



**SUPPORTING ADDICTION
FREE ENVIRONMENTS**
For Lake County. For life.

The coalition against **substance use, abuse & misuse**

BY-LAWS OF THE Supporting Addiction Free Environments

ARTICLE I INTRODUCTION

Section 1. NAME

The name of this organization shall be Supporting Addiction Free Environments (“Coalition”).

Section 2. GOVERNANCE

The Coalition will function pursuant to applicable state law as an independent part of the statewide structure of the Commission to Combat Drug Abuse and will operate under the legal authority of that Commission. Geminus Corporation will serve as the fiscal sponsor on behalf of the Coalition. The Executive Board of the Coalition shall act in compliance with the terms and conditions of its agreement with Geminus Corporation as well as all procedures required by the Commission and applicable state law.

Section 3. VISION STATEMENT

SAFE strives to create a healthy, stable, and substance free community.

Section 4. MISSION STATEMENT

Fighting for substance free youth, families, and communities by bringing together individuals, organizations, and agencies from within our community to engage in community-based, risk-focused, partner-driven strategies for Lake County. For Life.

Section 5. PURPOSE

The Coalition exists for the following purposes:

- A. To reduce the incidence of alcohol, tobacco and other drugs in Lake County.
- B. To invite groups and individuals who wish to propose programs to combat substance abuse through education, treatment and justice.





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- C. To formulate and implement a countywide comprehensive plan.
- D. To fund proposed projects by the awarding of grants from the local portion of the Drug Free Community Fund to help fulfill the Mission.
- E. To hold accountable those individuals and organizations receiving grants from the Coalition, requiring that their project provides programs or services in support of the Coalition's goals and guidelines.
- F. To network and facilitate/foster with similar groups the sharing of information relative to prevention, education, treatment, intervention and justice.
- G. To advocate legislative concerns both locally and statewide as it relates to the goal and vision of the Coalition.
- H. Identify and promote other sources of funding to support the Coalition's mission.

Section 6. FISCAL YEAR

The fiscal year of the Coalition shall begin on the first day of July and end on the last day of June of each calendar year.

ARTICLE II COALITION OFFICE

Section 1. LOCATION

The office of the Coalition shall be located in Indiana within Lake County.

Section 2. FUNDING

The office for the Coalition shall be funded by the Drug Free Community Fund. The administrative costs will be allocated following Commission guidelines and approved by the county fiscal body.

Section 3. DISBURSEMENT OF FUNDS

Administrative expenses paid by the Drug Free Community Fund shall be spent for:





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- A. Personnel Expenses
- B. Office Operating Expenses

ARTICLE III MEMBERSHIP

Section 1. COALITION MEMBERSHIP REQUIREMENTS

Membership is open to any organization or resident of Lake County who is interested in and willing to work for the purpose of the Coalition. The membership will be composed of organization members as well as individual members. Active membership for voting will be calculated based on the current grant year. The Coalition grant year is July 1 through June 30. Active members, either organization or individual, are only entitled to one vote.

A. Organization Memberships

1. Active Organizations: Each Organization shall designate up to two representatives. The organization must attend 5 of the 6 regularly scheduled General Membership meetings between September and March with the expectation the organization stays for their respective committee meeting if scheduled after one of the general meetings. If an organization does not stay for their respective committee meeting, they will be considered absent for that month's General Membership meeting. Each active organization who has met attendance requirements by March 31st of the current grant year is eligible to apply for funds through the Coalition.
2. Affiliated Organizations: Affiliated organizations will have only one vote in aggregate even if representatives of several affiliates attend Coalition meetings on a regular basis. Affiliated organizations are those entities that have some or all of these characteristics: Common sponsoring agency; common employees and or executive directors; same Boards of directors or several common Board members; report to or have budgets approved by a common sponsor or control group; organized as a branch, subsidiary of another entity that participates on the Coalition; directly or indirectly controlled by or subject to another entity that participates on the Coalition and such other similar indications of relationship, control or commitment to a central ministry or organization.

B. Individual Memberships





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1. Active Individuals: The individual must attend 5 of 6 regularly scheduled General Membership meetings between September and March with the expectation the individual stays for their respective committee meeting if scheduled after one of the General Membership meetings. If an individual does not stay for their respective meeting, they will be considered absent for that month's General Membership meeting. Individual members are not eligible to apply for funding through the Coalition or any other funding streams associated with the Coalition.

