



## Partnership for Change By-Laws

### Article I: Title

The name of this body is the Partnership for Change Coalition, herein referred to as the Coalition.

### Article II: Mission and Objectives

The mission of the Coalition is to bring together community partners and utilize community assets to prevent and reduce alcohol and other drug use among youth.

The primary goals and objectives of the Coalition are to:

Goal 1: Establish and strengthen collaboration among communities, private nonprofit agencies and governments to support the efforts of Partnership for Change to prevent and reduce substance abuse among youth.

Objectives:

1. Build and strengthen a diverse Partnership for Change Coalition.
2. Create and sustain the operational infrastructure and management of the Partnership for Change Coalition.

Goal 2: Reduce substance abuse among youth and, over time, among adults by addressing the factors that increase the risk of substance abuse and promote the factors that minimize the risk of substance abuse.

Objectives:

1. Reduce youth access to alcohol, marijuana and other drugs
2. Change the community's culture and beliefs related to alcohol to reduce demand
3. Promote and support the efforts of local entities who work to offer youth alternatives to alcohol and drug use thereby increasing protective factors
4. Create a community standard related to the intolerance of alcohol and drug use by youth

### Article III: Sponsorship

The Coalition shall be sponsored primarily by grants and donations. Additional sponsorship shall be provided by North Memorial Health and through partnerships with local, community-based organizations and businesses.

### Article IV: Membership

Membership in the Coalition is voluntary, self-nominated and non-binding. Any individual, entity or organization which has an interest in preventing youth substance use in northwest Hennepin County and supports the goals and objectives of the Coalition may join.

Coalition members will be invited to attend Coalition meetings, Coalition-sponsored community events and community events held by other Coalition member agencies. Members may also be invited to join a Coalition Subcommittee.

Coalition membership has no term limit and members may choose to discontinue their membership at any time.

Benefits of Coalition membership include, but are not limited to, the following:

1. Opportunity to host a coalition-sponsored activity at the member's event or organization.

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2. Access to written materials for distribution of the member's choosing.
3. Access to North Memorial's local trauma and youth substance use statistics.
4. Opportunity for members to highlight their organization's activities with representatives from other organizations in the area.
5. Opportunity to network with peers and learn about additional community resources.
6. Volunteer opportunities to conduct substance abuse prevention activities in the community.

#### **Article V: Coalition Steering Committee**

The operations and activities of the Coalition shall be overseen by the Partnership for Change Steering Committee, herein referred to as the Steering Committee. The Steering Committee shall meet at least 10 times per calendar year to provide input on youth substance use trends and prevention activities in northwest Hennepin County, review the Coalition's activities and initiatives, review the strategic plan to ensure adherence and plan events for the future.

Steering Committee members are expected to routinely share the information they gain at the Coalition meetings with colleagues in their own organizations.

Steering Committee members are encouraged to attend Coalition activities and meetings.

Potential Steering Committee members shall be invited by current Steering Committee members with approval of the Steering Committee and Coalition staff. Steering Committee members may be invited from the general coalition membership, or they may be appointed by the agency which they represent.

Steering Committee members shall serve a minimum term of two (2) years. There will be no term limit for Steering Committee members, however, if a Steering Committee member is not able to fulfill all of the duties of their position, that Steering Committee member may be asked to step down to allow a more active member of the Coalition to take on a leadership role.

Steering Committee members will receive all of the benefits that the Coalition's general membership receives (see Article IV above). In addition, members of the Steering Committee will also have more decision-making power over the Coalition and will be included in more in-depth decisions related to the operations and strategic planning of the Coalition.

All Coalition governance decisions will be voted on by the Steering Committee. All decisions will be decided based on a simple majority vote of those Steering Committee members present at the meeting. Each Steering Committee member shall be entitled to one vote and Steering Committee members may proxy their votes, submitted via e-mail or phone in advance, if necessary.

Steering Committee meetings will be facilitated by the Steering Committee Chair, with assistance of the Coalition Coordinator and/or Coalition Project Director. Meeting agendas will be distributed to the Steering Committee one week before the meeting. If the Chair is absent from a meeting, another Steering Committee member may volunteer to lead the meeting.

There will be a maximum of 20 seats on the Steering Committee. Thirteen (13) of these seats will be permanently fixed for an individual who represents one of the following types of organizations:

1. Youth
2. Parents
3. Business community
4. Media
5. Schools
6. Youth Serving Organizations
7. Law Enforcement Agencies
8. Religious or fraternal organizations
9. Civic or volunteer groups

10. Healthcare professionals
11. State, local or tribal government agencies with expertise in the field of substance abuse
12. Other organizations involved in reducing substance abuse
13. Coalition Project Director

The additional six (6) seats may be filled by individuals who also represent the above sectors, as well as members of the general Coalition membership.

