

Riverhead Community Coalition for Safe and Drug-Free Youth Bylaws

Article I: Name

The name of the coalition shall be the Riverhead Community Coalition for Safe and Drug-Free Youth, referred to here as the Coalition.

Article II: History of Coalition

In 2006, with support from NY State Office of Alcoholism and Substance Abuse Services (OASAS), Riverhead Community Awareness Program, Inc. established the Riverhead Community Coalition for Safe and Drug-Free Youth. In 2013, the Coalition was awarded a five-year Drug-Free Communities (DFC) Grant through the White House Office of National Drug Control Policy (ONDCP) to increase coalition capacity and community-based prevention initiatives. The objectives identified in our Action Plan for the grant were to decrease underage drinking and non-medical use of prescription drugs. We partner with Riverhead Central School District, Riverhead and Southampton Towns, Riverhead Police Department, Riverhead and Southampton Youth Bureaus, Peconic Bay Medical Center, Riverhead First Baptist and United Methodist Churches, Long Island Prevention Resource Center, New York National Guard Counterdrug Task Force, local businesses, the medical community, parents, civic groups, youth, health and human service agencies, and community volunteers, to create lasting community changes that reduce youth access to alcohol and other drugs.

Article III: Vision, Mission & Goals

Vision:

A drug-free community and alcohol-free youth.

Mission:

The Riverhead Community Coalition for Safe and Drug-Free Youth will engage collaborative partners in the planning, implementation, and evaluation of strategies that prevent youth substance use.

Goals:

The Coalition's purposes are:

1. To educate and inform community citizens about the prevalence of alcohol and drug use among youth in Riverhead Central School District.
2. To perform community assessments and foster coordination of existing community resources to effectively address the problem.
3. To provide advice, advocacy, coordination, information, research and evaluation, technical support, and training as needed to accomplish these objectives.

Evidence-Based Practices and Strategies

We recognized that the most effective way to prevent youth alcohol and drug use in our community is through the use of evidence-based practices. The following strategies will be used to reach our goal:

1. **Environmental Approaches:** These are aimed at changing community conditions that contribute to youth substance use. These include providing incentives/disincentives, changing physical design, enhancing access/reducing barriers, and modifying/changing policy. Environmental strategies are a top priority as they create population-level changes.
2. **Information Dissemination:** Creating and sharing information that relates to youth substance use, and the work of the Coalition, as well as engaging and utilizing various sources of media including print, social, and online.
3. **Educational Programs/Services:** Provide, promote, and support education programs and services that reduce youth substance use.
4. **Community-Based Processes:** These strategies aim to enhance the ability of the community to more effectively provide prevention and treatment services for youth substance use.
5. **Alternative Activities:** Partner with and promote organizations that provide alternatives to youth substance use.

Article IV: Location

The Coalition serves the communities that comprise the Riverhead Central School District.

Article V: Membership

Membership of this Coalition is open to those individuals, agencies, organizations or government entities that support the mission and vision of the Riverhead Community Coalition for Safe and Drug-Free Youth. Membership is without regard to gender, race, color, age, religion, national origin, sexual orientation, or disability. Members are categorized as “active,” “participatory” or “coalition supporters”.

Section 1: Active Membership

Active members are encouraged to attend all regularly scheduled meetings, but are expected to attend at least 50% of regular meetings. Active members are also strongly encouraged to participate in a subcommittee. Active members of the Riverhead Community Coalition for Safe and Drug-Free Youth have the following rights and responsibilities:

- A. Attend at least 50% of regularly scheduled Coalition or subcommittee meetings.
- B. Attend at least one Coalition activity/event per year besides meetings.
- C. Encouraged to participate in a subcommittee.
- D. Participate in assessing and analyzing root causes of substance abuse problems in the community.
- E. Participate in on-going logic model development and strategic planning processes.
- F. Participate in on-going refinement of the Coalition’s vision, mission, objectives, goals and activities.
- G. Ensure clear communication between the sector members’ organization and the Coalition including providing an alternate member when unable to attend.

- H. Participate in the implementation of multiple strategies across multiple sectors to achieve community change.
- I. Work towards creating population-level change as evidenced by the four core measures in relation to the Coalition's logic model(s).
- J. Participate in sustaining the Coalition's vitality, efforts and energy in the community.
- K. Implement the Coalition's logic model(s) within scope and practice of the member's professional and personal sphere of influence.
- L. Participate in celebrations of achievements.

Section 2: Participatory Membership

Participatory members are those who support the Coalition by engaging in time-limited projects and tasks and may attend some Coalition or committee meetings.

Section 3: Coalition Supporters

Coalition supporters are those who are unable to commit to being a member, but fully support the Coalition vision and mission. These individuals wish to be kept up to date on the Coalition's activities.

Article VI: Organizational Structure

Section 1: Staff

The Program Director provides daily oversight of funding and grants, including fiscal and personnel management, community relations, implementation and evaluation. The Project Coordinator is responsible for providing staff support for the Coalition and is the main point of contact for coalition members. The Program Director and Project Coordinator serve to empower coalition members as they drive the work of the Coalition so that our work is self-sustaining.

Section 2: Sector Representatives

The Coalition must consist of one or more representatives from each of the following required 12 sectors: Youth (18 or younger); Parent; Business; Media; School; Youth-Serving Organization; Law Enforcement; Religious/Fraternal Organization; Civic/Volunteer Groups; Healthcare; and State, Local, or Tribal Governmental Agency. Sector Representatives must be active members of the Coalition. Representatives must be able to commit their sector/organization to acting within their own sphere of influence and furthering the mission of the Coalition through communication with other members of their sector. Representatives must sign a Coalition Involvement Agreement (CIA) stating commitment to the Coalition by the individual and the sector, organization, or businesses that he or she represents. Sector Representatives must take part in one sub committees and/or Coalition project per year. They are required to attend 50% of regular meetings and if they are unable to attend, they must send a representative to be there on their behalf. In the event of vacancy of a Sector Representative, Active Members will submit nominees to fill the identified sector.

