

## **BY-LAWS**

### **Broome County Youth Prevention Partnership is Keeping Youth Drug-free and Safe (BCYPP is KYDS)**

#### **ARTICLE I NAME & MISSION**

The name of this collaboration shall be the Broome County Youth Prevention Partnership is Keeping Youth Drug-free and Safe (BCYPP is KYDS). The BCYPP is KYDS will be coordinated by the Broome County Mental Health Department, with the main office located within the Broome County Mental Health Department, One Hawley Street, 3<sup>rd</sup> Floor, Binghamton, NY 13901.

The Broome County Youth Prevention Partnership is Keeping Youth Drug-free and Safe is a collaborative effort to create opportunities for supportive healthy, drug-free youth, families, and neighborhoods in Broome County.

#### **ARTICLE II PURPOSE & GOALS**

The Broome County Youth Prevention Partnership is Keeping Youth Drug-free and Safe (BCYPP is KYDS) is a collaboration of community organizations and agencies dedicated to improving the lives of youth in Broome County. The BCYPP is KYDS utilizes the Communities That Care® (CTC) Model as well as other models to enhance the project, for coalition building, conducting an ongoing assessment of community needs and resources, and for connecting the characteristics of a community to appropriate science-based prevention programs. The BCYPP is KYDS has established a Comprehensive Youth Development Plan with the following proposed goals and objectives:

This purpose of the BCYPP is KYDS is to:

##### **1. Reduce Youth Substance Abuse in Broome County**

- a. Create change in the factors that have been demonstrated by research to influence alcohol, marijuana and other drug use among youth.
- b. Provide a comprehensive picture of Broome County's youth and family profile and needs, resources, planning efforts, key findings, and recommendations, through the eyes of the BCYPP is KYDS.
- c. Implement the risk and protective factor framework that influence substance abuse, and develop research based strategies to reduce risk, increase protection, and reduce the prevalence of substance abuse.

## **2. Create systems change**

- a. Enhance community efforts to promote and deliver effective substance abuse prevention strategies among multiple sectors of the community.
- b. Strengthen existing community collaboration and seek to further enhance intergovernmental collaboration, cooperation, and coordination toward Broome County's long-term commitment to reduce substance abuse among youth and provide opportunities for supportive, healthy, and drug-free youth, families, and neighborhoods in Broome County.
- c. Increase community awareness of substance abuse problems, the Risk and Protective Factor Framework Model and effective science-based prevention program strategies.

## **3. Maintain and strengthen the collaborative efforts of the BCYPP is KYDS**

- a. Maintain existing links.
- b. Develop new links with different sectors of the community.
- c. Coordinate with other community efforts.
- d. Disseminate data to the public.

# **ARTICLE III            BROOME COUNTY YOUTH PREVENTION PARTNERSHIP is KEEPING YOUTH DRUG-FREE AND SAFE**

**SECTION 1. *History.*** The Broome County Mental Health Department received a grant in 2000 from the New York State Office of Alcoholism and Substance Abuse Services (OASAS) to develop a State Incentive Cooperative Agreement (SICA) Project. The project was funded to conduct local research and to build a community partnership to combat youth substance abuse. The Broome County Youth Prevention Partnership is Keeping Youth Drug-free and Safe (BCYPP is KYDS) was formed in August 2000 as the community coalition to carry out the SICA Project. Membership was based on OASAS guidelines for the Board to be comprised of various sectors from the community. The Project Coordinator contacted representatives from each of the four-targeted school districts, the local governmental unit, law enforcement, and a local OASAS provider. Over the course of the next two months and with the suggestions and networking of the Project Coordinator and the initial representatives to the Board, the full Board was established with thirteen active members from eleven sectors of the community. This Board established the BCYPP is KYDS, Broome County's SICA community partnership.

**SECTION 2. *Composition.*** The composition of the BCYPP is KYDS will include but will not be limited to representation from the following sectors of the community: Law Enforcement, Human Services, Local Government Unit, Schools, Office of Alcohol and Substance Abuse Services (OASAS) Provider, Civic Group, Faith, Business, Youth, Parents, Youth Serving Organizations, Public Health, Mental Health, Media, and Government.

