

**BYLAWS
OF
COMMUNITY COALITIONS OF IDAHO (CCI)**

(An Idaho nonprofit corporation)

EFFECTIVE DATE: _____

**ARTICLE 1.
Offices**

1. Business Offices. The principal office of the Corporation shall be located at such office as may be designated by the Board of Directors. The Corporation may have such other offices, either within or without the State of Idaho, as the Board of Directors may determine or as the affairs of the Corporation may require from time to time.

2. Registered Office. The Corporation shall have and continuously maintain in the State of Idaho a registered office, and a registered agent whose office is identical with such registered office, as required by the Idaho Nonprofit Corporation Act. The registered office may be, but need not be, identical with the principal office in the State of Idaho, and the address of the registered office may be changed from time to time by the Board of Directors.

3. Corporate Purpose. The Corporation is organized as charitable organization for the purposes allowed by I.R.S. 501 (c) (3) and shall make application with the Internal Revenue Service to obtain said tax exempt charitable status. The purpose of this corporation is limited to those purposes described in section 501(c)(3), or corresponding section of the code, including but not limited to charitable, educational, maintaining public works and lessening the burdens of government.

The Corporation is a membership organization, not in the sense that members hold any voting authority, but will be regularly supported by members of the public. Qualification for candidacy for the Board of Directors is defined herein, with Board membership calculated to broadly represent the residents and communities at large of the State of Idaho. The Corporation intends to continuously generate and maintain meaningful support from individuals and entities throughout Idaho and interested persons not resident of Idaho. The Corporation is not organized for the generation of profit. No part of the Corporation's net earnings shall inure to the benefit of any private shareholder or individual. The Corporation's activities shall be directed to the improvement of the lives of individuals, mainly children and young adults, addicted to drugs, alcohol or other substances of abuse through education, treatment, counseling and support. These activities may consist of educational campaigns, particular services for individual persons or through networking with and supporting other like-minded community organizations and resources.

Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on by a corporation exempt from federal income tax under section 501(c)(3) or other alternative charitable organization provisions, of the Internal Revenue Code, or the corresponding section of any future federal tax code. It is contemplated that this corporation shall apply to the Internal Revenue Service for certification as a tax exempt organization under the Internal Revenue Code. It is further contemplated that this corporation shall be a public educational and welfare organization whose mission is to reduce or eliminate individual youth drug and alcohol dependency and abuse.

Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Mission

To Support community coalitions' efforts to prevent substance abuse in Idaho.

Vision

Safe and healthy Idaho communities free of substance abuse.

ARTICLE II.

Name and Structure

A. Name

The name of this organization shall be Community Coalitions of Idaho (hereafter CCI).

B. Structure

CCI is composed of representatives from community coalitions in Idaho and appropriate and interested organizations, associations, and individuals who share the CCI mission.

ARTICLE III.

Purposes

The purposes of CCI are to:

- A.** Provide a forum for community coalitions to come together to promote prevention and share ideas.
- B.** Establish a Strategic Prevention Plan.
- C.** Develop a state level framework for community coalitions.
- D.** To seek funding that will accomplish coalition goals.
- E.** Increase stakeholder involvement of prevention coalitions of Idaho.
- F.** Increase the number of prevention coalitions in the state.
- G.** Increase capacity of community coalitions to implement environmental strategies
- H.** Maintain representation of diverse prevention coalitions and partners.

ARTICLE IV. Membership

A. Coalition Members

1. A coalition consists of a grassroots community organization which is working towards having broad representation within their community.
2. Each coalition shall designate a member empowered to speak and/or vote on its behalf on matters brought before CCI.
3. The primary responsibilities of the members are:
 - a. To facilitate communications between CCI and their coalition.
 - b. Contribute to the achievement of CCI goals.
4. Each coalition is entitled to one vote on matters brought before CCI.

B. Partners

1. Any organization, association or agency that supports our mission and goals.
2. Partners will not have any voting rights.
3. Non-coalition members or partners, may contribute annual dues but are not required to do so.

C. Terms

1. Coalition representatives may serve up to three (3) two (2) year terms and are appointed by their coalition organizations. They may be reappointed for a second series of the same length terms if their coalition deems them to be the best representative.
3. Executive Committee or Board Members are comprised of coalition representatives elected for two-year terms to the Executive Committee (Board of Directors) (with the exception of the initial term for Chair and Secretary (see III,D,7), and may be reelected for two additional two-year terms.
4. Elections occur at the CCI spring meeting and officers take over duties upon successful nomination and election by a quorum as per V,B,3.

