

RESOLUTION

TOWN OF SMITHFIELD, RHODE ISLAND

WHEREAS, pursuant to Rhode Island General Laws §16-21.2-3, the Smithfield Town Council has established and authorized the Smithfield Substance Abuse Prevention Coalition (“Coalition”) to provide a comprehensive substance abuse prevention program for the Town of Smithfield;

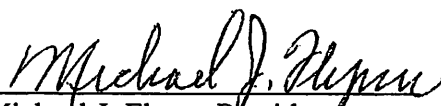
WHEREAS, the Coalition voted unanimously at its January, 2011 meeting to amend its By-Laws in the form attached hereto, subject to approval of the Smithfield Town Council;

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Smithfield does hereby approve and ratify the amended By-Laws of the Smithfield Substance Abuse Prevention Coalition in the form attached hereto.

PASSED AS A RESOLUTION of the Smithfield Town Council this 1st day of March, 2011.

PASSED: March 1, 2011

APPROVED:


Michael J. Flynn, President
Smithfield Town Council




Dianne L. Ady
Town Clerk

SMITHFIELD SUBSTANCE ABUSE PREVENTION COALITION

BY-LAWS

ARTICLE I : NAME

The name of the organization shall be the Smithfield Substance Abuse Prevention Coalition herein after referred to as the Coalition.

ARTICLE II: MISSION

The mission of the Coalition is to promote substance abuse awareness, education, and prevention in the Smithfield community.

ARTICLE III: MEMBERSHIP

Section 1.

The Town of Smithfield has authorized the creation of the Coalition and acts as the fiduciary agent. The Coalition is its own entity, independent of the municipal government, with the power to control the programs and funds the Rhode Island Substance Abuse Prevention Act and any other State, Federal or Private funding.

Section 2.

The composition of the Coalition shall include a cross section of community representatives. No person may be excluded from the Coalition membership on the basis of age, sex, race, national origin, ethnic group, handicap, or sexual orientation.

The membership may include representation from, but not limited to: interested citizens, parents, students, educators, businesses, school department, elected officials, religious institutions, youth organizations, minorities, medical community, handicapped, law enforcement, elderly, community development groups, municipal government, etc. The Coalition represents both public and private sectors of the Smithfield community on a voluntary basis. The Coalition will make every reasonable effort to insure that it's membership fairly represents all segments of the community.

Section 3.

The members shall demonstrate a commitment to the Coalition's mission and shall be responsible to attend Coalition meetings, serve on committees, provide fiscal oversight, and in

general shall perform all duties incident to serving as a member. In addition, members must live, or work, if a representative of an agency, in the Town of Smithfield. Membership recruitment is the responsibility of the coordinator and the coalition members.

Section 4.

Membership shall be open to a minimum of nine (9) members and a maximum of twenty one (21) members. Membership shall include those who are dedicated to the mission of the coalition.

Section 5.

A vacancy on the Coalition shall be deemed to automatically occur when a member has missed three consecutive meetings without satisfactory explanation or upon written notice by the vacating member to the Chair.

With a seven (7) day notice, the Coalition may discuss the removal of any member by submitting a petition signed by 25% of the sitting members. Said member may be removed from office, with cause, by an affirmative vote of 2/3 of the total number of members serving at the time. Any member or Officer may resign at any time by notifying the Chair in writing. Any such resignation shall take effect at the time therein specified.

Section 6.

The Coalition membership is for three years.

When an elected official is appointed to the Coalition, their membership term will expire when the elected official leaves office.

Section 7.

The Department of Mental Health, Retardation and Hospitals will be informed of any changes to the membership of the Coalition by the Chair.

ARTICLE IV ; OFFICERS

Section 1.

The Officers of the Coalition shall be as follows:

Chair

Vice Chair

Secretary

Treasurer

Officers are eligible to serve a maximum of (2) two consecutive (1) one-year terms, commencing October 1st of each year to September 30th. Officers of the Coalition shall be nominated and elected by the membership at a general meeting held prior to the end of the program year., September 30th. In the event of a vacancy in any office, a successor shall be appointed by the majority vote of the members and will serve for the completion of the term year.

