

Santa Fe Prevention Alliance Bylaws



Photo courtesy of Tom Martineilli Photography

Protecting Our Community

Building A Positive Future

Santa Fe County where no one drinks alcohol before the age of 21, where adults model low risk use, no one drives while impaired and no one abuses drugs



BYLAWS *Table of Contents*

Article I: Name (P2)

Article II: Purposes (P2)

Mission and Vision

Value Statement

Area Served

Article III: Policies (P2-3)

Political Involvement

Substance Abuse by Members

Use of the Name, Logo and Materials

Ethical Funding and Partnerships

Article IV: Membership (P3-4)

Nondiscrimination

Cultural Competency

Membership Categories, Process, and Termination

Article V: Director, Officers and Steering Committee (P5-6)

Director

Steering Committee Members

Manner of Selection and Term

Resignation and Removal

Steering Committee Meetings

Roles and Responsibilities

Article VI: Meetings, Decision-Making Process and Voting (P6)

Full Alliance Meetings

Decision Making

Meeting Facilitation

Article VII: Committees (P7)

Standing Committees

Committee Membership

Article VIII: Adoption, Amendments and Repeal (P7-8)

Addendums (P9-10)

Santa Fe Prevention Alliance Bylaws

Article I – NAME

The name of this organization is the Santa Fe Prevention Alliance. It is commonly known and will be referred to in these bylaws as the “Prevention Alliance.” The Prevention Alliance is a local coalition comprised of organizations and persons in Santa Fe County, New Mexico, who are interested in working together to prevent underage drinking, the abuse of other drugs and impaired driving.

Article II – PURPOSES

Section 1. Mission: The Santa Fe Prevention Alliance collaborates to prevent and delay the onset of underage drinking and other youth substance use by leveraging resources to implement culturally appropriate, evidence-based best practices in education prevention and policy to positively change community norms and youth behavior regarding alcohol and other drug use.

Section 2. Vision: Santa Fe County where no one drinks alcohol before the age of 21, where adults model low risk use, no one drives while impaired and no one abuses drugs.

Section 3. Value Statement: As a coalition of organizations and individuals, we strive to uphold the basic principles and ethical practices of prevention, educate the public about community-wide policy and other evidence-based approaches including the importance of implementing environmental strategies. (Adapted from our Charter)

Section 4. Area Served: The Prevention Alliance shall serve Santa Fe County, New Mexico, with an emphasis on the population served by the Santa Fe Public Schools.

Article III – POLICIES

Section 1. The organization shall be noncommercial, nonsectarian and nonpartisan.

Section 2. Political Involvement: The organization or members in their official capacities shall not, directly or indirectly, participate or intervene in any way, including the publishing or distributing of statements in any political campaign on behalf of, or in opposition to, any candidates for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

Section 3. Substance Abuse by Members: Members are expected to refrain from the use of illegal drugs and the illegal or abusive use of alcohol or other drugs. Since the Prevention Alliance promotes the health and welfare of youth and adults, any member, including staff and volunteers, convicted of a violation of any substance abuse law while serving as a member of the Prevention Alliance shall be immediately dismissed.

Section 4. Use of the Name, Logo and Materials: The Logo, Vision, Mission, Charter and related tagline, slogan and materials developed by the Prevention Alliance are the property of the Prevention Alliance and are not to be used without prior written permission of the Prevention Alliance.

Section 5. Ethical Funding and Partnerships: The Prevention Alliance will not accept direct funding from or have contractual relationships with companies that manufacture tobacco or alcohol or their subsidiaries or the pro-drug legalization movement.

Article IV – MEMBERSHIP

Section 1. Nondiscrimination: The Prevention Alliance prohibits discrimination against and harassment of a person because of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, veteran status or any other characteristic protected under applicable federal or state law. (Source: Tuft’s University Office of Equal Opportunity)

Section 2. Cultural Competency: The Prevention Alliance is committed to being a culturally appropriate, inclusive organization by encouraging its members to be proactive, sensitive and responsive to the needs of a diverse and changing population, by acknowledging and understanding the role that differing systems of beliefs, values, rules, and customs may play in our partnerships and audiences, and acknowledging that different cultures and groups expressed in the identities and perspectives are entitled to equal respect and consideration.

Section 3. Membership Categories: The Prevention Alliance will have three (3) categories of membership: Organizational Members, Individual Members and Associate Members. All members shall have a completed Coalition Involvement Agreement (Addendum A).