**SECTION 3. *Membership.*** Members of the BCYPP is KYDS are representatives from multiple sectors of the community. Appointment to the BCYPP is KYDS can be made by several means including invitation, request, or expressed interest. Interested parties shall complete the sign in sheet at each meeting giving contact information and affiliation.

**SECTION 4. *Term.*** BCYPP is KYDS members shall not have term limits.

**SECTION 5. *Compensation.*** All members of the BCYPP is KYDS shall serve without compensation.

#### **ARTICLE IV                    ORGANIZATIONAL STRUCTURE OF THE EXECUTIVE BOARD**

**SECTION 1. *Composition of the Executive Board.*** The original BCYPP/SICA Board will become the Executive Board of the BCYPP is KYDS. The Executive Board shall consist of no fewer than fifteen (15) members and be open to membership of any interested party. A vacancy shall not prevent the Executive Board from conducting business.

**SECTION 2. *New Members of the Executive Board.*** Recommendations for membership of the Executive Board will be accepted by the Membership and Nominating Committee from any source. The Membership and Nominating Committee will then go to the Executive Board with recommendations for membership. The Executive Board shall approve membership by majority vote of members in attendance at the meeting.

**SECTION 3. *Officers.*** The officers of the Executive Board shall consist of the following and such other officers as the Executive Board from time to time designate and appoint. To become an officer one must be a member of the Executive Board for at least one year. Officers may serve a maximum of four (4) consecutive years in office. After the fourth year of office the officer must be out of office for one year before being re-elected.

### **(1) Chairperson**

- (A) *Duties of the Chairperson:* The Chairperson shall preside at all meetings of the Executive Board and Partnership. The Chairperson will work with the Secretary to create an agenda for meetings of the Executive Board and Partnership.
- (B) *Term Duration of the Chairperson:* The Chairperson shall serve one one-year term.

### **(2) Vice-Chairperson**

- (A) *Duties of the Vice-Chairperson:* The Vice-Chairperson shall preside at all meetings of the Executive Board and Partnership in the absence of the Chairperson.
- (B) *Term Duration of the Vice-Chairperson:* The Vice-Chairperson shall serve one one-year term and shall serve as the Chair Elect. After his/her one-year term as Vice-Chairperson he/she will move into the position of Chairperson, serving one one-year term.

### **(3) Secretary**

- (A) *Duties of the Secretary:* The Secretary, for Executive Board and Partnership meetings shall supervise and keep minutes, provide a written notice of date, time and location of meetings and generate and distribute an agenda prior to meeting date.
- (B) *Term Duration of the Secretary:* The Secretary can serve up to two one-year terms.

**SECTION 4: Election of Officers.** The Executive Board shall hold yearly elections for officers of the Executive Board. The Executive Board shall elect officers by majority vote at the meeting.

- A. If the Chairperson is unable to serve their full term the Vice-Chairperson will move into the Chairperson position and a Vice-Chairperson will be elected to finish out the term. If this issue arises and there is no one take over the Vice-Chair position for the remainder of the term and assume the Chair position for the new term, the Executive Board can re-elect the Chair to serve another term. The Chair in this case can serve no more than two one year terms.

- B. If the Vice-Chairperson or Secretary are unable to serve their full term an election will be held to fill the position for the remainder of the term.
- C. If the above situation(s) arise the Membership and Nominating Committee will meet to discuss nominees to fill the Officer position(s) that are not able to be filled for the full term. The Membership and Nominating Committee will then make recommendations to the Executive Board.

**SECTION 5: *Voting.*** Each member of the Executive Board shall have one vote. A majority vote of those present shall be sufficient on any proposition presented and acted upon at a meeting. Any member who is not present at a meeting where voting will take place may send a replacement to the meeting to vote on behalf of their organization/agency. A letter from the Board member stating the name of the person who will be voting in his/her place will be required. The letter must be presented to the Chairperson before the beginning of the meeting.