Section 3: Subcommittees

Subcommittees will have a designated chairperson and meet as necessary to complete their goals and objectives. The subcommittees are as follows:

A. Steering Committee

The Steering Committee shall be composed of up to 8 Sector Representatives. This committee meets quarterly or more frequently as needed and is responsible for processes that support and develop the overall organization of the Coalition. The Coalition Coordinator will set up meetings with this group and the minutes of the meetings will be provided to the full Coalition at the next regular meeting of the Coalition following the Steering Committee meeting.

B. Youth Coalition

The Riverhead Youth Coalition plays a key role in the larger Coalition. This Coalition consists of youth in grades 7-12 that participate in meetings, projects, campaigns, and other activities that reduce youth substance abuse. The Youth Coalition meets separately from the regular coalition, but sends a youth representative to the monthly coalition meetings. This group acts as role models for their peers through their work with the Coalition.

C. Ad Hoc Committees

The Coalition Coordinator may appoint ad hoc committees as necessary. The following are ad hoc committees that occur within our Coalition on an annual basis:

Outreach Subcommittee: This committee shall be composed of up to 8 people. The committee meets 5-6 times prior to the Coalition's Annual Meet and Greet in April. They are responsible for the logistics of the Meet and Greet and delegating tasks to successfully carry out this event. The Coalition will meet additional times for any other capacity-related strategies.

Pre-Prom Subcommittee: this committee shall be composed of up to 10 people, including a representative from Peconic Bay Medical Center – Northwell Health who have underwritten the event and Riverhead Central School District who has hosted the event in the past. The committee meet 3-4 times prior to the Coalition's Annual Pre-Prom event. They are responsible for planning and implementing the event.

D. Substance Subcommittees

These committees will meet and participate in various strategies that take place during the year related to specific substances specified in the Action Plan as needed (alcohol, prescription drugs, and marijuana).

E. Other committees may be constituted as additional needs are identified.

Article VII: Decision Making

Section 1: Decision Making

The Riverhead Community Coalition for Safe and Drug-Free Youth will use consensus building in arriving at decisions. The Coalition Coordinator will make every effort to ensure that any concerns or issues brought before the Coalition are addressed. The goal of the discussion will be that all members present agree to support a decision. In the event a consensus decision is not reached, the decision will be made by a majority vote of active members present. At least 50% of the active members must vote on the decision. The decision will be tabled until the minimum amount of active members are available to vote. Financial decisions, including the hiring of personnel, will be made through the fiscal agent, Riverhead Community Awareness Program, Inc. (CAP), in accordance with its bylaws and policies.

Section 2: Voting

General Voting Rights: All active Coalition members have voting rights. At all meetings of the Coalition, the eligible voting members present shall have one (1) vote and all decisions shall require a majority vote of eligible voting members in attendance.

Committee Voting Rights: Voting during a committee meeting shall be limited to members of that committee.

Article VIII: Coalition Meetings

Section 1: Regular Meetings

The Coalition shall meet no fewer than 10 times per year at 2:30 PM on the second Thursday of each month at a designated location. The meetings are approximately 90 minutes long and are posted on Riverhead CAP's website. The Coalition Coordinator sends out meeting reminders prior to each meeting and minutes following the meetings for those that were unable to attend.

Section 2: Special Meetings

Special meetings of the Riverhead Community Coalition for Safe and Drug-Free Youth may be called as necessary. It is strongly encouraged that members attend Special Meetings. Two Special Meetings that have been established by the Coalition are as follows:

- **Annual Meet & Greet:** This event is held every April and is intended to increase Coalition capacity and membership, as well as celebrate successes. The Outreach Subcommittee is responsible for the planning the logistics of the event and active members are encouraged to play a key role in the implementation of the event.
- **Special DFC Evaluator Meeting:** This meeting is held every November and entails a site visit from our Drug-Free Communities Grant Evaluator. Our Evaluator provides training and technical assistance to the Coalition during this meeting.

Section 3: Reporting

The Riverhead Community Coalition for Safe and Drug-Free Youth will post its monthly coalition meeting minutes on Riverhead CAP's website for viewing (www.RiverheadCAP.org). Members are expected to review meeting minutes to stay up to date on what the Coalition activities. The Coalition will also post Coalition annual and semi-annual reports that are provided by our DFC Evaluator. The Riverhead Community Coalition is currently a Drug-Free Communities Coalition that reports to the White House Office of National Drug Control Policy.

Article IX: Conflict of Interest

No member of the Riverhead Community Coalition for Safe and Drug-Free Youth, or any of its committees, shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation with the Riverhead Community Coalition. Each individual shall disclose to the Riverhead Community Coalition any personal interest, which he or she may have in any matter pending before the Riverhead Community Coalition and shall refrain from participation in any decision on such matter.

Article X: Approval and Amendments

These Bylaws may be amended by the majority of active members present at any meeting called for that purpose.

Article XI: Authority

Section 1- Validity of the Bylaws:

These Bylaws shall be recognized as the only valid Bylaws of the Riverhead Community Coalition for Safe and Drug-Free Youth.

Section 2- Use of Name:

No one shall use the Riverhead Community Coalition for Safe and Drug-Free Youth's name or emblem without authorization of the Coalition.