

Coalition for Alcohol & Drug Abuse Prevention Bylaws

Article I. Name

The legal name of this organization is *Portage County Coalition for Alcohol & Drug Abuse Prevention*, a 501(c)(3) non-profit organization. The coalition operates publicly as Partnership for Prevention (PFP).

Article II. Mission & Vision

Mission: Build healthier communities by reducing alcohol and other drug abuse in Portage County. This will be accomplished through:

- Education
- Networking
- Coordination of Efforts
- Role Modeling
- Policy Review & Development

Vision: Empowering Portage County to prevent substance misuse.

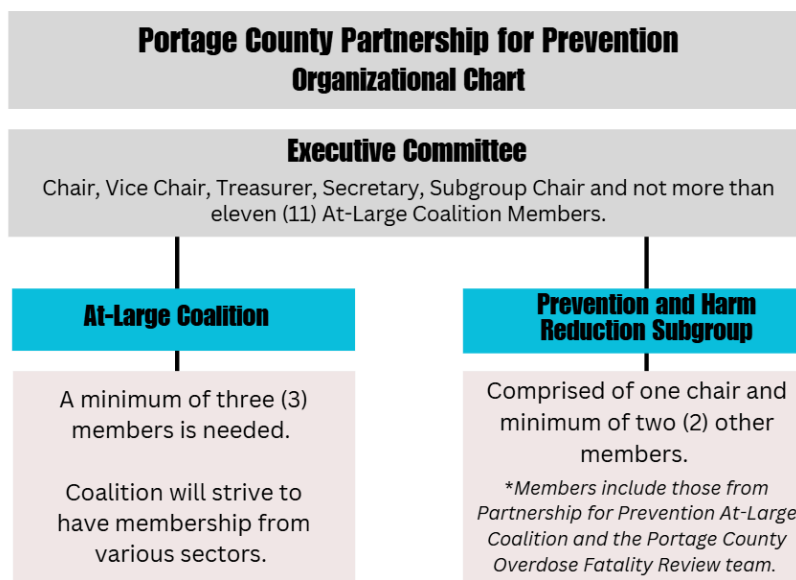
Article III. Code of Ethics

Section 1. Nondiscrimination Statement: Portage County Coalition for Alcohol & Drug Abuse Prevention does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

Section 2. Members of the coalition will conduct their personal and professional affairs in such a manner as to:

- Maintain the highest standards of professional and personal conduct;
- Support the Coalition's goals and objectives for serving the community in the prevention of alcohol and other substance use, as well as those of their participating members;
- Encourage their organizations to make the prevention of alcohol and other substance use a primary concern;
- Refrain from using their official positions or membership in the coalition to secure special privilege, gain, or financial benefit for themselves;
- Maintain the confidentiality of privileged information;
- Improve the public understanding of the role of the Portage County Partnership for Prevention.

Article IV. Coalition Structure.



An organizational chart with member-represented agencies will be updated within the first quarter of the calendar year. This version of the organizational chart will be posted on the Partnership for Prevention website as it is updated.

Article V. At-Large Coalition Membership

Section 1. Number. The coalition shall consist of a minimum of 3 members, with no maximum number of members.

Section 2. Qualifications. To be eligible for membership in the coalition, members will:

- Be actively engaged in or have a bona fide interest in supporting the coalition's mission & vision of reducing alcohol and other drug abuse in Portage County.
- Serve as an advocate in their own organizations and professional circles to prioritize alcohol and other drug abuse prevention.
- Maintain the highest standards of professional and personal conduct, including but not limited to, maintaining confidentiality of privileged information, and refraining from leveraging coalition membership to secure special privilege, gain, or financial benefit for themselves.

Section 3. Responsibilities. At-Large coalition member responsibilities include:

- Attend At-Large coalition meetings.
- Serve as a member of the subgroups and taskforces if desired.
- Participate in the identification, selection, and promotion of innovative substance use prevention/postvention activities/programs.
- Help assess community needs and identify existing resources.
- Support coalition workplans and implement strategies to help carry out the mission.
- Strive to coordinate programs and resources to maximize impact.
- Support evaluating and monitoring of strategies.

- Respect the rights of other coalition members to hold their own opinions and beliefs.