- A. Organizational Members are organizations that support the vision of the Prevention Alliance and identify a representative to participate in the Full Alliance and one (1) Committee or project. Organizational Members will be solicited from the following sectors: health and human services, law enforcement, education, government, judicial system, juvenile justice, youth serving organizations, faith-based organizations, parent/family/youth groups, community service organizations, media, business sector and health providers.
- B. Individual Members are persons interested in preventing substance abuse and related harms who wish to be associated with the work of the Santa Fe Prevention Alliance and agree to abide by its Bylaws. Any individual person may apply in writing for admission as an Individual Member by completing the membership application. Individual members will engage in activities that

build their capacity in the areas of youth substance abuse prevention relating to the work of the Prevention Alliance. Individual Members commit to participate in the Full Alliance and one (1) Committee or project. Applications will be reviewed by the Steering Committee.

- C. Associate Members are individuals, businesses, media, or other organizations interested in preventing substance use and related harms and who support the work of the Santa Fe Prevention Alliance. Associate members agree to abide by its Bylaws. Associate members will contribute in at least one (1) of the following ways: In-kind contribution (financial, material or human resources); participation on a committee or work or study group; or another activity directly related to achieving the goals of the Prevention Alliance.

Section 4. Membership Process:

1. **Inquiry by Prospective Member**

Upon a request for membership in the Prevention Alliance, a meeting is scheduled between the prospective member, Prevention Alliance Chair or Vice-Chair, and the Director or another staff member. The purpose of this meeting is to review the history of the Prevention Alliance, discuss the roles and responsibilities of Alliance members and the goals, priorities and strategies of the Alliance.

2. **Full Alliance Meeting Attendance**

After participating in the introductory meeting, a representative from the organization seeking membership is invited to attend a meeting of the Full Alliance. Note: Full Alliance meetings are open to all who wish to attend.

3. **Follow-Up Meeting With Prospective Member**

Once the prospective member has attended a meeting of the Full Alliance, a meeting will be scheduled with the Prevention Alliance Chair, Vice-Chair or Director for the purpose of answering questions and determining whether the prospective member organization or individual would like to become a member and to identify which committee or project the member will join.

4. **Orientation Packet**

Once a Coalition Involvement Agreement is signed, an orientation packet will be presented to the new member organization or individual.

Section 5. Membership Termination: Members may withdraw from the Prevention Alliance by presenting resignation in writing. All memberships will be renewed every three (3) years. For organizational members, membership will also be renewed within six (6) months of a change in organization leadership. Confirmation of membership will be communicated annually to members.

ARTICLE V – DIRECTOR, OFFICERS AND STEERING COMMITTEE

Section 1. Director: The Prevention Alliance Director is responsible for general affairs of the Alliance as well as facilitating meetings with the Chair and representing the Prevention Alliance at community, state and national events. The Director will be responsible for any other duties as determined by the Steering Committee, various funding agencies and the Alliance’s fiscal agent. The Director is responsible for hiring and supervising staff.

Section 2. Steering Committee Members: Affairs of the Prevention Alliance will be managed by a Steering Committee consisting of the Director, Chair, Vice-Chair, Policy Committee Chair and Vice-Chair and Education Committee Chair and Vice-Chair, a representative of the Santa Fe County DWI Program, and up to three (3) at-large members. Prevention Alliance staff other than Director will participate in Steering Committee meetings without voting privileges.

Section 3. Manner of Selection and Term: The Chair and Vice-Chair and up to three (3) at-large positions shall be elected by a majority of members present for terms of two (2) years, with elections to be held annually. Committee members shall select committee Chairs and Vice-Chairs. Steering Committee members shall serve their full terms or until their successors are elected. Terms of office shall be two (2) years in length.

Steering Committee members shall serve a maximum three (3) consecutive terms except at the pleasure of all remaining Steering Committee members.

A Nominating Committee will consist of at least two (2) members selected by the Steering Committee and the Director and will provide a slate of nominees to the membership.

Section 4. Resignation and Removal: Any member may resign by notifying the Chair or Director. Thirty (30) days notice should be given whenever possible. A Steering Committee position may be considered vacant in the event of three (3) consecutive unexcused absences at regularly scheduled Steering Committee meetings. The Steering Committee members will be notified in writing by the Chair or Vice-Chair of their termination. It will be at the discretion of the remaining Steering Committee members to determine if the position will be filled or will remain open until the following election cycle.

Section 5. Steering Committee Meetings: Meetings of the Steering Committee shall be held at least bi-monthly. Special meetings may be held on the call of the Chair or Director or at the request of the majority of the Steering Committee. Meeting notes will be recorded and maintained on file.

