

ISSAQUAH DRUG FREE COMMUNITY COALITION  
BY-LAWS



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**ARTICLE 1: MISSION**

**SECTION 1.1: MISSION STATEMENT**

The mission of the Issaquah Drug Free Community Coalition (the “Coalition”) is ***the prevention and reduction of youth alcohol, marijuana and prescription drug abuse within the Issaquah School District service area.*** The Coalition accomplishes this mission through community resource networking and strategic action planning aimed at changing community norms.

**ARTICLE 2: DEFINITIONS**

**SECTION 2.1: NAME**

The name of this organization shall be “Issaquah Drug Free Community Coalition.” The organization is most often referred to as the “Drug Free Community Coalition” or “the Coalition”.

**SECTION 2.2: ORGANIZATIONAL STRUCTURE**

The Coalition is the community’s substance abuse prevention coalition overseen by the Issaquah Schools Foundation, a local 501(c)(3), under its Healthy Youth Initiative. The City of Issaquah is the recipient of a federal Drug Free Community grant and shall be the fiscal agent for the grant. The Coalition is considered the sub recipient of the Drug Free Community grant.

**SECTION 2.3: BOARD COMPOSITION**

The Coalition Board of Directors (also referred to as the “Board”) will be made up of the Executive Board (Officers), the Sector Representatives (12), and Associate Members.

**SECTION 2.4: BOUNDARIES**

The Coalition is authorized to work within the boundaries of the Issaquah School District.

**ARTICLE 3: OFFICERS**

**SECTION 3.1: EXECUTIVE BOARD**

The Officers of the Coalition shall be Chair, Vice-Chair, Secretary, Treasurer and Past-Chair. Officers of the Coalition are not required to be Sector Representatives. The Officers will serve as the **Executive Board** of the Coalition. The Program Director, Issaquah Schools Foundation – Healthy Youth Initiative, will serve as an ex-officio member of the Executive Board.

**SECTION 3.2: DUTIES OF THE EXECUTIVE BOARD**

In addition to their duties as Coalition Board members, the Executive Board shall:

1. Be responsible for recruiting and electing Sector Representatives;
2. Be responsible for personnel matters, including selection and evaluation of staff and signing contracts;
3. Work with DFCC staff in setting general Coalition Board Meeting agendas;

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4. Monitor and approve all financial documents (such as yearly budget submissions, monthly budget spreadsheets, invoices, fiscal agency fees, etc.);
5. Assist DFCC staff with all grant compliance processes including yearly grant re-applications, site visits, local audit monitoring's, coalition evaluations, etc.; and
6. Meet on a monthly basis, unless otherwise advised.

The Executive Board may delegate duties to Coalition subcommittees, adhoc committees, or staff at their discretion.

**SECTION 3.3: ELECTION OF OFFICERS**

The following procedures will be followed for Election of Executive Board Officers:

1. A Nominating Committee shall be established each year and shall provide a slate of Executive Board Officers to the Coalition Board at least ten (10) days prior to the Coalition's Annual General Meeting.
2. Officers will be elected by the Coalition Board at the Coalition's Annual General Meeting held in September of each year.
3. Officers will serve for one (1) year from the time of election and can only extend their service for one (1) additional year if nominated and elected by the Coalition Board.

**SECTION 3.4: VACANCIES OR INCOMPLETE TERMS**

The following requirements will apply to Executive Board vacancies or incomplete terms:

1. An Officer vacancy due to a resignation or termination may be filled at any time by a vote of the Coalition Board.
2. The newly elected Officer will complete the remaining term of office and can be nominated and elected to a subsequent term of office (per procedures outlined in Section 3.3).

**SECTION 3.5: ROLES & RESPONSIBILITES OF OFFICERS**

**1. Chair**

The Chair shall:

- a) Preside at all meetings of the Coalition and the Executive Board meetings;
- b) In the absence of both the Chair and Vice-Chair, the Chair will be responsible to designate another Executive Board member to run either Executive Board or Coalition monthly meeting or direct designated staff
- c) Serve as Executive Board representative to paid staff and members; and
- d) Serve as public spokesperson for the Coalition.

**2. Vice-Chair**

The Vice-Chair shall:

- a) Preside at meetings when the Chair cannot be present;
- b) With the approval of the Executive Board, serve as the "acting Chair" during an extended absence of the Chair (examples: maternity or paternity leave, illness, or personal emergencies); and
- c) May serve as Chair during the year following his or her election to the Vice-Chair's position if nominated and elected by the Coalition (per procedures outlined in Section 3.3).