Section 4. Essential members. The coalition will strive to have broad representation from the following sectors:

- Youth
- Parents
- Businesses
- Media
- Schools
- Youth serving organizations
- Religious or fraternal organizations
- Law Enforcement
- Civic and volunteer groups
- Healthcare professionals
- State, local, or tribal agencies
- Other organizations that have an interest in reducing substance use

Section 5. Appointment and removal. Recommendations for membership will be accepted from any source. An individual becomes a member after meeting with the current Executive Committee Officer and accepting the responsibilities of membership. If deemed necessary, members can be removed by a majority vote by the Executive Committee.

Section 6. Term. There is no term length for At-Large coalition members.

Article VI. Executive Committee Membership

Section 1. Number. The Executive Committee shall consist of a minimum of 3, but no more than sixteen (16), members (including officers).

Section 2. Qualifications. Executive Committee members must be members of the At-Large Coalition and in good standing (i.e., actively voting, attending meetings, participating in initiatives) at the time of nomination or appointment.

Section 3. Responsibilities. The Executive Committee is responsible for:

- Managing the structure, direction, and operation of the Coalition.
- Preparing an annual operating budget and overseeing the commitment and disbursement of funds consistent with the budget.
- Transacting business associated with the Coalition’s mission.
- Facilitating nomination process for Executive Committee Officers.

Section 4. Required members. The Executive Committee must include:

- Executive Committee Officers: Chair, Vice Chair, Secretary, Treasurer.
- Subgroup or Taskforce Chair(s)
- At-Large coalition members, striving to have broad representation from the following sectors:

- Youth
- Parents
- Businesses
- Media
- Schools
- Youth serving organizations
- Religious or fraternal organizations
- Law Enforcement
- Civic and volunteer groups
- Health care professionals
- State, local, or tribal agencies
- Other organizations and individuals who have an interest in reducing substance use

Section 5. Appointment and Removal

- *Executive Committee Officers.* Officer candidates may self-nominate or receive nomination. Nomination must be submitted via email to the Executive Committee Chair by the September meeting. An announcement will be made in the August coalition newsletter notifying of the open position(s). Current officers and any nominations for new officers will be reviewed by the current Executive Committee in November. From the list of nominees, positions will be voted on by the Executive Committee. Announcements will be made in the December coalition newsletter with new officers starting at the January coalition meeting. The Executive Committee shall appoint a successor to serve the unexpired term of any officer who vacates a leadership position during the calendar year. In the event of a qualifying reason for removal, Executive Committee members may be removed by a two-thirds vote of the Executive Committee.
 - If the maximum number of executive seats (16) is not filled, nominations will be accepted throughout the year for anyone who wants to serve on the Executive Committee. If the Executive Committee is at capacity, the nominee(s) must wait until the end of the year to nominate themselves.
- *Subgroup and Taskforce Chair(s).* The name(s) of those selected to be chair of any Subgroup or Taskforce shall be submitted to the Executive Committee by the Subgroup/Taskforce when a new Chair appointment is made. There is no term limit for the Subgroup or Taskforce Chairs. Any member of the coalition is welcome to join the subgroup/taskforce by emailing the subgroup/taskforce chair.

Section 6. Voting.

- Each Executive Committee member shall be entitled to one vote on each matter submitted to a vote of the coalition. In the event which a vote impacts a member or the organization of a member, said member may abstain their vote.
- Must have quorum to conduct a vote. Quorum is met with a minimum of 50% plus 1 person of voting power in attendance at the meeting.

Section 7. Term.

- *Executive Committee Officers.* The Executive Committee Chair, Vice Chair, Secretary and Treasurer shall serve a term of two years in length. There are no term limits. Chair and Vice Chair election years should be alternating years to keep historical context. Nominations for Executive Committee Officers will be open to the At-Large coalition. It is up to the discretion of the Executive Committee Officers to appoint a replacement if there is an Executive Committee Member and/or Officer seat open due to but not limited to the resignation or removal of a Member/Officer.

Article VII: Duties of Officers and Committee Members

Section 1. Chair.