D. Regional Executive (Board of Directors)

1. There will be 7 regional representatives. These regions will follow 7 Health and Welfare Regions throughout the state.
2. These 7 representatives are elected by coalition members.
3. These representatives must live or at minimum work within the region they represent.
4. Voting rights are still based on coalition membership. They do not get extra voting rights.
5. The executive committee will be comprised of the 7 regional representatives, the Chair, Vice-Chair, Treasurer, and the Executive Director.

6. These representatives are formally known as ‘Directors’ and the Executive Committee is formally known as the ‘Board’.

7. The Board of Directors has four officers, the initial officers, established in Boise at the Spring CCI Regional Meeting on May 18th, 2012 are;

Chair: Jane Doe (1 year term)

V. Chair: Jane Doe (2 year term)

Secretary: John Doe (1 year term)

Treasurer: Jane Doe (2 year term)

Past Chair: (1 year term)

8. The Officers may be elected in addition to the 7 regional representatives but must be CCI members in good standing.

9. Terms-Their terms are staggered initially to maintain experience as officers change and all terms are for two years subsequent to these initial terms.

10. By-law approval-(See VI,B,3).

E. Membership Dues

1. There will be a minimum of \$50 annual membership fee per coalition to show commitment and financial interest in the organization. However, coalitions for which this fee would be a hardship can request a scholarship from CCI by sending a short statement of need to the Executive Committee, which will then make the scholarship decision.

2. Non-coalition members, partners, may contribute annual dues but are not required to do so.

F. Code of Ethics – Members shall be required to read and sign the CCI Code of Ethics (please see Appendix A in Policy and Procedures document). This will be updated on an annual basis.

G. Role of the Coalition Member

1. Serves as CCI’s primary point of contact with the represented coalition.

2. Is the designated recipient of information from, and requests for information and assistance from CCI.

3. Serves as a channel for the communications between the CCI and key officials in the coalition, and as such may:

a. Facilitate participation by the institution in special projects sponsored by CCI.

b. Receive communications on issues of importance to CCI and its membership.

c. Receive communications pertaining to training opportunities offered through CCI.

d. Eligible to serve on the Executive Committee for CCI.

e. Appoint a substitute Representative to attend CCI meetings in her /his absence, and this representative is entitled to the same privileges and voting rights as the Coalition Representative.

**ARTICLE V.
CCI Leadership**

A. Officers

1. The Board of Directors has four officers, the initial officers, established in Boise at the Spring CCI Regional Meeting on May 18th, 2012 are;
Chair: Jane Doe (1 year term)
V. Chair: Jane Doe (2 year term)
Secretary: John Doe (1 year term)
Treasurer: Jane Doe (2 year term)
Past Chair (1 year term)
2. Eligibility: Elected Officers of the CCI must:
 - a. Be a member of a participating coalition in good standing.
3. Elections:
 - a. Officers will be elected by CCI members either during a CCI meeting or by email once a year.
 - b. Officer terms will begin no later than July 1 following their election.
 - c. There will be only one vote allowed per coalition for elections.
 - d. In the event an officer position is vacated before the term is up the executive committee can recommend a replacement, pending all member approval and until the next election takes place for that term.

B. Officer Duties/Responsibilities/Term

1. Regional Representatives:
 - a. represents the region that are elected to represent.
 - b. informs members of their region about CCI.
 - c. recruits new coalitions from their region to CCI.
2. The Chair:
 - a. Serves as the executive officer of CCI and Executive Committee.
 - b. Oversees the affairs of CCI.
 - c. Presides at all meetings of CCI and the Executive Committee. Vice chair presides in Chair's absence or Chair appoints another CCI member to do so in both of their absence.
 - d. Signs any documents that CCI has authorized to be executed.
 - e. In general, performs all duties pertinent to the office of Chair and such other duties as may be prescribed by CCI.
 - f. Serves for a term of two years and assumes the position of Past-Chair at the completion of her/his term.
3. The Vice-Chair:
 - a. Performs the duties of the Chair in the Chair's absence or inability to perform the duties of the Chair.
 - b. Serves a term of two years.
4. The Immediate Past-Chair:
 - a. Serves a one year term.
 - b. Participates in all general and Executive Committee meetings.
5. The Secretary:

