

West Side Youth Development Coalition: Bylaws

Article I: Name and Purpose.

Section 1: Name

The name of the organization shall be the West Side Youth Development Coalition (hereafter “WSYDC” or “the Coalition”)

Section 2: Purpose

The purpose of WSYDC is to improve the health and well-being of youth living in West Side and Black Rock neighborhoods of the City of Buffalo. The coalition is designed to enhance social, educational, health, family, economic, and community supports for the pro-social development of youth and decrease the use and negative effects of alcohol and other drugs, as well as to decrease other unhealthy behaviors such as violence, gang activity, and crime. The coalition seeks to do this through:

1. Increased community awareness of the health consequences of substance use;
2. Strengthening community collaboration;
3. Mobilizing West Side and Black Rock community members to make institutional and policy changes that reduce youth access to alcohol, tobacco and other drugs; and
4. Improving the overall health of the community;
5. The goal of the coalition’s efforts is to impact the following core measures for alcohol, tobacco, marijuana, prescription drugs, and heroin for grades 6th - 12th, as well as for young adults, age 18-25.
 - a. Past 30-day use
 - b. Perception of risk or harm
 - c. Perception of parental disapproval of use
 - d. Perception of peer disapproval of use

Article II: Service Requirements.

The coalition shall achieve its goals by meeting the following requirements:

1. Establishing and strengthening collaboration among West Side and Black Rock residents, public, private, and non for profit agencies, and federal, state, and local governments to support the efforts of community organizations working to prevent and reduce substance use among youth.
2. Reducing substance use among youth and, over time, reducing substance use among adults by addressing the factors in a community that increase the risk of substance use and promoting the factors that minimize the risk of substance abuse.

Article III: General Membership.

Section 1: Purpose and General Powers

General Membership shall be comprised of a comprehensive representation of individuals, groups, and institutions in the West Side and Black Rock Neighborhoods who are interested in and committed to the work of the Coalition. Members shall include one or more representative from each of the following 12 sectors:

1. Youth (18 or younger)
2. Parent
3. Business
4. Media
5. School
6. Youth-serving organization
7. Law enforcement
8. Religious/Fraternal organization
9. Civic/Volunteer groups
10. Healthcare
11. State, local, or tribal governmental agency with expertise in the field of substance use prevention, treatment, and/or recovery
12. Other organization involved in reducing substance use

The coalition will agree to the following:

1. Create and follow by-laws and policies.
2. Formulate coalition goals and objectives.
3. Oversee operations of activities, programs, and paid staff.
4. Continue to increase new membership of the coalition.
5. Create and follow a strategic plan.
6. Create a credible and relevant sustainability plan which includes volunteer membership and resources, both financial and material.
7. Respects the rights of WSYDC members to hold their own opinions and beliefs.

Each Sector Representative will be held responsible to:

1. Be a community leader amongst the represented sector.
2. Ensure clear communication between the sector represented and the coalition.
3. Act as a positive role model for youth, families, and peers.
4. Support the coalition's mission.
5. Attend coalition meetings which are held on a regular basis.
6. Participate in at least one workgroup.
7. Attend coalition sponsored trainings, town hall meetings, and community events.
8. Contribute to the strategic planning process.
9. Participate in sustaining the coalition's capacity, involvement, and energy.
10. Implement environmental strategies as identified by the coalition to prevent youth alcohol and other drug use.

Section 2: Term & Qualifications

Members must sign a Community Involvement Agreement annually, signifying a commitment to the goals of the Coalition and assumption of the following rights and responsibilities. There is no term for Members.