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**3. Secretary**

The Secretary shall:

- a) Take minutes at the regular monthly Coalition Board meetings and file such minutes with the Chair or designated staff in a timely manner; and
- b) Take brief action notes of monthly Executive Board meetings;
- c) assume additional clerical tasks through mutual agreement between the Secretary and Chair.

**4. Treasurer**

The Treasurer shall:

- a) Act as “Lead” for DFCC Finance Committee; work with staff to organize, at a minimum, quarterly meetings of Finance Committee
- b) Review a monthly financial report with the assistance of the Chair and/or designated staff;
- c) Present a monthly budget report at Executive Board meetings;
- d) Ascertain that all reports are complete and accurate; and
- e) At a minimum, provide quarterly financial progress reports to the Coalition Board during the monthly meeting.

**5. Past Chair**

The Past Chair shall:

- a) Provide guidance and mentoring to the new incoming Chair;
- b) Attend Executive Board meetings; and
- c) Preside at meetings when the Chair or Vice-Chair cannot be present and requested by Chair

**6. Ex-officio Member**

The Ex-Officio Member shall attend Executive Board meetings in an advisory, non-voting position.

**ARTICLE 4: SECTOR REPRESENTATIVES**

**SECTION 4.1: SECTORS**

The Coalition must have at least one member selected to represent each of twelve (12) “Community Sectors” as required by the federal Drug Free Community Grant. The twelve (12) sectors are: Youth; Parents; Business; Media; Schools; Youth-serving Organizations; Law Enforcement; Religious or Fraternal Organizations; Civic Organizations; Health Care Professionals; Government Agencies involved in substance abuse prevention; and other Agencies (non-governmental) involved in substance abuse prevention.

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**SECTION 4.2: ELECTION OF SECTOR REPRESENTATIVES**

Sector Representatives will be elected as follows:

1. Each Sector Representative will be recruited and elected to his or her position by the Coalition Executive Board;
2. Sector Representatives will serve a term of one (1) year;
3. By mutual agreement of the Sector Representative and the Executive Board, an individual Sector Representative may be re-elected to another term at the Annual Meeting held in September.

**SECTION 4.3: DUTIES OF SECTOR REPRESENTATIVES**

Sector Representatives are expected to:

1. Sign a "Coalition Involvement Agreement" (CIA) as required by the DFC Grant, outlining their roles and responsibilities within the Coalition;
2. Participate in all Coalition monthly meetings, serve on committees and/or ad hoc committees, and participate in Coalition sponsored events and activities;
3. Advocate on behalf of Coalition positions designed to change community norms related to youth substance abuse within the Issaquah School District boundaries;
4. Vote for Coalition Executive Officers;
5. Communicate Coalition news to community contacts;
6. Support the Coalition mission of reducing youth alcohol, marijuana and prescription drug abuse within the Issaquah School District boundaries.

**SECTION 4.4: VACANCIES OR INCOMPLETE TERMS**

The following requirements will apply to sector representative vacancies or incomplete terms:

1. A Sector Representative vacancy due to a resignation or termination may be filled at any time by a vote of the Coalition Executive Board.
2. The newly elected Sector Representative will complete the remaining term of office and may have their term renewed via the process outlined in Section 4.2.
3. It shall be the responsibility of the Coalition Executive Board to recruit replacement Sector Representatives.
4. A Sector Representative who misses three consecutive meetings ***without excuse*** will be terminated and the Coalition Executive Board will recruit a replacement Representative for that Sector.

**ARTICLE 5: ASSOCIATE MEMBERS**

**SECTION 5.1: ASSOCIATE MEMBERS**

Associate members may apply to serve on the Coalition Board as **Individual Community members** or **Organization/Agency Representatives**.

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**SECTION 5.2: APPLICATION PROCESS**

The Associate Member application process will include:

1. Attend a minimum of three (3) Coalition monthly meetings;
2. Complete membership application;
3. Nomination to the Coalition by the Membership Committee;
4. Application approval by the Coalition Board;

**SECTION 5.3: MEMBERSHIP TERMS**

1. Associate Members may serve three-year terms, which are renewable upon mutual consent of the Coalition Board and the Associate Member.
2. Associate Members can be nominated and elected to serve on the Executive Board (as per Section 3.3) or as a Sector Representative (as per Section 4.2).