- a. Keeps the meeting minutes of CCI and CCI Executive Committee.
 - b. Completes correspondence, execute documents, and performs other duties at the direction of the Executive Committee, in the absence of the Executive Director.
 - c. Serves a term of two years.
6. The Treasurer:
- a. Maintains financial records and financial accounts and is responsible for timely filing of state and federal reports/returns such as the IRS Form 990 if applicable
 - b. Oversees grant management.
 - c. Oversees accounts payable and receivable.
 - d. Serves a term of two years.
 - e. Responsible to report on financial records at regional meetings and phone meetings as requested by the board.
7. Executive Director:
- a. Is responsible for planning and coordinating the three CCI trainings or conferences each year.
 - b. Distributes minutes of all meetings to the CCI members.
 - c. Provides timely updates of the roster and contact information to CCI members.

ARTICLE VI. Meetings

A. CCI Meeting(s)

- 1. CCI meetings will be governed by the most current edition of Robert's Rules of Order.
- 2. CCI will hold telephone meetings each month.
- 3. CCI will hold three destination meetings per year in different regions of the state.
 - a. Meeting dates will be set at our spring meeting.
 - b. The meetings will be held in Boise twice a year and in the fall rotate between North and East Idaho.

B. Conduct of CCI Meetings

- 1. Notice of Meetings--Notification of the three destination meetings will be given sixty days in advance.
- 2. Quorum--A quorum is achieved at any meeting of CCI if at least one third of the members are present.
- 3. Manner of Acting
 - a. Assuming a quorum is declared, a simple majority of those in attendance will be required for the adoption of amendments or the election of officers during any CCI meeting.
 - b. Official CCI business can occur through electronic or other long distance means.
 - c. Voting must be in person, via telephone or email.
 - d. Email votes will be given 48 working hours to complete.
 - e. 5 days notice must be given for conference calls unless an emergency is declared. This does not apply to sub-committee meetings.
 - f. CCI must serve any amendments in writing 30 days prior to passage unless said amendments are made at regional meetings wherein they may be approved at time of presentation provided a quorum is in attendance. Lack of quorum defaults to 30 day notice required.

C. Executive Committee Meetings

1. The Executive Committee shall meet as needed.
2. Any officer may call a meeting of the Executive Committee.
3. The Executive Committee may meet or consult through phone calls or emails.
4. Executive Committee business can occur through long distance means when a “quorum” of Executive Committee members have voiced their opinion or voted for a particular resolution or other official business, as determined by CCI Chair.

ARTICLE VII.

Committees

CCI has the authority to create committees, the membership of which shall be appointed by the Executive Committee, on an as-needed basis.

ARTICLE VIII.

Amendments

Amendments to these bylaws require a majority vote of the CCI members. Notice of proposed amendments shall be communicated to each member at least thirty (30) days prior to the vote on the adoption.

ARTICLE IX.

Fiscal Issues

- A.** CCI membership moved and approved at its Boise meeting on May 18th, 2012 to pursue Internal Revenue Service 501(c)(3) status and accordingly resolved the following amendments;
 1. Fiscal year to be October 1st to September 30th.
 2. Memberships are required to vote in CCI and dues are collected, according to Article III, Membership
 3. The Board of Directors (Executive Committee) are elected by voting members and authorized to conduct the business of CCI and governed by these by-laws in their entirety
 4. The initial Directors are;
 - a. Chair: Jane Doe, PO Box 000, Lovely, ID 88888
 - b. Vice Chair: John Doe, PO Box 000, Lovely, ID 88888
 - c. Secretary: Janet Doe, PO Box 000, Lovely, ID 88888
 - d. Treasurer: Jack Doe, PO Box 000, Lovely, ID 88888
 5. Elections take place at the spring CCI meeting and directors take over duties upon successful nomination and election by a quorum as per Article V,B,3 AND NO LATER THAN July 1, as per IV,A,3,b.
 6. By-laws may only be approved as per V,B,3,f.
 7. The Board of Directors authorized at the Boise meeting on May 18th, 2012 the Treasurer to open needed bank accounts, to sign grant and other funding applications as appropriate as the officer in charge of fiscal affairs.

Last Updated March 2016