The Steering Committee Chair will be elected from and by Steering Committee members. The Chair shall serve a minimum of two years. There will be no term limit. The Chair is responsible for:

1. Facilitate Coalition and Steering Committee meetings when present.
2. Review Coalition and Steering Committee agendas developed by staff.
3. Ensure minutes are taken and distributed appropriately.
4. Call for votes.
5. Work to build consensus around issues.
6. Represent the coalition and serve as a primary point of contact for issues not needing full Steering Committee action.

#### **Article VI: Coalition Subcommittees**

Coalition Subcommittees, herein after referred to as Subcommittees, shall be developed to address certain issues or tasks that the Coalition deems significant. The Subcommittees may focus on:

- a. A certain substance use issue (ex. Non-medical prescription drug use)
- b. A specific program or event (ex. Special events planning)
- c. A specific sub-group of the community that the Coalition wants to further engage (ex. Youth or Parents etc.)

The creation of a Subcommittee may be suggested by and voted on by members of either the Steering Committee or the Coalition Membership. If the Coalition Membership votes to request a specific Subcommittee, this information will be presented to the Steering Committee which will make a final decision about whether or not to form a new Subcommittee.

#### **Article VII: Coalition Staff**

The Coalition shall be coordinated by the Coalition Coordinator and the Project Director, both staff members of the Trauma & Emergency General Surgery of North Memorial Health.

The responsibilities of the Coalition Coordinator are as follows:

1. Implements, evaluates and revises the Coalition strategic plan, in collaboration with the Evaluator, Project Director and the Partnership for Change Steering Committee
2. Serves as a primary contact between the coalition and all community partners on programmatic and fiscal matters
3. Submits quarterly activity reports to the Partnership for Change Steering Committee detailing accomplishments and concerns related to the work of the coalition
4. Works with the Project Director to prepare quarterly and other reports as required by the funding agencies
5. Responsible for fiscal management of the coalition, including maintenance of Coalition operating budget, and works with the Project Director to review expenditures and status of the program budget
6. Manages Partnership for Change restricted fund in collaboration with the North Memorial Foundation
7. Schedules all Coalition committee and Subcommittee meetings
8. Supervises all volunteers, contractors and consultants related to the Coalition
9. Attends meetings of organizations and coalitions related to the mission and goals of the Coalition
10. Works to continuously build the capacity of the Coalition by seeking out additional members, organizing training and networking opportunities and supporting the work of the coalition organizations.
11. Oversees the development and implementation of the Coalition long-term sustainability plan

The responsibilities of the Coalition Project Director are as follows:

1. Acts as the liaison between North Memorial, the Coalition fiscal agent, and funders
2. Provides leadership to the Partnership for Change Coalition Coordinator
3. Works with the Coalition Coordinator to implement, evaluate and revise the coalition strategic plan
4. Continually seeks additional funding sources for Partnership for Change
5. Works with Coalition Coordinator to prepare quarterly and other reports as required by the funding agencies
6. Facilitate the implementation of the Coalition long-term sustainability plan

#### **Article VIII: Finances**

The Coalition will operate on a fiscal year of October 1 through September 30.

All of the Coalition's Federal funding is distributed by and contributed to an operational cost center maintained by the Trauma & Emergency General Surgery of North Memorial Health. All additional donations and funding will be distributed by and contributed to a designated restricted fund maintained by the North Memorial Foundation. Any expenses or purchases made by members on behalf of the Coalition must be pre-approved by the Coalition Project Director and requests for reimbursement must be submitted in writing to Coalition staff. Any expenditure of five-thousand dollars (\$5,000) or less may be approved by the Coalition Coordinator. Any expenditure greater than \$5,000 must be approved by the majority vote of the Steering Committee present at the meeting during which such expenditure is considered.

The Coalition staff will apply for continued funding from public and private sources on behalf of the Coalition. Coalition members and Steering Committee members are also encouraged to seek out additional private or public funding opportunities to support the work of the Coalition.

#### **Article IX: Practices**

Use of the Coalition logo by Coalition members for co-branding purposes is permitted with prior approval of Coalition staff.

#### **Article X: Amendments**

These by-laws may be amended at any time by members of the Steering Committee provided that all Steering Committee members are given written notification that amendments will be made and provided that the proposed amendments are approved by a true quorum of the Steering Committee.

#### **Article XI: Adoption of By-Laws**

These by-laws, as amended, become binding upon the Coalition and its Steering Committee by a true quorum on January 8, 2019.