**Dedham Coalition for Drug and Alcohol Awareness By-Laws**

**Preamble**

The Dedham Coalition for Drug and Alcohol Awareness aims to:

1) Promote awareness of substance misuse in the community;

2) Educate youth and adults regarding the health effects of substance misuse and addiction;

3) Reduce substance use among youth using data-driven prevention strategies;

3) Provide resources and support to people struggling with addiction and their families;

4) Advocate for local policies and programs that reduce the risk and impact of community substance use;

5) Decrease stigma against people with substance use disorders and their families; and

6) Increase community collaboration around prevention and harm reduction.

The coalition strives to be inclusive of all sexes, races, income levels, education levels, sexual orientations, abilities, and nationalities. The coalition aims to align its work with community priorities and needs while grounding its strategy in public health science.

**Article 1 - Members**

Section 1- Membership Definitions: Active members attend at least 2 out of 4 quarterly meetings and are a member of an Action Team. Associate members attend at least 2 out of 4 quarterly meetings and may or may not be a member of an action team. All members must fill out a Membership Sign-Up Form agreeing to meet these membership requirements.

Section 2- Annual Meeting: The annual meeting shall be held in January of each year as chosen by the Leadership Team. This meeting is one of the four quarterly meetings.

Section 3- Special Meetings: Special meetings may be called by the Leadership Team as needed.

Section 4- Place of Meetings: All meetings shall be held at Town Hall, 26 Bryant Street, Dedham, MA unless a different meeting place was specified prior to the meeting.

Section 5- Notices: Written notice, stating the place, day, and hour of all meetings shall be given by the Clerk or the person calling the meeting, at least 5 days before the meeting, to all members. The notice may be transmitted via mail, e-mail, telephone, or in person.

Section 6- Quorum: The minimum number (quorum) of members required at each quarterly and special meeting is 50% of the Leadership Team.

Section 7- Voting: Each member of the Leadership Team as well as any active and associate members are entitled to one vote during meetings.

Section 8- Action at Meeting: Action of the members on any matter brought before the members during meetings will be voted on. This requires a majority vote.

Section 9- Action without Meeting by Written Consent: Members may take action without a quarterly or Action Team meeting, if all voting members consent to the action in written form (submitted to clerk via e-mail, text, or letter).

**Article II – Leadership Team**

Section 1- Powers: The Leadership Team has the authority to approve or veto major actions taken by the coalition. “Major actions” are defined as actions that would result in the spending of over $2,000 of coalition monies, constitute a shift of coalition strategy, or garner public attention about the coalition.

Section 2- Number and election: Unless otherwise voted on, the Leadership team will consist of 12-17 members (Chair, Vice-Chair, Clerk, Action Team Leaders, and appointed key stakeholders as outlined in Article III, Section 5.) The Chair, Vice Chair, Clerk, and Action Team Leaders are elected at the annual meeting.

Section 3- Vacancies: Any vacancy on the Leadership Team or Action Teams may be filled during any team meetings, as voted on and approved by the Leadership Team.

Section 4- Enlargement of board: The number of Leadership Team members may be increased at the discretion of the Leadership Team.

Section 5- Tenure: Leadership Team members shall hold office until the next annual meeting, unless they choose to resign or are removed.

Section 6- Resignation: Any member of the Leadership Team may resign by submitting a written letter of resignation to the Leadership Team. Resignation will be in effect upon receipt.

Section 7- Removal: Any member of the Leadership Team may be removed from office if the majority of Leadership Team vote in favor of removal. A Leadership Team member may be removed after a vote is held with reasonable notice and the opportunity is given to be heard before the body proposing to remove them.

**Article III – Duties of Leadership Team**

Section 1- Chair: The Chair sets the agenda for and leads quarterly and special meetings. The Chair shall attend at least 3 out of 4 quarterly meetings and respond within a week to Action Team requests. The Chair is an elected position with a 1-year term.

Section 2- Vice Chair: The Vice Chair serves as the meeting chair in the Chair’s absence. The Vice Chair shall attend at least 3 out of 4 quarterly meetings and respond within a week to Action Team requests. The Vice-Chair is an elected position with a 1-year term.

Section 3- Clerk: The Clerk shall record all votes and proceedings of the members and keep minutes of the quarterly and any special meetings. The Clerk shall attend at least 3 out of 4 quarterly meetings and respond within a week to Action Team requests. The Clerk is an elected position with a 1-year term.

Section 4- Action Team Leaders: Action Team Leaders shall report on their team’s activities at quarterly meetings and any special meetings. Action Team Leaders provide direction and guidance to members of their action team for the purpose of achieving their goal. They shall set agendas for, organize, and take attendance and minutes on all action team meetings. Team Leaders shall follow up with Drug Free Communities staff to inform them of any important information.

Section 5 – Key Stakeholders: In accordance with the Drug Free Communities Grant, the following stakeholders shall have an appointed slot on the coalition Leadership Team:

* 1. Local business representative
	2. Healthcare Practitioner
	3. Board of Selectmen representative
	4. Board of Health representative
	5. School Committee representative
	6. Superintendent or his designee
	7. Representative of a youth-serving organization (e.g., Parks and Rec)
	8. Local media representative
	9. Chief of police or his designee
	10. Civic organization representative (e.g., Rotary Club)
	11. Parent
	12. Youth
	13. Faith community representative
	14. Treatment/recovery organization representative

Key stakeholders shall attend at least 2 out of 4 quarterly stakeholder meetings and make every effort to find a replacement in their absence. Stakeholders agree to outreach to members of their sector to ensure that sector’s needs and priorities are being represented at quarterly meetings. Key Stakeholders shall respond to Action Team requests within a week whenever possible.

**Article IV – Inspection of Records**

Books, accounts, documents, and records of the Coalition shall be open to inspection by any member during usual business hours. Records shall be held at the Health Department office.

**Article V – Fiscal Agent**

Coalition activities may be funded through the Drug Free Communities (DFC) Grant or through community donations. All budgetary decisions regarding DFC monies shall be made by the Drug Free Communities staff and the grant’s Fiscal Agent, the Dedham Health Department.

**Article VI - Amendments**

These by-laws may be amended by majority vote of Leadership Team and voting members, if notice of the substance of the proposed amendment is stated in the notice of the meeting.