**SECTION 6: *Volunteer status.*** The Executive Board members will be expected to serve on at least one Committee.

**SECTION 7: *Removal of members.*** The Executive Board shall have the right to remove Executive Board members for good cause shown after notice and a hearing before the Executive Committee as a whole. A two-thirds (2/3) majority is required for removal. Removal may result when a member misses 3 consecutive meetings of the Executive Board without due cause.

## **ARTICLE V            MEETINGS**

**SECTION 1. *Executive Board Meetings.*** Regular meetings of the Executive Board shall be held on a monthly or as needed basis.

**SECTION 2. *Partnership Meetings.*** BCYPP is KYDS full Partnership meetings will be held quarterly at a minimum of twice a year. These meetings will take the place of the Executive Board meeting for the months a Partnership meeting is held. The BCYPP is KYDS Partnership meetings shall be open to any interested party.

**SECTION 3. *Committee Meetings.*** Committee meetings will be held at a minimum of four times a year and on an as needed basis.

**SECTION 4. *Special Meetings.*** Special meetings of the Partnership or Executive Board may be held on call of the Chairperson or designee, or by any three (3) members of the Executive Board.

**SECTION 5. *Notice of Meeting.*** Written notice stating the date, hour and location of each meeting shall be delivered or mailed to each member not less than five days before each meeting by the Secretary of the Partnership.

**SECTION 6. *Meeting Agenda.*** The Secretary will distribute an agenda with the notice of meeting not less than five days before each meeting. The Secretary and the Chairperson will prepare the agenda. Any Executive Board member who has an agenda item or idea may call the secretary to add the item or idea to the agenda.

**SECTION 7. *Business Conducted at Meeting.*** Business will be conducted by the members present.

**SECTION 8. *Decision Making.*** The majority vote of the members present at the meeting shall constitute the action of the entire Board, except as may be otherwise provided by these Bylaws.

**SECTION 9. *Parliamentary Procedure.*** *Robert's Rules of Order*<sup>1</sup> are adopted.

## **ARTICLE VI            COMMITTEES**

Committees will serve as subgroups of the Partnership. The committees will include an Executive Committee and Standing Committees.

### **SECTION 1. *Executive Committee***

#### **A. Purpose of the Executive Committee**

Meetings of the Executive Committee will be called at the discretion of the Chairperson of the Executive Board for the purpose of decision-making, consultation, and if necessary, conflict resolution.

#### **B. Composition of the Executive Committee**

The composition of the Executive Committee will include the officers of the Executive Board (Chairperson, Vice-Chairperson and Secretary).

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<sup>1</sup> Roberts, Henry N. *Robert's Rules of Order, Newly Revised* (Glenview, Il.: Scott, Foresman & Co., 1981).

**SECTION 2. *Standing Committees.*** Standing Committees shall be open to any interested party serving on the BCYPP is KYDS. The Executive Board will appoint Committee Coordinators of each standing Committee. The Committee Coordinator will be a member of the Executive Board. The Committee Coordinator will be responsible to report to the Executive Committee and Partnership at meetings.

- A. School District Committee
  - 1. *Duties.* The School District Committee will ascertain the specific needs of the member school districts including and not limited to training, program supplies, consultation with the Executive Board, program implementation and evaluation, changes in programming needs and other duties as commissioned by the Executive Board.
  - 2. *Composition.* The School District Committee will have at least one representative from each member school district. Representatives may include administration and/or teachers or other program implementers and will be nominated by each member school district.
  
- B. Resource and Development Committee
  - 1. *Duties.* The Resource and Development Committee will continually search for funding based on short-term goals and long-term objectives of the Partnership, maintain and update databases and other duties as commissioned by the Executive Board.
  - 2. *Composition.* The Resource and Development Committee will have at least one representative from a member school district, one member with grant writing experience, a representative from government, a prevention provider and any interested party.
  
- C. Planning Committee
  - 1. *Duties.* The Planning Committee will coordinate survey administration with the schools, gather data, conduct needs assessment, explore program expansion or revision based on needs assessment and generate recommendations to the Executive Board and other duties as commissioned by the Executive Board.
  - 2. *Composition.* The Planning Committee shall have at least one representative from a prevention provider, a school district member and is open to any interested party.
  