1. Elect the Chair and Secretary of the Coalition
2. Advocate for the mission, goals, and objectives of the Coalition
3. Attend and participate in quarterly General Coalition Meetings
4. Make recommendations to the Executive Board and Coalition Staff
5. Participate actively on one or more Coalition Workgroup.
6. Volunteer at special events.
7. Assist in the execution of the Strategic Prevention Framework (SPF), including (1) completion of a community needs and resources assessment, (2) recruitment and capacity building for the coalition, (3) strategic planning, (4) implementation of evidence-based environmental strategies, and (5) ongoing evaluation of coalition goals and objectives.
8. Respond promptly to correspondence and notify secretary of changes to contact information
9. Provide services/supplies/space, etc. as detailed in the Coalition Involvement Agreement (CIA) as is applicable

Article IV: Coalition Executive Board

Section 1: Purpose and General Powers

The WSYDC Executive Board shall be comprised of the following individuals:

1. Coalition Officers (Chair, Co-Chair, and Secretary) and
2. Chairs of Workgroups
3. Select staff of the Center for Health and Social Research (CHSR) at Buffalo State and other Buffalo State representatives, as designated by the director of the Center for Health and Social Research

Section 2: Term & Qualifications

1. Chair and secretary shall be elected annually by a majority of the General Membership to one year terms
2. The Director of the Center for Health of Social Research or their designee is the co-chairperson of the coalition due to the financial commitment made to the Coalition by SUNY Buffalo State.
3. Workgroup Chairs serving on the executive board will be elected annually by a majority vote of their respective workgroups.
4. Terms run from October 1 to September 30.

5. Any vacancies on the Executive Board in between annual elections will be appointed by a majority vote of Executive Board.
6. A vacancy in the Coalition Chair position will be temporarily filled by the co-chair. As soon as reasonably possible, the chair position will be filled by a majority vote of the General Membership.

Section 3: Executive Board Rights and Responsibilities

1. Executive Board Members assume the following rights and responsibilities:
 - a. Make decisions on behalf of the General Membership by a majority vote
 - b. Attend no less than three of the four quarterly Executive Board Meetings per year
 - c. Review organizational bylaws every two years and update as needed
 - d. Establish priorities for the Coalition based on community need, prevention research, and funding requirements
 - e. Refer projects to appropriate workgroups
 - f. Oversee the execution of the Strategic Prevention Framework (SPF), including (1) completion of a community needs and resources assessment, (2) recruitment and capacity building for the coalition, (3) strategic planning, (4) implementation of evidence-based environmental strategies, and (5) ongoing evaluation of coalition goals and objectives.
 - g. Respond to information requests from Coalition Staff and funding agencies.

Section 4: Coalition Officers

1. Coalition Officers shall be elected annually by a majority of the General Membership to one year terms, not serving more than two consecutive terms, with the exception of Co-Chair, an appointed position as stated in Article IV, Section 2.
2. Terms run from October 1 to September 30.
3. Coalition Officers assume the following rights and responsibilities according to title:
 - a) Chair
 - i. Chairs Executive Board Meetings and General Membership Meetings
 - ii. Participates in setting meeting agendas for Executive Board Meetings and General Membership Meetings
 - iii. Sets workgroup assignments
 - iv. Represents WSYDC to the media and at public events
 - b) Co-Chair
 - i. Assists Chair in meeting facilitation
 - ii. Chairs meetings in absence of the Chair
 - iii. Oversees elections of Officers
 - iv. Represents WSYDC to the media and at public events
 - c) Secretary

- i. Records minutes of Executive Board Meetings and General Membership Meetings
- ii. Assists Coalition Staff with maintenance of coalition documentation as needed.

Section 5: Workgroup Chairs

1. Workgroup Chairs serving on the Executive Board will be elected annually by a majority vote of their respective workgroups
2. Workgroup chairs serve for a term of one year.
3. Terms run from October 1 to September 30
4. Workgroup Chairs assume the following rights and responsibilities:
 - a. Chair workgroup Meetings
 - b. Produce agendas, sign-in sheets, and highlights for workgroup meetings
 - c. Oversee implementation of work group assignments
 - d. Update Executive Board on status of workgroup strategies
 - e. Provide a written report on workgroup strategies to the Executive Board and General Membership during quarterly General Membership Meetings
 - f. Assist in selecting workgroup members

Article V: Workgroup and Ad Hoc Workgroups

Section 1: Workgroups

The following Workgroups will be standing. Workgroups shall make decisions with a majority vote of Workgroup Members:

1. The Executive Board serves as the macro-level guide for the coalition. Bringing together the most dedicated and strongest coalition advocates allows for short- and long-term planning and monitoring.
2. Organizational Development Workgroup: Serves as the logistic team for the coalition. The Workgroup's charge is to bring together all of the information and resources available to the coalition in the manner that is most likely to achieve success. This group is also responsible for managing requests for changes to the bylaws and presenting such changes to the executive board.
3. The WSYDC Youth Advisory Workgroup: Youth play an extremely important part in determining the focus of the Coalition and monitoring its progress. Members of the WSYDC Youth Advisory Workgroup produce and review coalition materials to ensure they fit with current youth language and trends, they assist in planning and implementation, and they help the coalition interpret results.
4. The Assessment Workgroup serves as the forum for the coalition to collect, analyze and report on data. Members of this Workgroup will be trained on the importance of data-based decision making in coalition operations.

5. The Media Workgroup serves as the forum for the coalition to plan media outreach efforts. The Workgroup is well versed in print, radio, television, internet, and social media communication development.
6. The Prescription Drugs and Heroin Workgroup serves to plan, implement, and evaluate the Partnership for Success-funded strategies around the prevention of prescription drug misuse and heroin use. This workgroup is responsible for the PFS action plan and all aspects of making its ascribed strategies happen.
7. The Underage Drinking Workgroup focuses on possible policy strategies around the prevention of underage drinking as well as messaging that reduces underage drinking.
8. The Campus Health Promotion Workgroup works to partner with SUNY Buffalo State around the implementation of campus environmental strategies for the reduction of substance use.
9. The Campus and Community Involvement Workgroup works on implementing environmental strategies that positively impact quality-of-life issues in neighborhoods as a result of underage drinking.
10. The Policy Workgroup seeks to develop and influence citywide and regional policies around substance use.

Section 2: Ad Hoc Workgroup

1. Ad Hoc Workgroup will be appointed by the Executive Board as needed to fulfill time-specific objectives.
2. Ad Hoc Workgroup will elect a chair by majority vote, and
3. The Ad Hoc Workgroups Chair will report to the Executive Board for the duration of his or her appointment.
4. Ad Hoc Workgroups Chairs shall make decisions with a majority vote of Workgroup Members.

Article VI: Staff

1. Coalition Staff that are funded through the Drug Free Communities Support Grant, or Partnership for Success Grant, are non-voting members of the Executive Board.
2. Staff assume the following responsibilities:
 - a. Provide support to the General Membership and workgroups.
 - b. Maintain rosters of General Membership and workgroups
 - c. Produce agendas and sign-in sheets for General Membership Meeting and Executive Board Meetings with the assistance of the Coalition Chair
 - d. Receive minutes from the General Membership Meeting and Executive Board Meetings from the Coalition Secretary and distribute accordingly
 - e. Maintain records of Coalition activities and submit required documentation to funding agencies

- f. Serve as liaison between the Fiscal Agent (Research Foundation for SUNY), SUNY Buffalo State, the Buffalo State College Foundation, and federal and state-funded evaluators
- g. Facilitate communication among Coalition members
- h. Coordinate the execution of the Strategic Prevention Framework (SPF), including (1) completion of a community needs and resources assessment, (2) recruitment and capacity building for Coalition, (3) strategic planning, (4) implementation of evidence-based environmental strategies, and (5) ongoing evaluation of Coalition goals and objectives

Article VII: Meetings

1. The General Membership shall meet quarterly.
2. The Executive Board shall meet quarterly, no less than four times per year.
3. Workgroups shall meet regularly at the request of the Workgroup Chair.
4. Ad Hoc Workgroup shall meet regularly at the request of the Ad Hoc Workgroup Chair.
5. Special meetings may be called by the Coalition Chair following a majority vote by the Coalition Board.

Article VIII: Fiscal Arrangements.

1. The current fiscal agent is the Research Foundation for SUNY (RF SUNY). The Office of Sponsored Programs at SUNY Buffalo State works on behalf of the fiscal agent in our community.
2. The Coalition welcomes contributions from organizations and individuals to the Buffalo State College Foundation, directed to the account of the Center for Health and Social Research.

Article VII: Bylaws.

1. Any member may propose an amendment to the bylaws by proposing the change in writing to the Organizational Development Committee.
2. A majority vote of the Executive Board is required for the change.
3. The bylaws go into effect immediately after they are approved by a majority vote of the General Membership