

Alleghany Highlands Healthy Youth Coalition By-Laws

1. Statement of Background.

The Alleghany Highlands Healthy Youth Coalition was founded in March of 2017 following the analysis of the Alleghany County Community Readiness Assessment and the Alleghany County Youth Risk Behavior Survey results.

The Coalition is supported by grant funding from the Virginia Department of Behavioral Health and Developmental Services. The coalition is composed of various members of the community with common interest in the health of Alleghany County Youth. This includes but is not limited to parents, youth, community partners etc.

2. Mission Statement.

The mission of the Coalition is to heighten awareness and educate the community to promote healthy and safe lifestyle choices among the youth in Alleghany County. However, we support and promote the efforts for prevention of other drug use in our youth. The Coalition strongly recommends that members join a Committee or a Workgroup as outlined in Section 8 of these bylaws.

3. General Strategies.

Coalition strategies to achieve our mission are to:

[fill in once needs assessment is complete]

5. Chair and Co-Chair - Terms and Duties.

A. Chair. – Chelsea Dunaway – up for reelection in August 2020

1. Term.

Two years, renewable for an additional two-year term if the Coalition so votes. If the Chair resigns during his or her unexpired term, the Co-Chair shall succeed as Chair for the remainder of the Chair's term, and shall be eligible for election to two full terms as Chair. However, the total successive years served as Chair shall not exceed five years. Upon the expiration of the Chair's second full term, the Co Chair shall automatically succeed as Chair, renewable for an additional two-year term if the Coalition so votes.

2. Duties.

a. Announce, chair, facilitate and build agenda for general and special general meetings (every other meeting – alternating with Co-Chair);

c. Represent the coalition to the public and the media, and;

d. Make timely decisions between general and special general meeting with consultation from the Executive Committee and ratification of the entire coalition

e. Assist coalition members in conducting annual strategic planning and guide coalition to develop a comprehensive action plan based on needs-assessment and strategic planning

B. Co Chair – **Tiffany Bowser** – up for reelection in September 2020

1. Term

- a. Two years, renewable for an additional two-year term if the Coalition so votes. If the Co Chair resigns during his or her unexpired term or is elevated to the position of Chair, the position of Co Chair shall be filled by election for the remainder of the Co Chair's unexpired term and shall be eligible for election to two full terms as Co Chair. However, the total successive years served as Co Chair shall not exceed six years.

2. Duties

- a. Announce, chair, facilitate and build agenda for general and special general meetings (every other meeting – alternating with Chair);
- b. . Represent the coalition to the public and the media, and;
- c. Make timely decisions between general and special general meeting with consultation from the Executive Committee and ratification of the entire coalition
- d. Assist coalition members in conducting annual strategic planning and guide coalition to develop a comprehensive action plan based on needs-assessment and strategic planning

Nothing shall prevent a past Chair or Co-Chair from submitting his or her name to the Coalition for consideration as a candidate for Chair or Co-Chair in any future election, provided that at least two years has elapsed since that individual has held the office of Chair or Co Chair after the six year consecutive term.

6. Meetings

1. GENERAL MEETINGS: General meetings shall take place monthly. Unless otherwise scheduled by the membership, such meetings shall be held on the third Thursday of the month. If a change is made in the date, time or location of the meeting, the Coalition Chair shall notify all members of such change at least two weeks prior to the new meeting date.
2. SPECIAL GENERAL MEETINGS: The Chair may call a special general meeting. The Coalition Chair shall notify all members of the date, time and location of such meeting at least one week prior to the meeting date.

7. Committees

Efforts will be made to ensure that, at a minimum, local official member organizations, volunteer organizations, professional associations and such new constituencies that become members will be included in each committee. Any Coalition member may attend any committee meeting. Committee chair appointments shall be reviewed annually by the Chair. Committees may create and oversee Workgroups to assist in meeting policy goals. The committees shall be, but are not limited to, the following:

1. Executive Committee: This committee shall be comprised of the Coalition Chair, Coalition Vice Chair, **committee chairs**. Thereafter, appointments will be made for one-year terms. This committee shall be the decision making body of the Coalition for policy implementation and strategy when the full Coalition is not in session but will report to the full Coalition.
2. Coalition Approach Committee: This committee shall be comprised of coalition members. This committee shall be the policy body of the coalition for implementation as a sub group of the full coalition. This committee shall meet during the general coalition meeting.
3. Coalition Outreach Committee: This committee shall be comprised of coalition members. This committee shall be the outreach/events body of the coalition as a sub group of the full coalition. This committee shall meet during the general coalition meeting.

8. Fiscal Responsibility

The Alleghany Highlands Community Services Board is the fiscal and administrative agent for the Coalition.

9. Effective Date

Add once completed