. Perform those additional duties delegated by the Chair; and
- c. Participate as an ex officio member of all committees.
- d. With Chair, jointly appoints the at-large members of the Executive Committee.

C. Re-election of Chair and Vice-Chair.

Nothing shall prevent a past Chair or Vice-Chair from submitting his or her name for consideration as a candidate for Chair or Vice-Chair in any future election, provided that at

least one year has elapsed since that individual has held the office of Chair or Vice Chair.

D. CTC Facilitator.

The facilitator is the CTC “expert”. He or she directs the effort’s progress through the five phases and become thoroughly familiar with the concepts of risk and prevention-focused prevention and community mobilization. The facilitator plays a neutral role in meetings. He or she makes sure all members follow the ground rules. He or she helps the group focus on stated objectives and stick to the agenda. The facilitator also coordinates pre-and post-meeting logistics, and works with the Chair on the agenda.

1. Duties, as Host Agency Employee

Under direction of the Host Agency, the CTC facilitator will guide the Coalition through the CTC planning and implementation process; help complete the CTC Milestones & Benchmarks; lead Phase 2-5 workshops; delegate board tasks including data collection and analysis, community outreach and public relations; and board meetings; lead project planning discussions; coordinate development of comprehensive community prevention plan; oversee and monitor, with workgroup chairs, implementation of chosen interventions; train board members on CTC processes and tasks; prepare documentation and reports as needed; and assist in writing grant proposals and other materials needed for funding.

2. Duties, to the Coalition

Under direction of the Chair, the CTC Facilitator shall be responsible for managing grants and contracts; managing contractors and sub-contractors pursuant to grants and contracts; help with fundraising; participating as a non-voting ex officio member of all committees; maintaining records, minutes and financial statements of the Coalition; hiring, supervising and disciplining staff; maintaining a current list of membership organizations and voting/non-voting members; providing regular updates via email on the progress of committees and workgroups; providing notice of meetings pursuant to these bylaws; coordinating committee activities; and other responsibilities as determined by the Coalition.

Host Agency

TEENS, Inc. will provide administrative duties for the CTC Coalition, which include:

- Hiring a full-time grant facilitator
- Maintaining mailing lists and email lists
- Convening meetings (including food, space, agenda and notification)
- Media Advocacy
- Maintaining contact with CDPHE
- Managing grant reporting and deliverables
- Managing inter-coalition communications between workgroup, key leader, and community board groups; meeting minutes; keeping records of the Coalition’s actions; distributing copies of minutes and the agenda to each member; and assuring that the Coalition’s records are maintained.

In the event it becomes necessary to hire staff or consultants to conduct the work of the Coalition, the host agency will decide which agency shall act as the employing authority. The job description or contract created under this paragraph shall contain language that the employee or consultant shall report on his or her activities and progress to the co-chairs of the Coordinating Council as well as to the host agency.

Fiscal Agents

The Nederland Communities That Care Coalition encourages all member organizations to apply for funding in the name of the Coalition to support activities outlined in the Community Action Plan. As such, there may be any number of fiscal agents at any given time. All funding applications made in the name of the Coalition need prior approval by the Executive Committee, and all projects funded in the name of the Coalition must be reported on regularly to the Executive Committee. The Coalition recognizes that the responsibility for grant management and reporting lie with the host agency for each individual grant.

Community Board

The Communities That Care Coalition maintains its autonomy as an independent Coalition of agencies and institutions, regardless of host agencies and fiscal agents. The Community Board is responsible for overall administration and management of the Coalition's activities, will serve as the governing body for this Coalition, and will have final say for all important decisions. The Community Board shall have up to twenty (20) voting members, two being Co-Chairpersons. Voting members of the Community Board shall have one (1) vote.

Decisions will be made by consensus when possible, or by 2/3 majority as necessary.

Agencies or groups represented on the Community Board may select alternates for Community Board members to ensure consistent representation. Actions proposed by the Community Board may be submitted to the members of the full Coalition for review.