- D. Membership and Nominating Committee
  - 1. *Duties.* The Membership Committee shall review applications for Partnership membership, actively recruit members based on

Partnership needs, nominate Executive Board members for office and other duties as commissioned by the Executive Board.

2. *Composition.* The Membership and Nominating Committee shall be open to members of the Executive Board only.

E. Youth/Family and Community Committee

1. *Duties.* The Youth/Family and Community Committee shall work towards developing Community Action Teams in participating school districts and communities and other duties as commissioned by the Executive Board.
2. *Composition.* The Youth/Family and Community Committee will have at least one representative from a member school district, a Parent-Teacher Association, community youth organizations/KYDS Youth Coalition and any interested party.

A. KYDS Youth Coalition

1. *Duties.* The KYDS Youth Coalition shall work with the Youth/Family and Community Committee, raise community awareness among youth of the KYDS Coalition and ATOD use, and recruit youth to get involved and be part of the KYDS Coalition initiatives.
2. *Composition.* The KYDS Youth Coalition will be open to any interested youth in the community.

F. Public Relations Committee

1. *Duties.* The Public Relations Committee shall develop plans for and implement public presentations, advertise the efforts of the BCYPP is KYDS, media campaigns, and other communications for review and approval by the Executive Board and other duties as commissioned by the Executive Board.
2. *Composition.* The Public Relations Committee shall consist of a media representative and any interested party.

## **ARTICLE VII      WORK GROUPS**

Work groups may be appointed by the Executive Board as needed to accomplish specific short-term objectives (e.g., required activities of grants). The Executive Board will confirm the creation of the work groups. Work Group composition will be specific to the assigned task. The Executive Board can create other committees or work groups at any time as necessary. Each Work Group may select its own Work Group Coordinator.

## **ARTICLE VIII        BOOKS AND RECORDS**

The Executive Board Secretary shall keep minutes of all proceedings at Executive Board and Partnership meetings and such other books and records as may be required for the proper conduct of its business affairs.

## **ARTICLE IX         CONFLICT OF INTEREST**

Members of the BCYPP is KYDS shall not use their membership for the purpose of private gain for themselves or the organization with whom they are affiliated. Prior to voting on matters in which potential conflict of interest exists for any member of the Executive Board, the Chairperson shall inquire whether any member desires to abstain from voting because of a conflict of interest and any member shall declare that he or she abstains from voting if a conflict of interest exists. Members may challenge that other members abstain from voting if they feel there is a conflict of interest. If the challenged member refuses to abstain from voting as requested the Chairperson may call for immediate vote to determine whether the challenged member is in conflict of interest. If two-thirds of the present members vote that the challenged member abstain from voting the member shall not be permitted to vote.

## **ARTICLE X          DISSOLUTION OF THE COLLABORATION**

In the event that the BCYPP is KYDS is dissolved, it's assets and liabilities will be managed according to the guidelines and commitments under existing grants. If there are liabilities in the existing grant that are not addressed it will be the responsibility of the grant recipient involved not the Partnership.

## **ARTICLE XI         DISPUTE RESOLUTION**

If a dispute were to occur involving any of the groups within the Partnership or the Partnership and its suppliers, contractors, partners or consultants the involved parties shall attempt to resolve the dispute among themselves. In the case that involved parties cannot resolve the dispute the parties will enter into mediation, if mediation does not resolve the dispute parties shall enter into binding arbitration.

## **ARTICLE XII        AMENDMENT OF THE BY-LAWS**

These By-laws may be amended at any regular or special meeting of the Executive Board. Written notice of the proposed By-law change shall be mailed or delivered to each member at least five (5) days prior to the date of the meeting. By-law changes require a two-thirds (2/3) majority vote of the Executive Board members present.

**Broome County Youth Prevention Partnership  
is Keeping Youth Drug-free and Safe**  
*(Interested members of the community)*