Section 2. MEMBERSHIP RECORDS

The Coalition shall maintain a complete and accurate record of membership and attendance. Membership lists will be made available upon request.

Section 3. MEETINGS

Meetings will be held as scheduled at a time and place determined by the Coalition.

Section 4. NOTICE OF MEETINGS

Notice of all Coalition meetings, both regular and special, shall be sent to all members indicating the time, place and purpose of the meetings. The meetings will also be on the Coalition website.

Section 5. RECORDS

Minutes of meetings, correspondence and other records will be maintained in the Coalition office for not less than 7 years.

Section 6. OFFICIAL ACTION

- A. Action by Members. The members will take action as follows:
 1. Election of Executive Board. The members shall elect the Executive Board pursuant to these bylaws.
 2. Approval of Grants. The members shall approve all grant awards.
 3. Other actions authorized by state law and the Coalition.





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B. Requirements for Official Action.

1. A quorum will be required to transact business of the Coalition at any regular or special called meeting of the members.
2. A quorum will consist of one-third of the total active members.
3. Official action requires a majority vote of the active members present at a meeting which has a quorum.

Section 7. USE OF NAME AND OTHER REPRESENTATIONS

The Coalition name, logo, or other representations shall not be used without prior approval of the Executive Board.

ARTICLE IV EXECUTIVE BOARD

Section 1. COMPOSITION.

The Executive Board will be composed of the Chairperson, Vice-Chair and Secretary of the Coalition as well as the Chairperson of each standing committee.

Section 2. DUTIES

The duties of the Executive Board shall be:

- A. Actively participate in the formulation and prioritization of the Comprehensive County Plan with the approval of the Coalition.
- B. Make or effect recommendations to programs receiving grants from the Coalition, thus ensuring proper use of the funds awarded.
- C. Represent the Coalition in matters brought before the County Coalition and County Commissioners.
- D. Perform any and all duties that contribute to the smooth operation of the Coalition.





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E. Establish and update policies and procedures for the Coalition.

Section 3. OFFICERS

A. Chairperson. The Chairperson shall preside over all meetings of the Coalition. He/she shall see that all orders and resolutions of the Coalition are carried out. He/she shall be an ex-officio, non-voting member of all standing committees who shall not be chair or vice-chair of a committee. He/she shall represent the Coalition at delegated functions. He/she shall also perform other duties assigned to his/her position by the Coalition.

B. Vice-Chairperson. The Vice-Chair shall perform the duties and exercise the powers of the Chairperson during the Chairperson's absence, and shall succeed to the office of Chair for the unexpired term of his or her predecessor in the event of resignation or removal of the Chairperson. The Vice-Chair shall perform such duties, assigned by the Chairperson of the Coalition.

C. Secretary. The Secretary shall see that all notices of meetings are issued to all members and that minutes of all meetings are kept. This responsibility may be delegated to a paid staff of the Coalition. The Secretary shall have the authority to authenticate with his/her signature all records, minutes and instruments of the Coalition. The Secretary may sign all such documents as may be authorized by the Coalition and perform other duties as assigned by the Chairperson of the Coalition. In the event of absence of the Chairperson or Vice-Chair, the Secretary shall preside over meetings of the Coalition. The Secretary shall assist oversight and reporting funds outside of the Drug Free Community funds.

Section 4. ELECTION OF EXECUTIVE BOARD

The Coalition shall elect the Executive Board at its November meeting in the odd years.

A. Nominating Committee.

1. The Nominating Committee shall contain a representative from each of the standing committees and the current Chairperson of the Coalition.
2. The representative of each committee shall be appointed by the Chairperson of the respective standing committee.





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B. The Nominating Committee will create a list of nominations for the positions of:

- Chairperson of the Coalition,
 - Vice-Chairperson of the Coalition,
 - Secretary of the Coalition, and
 - Chairperson of each of the standing committees. A nominee for the Chairperson of each committee shall be provided upon election of the respective committee. The committee shall elect its own Vice-Chairperson of the committee.
1. The list of nominees will be forwarded to the General Membership at the October meeting.
 2. The General Membership will be invited to offer write-in nominees to the Nominating Committee no later than November 10.
 3. The vote will take place at the November General Meeting. The active General Membership will vote for each position separately.
 4. All those elected will be immediately seated in office.

Section 5. TERM OF EXECUTIVE BOARD

The term of office shall be two (2) years with a maximum of two (2) consecutive full terms allowed in any one office.