Role of the Community Board

- Accessible to key stakeholders
- Lead and participate on workgroups
- Lead and participate in collective decision-making
- Develop and implement community action plan
- Monitor and facilitate the CTC prevention and implementation planning process
- Act as clearinghouse for information
- Meet monthly as a Board
- Plan quarterly Coalition meetings
- Make major decisions regarding the process
- Pre-approve grant applications that are made in the name of the Coalition
- Oversee funding and programming that is applied for in the name of the Coalition
- Approve appropriate use of survey data
- Monitor continuum of prevention efforts in Nederland and how effective efforts are in addressing Coalition goals and priorities
- Identify strategies and initiatives to seek funding which are in line with CTC Coalition's goals and priorities
- Conduct outreach and issue press releases

Community Board Composition: In order to reflect the diversity of this Coalition, the membership of the Community Board will strive to represent the community sectors set forth below.

Community Sectors:

- Local Government
- Local business
- Schools/Education
- Law Enforcement/Justice
- Faith
- Media
- Health – including hospitals, mental health and other providers
- Social Services
- Culture/diversity
- Neighborhood groups
- Parents and parent groups
- Youth
- Partner Coalitions and other service/civic/volunteer Groups
- Chairs of workgroups/sub-committees who are not already members of the Board

Multiple people from the same community sector can be Board members, and Board membership is not limited to the sectors listed above. However, only one Board member from each individual agency, school, institution, business or program may be a voting member.

Terms: Coalition members shall select the members of the Community Board for the coming term annually by June 30th. The Community Board is empowered to make interim appointments to fill vacancies in the Board that arise between elections, and the Board is empowered to remove members who do not participate, or whose participation is disruptive to the functioning of the Board. Board members and Co-Chairs will serve two year terms, and the Board will be comprised of members with two staggered terms. No term limits are imposed.

Quorum: Five (5) voting members of the Board shall constitute a quorum for the purposes of transacting business.

Meeting Schedule: The Board shall meet on a regular basis, and may schedule additional meetings as necessary.

Committees: The Board may create committees and working groups as needed. Members of the Coalition may form committees or work groups among themselves to consider matters of interest. Proposals or projects developed by committees or work groups established independently by members of the Coalition are subject to review and ratification by the Community Board.

Duties & Responsibilities of the Co-Chairs: Co-Chairs shall be chosen by the Community Board members by August 31 every two years. The Chairpersons: (1) schedule regular and special meetings of the Board, including sending out meeting announcements and agendas, (2) preside at all meetings, (3) appoint and dissolve subcommittees, working groups, and leaders of same, (4) oversee or designate someone with specific expertise to oversee any grant applications made in the name of the Coalition and (5) serve as the official public spokespeople of the Coalition. Co-Chairs must have their agency's approval to include at least five hours per week of CTC work in their work plans.

Meetings

- a. COALITION MEETINGS. The Communities That Care Coalition shall meet quarterly at an agreed-upon, regular place and time. If a change is made in the date, time or location of the meeting, the Facilitator shall notify all members of such change at least two weeks prior to the new meeting date. Meetings may be scheduled more frequently as necessary.

Quorum: The Coalition may act by a simple majority of members present and voting.

Voting: Each member of the Coalition shall have one (1) vote. The member shall be responsible for briefing his/her respective agency or group about actions pending and taken by the Coalition. A member unable to be present for a vote may use written proxies.

Notice: Notice of each meeting shall be given to each member by email not less than fourteen (14) days before the meeting.

- b. SPECIAL COALITION MEETINGS. The Chair may call a special Coalition meeting. The Facilitator shall notify all members of the date, time and location of such meeting at least one week prior to the meeting date.
- c. ANNUAL MEETING. An Annual Membership Meeting may be held. It may take the place of a regular, quarterly Coalition meeting.
- d. WORKGROUP MEETINGS. Members of each committee shall decide the date, time, and location of its regular meetings. Each such workgroup Chair may call a special workgroup meeting and shall be responsible for notifying the members of the committee of the date, time or location of all regular and special meetings at least one week prior to the meeting date.

Workgroups.

