

BY-LAWS
OF
Historic Triangle Drug Prevention Coalition

ARTICLE I

Name

The name of this coalition shall be the Historic Triangle Drug Prevention Coalition, hereinafter referred to as HTDPC.

ARTICLE II

Vision

The HTDPC envisions a healthy community empowered to prevent the harmful use of substances associated with the risk of substance use disorders and addiction.

Mission

The mission of the HTDPC is to engage community stakeholders in a coordinated and collaborative effort focused on evidence-influenced prevention, education, and advocacy, with the goal of reducing the negative impacts of substance use and misuse in James City County, York County, and the cities of Poquoson and Williamsburg.

ARTICLE III

Offices

The principal office for the HTDPC shall be located in the Historic Triangle.

ARTICLE IV

Membership

The members of HTDPC shall consist of public and private sector representatives, community members, and youth, ages 14 – 17, of the cities of Williamsburg and Poquoson and the counties of James City and York, Virginia who agree with the vision of the Coalition as described in Article II and contribute to the Coalition’s mission.

Coalition members are expected to play an active role in sustaining the organization’s vitality, promoting cultural competence, and enhancing community involvement. As leaders representing diverse sectors, they are entrusted with the responsibility of advancing the Coalition’s mission and strengthening its presence within the community. This commitment includes attending Coalition-sponsored trainings, seminars, and community-wide events, as well as contributing to the ongoing refinement of the Coalition’s vision, mission, strategic plan, and activities. Members are encouraged to participate in the voting process in person and to serve on at least one working committee. They also support the Coalition by fostering education, training,

and meaningful relationships among members and the broader community. Actively recruiting new individuals and organizations, upholding the Coalition's By-Laws, and promoting prevention services at the local, state, and national levels are additional key responsibilities. Members are expected to engage in both Coalition-sponsored and, when possible, member organization events, always conducting themselves professionally and respectfully. Co-hosting community events in partnership with the Coalition further reflects their shared commitment to collaboration and collective impact.

Coalition Leadership

The Leadership Team of HTDPC shall be the Officers: Chair, Vice-Chair, and Secretary, as well as up to four active Coalition members appointed annually by the Chair, and a designated representative of the Fiscal Agent. Coalition members shall elect the Officers, with the exception of the designated fiscal agent representative, annually, at the January meeting. If the election of the Officers is not held at such meeting, such election shall be held as soon thereafter as is convenient. Each Officer shall hold office until his or her successor has been duly elected.

Officer duties are as follows:

Chair:

- Preside at the monthly meetings of HTDPC.
- Work with the HTDPC Leadership Team in organizing an agenda for monthly and special event planning meetings/workshops/conferences.
- Work with the Leadership Team of HTDPC in oversight, development and implementation of best practices and evidence-based strategies.
- Represent HTDPC, as needed, at various local agency functions.
- When possible, make presentations concerning HTDPC activities and business to local organizations.
- When possible, attend conferences, workshops, and trainings required by funding sponsors. If unable to attend these events, ensure that a representative of HTDPC is present.
- Provide signature, as an Officer of HTDPC, for necessary documents.

Vice-Chair:

- Perform duties as delegated by the Chair and shall preside in the absence of the Chair or whenever the Chair temporarily vacates the Chair position.

- Work with the Leadership Team of HTDPC in oversight, development and implementation of the best practices and evidence-based strategies.
- Represent HTDPC, as needed, at various local agency functions.
- When possible, attend conferences, workshops, and trainings required by funding sponsors. If unable to attend these events, ensure that a representative of HTDPC is present.
- Provide signature, as an Officer of HTDPC, for necessary documents.
- Uses Robert's Rules of Order to advise the Leadership Team and full coalition on parliamentary procedures and helps ensure fair and democratic decision-making and discussions during Leadership Team meetings and full coalition meetings.
- Interpret By-Laws at Leadership Team meetings and full coalition meetings

Secretary:

- Work with the Leadership Team of HTDPC in oversight, development and implementation of the best practices and evidence-based strategies.
- Keep written records of meetings and distribute coalition meeting minutes to active coalition membership.
- Responsible for obtaining membership information, maintaining attendance records, and notifying active coalition membership regarding upcoming coalition meetings.
- Keep HTDPC By-Laws and other related governance documents (i.e., Memorandum of Agreements/Understanding, Financial Reports) accessible at HTDPC meetings.
- Represent HTDPC, as needed, at various local agency functions.
- When possible, attend conferences, workshops, and trainings required by funding sponsors. If unable to attend these events, ensure that a representative of HTDPC is present.
- Provide signature, as an Officer of HTDPC, on necessary documents.

Appointed Leadership Team Member duties:

- Work with the Officers of HTDPC in oversight, development and implementation of the best practices and evidence-based strategies to support drug prevention efforts.
- Represent HTDPC, as needed, at various local agency functions.

- When possible, attend conferences, workshops, and trainings required by funding sponsors.

Fiscal Agent:

- Acknowledge that HTDPC is an independent entity and has responsibility to develop its own policies, resource development plan, and services.
- Designate a representative to attend HTDPC meetings.
- Prepare and submit to HTDPC a monthly statement of revenue and disbursements as well as prospective funds due, but pending. Provide an end-of-the-grant statement, if applicable.
- Establish and operate, for use of HTDPC, a designated account segregated on the Fiscal Agent's books.
- Ensure HTDPC funds are not co-mingled with the Fiscal Agent's operating funds.
- Maintain financial records according to generally accepted accounting principles (Standards of Accounting and Fiscal Reporting of the American Institute of Certified Public Accountants) and track multiple funding sources. Retain records as long as required for annual audit and as long as Internal Revenue Service (IRS) regulations require.
- Disburse funds from the Account at the request of HTDPC after the Coalition has provided a written disbursement request signed by two Officers of the Coalition.
- Prepare and submit all state and federal income tax returns.
- Maintain and make available to HTDPC, upon request, all books, records, and documents pertaining to the costs and expenses relating to the Fiscal Agent Resolution Agreement.
- Maintain a non-profit mailing permit that can be used by HTDPC (if applicable).

