



# Bylaws West Van for Youth

## Vision, Mission & Goals (Updated on 11/1/18)

**Vision:** Engaged community. Healthy youth. Bright Futures.

**Mission:**

West Van for Youth builds community to promote healthy choices and reduce substance abuse among youth so our young people can grow into thriving and productive adults.

**Goals:**

1. To support healthy life transitions for youth and families in West Vancouver.
2. To increase awareness of the West Van for Youth Coalition, and to develop and maintain connections with community members and partners
3. To increase awareness of prosocial activities in West Vancouver
4. To decrease the perception gap among West Vancouver adults around how most adults think and behave regarding youth alcohol and marijuana use
5. To reduce youth access to alcohol and marijuana in the home
6. To identify the perceptions and beliefs of the adults in West Vancouver
7. To increase awareness of the risks involved with alcohol and marijuana use
8. To decrease youth perception that their parents have favorable attitudes towards youth substance use
9. To increase understanding of how media influences them to use alcohol and other substances

## Organization & Responsibilities

The WVY coalition is composed of **Members, Community Partners, Work Groups, a Steering Committee, and Staff.**

**Members shall:**

1. Strive to include diverse sector representation (youth, parents, businesses, media, schools, organizations serving youth, law enforcement, religious or fraternal organizations, civic/volunteer groups, healthcare professionals, state/local/tribal governmental agencies, other organizations involved in reducing substance abuse). CPWI coalitions are required a minimum of eight community sectors represented
2. Regularly participate in coalition meetings. West Van for Youth is required by our funders, Health Care Authority and DBHR, to have a minimum of eight sectors participating at least nine months of the year
3. Be entitled to one vote on each coalition proposal if present at meeting
4. Participate in workgroups and WVY events
5. Membership requires attending at least 3 consecutive meetings, exceptions are at the discretion of the Steering Committee
6. Voting requires membership

**Community Partners:**

1. Attend coalition meetings
2. Request information
3. Make suggestions
4. Offer resources
5. Encouraged to participate in workgroups

## **Bylaws**

# **West Van for Youth**

6. West Van for Youth Coalition cannot accept any funds not authorized or coinciding with federal/grant/state regulations.
7. The coalition's name and/ or logo will not be allowed to be used without expressed permission and vetting of the Steering Committee for any purpose.
8. Partnerships with community members, organization and businesses will be assessed on an individual basis and under the discretion of the Steering Committee

### **Each Work Group shall:**

1. Meet outside of regular coalition meetings
2. Assign a lead - the lead is responsible for organizing communication and meetings related to the topic of focus for that particular work group
3. Be time or task limited as designated by the Steering Committee
4. Record minutes to be submitted to the Steering Committee within ten business days of each meeting

### **The Steering Committee shall:**

1. Include diverse sector representation (youth, parents, businesses, media, schools, organizations serving youth, law enforcement, religious or fraternal organizations, civic/volunteer groups, healthcare professionals, state/local/tribal governmental agencies, other organizations involved in reducing substance abuse)
2. Any vacancy occurring on the Steering Committee may be filled by an active coalition member, upon a nomination by a Steering Committee member, and by the affirmative vote of the majority of the Steering Committee
3. Be appointed for a minimum of one year
4. Meet monthly in addition to full membership meetings
5. Establish and maintain work groups to study and act on specific issues
6. Maintain the Steering Committee through ongoing recruitment
7. Promote public awareness of the mission, goals, and responsibilities of the coalition
8. Keep the coalition focused on successful implementation of its strategic plan
9. Review and revise the coalition goals, organization and operation, as necessary
10. Attempt to represent an odd number of members
11. Steering Committee members are responsible to communicate with coalition coordinator if they are unable to attend
12. Attend 8 of the 11 meetings a year. Any member who misses 3 or more consecutive meetings, or if their absence impacts the work of the coalition, may be removed from Steering Committee by the remaining Steering Committee Members by majority vote.

### **Staff (Clark County Prevention Specialist) shall:**

1. Serve as a liaison between the PRI (Community Prevention and Wellness Initiative) coalition and DBHR (Division of Behavioral Health and Recovery)
2. Maintain coalition records and submit Strategic Plan
3. Help recruit and retain membership in the coalition and support from local key stakeholders/leaders
4. Provide staff support to the coalition, and coordinate regular meetings to ensure implementation of the strategic plans and work plans
5. Coordinate the regular review of coalition budget by the coalition
6. Assist coalition members in navigating Strategic Prevention Framework, and guide coalition to develop a comprehensive action plan based on needs assessment and strategic planning

## **Bylaws**

# **West Van for Youth**

7. Report to the coalition on progress toward the goals and objectives of the strategic work plan
8. Provide or coordinate services, activities and coalition trainings with the guidance of the coalition members
9. Work with the coalition on projects to develop and monitor outcomes
10. Work with the coalition to coordinate community outreach efforts
11. Function as the liaison among the coalition members and with the community at large
12. Maintain relationship with other area coalition coordinators by attending regional meetings and trainings

### **Definition of a Coalition Member:**

A coalition member is defined as a representative of the community who participates in coalition or planning meetings and is an active participant and contributor to the coalition's activities, events, and/or strategic planning.

