

Franklin County Local Coordinating Council

BYLAWS

Article I: Name and Purpose

Section 1 – Name: The name of the organization shall be Stayin’ Alive, Franklin County Local Coordinating Council

Section 2 – Mission: The purpose of Stayin’ Alive shall be to develop, coordinate, and promote local efforts to prevent or reduce the effects, of alcohol and drug abuse among citizens of Franklin County by...

- a. being the clearinghouse for substance abuse services and prevention information;
- b. identifying the substance abuse concerns specific for our county;
- c. addressing these concerns through prevention/education, intervention/treatment, and criminal justice/law enforcement strategies;
- d. being the Stewards of the Franklin County Drug-Free Community Fund dollars, as well as advising the commissioners;
- e. generating increased awareness about alcohol and other drug issues by distributing public information and education through various media channels;
- f. evaluating the effectiveness of funded grants to provide accountability for the monies distributed from the Franklin County Drug-Free Community Fund; and
- g. developing an annual comprehensive plan that provides a description of county wide strategies and initiatives designed to prevent or reduce substance abuse in Franklin County.

Section 3 – Function: Stayin’ Alive of Franklin County is responsible for coordinating the local comprehensive community plan to combat substance abuse in Franklin County.

Article II: Responsibilities

Section 1 – Representation: Stayin’ Alive of Franklin County shall utilize recruiting practices which promote a broad based community membership. Membership shall be available without regard to race, color, creed, national origin, or any other manner of discrimination under the laws of the United States of America and the State of Indiana.

Section 2 -- Comprehensive Planning Process: Stayin’ Alive of Franklin County shall coordinate activities involved with the local comprehensive planning process to combat the harmful effects of substance abuse within Franklin County.

Section 3 – Local Comprehensive Community Plan: Stayin’ Alive of Franklin County shall be responsible for submitting the local comprehensive community plan to the Substance Abuse Services Division of the Indiana Criminal Justice Institute, a state agency, on an annual basis. Stayin’ Alive shall be responsible to include all State-required elements in the county’s annual comprehensive plan.

Section 4 – Local Drug-Free Communities Fund Allocation Recommendations: Stayin’ Alive of Franklin County shall submit recommendations for local Drug-Free Communities Fund dollar allocations on a monthly basis to the Franklin County Board of Commissioners. All funding recommendations shall be made as a result of the comprehensive planning process of Franklin County.

Section 5 – Support, Advocacy, and Promotion: Stayin’ Alive of Franklin County shall support, advocate, and promote effective local efforts to prevent or reduce the harmful effects of substance abuse. Upon request, Stayin’ Alive of Franklin County shall provide technical assistance to local agencies seeking funding through the Drug-Free Communities Fund or other grant sources.

Article III: Membership and Executive Committee

Section 1 – Membership: Stayin’ Alive of Franklin County shall have two classes of Memberships: the Executive Committee and the general membership. The Executive Committee shall be made up of the officers and at-large members that are elected by the general membership.

Section 2 – General Membership: Membership of Stayin’ Alive of Franklin County shall be made available to any resident or employee of Franklin County. Membership will be extended to any interested person that states they are interested in joining our group. Voting privileges are extended to the general membership, beginning with the month after they have joined our membership base. To the extent possible, the following community categories shall be represented within the general membership: Youth (anyone under 21), parents, religion, civic organizations, law enforcement, judiciary (including probation), local government, treatment, medicine, business, media, education and self-help.

Section 3 – Executive Committee: The Executive Committee shall consist of the following positions: Chairman, Vice-Chairman, Secretary, Treasurer, two (2) at Large members, the Executive Director and Consultant as Ex Officio members. Nominees to the Committee will be made by the general membership. All members holding a position must be in good standing with Stayin’ Alive and an active member. The Executive Director of Stayin’ Alive will also serve on the Executive Committee each year.

Section 4 – Grant Committee: The Grant Committee shall be made up of at least five (5) members of Stayin’ Alive. The committee will be re-appointed on a yearly basis. All Grant committee members must adhere to and sign off on the Conflict of Interest Statement when being appointed to the committee. (SEE ATTACHMENT A)

Section 5 - Term of Membership or Office: General Membership will be continuous until a person resigns or fails to attend six (6) continuous meetings. Executive Committee officers shall be elected by a majority of the general membership and shall form for a term of two (2) years. Election of officers will take place in the Annual Meeting in January of the odd years. Terms of the offices will run from February 1 of that year for two (2) consecutive years.

Section 6 – Multiple Terms: Executive Committee officers are eligible to serve consecutive terms. Each term must still go through the normal nominating and voting process.

Section 7 – Stayin’ Alive of Franklin County Meeting Attendance: Monthly meetings are to be attended regularly by all Executive Committee officers and the general membership. All monthly meetings are open to the public.

Section 8 – Vacancies: Vacancies will be recognized when a resignation is submitted or an Executive Committee officer misses three (3) consecutive meetings or one-half (50%) of the monthly meetings during a calendar year without prior notification to the Executive Director. Vacancies shall be filled following the normal nominating and voting process previously described.

Section 9 – Authority: The Executive Committee shall approve all activities of the organization and ensure that the activities are in accordance with the purposes set forth by these Bylaws.

Section 10 – Conduct: Any Executive Committee officer or general membership may be reprimanded, suspended, or expelled from Stayin' Alive of Franklin County if found guilty of conduct tending to injure the good name of the Group, disturb its well-being, or hamper it in its work as outlined in these Bylaws.

