

Ottawa Substance Abuse Prevention Coalition (OSAP)

BY- LAWS

Date:

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Current Revisions: 2019

1. OSAP Vision Statement:

We who live, work and care about youth in Ottawa County will prevent substance abuse through effective, coordinated and sustainable action.

2. Values and Belief Statements:

- a. We value a systems approach that promotes flexibility, data driven actions, feedback and results.
- b. We believe that youth who have established a sense of belonging with family, community, faith community, and or school are less likely to use drugs.
- c. We believe our commitment to work collaboratively with a common vision, using our resources efficiently will produce positive results
- d. We believe that each own a piece of the problem and are thus part of the solution.
- e. We believe that implementation of an effective prevention plan which addresses localized needs will produce a countywide reduction in substance abuse.
- f. We believe youth need to be in strategic positions of decision making for all substance abuse prevention initiatives.

3. Purpose:

Unify prevention efforts to maximize resources and impact.

4. Functions:

- a. Convene key stakeholders to plan and mobilize around prioritized issues.
- b. Review and update the Ottawa County Substance Abuse Prevention Strategic Plan.
- c. Identify, promote, and support the community in addressing data-driven priority issues
- d. Formulate and support workgroups to complete the action steps of the strategic plan.

5. Structure

The OSAP organizational model acknowledges the expertise of individuals and organizations represented on the coalition. Responsibility for oversight of the Ottawa County Substance Abuse Prevention Strategic Plan is shared equally among members. Ownership of the plan lies not within an agency or governing body, but within the collective expertise and leadership of the coalition.

The Ottawa Substance Abuse Prevention Coalition's (OSAP) structure is:

- a. The OSAP coalition (full membership)
- b. A Steering Committee consisting of:
 - i. Chairperson (elected position, one-year term)

- ii. Chairperson Elect (Nominated and elected at the July Meeting with term starting in October.)
- iii. Chairperson of each subcommittee
- iv. Coalition Coordinator
- v. Other interested stakeholders and community members
- c. Quadrant based subcommittees consisting of:
 - i. A chairperson (elected by subcommittee)
 - ii. Coalition staff designated for Technical Assistance (coalition coordinator)
 - iii. All interested stakeholders
- d. The SLIC youth coalition consisting of:
 - i. Youth coalition coordinator
 - ii. Adult volunteers
 - iii. Youth interested in participating
- e. Taskforces/Subcommittees
 - i. A chairperson (elected by subcommittee)
 - ii. Coalition staff designated for Technical Assistance (coalition coordinator)
 - iii. All interested stakeholders
- f. Ad-Hoc Temporary Subcommittees
 - i. A chair person or Volunteer to convene and organize the group until objective is met
 - ii. Coalition staff designated for Technical Assistance (coalition coordinator or parent coalition coordinator)
 - iii. All interested stakeholders

6. Roles and Responsibilities:

a. OSAP's Role

- i. Review community data related to the prevention, treatment and recovery of substance abuse in the community
- ii. Set Substance Use Disorder Prevention goals, objectives and priorities
- iii. Create structure for subcommittee action
- iv. Monitor and address emerging substance abuse issues
- v. Share resources
- vi. Build membership and partner to address priorities
- vii. Monitor budget of coalition activities
- viii. Advocate for prevention, treatment and recovery
- ix. Celebrate successes
- x. Nominate and choose a Chair and Chair Elect:
 - 1. During the July or August planning meeting, a Chair-elect will be nominated and voted into office.
 - 2. The approved nominee will serve two years, both beginning in October. The first year will be as the Chair-Elect and the second year will be as the chair.

3. It is preferred that the Coalition Coordinator and primary staff from the fiduciary should not be elected for the chair or chair-elect role to encourage shared community leadership.
4. In the event the Chair is unable to complete his/her term, the Chair Elect will assume the Chair position and a new Chair Elect will be nominated by OSAP members and voted upon.
5. In the event the coalition is unable to select a chair-elect, the coalition coordinator will serve the functions of the chair-elect without moving into the chair position.

b. Member expectations:

Membership is open to all community members and service providers who support the vision of OSAP. Membership is defined as those community members, service providers and agencies who sign a Coalition Involvement Agreement indicating their support and involvement in the OSAP coalition. No membership dues or term-limits are applicable for OSAP membership.