Section 6. Roles and Responsibilities:

Role of Steering Committee Members includes:

- Assure that the Prevention Alliance’s services meet the needs of the people of Santa Fe County
- Assist with setting goals and seek funding and other opportunities to sustain the Alliance
- Contribute to and finalize the annual Strategic Plan
- Attend Prevention Alliance meetings regularly and actively participate in activities

- Support Prevention Alliance decisions
- Support membership recruitment and retention

Role of the Prevention Alliance Chair includes:

- Collaborate with the Director to set agendas for Steering Committee and Full Alliance meetings
- Along with the Director, serve as facilitator of the Steering Committee and Full Alliance meetings
- Be knowledgeable of Prevention Alliance activities
- Collaborate with the Vice Chair to ensure general membership interests are being met and the goals of the Prevention Alliance are being achieved
- Serve as a spokesperson for the Prevention Alliance

Role of the Prevention Alliance Vice-Chair includes:

- Fulfill the duties of the Chair in the event the Chair is unable to fulfill them
- Oversee member recruitment in conjunction with Prevention Alliance Chair and staff

ARTICLE VI – MEETINGS, DECISION-MAKING PROCESS AND VOTING

Section 1. Full Alliance Meetings: Prevention Alliance meetings will be held regularly as determined by the Steering Committee, with at least five (5) days’ notice to members by an announcement at a regular meeting or by email. Meetings will be held for the purpose of conducting business and developing programs and activities based on the mission of the Prevention Alliance. Meetings will be held at least quarterly.

Section 2. Decision Making: The Prevention Alliance shall use a shared decision-making process to determine what actions will be taken to support their mission. When unanimous consent cannot be reached, decisions will be made by two-thirds (2/3) majority of members present.

At any properly announced meeting, those members who are present can conduct business. There will be no voting by email or proxy. For voting purposes, each Individual Member will have one (1) vote on any matter before the Prevention Alliance; a maximum of two (2) persons in attendance representing an Organizational Member will each have one (1) vote. Associate Members will not have voting privileges.

All members and Prevention Alliance staff can initiate recommendations for consideration. When time allows, final decisions will be made by the Full Alliance. When timeliness is crucial, the Steering Committee will make decisions for the Prevention Alliance.

Section 3. Meeting Facilitation: All Full Alliance meetings will be chaired by a Chair or Vice-Chair or the Director. Committee meetings will be chaired by the Committee Chair or Vice-Chair or the Director. If the Chair, Vice-Chair or Director is not available, a Chair Pro Tempore will be appointed.

ARTICLE VII – COMMITTEES

Section 1. Standing Committees: The Steering Committee shall establish standing committees in order to oversee the work of the Prevention Alliance. Standing committees shall include the Policy Committee and the Education Committee. The following are the roles of these standing committees:

- A. **Policy.** The purpose of the Policy Committee is to develop and implement evidence-based strategies aimed at changing the environment in which youth substance use occurs. Such strategies include but are not limited to advocacy for related policy or rule adoption, changing the built environment, incentives or disincentives, and increasing access or reducing barriers. Strengthening enforcement of related laws and rules is an important part of the Committee's role.
- B. **Education.** The purpose of the Education Committee is to address community norms through projects and campaigns aimed at parents, health care providers, faith leaders, retailers, and other community members/organizations who impact youth decision-making and behaviors regarding alcohol and other drug use.
- C. The Steering Committee or the Standing Committees appoint ad hoc Committees, such as a Study Group or Work Group, as needed.

Section 2. Committee Membership: Standing Committee membership will consist of organizational member representatives or individual members of the Prevention Alliance. Other community members can serve as members of ad hoc committees such as Study Groups and Work Groups to bring diversity, knowledge and/or expertise.

ARTICLE VIII – ADOPTION, AMENDMENT AND REPEAL

Section 1. Adoption, Amendment, Repeal: These Bylaws may be adopted, amended, or repealed by a two-thirds (2/3) majority vote of the Full Alliance at a regular meeting. The Director (or appropriate staff member) will provide five (5) days advance notice of any meeting where changes to the Bylaws will be recommended.

Section 2. Amendments: Amendments to the Bylaws may be made in any general meeting providing that the call for amendment has been made in a previous meeting. The Steering Committee, no later than five (5) business days before the next meeting, shall submit in writing the proposed amendment to all members of the Alliance and the vote will occur at the next Full Alliance meeting.

Following approval by the Prevention Alliance, the amendment will be incorporated into the Bylaws and electronically distributed to the full membership. The amendment becomes effective at the next Full Alliance meeting of the Prevention Alliance.