Article IV: Meetings

Section 1 – Regular meetings: The regular monthly meetings of Stayin’ Alive of Franklin County shall be held the fourth Thursday of the month at 6:30 p.m. and the location will be the Franklin County Community Foundation. Monthly meetings will be held at least eight (8) times per year. The Executive Committee may change the meeting to the week prior or after this if a reason becomes necessary, EXAMPLE: Holidays.

Section 2 – Annual Meeting: The regular monthly meeting on the fourth Thursday of January shall be known as the Annual Meeting. This meeting shall be for the election of Executive Committee officers, working on the new year’s calendar and events and for all other business that needs to be addressed.

Section 3 – Special Meetings: Special meetings may be called by the Executive Committee chairperson if deemed necessary.

Section 4 – Voting Rights: Each general member shall have one (1) vote per issue. Members may vote in person only and may not designate a proxy. Although all meetings are open to the public, only members are allowed to vote on an issue.

Section 5 – Quorum: A quorum shall be attained by the presence of at least four (4) members of which two (2) shall be members of the Executive Committee. Unless required otherwise by these Bylaws, all matters shall be decided by a majority vote of the Executive Committee Officers and members present, as long as a quorum is present. A quorum at an Executive Committee meeting, shall be at least 50% of the Committee.

Article V: Executive Committee Officers

Section 1 – Officers: There shall be six (6) elected officer positions within the Executive Committee: Chairperson, Vice-Chairperson, Secretary, Treasurer, and two (2) at Large. These officers shall be elected by a majority vote of the Executive Committee. Election of the officers shall take place at the January meeting, which is held the fourth week of January. The officers will fill a two (2) year term. The term will run from February 1st until January 31st of the following calendar year.

Section 2 – Duties of the Chairperson: The Chairperson shall preside at all meetings of Stayin' Alive of Franklin County and shall perform all duties customary to the office. The Chairperson may appoint, if Stayin' Alive membership numbers permit, chairpeople to lead standing and special committees.

Section 3 – Duties of the Vice-Chairperson: The Vice-Chairperson has all powers of the Chairperson in the Chairperson's absence. The Vice-Chairman shall assist the Chairman and the Coordinator in the recruitment of the general members in the categories designated by the state and assign committee heads to the standing sub-committees. The Vice-Chairperson shall perform all other duties designated to them by the Chairperson.

Section 4 – Duties of the Secretary: The Secretary shall be the official recorder of the minutes from each meeting, shall record and present the minutes at the monthly meetings, and perform all other duties designated to them by the Chairperson.

Section 5 – Duties of the Treasurer: The Treasurer shall keep financial records for Stayin' Alive of Franklin County, shall perform and present financial reports at the monthly meetings, and perform all other duties customary to the office.

Section 6 – Duties of the At Large: The two (2) at Large members shall serve at the discretion of the Executive Committee.

Section 7 – Executive Committee: The elected officers (Chairperson, Vice-Chairperson, Secretary, Treasurer, and two (2) at Large) of Stayin' Alive of Franklin County shall constitute the Executive Committee. The Executive Committee shall have general supervision responsibilities for the issues of Stayin' Alive of Franklin County between its scheduled monthly meetings. The Executive Committee shall make recommendations to the members and shall perform other duties as specified in these Bylaws. Unless otherwise ordered by the Chairperson, meetings of the Executive Committee shall be held as needed or may be called through the submission of the general members according to quorum. The Executive Committee shall serve at the pleasure of the members and may be removed by office for just cause by a two-thirds vote of the general members.

Article VI: Finances

Section 1 – General Rule: No part of the net earnings of Stayin’ Alive of Franklin County shall be used for the benefit of, or be disbursed to, its members, officers, or other private persons. Except for compensation for services rendered and to make payments and distributions in furtherance of the purpose set forth in these Bylaws.

Section 2 – Dissolution of Organization: Upon the dissolution of Stayin’ Alive of Franklin County, the Executive Committee shall, after paying or making provision payment of all the liabilities of the group, dispose of all monies/assets to the County of Franklin. Franklin County commissioners will have total control of the assets/monies to allocate them to the proper funding sources.

Section 3 – Approval of Budget: The Executive Committee shall have final say over the annual Stayin’ Alive of Franklin County budget submitted to the county commissioners in June of the previous year.

Section 4 – Disbursements: The Executive Committee shall monitor the monetary disbursements that are handled by Stayin’ Alive of Franklin County on a monthly basis.

Section 5 – Fiscal Year: The Fiscal Year of Stayin’ Alive of Franklin County shall be the calendar year or the same as Franklin County’s fiscal year if different.

Article VII: Parliamentary Authority and Amendments

Section 1 – Parliamentary Procedure: Stayin’ Alive of Franklin County shall follow parliamentary procedures during all general membership committee meetings as well as Executive Committee meetings when applicable.

Section 2 – Amendments to Bylaws: Amendments to and changes in these Bylaws shall be presented at a regular scheduled monthly meeting of Stayin’ Alive of Franklin County and shall be accomplished with a majority vote of attending members at a succeeding regular monthly meeting where quorum is present.

Amended and adopted by Stayin’ Alive of Franklin County on the 20th day of December, 2018. Approved by the Stayin’ Alive of Franklin County Executive Committee on the 14th day of February, 2019.

Chairperson

Vice-Chairperson

Treasurer

Secretary

At Large

At Large

Stayin’ Alive Executive Director