Term Limits

Any Leadership Team Officer elected by HTDPC may be removed by the Coalition whenever in its judgment the best interests of the Coalition would be served thereby. A vacancy in any Officer position because of death, resignation, removal, disqualification or otherwise shall be filled by nomination and election of active Coalition membership for the Officer to serve the remaining portion of the term.

Each Leadership Team Member shall have such powers and shall perform such duties as may from time to time be specified in resolution or other directives of the Coalition membership. In the absence of such specification, each Leadership Team Member shall have the powers and

authority and shall perform and discharge the duties of Officers of the same title serving in non-profit Coalitions having the same or similar general purposes and objectives as HTDPC.

The term of each elected Leadership Team Officer shall be an initial one (1)-year term and may be re-elected for one (1) additional, consecutive one (1)-year term for each leadership position. No elected Leadership Team Officer shall serve longer than six (6) consecutive years in combined leadership positions and may return to serve following a one (1)-year absence.

Any elected Leadership Team Member who misses three (3) consecutive regular meetings without written or verbal notification shall be considered to have resigned from the HTDPC Leadership Team, and their vacancy shall be filled.

The term of the appointed Leadership Team Member shall be an initial one (1)-year term and may be re-appointed for additional, consecutive one (1)-year terms. If any appointed Leadership Team Member misses three (3) consecutive regular meetings without written or verbal notification, they shall be considered to have resigned from the HTDPC Leadership Team, and their vacancy shall be filled.

ARTICLE V

Decision-making

Robert's Rules of Order using simplified procedures allowed by Robert's Rules for Board Meetings shall govern HTDPC. The members present will conduct business.

Voting

Voting of HTDPC shall consist of a simple majority (fifty percent plus one) of HTDPC members present at any meeting for the transaction of business. Coalition members may vote via teleconference up to two (2) times per calendar year. Proxy votes are not allowed. Each member of HTDPC shall have one vote. A majority vote of those present shall be sufficient on any proposition presented and acted upon at a meeting, except as may be otherwise provided by these By-laws. In the event of a tie vote, the Chair will make a motion to reconsider the vote. If a tie vote persists, the chair shall vote to break the tie.

ARTICLE VI

Committees and Workgroups

Committees and workgroups of the HTDPC shall be established in support of the Coalition's mission and strategic plan. They may include the following focus areas, as well as any arising areas of need:

- Youth Engagement
 - Chaired by an HTDPC member and comprised of youth ages 14-17 for the purpose of advising the coalition of youth perspectives and needs, to help the Coalition make impactful decisions

- Data/Metrics
 - Providing the data to support HTDPC's strategic plan, goals and objectives
- Prevention and Harm Reduction
 - Coordinating community activities/education related to prevention efforts and reducing harm
- Trauma and Resiliency
 - Coordinating community activities/education related to increasing mental wellness, healthy coping, and resiliency
- Policy/Legislative Advocacy
 - Coordinating legislative efforts to advocate for impactful change at the community level (local, regional, Commonwealth)

Each HTDPC Committee and Workgroup shall consist of a chair, a note-taker, and at least one (1) active HTDPC member. Each Committee Chair is responsible for leading the coordination and planning process for the respective committee to include setting committee meeting agendas prior to the Leadership Team meeting, attending all Leadership Team meetings, presenting a committee report at Leadership Team meetings and full coalition bi-monthly meetings, and planning community events with the help of committee members.

Committees and workgroups shall have and exercise the authority of the Coalition in the management of the Coalition, but the designation of such Committees and workgroups and the delegation thereto authority shall not operate to relieve the Coalition, or any individual Leadership Team Member, of any responsibility imposed on it or him or her by law.

The Committee and Workgroup Chairperson shall report to a HTDPC Leadership Team Member prior to regular meeting, if unable to attend.

Other ad hoc committees and workgroups not having and exercising the authority of the HTDPC in the management of the Coalition may be designated and appointed by the Chair of the Coalition.

ARTICLE VII

Records

HTDPC shall keep correct and complete minutes of the proceedings of its Coalition meetings.

ARTICLE VIII

Fiscal Year

The fiscal year of HTDPC shall be January 1 through December 31.

ARTICLE IX

Waiver of Notice

Whenever any notice is required to be given under the provisions of the laws of Virginia, or under the provisions of the By-Laws of the Coalition, a waiver thereof in writing signed by the person or persons entitled to such notice whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

ARTICLE X

Amendment of By-Laws

These By-Laws may be altered, amended, or repealed, and new By-Laws may be adopted by a majority of active members present at any regular meeting, or at any special meeting, if at least three business days written notice is given of intention to alter, amend, or appeal or to adopt new By-Laws at such meeting.

Adopted by the affirmative vote of the majority of members present of the Historical Triangle Drug Prevention Coalition, at a monthly planning meeting of the Historical Triangle Drug Prevention Coalition held this ____ day of _____, 20____.

Chair
Historical Triangle Drug Prevention Coalition

Date