- i. Have a passion for the mission and vision of OSAP
- ii. Regularly attend OSAP Coalition Meetings: attend or have an agency representative attend at least 75% of the coalition meetings scheduled
- iii. Help represent OSAP in the community:
 1. Provide representation at community events
 2. Speak at potential events (i.e. commissioner meetings, information booths, legislative forums, etc.)
- iv. Serve as an ambassador for the work of the coalition and promote its mission when and wherever possible
- v. Contribute toward the growth and development of substance abuse prevention through involvement in OSAP subcommittees, special projects, sharing data, sharing information about program outcomes, and participating in collaborative ventures.
- vi. Integrate service provision and long-range planning with the Ottawa County Substance Abuse Strategic Plan, as appropriate
- vii. Find a way to focus on identified priority issues.

c. Subcommittees:

Subcommittees are fostered on an as needed basis. Where appropriate, Quadrant, topic based and/or ad-hoc subcommittees will be built and will allow for prioritized efforts that can address local and/or countywide needs. Subcommittee expectations are:

- i. Have a clear purpose, goal and objectives
- ii. Have a logic model tied to the OSAP strategic plan to effectively carry out the purpose of the subcommittee.
- iii. Provide a standard report out to OSAP
- iv. Provide sign in sheets from meetings to the Coalition Coordinator
- v. Recruit necessary membership for subcommittee action

- vi. Submit newsletter articles as appropriate
- vii. Adopt their own policies as necessary
- viii. Designate a subcommittee chairperson
- ix. Schedule meetings as needed
 - x. Engage parents and provide opportunities for parent feedback and involvement
- xi. Subcommittee Membership expectations:
 - 1. Serve as ambassador for the work of the subcommittee
 - 2. Time commitment will vary based on the needs of the workgroup
 - 3. Contribution toward the implementation of the workgroup action plan

d. Steering Committee:

Participation on the steering committee requires a strong commitment. The work of the steering committee is broad and should be expected to require a substantial time dedication. The steering committee is responsible for the following work:

- i. Review community data related to the prevention, treatment and recovery of substance abuse in the community
- ii. Development of policy and protocols which will be presented to OSAP for review, edit, and approval
- iii. Recruit new members and provide orientation
- iv. Conflict Resolution
- v. Assist in development of grant applications
- vi. Plan and coordinate annual, half day, planning meeting, (review, reassessment, plan, next steps)
- vii. Sustainability planning and leadership building
- viii. Review membership to ensure broad representation.
- ix. Manage Coalition Involvement Agreements (CIA) with membership
 - x. Report OSAP activities to Human Services Coordinating Council (As needed)
- xi. Ensure the work moves forward and the needed subcommittees are created to prevent stagnation with the move to quarterly meetings.

e. OSAP Chairperson:

- i. Prepare agenda along with Program Coordinator
- ii. Facilitate OSAP and Steering Committee Meetings
- iii. Serve as chairperson for one-year term

f. OSAP Chairperson Elect:

- i. Chair the OSAP meeting when the chairperson is unavailable
- ii. Serve as the chairperson elect for one year
- iii. Become the chairperson for a one-year term after serving as the chairperson elect
- iv. Participate on the steering committee

g. Subcommittee Chairperson:

- i. Chair the subcommittee meetings
- ii. Provide report of activity to the OSAP Coalition and Steering committee
- iii. Submit technical assistance needs to the Steering Committee
- iv. Attend OSAP and OSAP Steering Committee meetings

h. Program/Coalition Coordinator:

- i. Ensure meeting minutes are recorded
- ii. Prepare meeting agendas in coordination with Chair
- iii. Ensure meeting notices are sent
- iv. Prepare materials for meetings, events, and other OSAP Projects
- v. Track member attendance and review yearly (preferably summer) for voting rights

7. Voting and Consensus:

OSAP will operate on a consensus model. All decisions will be made through membership agreement at the appropriate meeting. All members will support the decision. Votes will be taken on specific items or if consensus cannot be reached.