**SECTION 5.4: EXPECTATIONS OF ASSOCIATE MEMBERS**

Associate Members will be expected to:

1. Participate in all Coalition monthly meetings, serve on at least one committee and/or ad hoc committee, and participate in Coalition sponsored events and activities;
2. Advocate on behalf of Coalition positions designed to change community norms related to youth substance abuse within the Issaquah School District boundaries;
3. Vote for Coalition Executive officers;
4. Communicate Coalition news to community contacts;
5. Support the Coalition mission of reducing youth alcohol, marijuana and prescription drug abuse within the Issaquah School District boundaries.

**SECTION 5.5: CONFLICT OF INTEREST**

The Coalition recognizes the value of Associate Members with professional expertise and association. Such members shall declare potential conflicts of interest and recuse themselves from discussions related to contractual or professional considerations from which they or their organizations might benefit. Associate Members who are selected to receive Coalition contracts must resign from the Coalition immediately upon award.

**ARTICLE 6: GOVERNANCE**

**SECTION 6.1: COALITION BOARD MEETINGS**

The Coalition Board will:

1. Meet monthly with the exception of July
2. Such meetings shall constitute Coalition Board meetings.

**SECTION 6.2: COALITION DUTIES**

The Coalition Board is responsible for setting policies, procedures and assisting with the overall work and direction of the Coalition to ensure that the Coalition is achieving its mission.

**SECTION 6.3: COALITION BUSINESS**

The business of the Coalition will be managed by the Coalition Board, composed of the Executive Board, 12 Sector Representatives and Associate Members



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**SECTION 6.4: VOTING**

1. A quorum of voting members must be present for a vote to be valid.
2. In every case (Executive Board, 12 Sectors Representatives and Associate Members), a quorum consists of half of the current members, plus one.
3. The Chair shall determine a quorum before a vote is taken.
4. A quorum is not required to conduct Committee business.

**SECTION 6.5: FIDUCIARY MATTERS**

For matters related to fiduciary responsibilities:

1. Voting members shall consist of the Executive Board and 12 Sector Representatives;
2. Fiduciary matters will include adoption of the annual budget and subsequent budget revisions;
3. Discussions and votes involving personnel, contracts and legal matters will only be done by the Executive Board in closed executive session(s);
4. The Executive Board has exclusive authority to provide one-time stipends for activities performed by individuals, such as speaking engagement fees, special or emergency project assistance, language translation or other items deemed necessary to fulfill the Coalition mission. Stipends shall not be given for on-going or continuous work.
5. A recommendation for an annual Budget will be presented to the Coalition Board for its' approval

**SECTION 6.6: PHONE AND EMAIL VOTING**

Under special or emergency circumstances, the Executive Board and 12 Sector Representatives may vote by phone or email under the following provisions:

1. Under such circumstances, it must be documented that 100% of the Executive Board and 12 Sector Representatives were contacted, acknowledged receipt of said contact and responded, for the vote to be valid.

Votes pertaining to pending legislation (federal, state, municipal) or local policy created by the Coalition are not eligible for voting by email or phone and therefore must be discussed and voted upon by the Coalition Board at a regular or special meeting of the Coalition.

**SECTION 6.7: FINANCIAL REPORTS**

Financial reports will be made available to the Coalition Board through email, through posting to a Coalition website, or at regular monthly Coalition meetings. Members of the public and government oversight agencies may request a copy of financial reports at any time and be provided such documents in a timely fashion.

**SECTION 6.8: MEETINGS AND SPECIAL MEETINGS**

The Coalition shall meet monthly with the exception of July [see Section 6.1]. Additional meetings, including Executive Board, 12 Sector Representatives and Committee meetings, are allowed and scheduled as needed or outlined in these By-Laws or the Coalition's Practice Manual. At the discretion of the Executive Board or Project Coordinator, special meetings may be called to address emergency issues, provided that every Coalition Board member is notified 24 hours in advance of the meeting.

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**SECTION 6.9: MEETING NOTIFICATIONS AND MATERIALS**

The Project Coordinator and/or designated staff will provide meeting notification and meeting materials three (3) to five (5) days in advance of a monthly meeting.

**SECTION 6.10: RULES OF PROCEDURE**

The rules of procedure at meetings of the Coalition and its Committees shall be Robert's Rules of Order on Parliamentary Procedure, newly revised.

