

BYLAWS OF THE LEVITTOWN COMMUNITY ACTION COALITION

ARTICLE I

Name – The name of this coalition shall be:
Levittown Community Action Coalition

ARTICLE II

Vision: Our vision is for residents of the Levittown and surrounding communities to respond to life's challenges without resorting to the use and abuse of alcohol, opiates or other drugs and to continue to support a community where people feel safe, valued, connected and empowered.

Mission: To create a safe, healthy, and secure community for children and adults where untimely deaths and lives effected by addiction are reduced through prevention, education and engagement.

Establish and strengthen collaboration within the communities served by the Levittown/Island Trees school districts, including business, civic, fraternal, religious, and service agencies as well as Federal, State, and local governments to support the efforts of our community coalition to prevent and reduce substance abuse among youth.

ARTICLE III

GENERAL MEMBERSHIP

Section 1: Membership and level of participation

Membership in the Coalition shall be open to any individual or organization interested in achieving the vision and mission of the Coalition upon application to the Coalition. Level of participation may vary. Voting members must attend a minimum of 6 Steering and/or Subcommittee meetings.

Section 2: Each member organization or individual shall be granted 1 vote.

ARTICLE IV

EXECUTIVE COMMITTEE:

Section 1: Number and Title:

The officers of this Coalition shall be the Chairperson, Vice Chairperson, Secretary, and Treasurer. The officers must be participating members of the Coalition and have served on a committee for at least one year. The officers of the Coalition shall hold office for a term of up to three years, or until their respective successors are appointed or elected.

The role of the Executive Committee will be to monitor any grants opportunities as they are presented and the day to day operations. The Steering Committee, (if applicable) will meet quarterly or as needed throughout the year.

Section 2: Steering Committee

The Steering Committee shall be comprised of the officers of the Executive Committee and representative of the Fiscal Agency (if applicable). Membership shall also include but not be limited to a representative or Key Stakeholder from each of the 12 identified sectors (can be listed). Each person shall have decision making abilities from the organization they represent and shall make a commitment to embrace the mission and goals of the Levittown Community Action Coalition and will attend quarterly meetings. Any individual representing a sector not previously identified may be eligible for membership and will be approved through the Steering Committee.

Section 3: The Nominating Committee

The Steering Committee shall select a Nominating Committee comprised of three members who are not Executive Committee officers of the coalition. The Nominating Committee will present their slate of officers at the April meeting. Any nominations from the floor can be submitted prior to April meeting. The election of officers will take place at the June meeting which will be the annual meeting. The term of the officers shall coincide with a July 1 through June 30 calendars. In the event of a vacancy in the office of Chairperson, the Vice Chairperson will succeed for the balance of the term. A vacancy in other offices shall be filled by the recommendations of the Nominating Committee to be appointed by the Steering Committee as soon as possible. The Steering Committee shall serve as the interim governing body of the Coalition between meetings.

Section 4: Chairperson

The Chairperson(s) shall call and preside at all meetings of the Coalition. They shall have general executive supervision over the affairs of the Coalition.

Section 5: Vice Chairperson (Co-Chair)

The Vice Chairperson shall have all powers and perform all the duties of the Chairperson in his/her absence.

Section 6: Secretary

The Secretary shall record the minutes of the meetings and disseminate to the membership of the Coalition 1 week prior to the next scheduled meeting (unless time sensitive information needs to be published earlier). The Secretary shall maintain a list of the current membership and distribute it to the Coalition at the annual meeting.

Section 7: Treasurer

The Treasurer shall be responsible for maintaining all fiscal documentation and reporting protocols as needed.

ARTICLE V

MEETINGS

Section 1: Open Coalition Meetings

Full Coalition Meetings will be held at least four times a year which will be open to all residents of the Levittown/Island Trees community. An agenda will be developed by the Chairperson for each of these meetings.

Section 2: Executive Committee

The Executive Committee shall meet as needed in between the Steering Committee meetings.

Section 3: Steering Committees

The Steering Committee shall meet no fewer than six (6) times per year as dates established by consensus of the membership. Agenda will be developed by the coordinator for each meeting.

Section 4: Annual Meeting

The Coalition will hold an annual meeting in June of each year for the election of the officers, the presentation of an annual report and other business as determined by the Coalition.

Section 5: Special Meeting

Special meetings may be called by the Chairperson, upon request of the Steering Committee. The purpose of such a meeting shall be stated with the request. Notice of the time, place, and purpose of the meeting shall be made known to each Coalition member not less than five (5) days before the meeting.

Section 6: Quorum

Members present shall constitute a quorum for the transaction of business at any meeting. A majority of the members present shall constitute action by the committee or the membership.

Section 7: Electronic Communication

Members of a committee may participate and take action in a meeting by means of conference telephone or similar communications equipment, whereby all persons participating can communicate with each other. The Secretary shall send the Coalition meeting minutes and meeting notices electronically unless otherwise requested by a Coalition member.

ARTICLE VI

RULES OF ORDER – Robert Rules of Order (latest revised edition) shall be the authority for matters of procedure not covered by these bylaws.

ARTICLE VII

AMENDMENTS – These bylaws may be amended by an affirmative vote of a least two-thirds (2/3) of the Steering Committee providing that the proposed amendment shall have been included in the notice of the meeting.

Adopted on _____ Chairperson _____

Secretary _____ Vice-Chairperson _____