Section 6. SALARIES OF EXECUTIVE BOARD

Elected or appointed Executive Board members of this Coalition shall not receive any compensation for performing their duties as prescribed.

Section 7. CONFLICT OF INTEREST

To avoid conflict of interest, anyone serving as an officer of the Coalition or Chair of any of the subcommittees or task force committees within the Coalition cannot be concurrently serving as an elected city, town, county, or state official.





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Section 8. REMOVAL AND RESIGNATION

- A. Executive Board members may be removed by a vote of a majority of the Members who would be entitled to vote at an election of the Executive Board, at a meeting of the Members called expressly for that purpose.
- B. Prior to removal, an Executive Board member shall be notified in writing of the intent to remove him or her from the Executive Board and the member shall have fourteen (14) days from receipt of said notice to respond in writing to the Executive Board.
- C. An Executive Board member's resignation shall be in writing and delivered to the chairperson and forwarded to each member of the Executive Board.

Section 9. VACANCIES

Executive Board vacancies will be filled by vote of the Executive Board for the remaining term.

Section 10. OFFICIAL ACTION

- A. A quorum will be required to transact business of the Executive Board at any regular or special called meeting of the Executive Board.
- B. A quorum will consist of a simple majority Executive Board members.
- C. Official action requires a majority vote of the Executive Board members present at a meeting which has a quorum present.
- D. Official Action can be done through telecommunication by conference telephone or similar communications equipment if all persons participating in the meeting can hear each other simultaneously, and participation in such meeting in such manner can constitute presence in person at such meeting.

ARTICLE V COMMITTEES

Section 1. STANDING COMMITTEES





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Each committee shall have a Chairperson and a Vice-Chair, with duties and responsibilities matching those described for the officers of the Coalition. Standing Committees that make up the Coalition shall consist of the following:

- A. Education and Prevention. This committee gathers and shares information regarding skill building programs, community or professional mobilization, and social and environmental change programs for both youth and adults.
- B. Intervention and Treatment. This committee's efforts are centered on services for those citizens who are in recovery from problems associated with addiction and substance abuse. It represents services which deal with interventions, referral, and assessment, as well as aftercare and continuum of treatment.
- C. Law Enforcement and Justice. The law enforcement committee is concerned with the legality and consequences of substance abuse and examines law enforcement and prosecutorial efforts. The committee tracks court disposition of drug and alcohol related matters, OWI patrolling, and pro-active community policing.

Section 2. SPECIAL COMMITTEES

Special committees may be appointed by the Chairperson as needed and shall function as long as the Coalition desires.

- A. The Grant Selection Committee - shall review the grant applications and it consists of five individuals, one chosen by each committee, one involved with an LCC outside of Lake County, and one individual chosen by the board. All individuals of the grant selection committee will be approved by the board and general membership. These individuals will be seated for the current grant funding period and may be reappointed for future grant funding. The Grant Selection Committee shall follow policies and procedures for funding awards as approved the Executive Board.

1. CONFLICTS OF INTEREST





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All members sitting on the Grant Selection Committee must submit a conflict of interest form that includes the following:

All affiliations with organizations applying for grants.

Any relationship by blood or marriage with an individual applicant.

All conflict of interest forms shall be kept as part of the Coalition records and open to public inspection.

B. The Nominating Committee shall act pursuant to Article IV, Section 4. A. of these bylaws.

C. The By-law Committee is responsible for recommending amendments or changes to the Coalition by-laws. Amendments to the by-laws shall be approved by the General Membership.

ARTICLE VI FUNDING AWARDS

Section 1. ELIGIBLE APPLICANTS

Any Coalition active member shall be eligible to apply to the Coalition for funding of a project.

Section 2. REQUIREMENTS FOR APPLICATIONS

The Grant Selection Committee shall follow policies and procedures as approved by the Executive Board in compliance with applicable state law and administrative regulations. All member organization grant applications will be reviewed by the grant selection committee with the exception of SAFE committee group projects. These projects will need approval of SAFE executive board.

ARTICLE VII AMENDMENTS TO BY-LAWS

A. The active members of the Coalition shall have the right to make, alter or repeal these by-laws.





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B. Request for amendment must be submitted at a membership meeting at least one month prior to the amendment vote.

The amendment must be approved by a two-thirds vote of the active members present at a general membership or special meeting.

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