**ARTICLE 7: ADMINISTRATIVE AND FINANCIAL PROVISIONS.**

**SECTION 7.1: PROJECT DIRECTOR**

The Project Director shall be a contractor to Issaquah Schools Foundation. The Project Director shall be responsible for:

1. Aligning Coalition activities with the overall mission of the Foundation's Healthy Youth Initiative;
2. Mentoring the Project Coordinator; and
3. Planning assistance and participation in Coalition activities.
4. The Project Director will be an ex-officio member of the Coalition Executive Board. [See Section 3.1].

**SECTION 7.2: PROJECT COORDINATOR**

The Project Coordinator shall be a contractor to the Coalition who is supervised by the Coalition Executive Board. The Project Coordinator shall be responsible for:

1. Implementing the annual Plan of Action;
2. Recruiting and sustaining Coalition membership;
3. Communicating the Coalition's vision, mission and activities to the media, community groups, elected officials, and the general community;
4. Filing all required reports, invoices and other financial forms as specified by the Substance Abuse and Mental Health Services Administration (SAMHSA) and the City of Issaquah (fiscal agent); and
5. Assessing the Coalition's progress toward stated goals.

The Project Coordinator's compensation shall be determined by the Coalition Executive Board and Twelve (12) Sector Representatives as part of annual budget deliberations.

**SECTION 7.3: OTHER CONTRACTED STAFF**

The Executive Board may hire additional contractors as deemed necessary to fulfill the Coalition mission. Such contractors shall report to, be supervised and have their work evaluated by the Project Coordinator.

**SECTION 7.4: PLAN OF ACTION AND ANNUAL BUDGET ADOPTION**

1. The Coalition Board shall adopt a Plan of Action and Annual Budget by the beginning of the new grant year.
2. Exceptions to this rule will be noted in Coalition meeting minutes when final Plan of Action and/or Annual Budget is adopted.

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**SECTION 7.5: CONTRACTS**

1. The Executive Board has exclusive authority to sign contracts and shall be signed by two (2) authorized signatories (Chair and Project Director).
2. The Coalition may authorize the Project Director or Project Coordinator to sign contracts on behalf of the Executive Board through a vote of the Executive Board and recorded in meeting minutes.
3. All contracts shall be subject to audit and available for review by the public.

**SECTION 7.6: REIMBURSEMENT OF EXPENSES**

The following requirements shall pertain to reimbursement of expenses:

1. The Project Coordinator and other staff may be reimbursed for expenses related to Coalition business when approved in advance by a vote representing a quorum of the Executive Board.
2. The Project Coordinator has discretion to spend up to \$250 without prior authorization of the Executive Board on items including office supplies, printing, presentation materials, meeting equipment and so forth.
3. Members of the Coalition may be reimbursed for expenses ONLY after receiving authorization from the Project Coordinator. Expenses incurred without prior authorization shall be the responsibility of the Coalition member.
4. All reimbursement procedures and amounts will be based on the Federal government's financial reimbursement guidelines and procedures.

**SECTION 7.7: FISCAL AGENT**

The Coalition's fiscal agent shall be the City of Issaquah. The fiscal agent will accept all monies, issue all checks, make all deposits, and audit all records of the Coalition. Checks will be issued in response to invoices filed with the City by the Project Director and/or designated Coalition staff.

**SECTION 7.8: FISCAL YEAR**

The Coalition fiscal year shall be from September 30 through September 29.

**SECTION 7.9: HOLD HARMLESS CLAUSE**

As authorized by RCW 23.03.025 (c), the Coalition limits or eliminates personal liability of Coalition Board for monetary damages for conduct as a member: PROVIDED, That such provision shall not eliminate or limit liability for acts or omissions that involve intentional misconduct by a member or a knowing violation of law by a member or for any transaction from which the member will personally receive a benefit in money, property, or services to which the member is not legally entitled.

**ARTICLE 8: AMENDMENTS**

**SECTION 8.1: AMENDMENTS**

These By-laws may be altered, amended or repealed and new By-Laws adopted by the vote of at least two-thirds of the Coalition Board.

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**SECTION 8.2: ANNUAL REVIEW**

At the discretion of the Executive Board, the By-Laws may be routinely reviewed and amended at the Coalition's Annual General Meeting.

**ARTICLE 9: ADOPTION**

The foregoing By-laws were adopted and ratified by the Issaquah Drug Free Community Coalition Board of Directors on:

**Monday October 13<sup>th</sup>, 2014.**

Amendments and Revisions: