

# QUINCY PARTNERSHIP FOR YOUTH

## BY-LAWS

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### Article I

#### Name and Organization History

As of January 1, 2018, the name of the organization shall be *Quincy Partnership for Youth*. Hereafter, the organization will be referred to as QPY. Previously, from 2003 until 2017, the organization was known as *Quincy Communities That Care (Quincy CTC)*.

The *Quincy Partnership for Youth* shall operate its programs in affiliation with the Grant County Health District and the City of Quincy. Grant County Health District shall act as the lead agency and fiscal agent for the *Quincy Partnership for Youth*.

The Quincy Partnership for Youth began with funding from the Community Youth Development Study, conducted by the University of Washington's Social Development Research group (SDRG). The study built on the collaborative efforts and findings of the Diffusion Project, a study of prevention programs, policies, and practices in 41 communities. The Community Youth Development Study was designed to see whether communities that use the *Communities that Care* framework are more successful at promoting positive youth development and prevention youth problems than communities that do not use the CTC framework.

### Article II

#### Mission, Goals, and Purpose

- A. Vision. Quincy is a community of healthy, drug-free, and successful youth.

- B. Mission. Using prevention strategies, the QPY fosters a network that nurtures a healthy, drug-free, and successful community.
- C. Goals. The coalition is based on the Communities That Care and Drug Free Communities frameworks which promotes healthy youth development and prevent or delay adolescent behaviors such as: substance abuse, youth violence, delinquency, school drop-out, and teen pregnancies. QPY provides leadership opportunities for community members to guide research-based efforts towards keeping youth free from or delaying the use of alcohol and marijuana.
  - ✓ Establish and strengthen collaboration among communities, private non-profit agencies, and Federal, state, local and tribal governments to support the efforts of community coalitions to prevent and reduce substance abuse among youth.
  - ✓ Reduce substance abuse among youth and, over time among, adults by addressing factors in the community that increase the risk of substance abuse and promoting the factors that minimize the risk of substance abuse.
- D. Purpose. As an organization, QPY utilizes the Strategic Prevention Framework to problem-solve local issues to achieve population-level changes in norms, policies, and behaviors. By formally arranging ourselves to collaborate among the different sectors, together we work towards the common goal of a healthy, drug-free, and successful Quincy community. We are led by local residents, sector representatives, and youth who have genuine voices in determining the best strategies to address problems at a grassroots level.

### **Article III**

#### **Coalition**

- A. Criteria for Membership. Voting members in the QPY coalition require a signed "Coalition Membership Agreement" from individuals, organizations, agencies, or businesses. Members may volunteer to join or may be recruited by coalition members.
- B. Member Roles. The QPY coalition members are encouraged to serve on "workgroups" and are expected to provide feedback to QPY action plans and reports. Coalition members are eligible for nomination to the Board of Directors according to current Board Membership Policy.
  - I. In order to meet funding eligibility, the coalition must have one or more representatives of the 12 required sectors of a community:
 

✓ Youth	✓ Media
✓ Parents	✓ Schools
✓ Business	✓ Youth Serving Organizations

- ✓ Law Enforcement
- ✓ Religious or Fraternal Organizations
- ✓ Civic and Volunteer Groups
- ✓ State, local, and government Agencies
- ✓ Substance Abuse Organizations

C. Coalition Meetings. The coalition shall meet monthly (goal) or as necessary to carry out its responsibilities in a timely and effective manner.

I. Annual Meeting. An annual meeting of the coalition shall be held in October of each year for the purpose of electing Board members and conducting other official coalition business.

D. Quorum. A quorum is not required to conduct coalition business except for the annual meeting (election of Board members and revision of bylaws).

E. Offices and Duties. The coalition shall elect a President, President-Elect, and Immediate Past President that will serve on the Board.

## **Article IV**

### **Workgroups**

A. Workgroups. Workgroups are responsible for much of the work done by QPY through five different charters: Board of Directors, Communications, Steering Committee, General Coalition, and Youth Coalition.

B. Workgroup Membership. Each Workgroup shall have an elected Chairperson and Secretary. The remainder of each workgroup shall be made up of other voting members of the Coalition, local subject experts, and one member of the Board (See Article V). The Workgroups have no minimum or maximum membership restraints.

C. Workgroup Meetings. The Workgroups shall meet monthly (goal) or as necessary to carry out their responsibilities in a timely, effective manner.

D. Workgroup Quorum. A quorum is not required to conduct Workgroup business for recommendations/proposals; General Coalition quorum approves work plan.

## **Article V**

### **Board of Directors**

A. Board of Directors. The Board of Directors (hereinafter referred to as the Board) is responsible for overall organizational policy, strategic direction, and delegation of day-to day operations responsibility to the QPY Executive Director and Coordinator. The Board receives no compensation other than reasonable expenses as approved on a case-by-case basis by the Board.