ARTICLE V: NOMINATION AND ELECTION OF OFFICERS

Section 1.

Only the membership of the Coalition can make nominations and vote. Self nominations are permitted. Elections of Chair, Vice Chair, Secretary, and Treasurer shall be held annually at the September Coalition meeting.

Section2.

Nominations are made from the floor.

ARTICLE VI: DUTIES OF THE OFFICERS

Section 1.

Chairperson:

Shall preside at all meetings of the Coalition.

Shall perform all duties of said office as required by the Coalition.

Shall appoint a sub committee as needed after seeking volunteers to serve

Vice Chairperson:

Shall in the absence of the Chairperson, perform the duties and exercise the powers of the Chairperson.

Secretary:

Shall take minutes of all general meetings of the Coalition

Shall make minutes available to all members

Shall track the membership roll at all general meetings

Treasurer:

Shall act under the supervision of the Coalition

Shall have charge and custody of, and be responsible for all funds of the Coalition

Shall keep or cause to be kept

Shall be responsible for the keeping of accurate and adequate records of the assets, liabilities, and transactions of the Coalition.

Shall deposit, or cause to be deposited, all monies and other valuable effects of the Coalition in the name of and to the credit of the Coalition in such banks, as may be designated from time to time by the members.

Shall disperse, or cause to be dispersed, the funds of the Coalition based upon proper vouchers for such reimbursement and in accordance with the Coalition authorized budget.

Shall report in writing the state of the treasury at each Coalition meeting and prepare or cause to be prepared all other financial reports as required by the Chair and Coalition members.

ARTICLE VII: MEETINGS

Section 1.

The Task Force shall hold at least eight (8) meetings each year. Members will receive notification of meetings and agendas prior to the meeting.

Section 2.

A special meeting of the Coalition may be called at any time by the Chair or by any three (3) members. The members shall mail written notice to the Chair regarding request for the meeting and of the proposed business. The Chair shall send or cause to be sent notice to the members.

Section 3.

A quorum consist of no less than 1/3 of the active membership.

ARTICLE VIII: VOTING

Section 1.

Voting is restricted to active members. Members shall be deemed ineligible to vote or to hold office if they have been absent from three (3) meetings per year without a satisfactory explanation. If there is more than one member from the same agency, only one member can vote.

Section 2.

By a simple majority vote, the Coalition shall remove any member who has failed to comply with Article VIII, Section 1.

Section 3.

Voting is prohibited for members who have a vested interest or conflict of interest in the matter at hand. "Vested interest" shall be interpreted to mean financial interest, commercial benefit, be a member of such organization or groups seeking of grant money, whether it is a volunteer or paid employee.

Section 4.

Voting by proxy is not permitted. Mail-in, phone votes and fax votes will be counted.

ARTICLE IX: POWERS OF THE COALITION

The Coalition shall have all the powers and duties conferred on them by these bylaws, the articles and organization and law in addition thereto:

- Establish policy to transact business
- To insure the achievement of the purposes as stated in the bylaws
- Approve or act on requests, reports, and recommendations of the Coordinator of the Task Force

ARTICLE X: FISCAL POLICIES

Section 1.

The fiscal year of the Coalition shall be July 1 through June 30.

Section 2.

Checks, Drafts, etc.- The Treasurer, Chair, and Vice Chair are authorized to sign all checks, drafts or orders for payment of money, notes or other evidence of indebtedness issued in the name of the Coalition. Two (2) signatures of the authorized persons must appear on such instruments.

Section 3.

Disbursements- All disbursements of funds of the Coalition shall be in check form.

ARTICLE XI: AMENDMENTS

These bylaws may be altered, amended or repealed by a two-thirds (2/3) vote of the Coalition at a special meeting called. Adequate notice in writing of the proposed alteration, amendment or repeal shall have been given at least fifteen (15) days prior to said meeting. Amendments take effect immediately upon approval as stated herein.