

# Youth Continuum of Care Coalition Bylaws

## ARTICLE I – NAME

The name of this group is the Youth Continuum of Care Coalition herein referred to as the YCCC.

## ARTICLE II – PURPOSE

The purpose of the YCCC is for community members from the twelve county Coastal Bend catchment area to work together to fight adolescent substance abuse.

YCCC MISSION STATEMENT: To collaboratively mobilize assets of the community to provide a continuum of care to address and reduce abuse of alcohol, tobacco and other drugs among youth and their families.

### GOALS:

- To provide a means for youth, youth agencies and community partners to communicate, collaborate, enhance services and plan cooperatively for the growth and future of the youth in the Coastal Bend.
- To raise public awareness about the impact of drugs, alcohol and tobacco issues facing youth and their families in the Coastal Bend through information dissemination.
- To stimulate community action that would be beneficial to youth and their families by promoting family-based program.

## ARTICLE III – MEMBERSHIP

### Section 1: Members

Membership shall consist of individuals and/or representatives of private and public sector agencies, businesses or organizations doing business or residing in the Coastal Bend twelve county catchment area interested in working together to fight adolescent drug abuse.

Agencies may send multiple representatives, however, each agency will have only one vote on issues requiring voting.

## Section 2: Conditions of Membership

Members should attend all YCCC meetings. If a Member must be absent, he/she shall notify the Chairperson in advance of the YCCC meeting. In the event a Member misses two (2) meetings without contacting the Chairperson or without sending a designee, contact will be made with the member by the YCCC Chairperson to discuss whether or not the individual wishes to continue to serve as the official representative of their agency. The Chairperson shall keep a list of those members in attendance at each YCCC meetings. This list is to reflect whether members who were not in attendance notified the Chairperson. The Chairperson will report to the YCCC for recommendations on how to handle lapsed membership, and the YCCC will act on these recommendations on or before the next YCCC meeting.

In order to promote continuity of program planning and assurance, it is necessary that consistency of membership be maintained.

# ARTICLE IV – MEETINGS

## Section 1 – Regular Meetings

Regular YCCC meetings shall be held on a monthly basis, with the exception of December and the month the Families and Communities Educating...together (FACE) Conference/Family Fun Day is held. One week prior to the regular meeting, members will be mailed, faxed or e-mailed an agenda, supporting materials for any agenda items, proposals for any items to be voted on and the minutes of the previous meeting.

## Section 2 – Provisions of Special Meetings.

The Chairperson of the YCCC may call a special meeting if necessary. Such meetings may be called by the Chairperson or at the request of any two (2) members of the YCCC. YCCC members shall be notified of the emergency meeting as much in advance as possible, but may be one day in advance.

## Section 3 – Subcommittee Meetings

Each subcommittee shall have a Chairperson. The Subcommittee Chairperson shall inform subcommittee members and the YCCC Chairperson of the time and place of subcommittee meeting at least three days prior to subcommittee meetings.

Ad Hoc committees will be formed as the need arises to address issues in the Coastal Bend twelve county catchment area.

#### Section 4 – Quorum

The quorum necessary to conduct business and make decisions of the YCCC will require two thirds of the active organizational members present, except where it is expressly stated in these Bylaws that a different percentage is required. A designee or proxy may be substituted for attendance.

## ARTICLE V – OFFICERS

#### Section 1 – Officers

Officers of the YCCC shall consist of a Chairperson, Vice-Chairperson and a Secretary. These officers shall be elected from the membership of the Coalition in the month of August and shall serve from September 1 through August 31.

#### Section 2 – Chairperson

The Chairperson of the YCCC will:

- Preside at all meetings of the YCCC;
- Coordinate efforts for filling membership vacancies;
- Exercise a vote only when it is necessary to break a tie;
- Ensure all matters before the Coalition are handled appropriately;
- Appoint members to subcommittees as necessary;
- Shall perform the duties of the Secretary in the absence of the Secretary or in the event of the Secretary's inability to act.

#### Section 3 – Vice-Chairperson

The Vice-Chairperson shall perform the duties of the Chairperson in the absence of the Chairperson, or in the event of the Chairperson's inability to act or at the request of the Chairperson. When so acting, the Vice-Chairperson shall have all the powers and duties of the Chairperson, and be subject to the same restrictions as the Chairperson.

#### Section 4 – Secretary

The Secretary of the YCCC will:

- Schedule YCCC meetings and organize agendas for these meetings;
- Ensure minutes are completed and sent out to other members prior to the next meeting;
- Track membership attendance.

#### Section 5 – Voting

Only one person from each Organizational Agency may vote. If an Organizational Member cannot attend, a designee may attend with all the authority of the Organizational

Member including privileges, or Organizational Members may mail, fax or deliver a written proxy to the Chairperson. The Chairperson will inform the YCCC of the written proxy at the time of voting and the Chairperson shall ensure that the written proxy is counted properly. The Chairperson shall maintain the written proxy, and this proxy is to be available upon request, if the Organizational Member has any questions as to how the proxy vote was recorded on any issue. As a courtesy, the Organizational Member may choose to make copies of the proxy for other YCCC members and, if so, the Chairperson is responsible for distributing the proxy to YCCC members.

#### Section 6 – Election

Nominations of YCCC Officers shall be made at July meeting. YCCC Officers shall be elected at the August meeting.

New Officers will assume their duties at the September meeting. A majority vote of the Members present shall elect each officer.

#### Section 7 – Vacancy

A vacancy in any office shall result in a special election at the next YCCC meeting. Officers elected to fill vacancies shall serve for the remainder of the un-expired term. A majority vote of the Members present shall elect the officer to fill a vacancy.

#### Section 8 – Removal

An Officer may be removed, with or without cause, by the Membership when in its judgment, the best interests of the YCCC would be served thereby. The vote to remove an Officer must be by an absolute majority (two thirds) of the Membership.

#### Section 9 – Provision for Conflict Resolution Between Agencies

Each agency must designate a negotiator who is not a member of the YCCC to resolve disputes. The negotiator must have:

- Decision-making authority over the agency's representative on YCCC;
- The ability to interpret policy;
- The ability to commit funds.

When two or more disagree about their respective agencies' service responsibilities, the YCCC must send the designated negotiators for those agencies written notification that a dispute exists. Within 45 days after receiving the written notification, the negotiators must confer together to resolve the dispute.

## ARTICLE XI – CONFIDENTIALITY

Each agency participating in the YCCC has rules and regulations related to the confidentiality of client information for clients who either have received or who are receiving services. Each agency representative to the YCCC must take individual responsibility to understand the procedures regarding confidentiality issues within their own agency.

The sharing of client information cannot occur without the appropriate execution of a signed release of information form by the client.

## ARTICLE XII – AMENDMENTS

These by-laws may be altered to, amended or repealed by voice vote or by ballot of the Youth Continuum of Care Coalition members present at a meeting of the YCCC. Changes require a simple majority of a quorum. Changes to the by-laws may be submitted in writing at any time to the Chair of the YCCC. Proposed changes must be placed on the agenda and presented at regularly scheduled meetings of the YCCC with the vote taken at the next regularly scheduled meeting of the YCCC.

Proposed changes to the by-laws may be referred to an ad-hoc committee for review. The ad-hoc committee must report its recommendations to the YCCC at the next regularly scheduled meeting of the YCCC.

These by-laws shall be reviewed every two (2) years.