Section 3. Review: The Bylaws shall be reviewed every two (2) years by the Prevention Alliance as a whole.

Section 4. History: The original Bylaws of the Prevention Alliance were duly adopted by its membership on (insert date).

Approved (August 19, 2014)

Revised (date)

Updated (date)

ADDENDUM A

SAMPLE: STANDARD COALITION INVOLVEMENT AGREEMENT (CIA)

| Community Role | Organization Member or Designee | Agency/Organization |
|----------------|---------------------------------|---------------------|
| | | |

This agreement between the Santa Fe Prevention Alliance (Prevention Alliance) and the “Sector” Representative, Name, Title, Organization (or Designee), shall be from _____, or until terminated by a mutual accord. This agreement will be reevaluated on a yearly basis.

Santa Fe Prevention Alliance will be held responsible to:

1. Create and follow bylaws and policies.
2. Create and follow its strategic plan within the requirements of its funding source.
3. Formulate goals and objectives in compliance with its funding source.
4. Oversee operations of activities, programs, and paid staff.
5. Continue to increase new membership of the SF Prevention Alliance.
6. Create and follow a strategic action plan.
7. Create a credible and relevant sustainability plan which includes volunteer membership and resources; both financial and material.
8. Respects the rights of SF Prevention Alliance members to hold their own opinions and beliefs.

The “**Sector**” Representative, Name, Title, Organization, (or Designee) will be held responsible to:

1. Participate in assessing and analyzing root causes of substance abuse problems with a focus on alcohol and prescription drug abuse in the community and implementation of multiple sectors to achieve community change.
2. Participate in ongoing refinement of the Prevention Alliance vision, mission, objectives, goals, and activities.
3. Be a community leader amongst the represented sector.
4. Ensure clear communication between the sector represented and the Prevention Alliance.
5. Act as a positive role model for youth, families, and peers.
6. Support Prevention Alliance’s Vision, Mission, and Charter.
7. Attend Prevention Alliance meetings which are held on a bi-monthly and monthly basis.
8. Participate in at least one subcommittee (i.e., Steering, Policy, Education, or Prescription Drug Abuse).
9. Attend Prevention Alliance sponsored trainings, town hall forums, and communitywide events.
10. Contribute to the strategic planning process.
11. Participate in sustaining Prevention Alliance’s capacity, involvement, energy and cultural competence.
12. Prevent youth substance use through environmental strategies.
13. Provides the following services to be used as match, if applicable: Staff time for meeting participation, technical expertise, and/or community event participation.

Santa Fe Prevention Alliance Representative

Community Representative Name

Santa Fe Prevention Alliance Representative’s Signature

Community Representative’s Signature

Date

Date

ADDENDUM B

SAMPLE: ABBREVIATED COALITION INVOLVEMENT AGREEMENT (CIA)

| Community Role | Organization Member or Designee | Agency/Organization |
|----------------|---------------------------------|---------------------|
| | | |

This agreement between the Santa Fe Prevention Alliance (Prevention Alliance) and the “Sector” Representative, Name, Title, Organization (or Designee), shall be from _____, or until terminated by a mutual accord. This agreement will be reevaluated on a yearly basis.

Santa Fe Prevention Alliance will be held responsible to:

1. Create and follow bylaws and policies.
2. Create and follow its strategic plan within the requirements of its funding source.
3. Formulate goals and objectives in compliance with its funding source.
4. Oversee operations of activities, programs, and paid staff.
5. Continue to increase new membership of the SF Prevention Alliance.
6. Create and follow a strategic action plan.
7. Create a credible and relevant sustainability plan which includes volunteer membership and resources; both financial and material.
8. Respects the rights of SF Prevention Alliance members to hold their own opinions and beliefs.

The “**Sector**” Representative, Name, Title, Organization, (or Designee) will be held responsible to:

1. Be a community leader and amongst the represented sector.
2. Act as a positive role model for youth, families, and peers.
3. Support Prevention Alliance’s Vision, Mission, and Charter.
4. Participate in the Prevention Alliance’s capacity, involvement, energy and cultural competence.
5. Participate in at least one subcommittee activity or project annually (i.e., Steering, Policy, Education, or Prescription Drug Abuse).
6. Participate in sustaining Prevention Alliance’s capacity, involvement, energy and cultural competence.

Santa Fe Prevention Alliance Representative

Community Representative Name

Santa Fe Prevention Alliance Representative’s Signature

Community Representative’s Signature

Date

Date