Efforts will be made to ensure that, at a minimum, diverse community sector representation and such new constituencies that become members will be included in each workgroup. Any Coalition member may attend any workgroup meeting. Workgroup chair appointments shall be reviewed annually by the chair. Workgroups may create and oversee sub-groups to assist in meeting policy goals. The workgroups shall be, but are not limited to, the following:

- a. Community Board: This group shall be comprised of the Coalition Chair, Vice-Chair, and Youth Chair; Facilitator (as a non-voting member); Risk and Protective Factor Assessment Chair, Resources Assessment and Evaluation Chair, Community Outreach and Public Relations Chair, Community Board Maintenance Chair, Funding Chair, Youth Involvement Chair, and Parent Education Chair and four at-large seats. Applications from any Coalition member interested in serving on this board will be reviewed by the Coalition Chair, Vice Chair, and Youth Chair who will make appointments from these applications. Initially, two at-large members will serve until January 1, 2018 and two at-large members will serve until July 1, 2018. Thereafter, appointments will be made for one-year terms. This board shall be the decision making body of

the Coalition for action planning, programming and interventions, and policy implementation when the full Coalition is not in session but will report to the full Coalition. This board shall meet at least monthly in those months that the quarterly general meetings do not take place through December 2018 after which time the Board may only meet quarterly and as need be.

- b. Risk and Protective Factors Assessment Workgroup. Collects and reviews youth survey and public data to help the community board select priority youth outcomes, and priority risk and protective factors. This group also monitors changes in community-level outcomes over time. This workgroup reports to the full Coalition.
- c. Resources Assessment and Evaluation Workgroup. Identifies current community services that address the priority risk and protective factors, identifies service delivery gaps, and recommends solutions. This workgroup also designs and oversees monitoring and evaluation of the programs and policies implemented under the Community Action Plan. This workgroup reports to the full Coalition and directly to the Community Board.
- d. Community Outreach and Public Relations Workgroup. Involves stakeholders, promoting the Communities That Care system, and educating and updating key leaders and the community about the work of the community board. This workgroup reports to the Community Board.
- e. Community Board Maintenance Workgroup. Builds and sustains a healthy and effective community board. Supports inter-workgroup and coalition communication and processes. This workgroup reports to the Community Board.
- f. Funding Workgroup. Maintains the Coalition's capacity through identifying and cultivating funding sources. Manages the acquisition of public and private funds to support the community coordinator, community board, and the action plan programs, policies, and practices. This workgroup reports to the Community Board.
- g. Youth Involvement Workgroup. Recruits youth for all aspects of the CTC effort. It works with other workgroups to identify meaningful opportunities for young people, skills and training needed by young people and appropriate recognition. This workgroup reports to the full Coalition.
- h. Parent Education Workgroup. Provides skill building, educational opportunities and social marketing to support parents and guardians in raising healthy, drug-free children. This workgroup reports to the full Coalition.
- i. This workgroup reports to the full Coalition.

Voting

Any vote put before the general membership by the Chair shall be at a Coalition meeting at which a quorum is present. For purposes of these bylaws a quorum shall mean five (5) voting Community Board members. Votes are limited to one vote per member.

Any vote put before the Community Board by the Chair shall be at a Community Board meeting at which a quorum is present. For purposes of these bylaws a quorum shall mean a majority of its members.

[Nominations/Elections Process]

Amendments

These bylaws may be amended by a two-thirds majority vote of the members of this Coalition. A proposal to amend the bylaws may be initiated by any member. The proposed amendment shall be submitted in writing to the Co-Chairs of the Community Board at least 30 days prior to the next regularly scheduled Communities That Care Coalition meeting so that it may be distributed to all coalition members in advance of the next regularly scheduled meeting, at which time the proposed amendment

will be considered. The Community Board is empowered to make interim amendments to the bylaws that last until the next Coalition meeting by the full consensus of a Community Board quorum.

Effective Date

The effective date of these bylaws is _____. These bylaws shall remain in effect unless and until amended in part or rescinded in their entirety.