- B. Board Membership. The Board is comprised of up to **seven** voting members from the QPY General Coalition (hereinafter referred to as the Coalition). As applicable, a representative designated by the fiscal agent (Grant County Health District) will serve on the Board. (See current QPY Board Membership Policy for eligibility.)
- I. Membership Terms. The term for Board membership shall be staggered by positions: Positions 1-3 will expire after the third year (elected Executive Leadership team); Positions 4-7 will expire after the second year; and Positions 8 will expire fiscal responsibility ends. Thereafter, each position will expire per each three-year election cycle.
    - i. Election of Members. Board members will be either re-elected or replaced by a vote of the Coalition at the annual meeting as their terms expire.
    - ii. Re-election. Board members reaching the end of their term and who desire to re-join the Board must be re-elected in accordance with the procedures above.
    - iii. Resignation, Termination, and Absences. If a Board member resigns or leaves the Board before their term is up, a replacement Board member may be elected to finish out their term. This replacement member's term will then be for the remainder of the vacancy. Resignation from the Board must be done in writing to the Board Executive Leadership Team. A Board member may be removed from the Board for excess absences if they have three unexcused absences from Board or assigned Workgroup meetings in a year. A Board member may be removed for other reasons by a five-sixth vote (75%) vote of the remaining Board members.
- C. Board Meetings. The Board shall meet once a month, at an agreed upon time and place. Any Coalition members or interested citizen may attend Board meetings.
- I. Meeting Notice. Official regular Board meetings are scheduled regularly once a month. Special meetings shall be called upon the request of the President or by one-third of the Board. Each Board member will have notice of at least three days in advance by phone or email. Emergency Meetings shall be called upon the request of 60% of the Board. Notifications of Emergency Meetings shall be done in person or by phone and email.
  - II. Executive Session. An Executive Session may be called by four-sevenths (60%) of the Board members. The Executive Director may or may not be requested to attend.
- D. Offices and Duties. There shall be three official offices (hereinafter referred to as the Executive Leadership Team) held on the QPY consisting a President, President-Elect, and Immediate Past President. Election of offices will serve on the Board and the Coalition beginning after the annual meeting. An ex-officio member known as the Executive Director [and Fiscal Representative](#) will partake in non-voting Board discussions.
- I. President. The duties of the President be shall to preside at General Coalition and Board of Director meetings; appoint and remove committee members upon the consent and approval of the Board of Directors; sign all documents approved by the Board of Directors which may require a President's signature; and perform other duties usually vested in the role of the President. After his/her year as President, they will automatically

become a board member for one additional year as Immediate Past President. President will serve as the organization's representative, at least monthly, in Quincy Rotary.

- II. President Elect. The President Elect shall preside in the absence of the President and shall perform all other duties of the President in case of disability or absence from the community; assist the President whenever so required as Vice-President; and shall consent to take office of President the following year at the time he/she takes office as President Elect. President Elect will serve as the organization's representative, at least monthly, in the Quincy Chamber of Commerce and, at least quarterly, at the Quincy City Council.
  - III. Immediate Past President. The Immediate Past President shall preside in the temporary absence of the President or President Elect and shall assist the President whenever so required; will serve as a board member for one year as required from previous role as former President. Immediate Past President will serve as the organization's representative by visiting, at least quarterly, the Quincy School Board and Quincy Port of Commission meetings.
  - IV. Paid Staff. The Executive Director shall be an ex-officio member of the Board, can participate in Board discussions, but shall have no voting rights and will not be included in the quorum count. The Coalition Coordinator shall also be an ex-officio member of the Coalition but shall have no voting rights and will not be included in the quorum count. The Executive Director and Coalition Coordinator are responsible for the day-to-day operations, programs and activities of the coalition to meet the Coalition's mission and goals.
  - V. Term for Offices and Duties. Terms for offices and duties have been addressed in Article V.B.I
- E. Board Quorum. A quorum of at least 60% of current Board members must be present at a meeting before business can be officially transacted.

## **Article VI**

### **Amendments and Revisions**

- A. Amendments and Revisions. These bylaws shall be reviewed at the "Annual Coalition Meeting." Bylaws may be amended or revised at any time by a 2/3 majority of voting members of the Coalition.

## **Article VII**

### **Dissolution**

- A. Dissolution. Upon dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue

Code, or corresponding section of any future tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

**Amended the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_**

\_\_\_\_\_  
**Elected President Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Coalition/Executive Director**