- Presides at all meetings of the Executive Committee and coalition At-Large. Supports the committee as needed, assigns chairpersons, and develops the coalition’s annual plan. They will be a current member in good standing of the coalition during their entire term of office.
 - Coalition management: Facilitates and chairs At-Large coalition meetings. Develops and sends meeting invites for the coming year after the November At-Large meeting concludes. Develops and publishes meeting agendas no later than one week prior to meetings (*agenda development process can be found in Appendix A*). Facilitates communication and coordination between Subgroups, At-Large and Executive Committee. Supports with developing content for monthly coalition newsletters. Supports with posting on coalition social media. Represents the coalition at outreach events as needed. Monitors and assists in maintaining fidelity to the mission and vision. Ensures the overall workplan progression.
 - Financial: Ensures the Treasurer accurately records and reports financial operation of the coalition. Receives all income and makes all disbursements. Disbursements must be reviewed by the Executive Committee prior to adjudication. Access to the coalition bank account.
 - Vendor Management: Coordinate services and work performed by marketing designers, printers, media outlets and other vendors and organizations that work in conjunction with the coalition in the normal performance of its activities.

Section 2. Vice Chair.

- Assists the Chair as requested. Supports with posting on coalition social media. Supports with developing content for monthly coalition newsletters. Represents the Coalition at outreach events as needed. Serves on the Executive Committee and shall be a current member in good standing of the coalition during their entire term of office.
 - In the event the Chair is unable to attend an Executive Committee meeting or At-Large coalition meeting, the Vice Chair will step in as lead.

Section 3. Secretary.

- Shall keep the meeting minutes of the Executive Committee meetings and the At-Large coalition meetings. Disperse meeting minutes following meetings via respective listserv. See that all notices are duly given. Curate and disperse coalition newsletter. Update coalition website as needed. Support with posting on coalition social media. Manages meeting chat during virtual meetings. Represents the coalition at outreach events as needed. Assist the Chair as requested. Shall be a current member in good standing of the coalition during their entire term of office.

Section 4. Treasurer.

- Serves as custodian for all financial records and reports. Prepares annual budget and works with auditor for routine audits. Maintains financial records. Coordinates with accountant for taxes and 501(c)(3) status. Receives all income and makes all disbursements. Represents the coalition at outreach events as needed. Serves on the Executive Committee and shall be a current member in good standing of the coalition during their entire term of office.
 - Will have access to the coalition bank account with the coalition chair.

Section 5. Subgroup Chair.

- Coordinates and facilitates quarterly subgroup meetings. Develops meeting minutes for said meetings. Tracks and implements strategies and efforts related to prevention in Portage County. Shares updates on efforts at Executive Committee and At-Large coalition meetings. Ensures subgroup mission and vision are executed. Represents the coalition at outreach events as needed.

Section 6. Executive Committee Member.

- Attends regular Executive Committee meetings and participates in At-Large coalition meetings. Supports workplan strategies. Vote on requests. Represents the coalition at outreach events as needed. Shall be a current member in good standing of the coalition during their entire term as an Executive Committee Member.

Article VIII. Subgroups and Taskforces

Existing subgroups and/or taskforce specific information can be found in Appendix B.

The coalition shall include at minimum one standing Prevention subgroup and/or taskforce. Subgroups and/or taskforces are responsible for implementing pilots & programs, assessing local data, and reviewing local policy as it relates to substance use prevention/postvention initiatives.

Section 1. Number. The subgroup/taskforce team shall consist of at least three members.

Section 2. Qualifications. Subgroup/taskforce team members shall be current members in good standing of the At-Large Coalition.

Section 3. Responsibilities. The subgroup/taskforce team is responsible for implementing prevention/postvention programs, assessing local data, reviewing, and educating local policy change, and completing community assessments.

Section 4. Required members. The subgroup/taskforce team shall include a chair and at least two other active members.

Section 5. Appointment and removal. Chair candidate(s) are chosen by the coalition Executive Committee. Chairs can serve with the subgroup/taskforce for an unlimited term.

Section 6. Term. Individuals can serve as a member of the subgroup/taskforce for an unlimited term. Chair must provide updates as applicable at At-Large coalition and Executive Committee meetings. If unable to attend, updates may be provided via email to the Executive Committee Chair.

Article VIII. Meetings.

Section 1. Frequency. The coalition year coincides with the calendar year, January through December.