### **Definition of a Steering Committee Members:**

A Steering Committee member is defined as a coalition member who holds a leadership role in the coalition and shapes the direction of the coalition's Strategic Plan. A Steering Committee member provides oversight of the Coalition's work and contributes to the expansion and promotion of the coalition. Steering Committee members are required to attend additional Steering Committee meetings and to be involved in strategic planning by providing regular input and attending the Steering Committee retreats. Steering Committee members are required to be on a minimum of one workgroup each year and are encouraged to take leadership roles within the coalition meetings.

WVY will at the time of the adoption of formal bylaws establish the agencies, associations, groups and organizations to be represented on WVY members shall be representative of the community and drawn from specific sectors of said community. Steering Committee shall represent diverse sectors of the community (youth, parents, business, community, media, school, youth-serving organizations, law enforcement agencies, religious or fraternal organizations, civic and volunteer groups, healthcare professionals, state, local or tribal governmental agencies with expertise in the field of substance abuse, and other organizations involved in reducing substance abuse). New members will be nominated and voted on by the existing members for a minimum term of 1 year. Further membership will be contingent upon Steering Committee member guidelines.

### **Decisions:**

Decisions of the coalition and of each group or committee shall be reached by consensus with agreement by a simple majority. Steering Committee will have final approval of all decisions and those decisions shall be reached by consensus with agreement by a simple majority. When a voting member cannot attend a meeting at which the vote will take place, an email vote is acceptable. When consensus cannot be reached, Robert's Rules of Order, most recent edition, shall be used.

### **Meetings:**

Full membership meetings, open to the public, shall be held at least nine times a year on the second Tuesday of the month at Discovery Middle School, from 4:00 to 5:30 P.M. If a change is necessary, notice will be sent to all members as soon as possible. Other meetings may be called by the Steering Committee or by 50% of the members.

# Bylaws

## West Van for Youth

### **Minutes & Agenda:**

Minutes shall be taken of all full membership meetings, Steering Committee, and workgroups by Staff or other appointed designee. Minutes of each full membership meeting will be sent out to members within ten business days of the meeting. Minutes of each Steering Committee meeting will be sent out to Steering Committee members within ten business days of the meeting. Minutes of each workgroup meeting will be sent out to workgroup and the Steering Committee members within ten business days of the meeting. All meeting agendas will be sent out at least three business days prior to the next meeting.

### **Quorum:**

A quorum shall be at least 40% of the coalition membership. The members present at a meeting without a quorum may elect to proceed with a vote, although the vote is subject to ratification the next time a quorum is present. Members may also choose to hold the vote for the next quorum meeting.

### **Amendments to the By-Laws:**

Proposed amendments to the by-laws shall be distributed to membership at least five business days prior to voting.

### **Ratification:**

Amendments shall be considered ratified and in force when adopted by a simple majority of the members.

### **Compensation:**

No member will receive compensation for participation.

### **Confidentiality:**

Members will respect the confidentiality appropriate to issues of a sensitive nature. Members and employees shall use confidential information solely for the purpose of performing services for West Van for Youth. Confidential information may include, but is not limited to: sensitive data obtained or collected with the understanding of confidentiality, sensitive agency information, or information disclosed by coalition members or event participants with the understanding of confidentiality. This policy is not intended to prevent disclosure where disclosure is required by law.

### **Non-discrimination:**

West Van for Youth is committed to equal opportunity for all persons without regard to sex, age, race, color, religion, creed, national origin, marital status, disability or sexual orientation. It is the policy of West Van for Youth to comply with the non-discrimination and anti-harassment policies of our fiscal agent Clark County and the Department of Community Services and all federal, state and local laws and regulations regarding equal opportunity. In keeping with that policy, West Van for Youth is committed to maintaining a work, meeting, and event environment that is free of discrimination and harassment. West Van for Youth Steering Committee will not tolerate discrimination against or harassment of any of our members or others present at our events by anyone, including any Steering Committee Members, Coalition Partners, Coalition Staff, contracted agencies, or event attendees