1. **NAME**

The official name of this organization is “Engaging for Change Community Coalition” (EC3). These bylaws constitute the code of rules adopted by the EC3 Coalition for the management of its affairs.

**VISION/MISSION**

1. **Vision**

Improving environmental factors in the community to promote a substance-free lifestyle.

1. **Mission**

Our mission is to develop safe, healthy, and successful communities through collaborative planning, policy advocacy and community action.

1. **ROLE OF STAR COUNCIL ON SUBSTANCE ABUSE AS LEAD ORGANIZATION**
2. STAR Council serves as the lead organization of EC3. Within STAR Council, the Coalition Coordinator is responsible for providing management of the EC3, under the direction of the Director of Prevention Services.
3. As the lead organization, STAR Council will provide the marketing, legal, grant writing and research resources and expertise or delegate those responsibilities to other coalition members.
4. As the annual budget allows, STAR Council will provide resources to help meet EC3 goals and objectives.
5. STAR Council shall serve as the primary fiscal agent for EC3. The fiscal year of EC3 shall coincide with the fiscal year of STAR Council which is FY 9/1 – 8/31.
6. **MEMBERSHIP**
7. **Composition**
8. Any individual who is in good standing in the community and is committed to promoting a healthy lifestyle and success for youth in Erath/Johnson Counties may become a member.
9. Criteria for a Member in good standing:

* Practice/behavior of member is not detrimental to the interest and work of EC3.
* Practice/behavior of member is not in conflict with the mission/bylaws of the EC3.

1. **Member Approval and Resignations**
2. New members may complete the membership form at any time and return to the Coalition Coordinator.
3. **Decisions for the Good of All and Conflict of Interest**

Members of EC3 are responsible for making decisions for the good of the community. Members representing a specific geographic area or having a professional commitment to a particular program must balance those needs and interests with the overall needs of Erath/Johnson Counties. It is essential to remember that members are accountable to EC3 partners and to the community, with a focus on improving environmental factors within the community.

1. **GOVERNANCE AND STRUCTURE**
2. **Meetings**
3. Regular meetings of EC3 will be held on the 2nd Tuesday of each month. Special meetings can be called by the Coalition Coordinator.
4. **Executive committee and officers**

EC3 members serving as officers will comprise the Executive Committee. Officers shall include the President, Vice-President, Treasurer and Secretary, as well as Committee Chairs. The Coalition Coordinator—a staff position filled by STAR Council—shall also serve as a member on the Executive Committee. The Executive Committee meets as needed to provide input and oversight on all coalition affairs.

1. **Nominations and elections**
2. Officers shall be elected by majority vote at the September meeting and shall take office as the last action item at the September meeting.
3. Vacancies may be appointed by the President with the approval of the coalition coordinator. Should an officer fail to fulfill his or her duties, that officer may be removed from office by a majority vote of the Executive Committee.
4. **Coalition coordinator roles and responsibilities**
5. Conduct CSAP Prevention Strategies
6. Update Required Reporting to Department of State Health Services
7. Establish and maintain working linkages through Community Agreements/ Memorandum Of Understanding
8. Document monthly measures
9. Collaborate with Regional Prevention Resource Center
10. Attend annual Department of State Health Services trainings
11. Media to include social media platforms
12. **Role and responsibilities of the officers**
13. President

* Work with Coalition Coordinator to fulfill vision of EC3
* Preside over meetings in Coordinator’s absence
* Serve as spokesperson at community events alongside Coordinator
* Work with chairs to implement coalition strategies

1. Vice President

* Takes on roles of the President in his/her absence
* Organizes fundraising opportunities for coalition
* Ensures monthly measures are being met with Coordinator

1. Treasurer

* Collecting and maintaining coalition donations
* Contacting coalition/community members for donations needed for coalition events
* Provide monthly Treasurer’s report

1. Secretary

* Works with Coordinator to provide meeting agenda, meeting minutes, sign in sheet and other necessary handouts at meetings
* Records and distributes coalition meeting minutes

1. **Task force committees**
2. The role of the chairs of each Task Force Committee is to provide leadership for committee activities.
3. Task Force Committees may want/need to meet outside of regular Coalition meeting times.
4. Key decisions in Task Force Committee meetings shall be recorded in summary format and submitted to the Coalition Coordinator.