- *Executive Committee Meetings.* Executive Committee meetings occur one week prior to At-Large coalition meetings. Meeting dates for the next calendar year are scheduled by the Executive Committee following the final meeting of the year. The Chair communicates the dates via email. Ad Hoc meetings may be added as needed.
- *At-Large Coalition Meetings.* The At-Large coalition meets every other month (bimonthly); meeting dates for the next calendar year are scheduled by the Executive Committee following the final meeting of the year. The Chair communicates the dates via email.
- *Subgroups and Taskforce Meetings.* Meetings are scheduled by the subgroup/taskforce Chair and shall be held at least once per quarter and on an as needed basis. Meeting dates are communicated via email.

Section 2. Notice of Meetings. Notice of all meetings dates for the next calendar year are scheduled by the Executive Committee following the final meeting of the year.

Section 3. Decision Making. The coalition collaborates and makes decisions via consensus. In instances where consensus cannot be achieved, [Robert's Rules of Order](#) are followed.

- During Executive Committee meetings, matters can be voted on. Each Executive Committee members have one vote.
- Matters can be voted on via email as needed. Executive Committee Chair will send an email to ask for a vote
- Quorum must be met for votes and decision making.

Article X. Dissolution Clause.

In the event of the coalition's dissolution, the remaining monies in the treasury, after all coalition expenses have been paid, will be contributed to an organization in keeping with the

purposes of the association decided upon by the Executive Committee at the time of dissolution.

Article XI. Amending Bylaws.

Proposed Bylaw amendments shall be distributed to all Executive Committee members at least one week prior to the next scheduled Executive Committee meeting. Bylaws are amended by a two-thirds affirmative vote of the Executive Committee members (or proxy) present at any Executive Committee meeting.

Appendix A: Coalition Meeting Agenda Creation Process

To support a collaborative approach and ensure meeting agendas are all inclusive of all projects, tasks and initiatives of the coalition, the Executive Chair may choose to hold agenda development meetings. These meetings are held for the purpose of bringing together key stakeholders and/or coalition officers to discuss what should and needs to be included on the agenda. Meetings should take place prior to one week before the meeting to allow the minimum of one week agenda disbursement to be followed. People to include in this meeting may include, but are not limited to, Chair, Vice Chair, Secretary, subgroup/taskforce chair, key partners who are implementing current projects on behalf of the coalition.

This process is to the discretion of the Chair and is not required.

Appendix B: Prevention and Harm Reduction Subgroup

Prevention and Harm Reduction Subgroup

The Prevention and Harm Reduction Subgroup is a combined effort of the Portage County Partnership for Prevention Coalition and the Portage County Overdose Fatality Review Team Recommendation Subgroup. This integration allows for a comprehensive approach to substance use prevention, community education, and the implementation of strategies based on overdose fatality review recommendations.

Mission: Foster a healthier, safer, and stronger community by preventing substance misuse through education, collaboration, and advocacy. We are committed to empowering individuals, families, and communities with the tools and resources they need to make informed choices, reduce risk factors, and promote resilience. Together, we strive to create an environment where everyone can thrive free from the harms of substance misuse.

Vision: Our vision is a community where individuals and families are free from substance misuse, supported by education, connection, and resilience. We aim to prioritize prevention, ensure resources are accessible, and create a safe, healthy environment where everyone can reach their full potential.

Subgroup Member Responsibilities

Members of the Prevention and Harm Reduction Subgroup will:

- Provide prevention programming, data assessment, and local policy advocacy to the Portage County community through the coordination and planning of substance use prevention initiatives and educational events.
- Support the initiation of community assessments (e.g., perception surveys).
- Implement prevention campaigns (e.g., kNOw Meth, Underage Drinking).
- Develop prevention messaging and/or campaigns for the Coalition Facebook page.
- Support the work of local advocates and health observances (e.g., National Recovery Month, Alcohol Awareness Month).
- Participate in recommendation follow-up by reviewing, prioritizing, and acting on recommendations from the Overdose Fatality Review Team, ensuring that relevant prevention and harm reduction strategies are incorporated into subgroup activities.

Members are expected to collaborate regularly and contribute to the evaluation and continuous improvement of prevention and harm reduction efforts in Portage County. Meetings occur at least once per quarter.

Updated 6/15/2026