\_\_\_\_\_  
**Signature**

**Article VIII**

**Appendix**

1. Decision Making and Responsibilities
2. Board Decision Tree
3. Workgroup Decision Tree

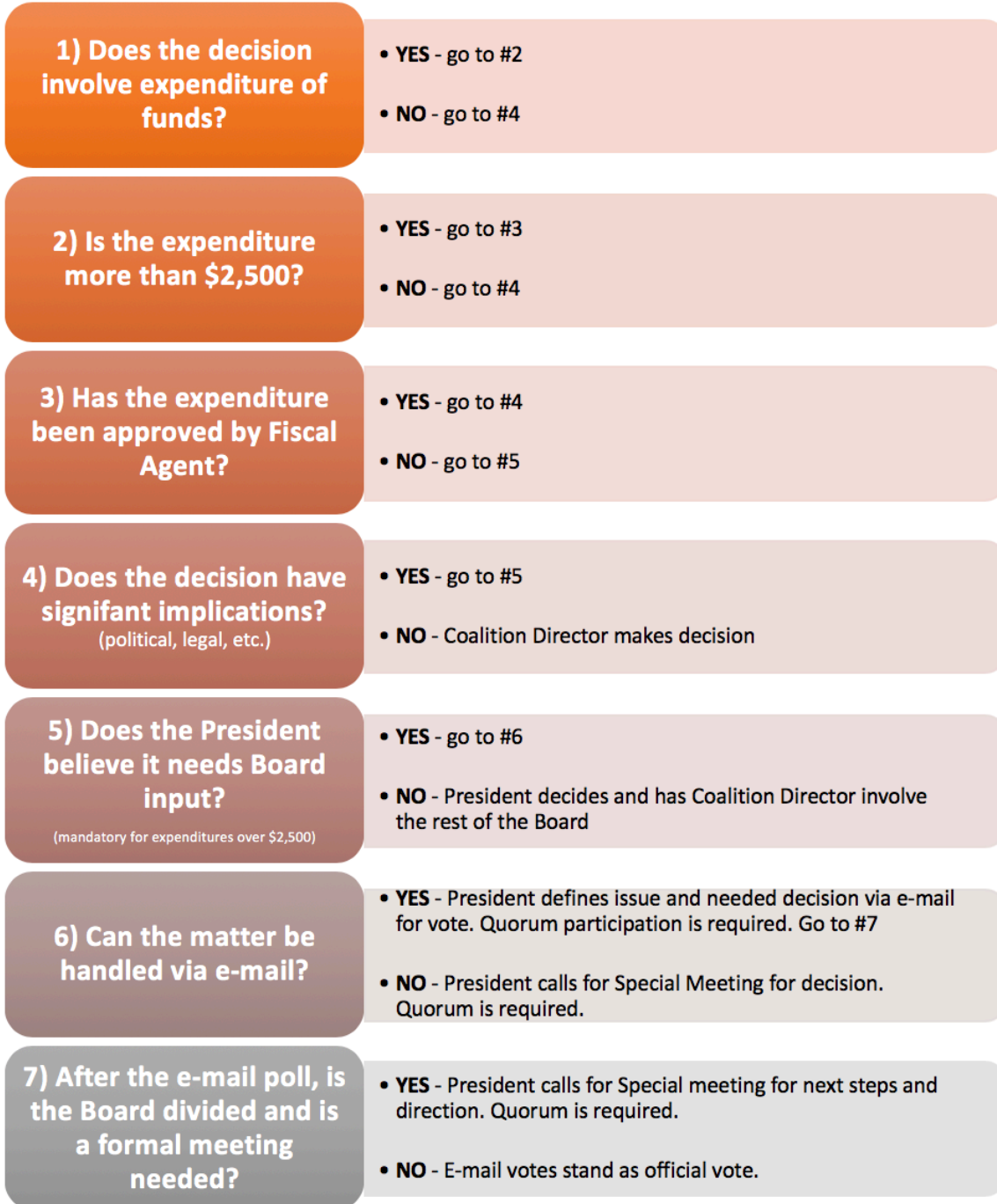
## Appendix 1

### Decision Making & Responsibilities

Strategic (General Coalition)	Organizational (Board of Directors)	Operational (Staff)
<ul style="list-style-type: none"> <li>▪ Vision/Mission</li> <li>▪ Strategic Planning</li> <li>▪ Logic Models</li> <li>▪ Prioritization of strategies</li> <li>▪ Schedule / Timelines</li> <li>▪ Implementation of specific initiatives</li> <li>▪ Member recruiting</li> <li>▪ Board Elections</li> </ul> <p>Other:</p>	<ul style="list-style-type: none"> <li>▪ Staffing</li> <li>▪ Budget / Fiscal</li> <li>▪ Board Recruitment</li> <li>▪ Member recruiting</li> <li>▪ Leadership development</li> <li>▪ Coalition Structure</li> <li>▪ Approval of Strategic Direction/Plans</li> </ul> <p>Other:</p>	<ul style="list-style-type: none"> <li>▪ Meetings</li> <li>▪ Correspondence</li> <li>▪ Coordination among workgroups</li> <li>▪ Grant reporting</li> <li>▪ Logistics / Supplies</li> <li>▪ Website / social media</li> <li>▪ Office location</li> </ul> <p>Other:</p>

## Appendix 2

### Quincy Partnership for Youth Board Decision Tree





## Appendix 3

### Quincy Partnership for Youth Workgroup Decision Tree

