

BYLAWS *Winnebago County Task Force*

ARTICLE I-NAME

The name of the organization shall be Winnebago County Task Force (WCTF).

ARTICLE II-PURPOSE

- 1. To strengthen and develop partnerships in Winnebago County to prevent and intervene with substance abuse and its risk factors through the creation of a multifaceted Coalition consisting of representatives of the community, service providers, policy makers, and funders.

ARTICLE III-MEMBERSHIP

- 1. **Attendance** - All coalition members will attend 6 meetings or events per year to be eligible to vote in coalition proceedings.
- 2. **Coalition Members:** Are members from the public who shall be representatives of the following community sectors:

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| 1. Justice System | 7. Health / Medical Services | 12. Government Systems |
| 2. Law Enforcement | 8. Community Youth | 13. Civic Groups |
| 3. Mentor Program | 9. Community Adult / Parents | 14. Substance Abuse Treatment and Prevention Agency |
| 4. Faith Community | 10. Media | |
| 5. Educational Institution | 11. Senior Citizen | |
| 6. Business / Labor | | |

ARTICLE IV-MEETINGS

- 1. **Annual Meeting** - An annual meeting of the Coalition shall be held during the months of either October or November in each year for the purpose of electing officers and for the transaction of other business as may come before the meeting.
- 2. **Regular Meeting** - The Coalition shall hold a regular monthly meeting.
- 3. **Meeting Visitors**- Visitors are welcome at meetings, but have no voting rights.
- 4. **Visitor Policy**- Visitors may a.) Ask to speak to the coalition a maximum of 2 minutes. b.) no voting rights
- 5. **Special Meeting** - Special meetings of the coalition may be called at any time by the president, and must be called at any time by the chair, or in his absence by the vice-chair or secretary, on the written request of not less than four members of the Coalition. Three days' notice of any special meeting must be given to members of the coalition and the notice must state the object of the meeting.

6. **Quorum**-Ten of the voting members of the Coalition, present at any meeting, shall constitute a quorum, and in the case there are less than this number, the presiding officer may adjourn from time to time until a quorum is present. Executive Committee meetings will require 3 voting members present.
7. **Notice** - Written or printed notice will be made to the public and all Coalition members stating the place, date, and hour of all the meetings. The notice shall be delivered either personally or by mail or email or fax or phone to each Coalition member within 24 hours before the date of the meeting.

ARTICLE V- OFFICERS

1. **Elective Officers** - The elected officers of the coalition shall be Chair, Vice-chair, secretary, treasurer and a minimum of one member at-large. Elected officers will serve as the Coalition Executive Board including principals.
2. **Elections** - The election of the Coalition officers shall take place annually at the time and place of the annual meeting. All members of the Coalition shall be eligible for office and entitled to vote. Candidate who receives a majority of votes cast will be elected.
3. **Nominations** - The WCTF Executive Board shall place in nomination at the last regular meeting prior to the annual meeting one nominee for each office to be selected. The presiding officer shall then open the meeting for nominations from any Coalition member present.
4. **Powers and Duties** - The officers shall have such powers and shall perform such duties as may from time to time be specified in the resolutions or other directives of the Coalition. In the absence of such specifications, each officer shall have the powers and authority and shall perform and discharge the duties of officers of the same title serving it, organizations having the same or similar general purposes and objectives as this organization.

No limit per category

ARTICLE VII-CHECKS, DEPOSITS, GIFTS, AND CONTRACTS

1. **Checks** - All checks, drafts, or orders, for the payment of money, notes, or other debts of the Coalition shall be signed by such officers or agents of the fiscal agent and in such manner shall from time to time be determined by resolution of the Coalition.
2. **Deposits** - All funds of the Coalition shall be deposited from time to time to the credit of the Coalition in such banks as approved as depository banks by the *Fiscal Agent*.
3. **Gifts** - The officers may accept on behalf of the coalition any contribution, gift, bequest, or devise for any purpose of the coalition.
4. **Contracts** - The Coalition may authorize the fiscal agent of the Coalition to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Coalition, and such authority may be general or may be confined to specific instances.

ARTICLE VIII-BOOKS AND RECORDS

The Coalition shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its meetings. All books and records of the Coalition may be inspected by any member or any agent or designee of any member for any purpose at any reasonable time.

ARTICLE IX-WAIVER OF NOTICE

When any notice is required to be given under the provision of state law or in the provisions of these bylaws, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time states therein, shall be deemed equivalent to the giving of such notice.

ARTICLE X-AMENDMENTS

These bylaws may be amended by the affirmative vote of a majority of the Coalition voting [MEMBERS]at any regular or special meeting provided notice of such amendments and the nature thereof shall have been given to the members of the Coalition at least 15 days prior to the date of the meeting at which the amendment or amendments are to be presented for consideration.

The by-laws contain the coalition name, mission, membership requirements, meetings, annual meeting (purpose of electing officers), visitor policy, and the calling of a special meeting. Rules on election of officers, and funding are also addressed.