- a. **Items that require a vote:** The following is a list of action items that require a vote by OSAP membership. If an item is not listed it can be assumed to be a consensus based decision.
 - i. Coalition leadership position (Chair and Chair-elect)
 - ii. Strategic plan
 - iii. Subcommittee action plan and significant modifications to previously adopted action plans
 - iv. OSAP endorsement of specific advocacy opportunities to become an action alert to the coalition membership
 - v. Grant applications: the decision to apply, the work plan, and the budget
 - vi. Substantial changes to a previously approved grant budget
 - vii. Adoption of formal policies or the change to any previously adopted policies
- b. Time sensitive materials may be exempted from a vote by the steering committee.

8. Voting Policies:

Only members of OSAP may vote. It is expected that members attend a minimum of 75% of scheduled OSAP meetings per calendar year to maintain their right to vote.

9. Quorum:

Quorum is defined as 51% of members with signed CIA present at time of meeting.

10. Conflict Issue Resolution

a. Conflict Resolution:

If a conflict arises between coalition members or a coalition member agency and the coalition, it shall be addressed by the Steering Committee. The steering committee

leadership (chair and chair-elect) shall convene a meeting of the parties involved to review and attempt to resolve the conflict.

- i. If a resolution cannot be achieved through these meetings the steering committee leadership will bring the issue to the full steering committee for final recommendations regarding the conflict. Parties involved that do not comply with these recommendations will be removed from the coalition.
- ii. If the steering committee leadership is a party involved with the conflict it becomes the responsibility of the coalition staff person to convene a meeting of the steering committee membership and the parties involved to discuss the issue and attempt to find a resolution.
- iii. If the conflict is financial, the steering committee shall meet with fiduciary agency leadership in order to discuss the issue and attempt to find a resolution.

b. Removal of Members:

Members of the coalition, steering committee or a subcommittee may be removed by procedures guaranteeing adequate (30 days) notice and due process and by a majority vote of the Steering Committee Membership or subcommittee (if the conflict is only present in the subcommittee). Issues that may require a membership removal include, but are not limited to:

- i. Unauthorized use of the coalition name or resources.
- ii. Violation of coalition policies and procedures/by laws
- iii. Violation of law which is detrimental to the mission of the coalition as determined by the coalition.
- iv. Violation of the conflict of interest policy.

Issues or concerns should be brought to the attention of either the coalition chair or coalition staff person who will then raise the issue with the steering committee to convene a meeting to discuss the issue. If the steering committee determines that it is in the best interest of the coalition to remove the member they must provide advanced (30 days) notice to the member involved and allow opportunity for the member to voluntarily resign from the coalition before action is taken to remove the member through a vote of the entire membership of the Steering Committee or subcommittee.

c. Conflict of Interest Policy:

A conflict of interest exists if a member has any personal, professional, or financial interests that conflict with the Coalition's stated principles and best interests. A potential conflict of interest exists if your personal, professional, or financial interests could (actually or seemingly):

- i. compromise your judgment regarding issues addressed by the Coalition
- ii. interfere with your commitment to the Coalition's mission and goals
- iii. advance your own gain -- including benefits for your family, friends, or business associates -- at the expense of the Coalition or community residents

- iv. negatively affect the perception of the Coalition among policymakers as a credible partner and advocate for best practices
- v. The presence of a conflict of interest is independent from the execution of impropriety. Therefore, a conflict of interest can be discovered and voluntarily defused before any impropriety occurs. It should be noted that the existence of a conflict of interest is not, in and of itself, evidence of wrongdoing.

d. Procedures:

- i. If a member has a conflict of interest, or believes they may have a potential conflict, they must immediately disclose the conflict or potential conflict to Coalition chairperson or the coalition staff person.
- ii. Members who know of a conflict of interest held by another member should inform the individual in question when appropriate and as soon as possible. If no declaration and/or action is taken by the individual then the conflict of interest should be made known to coalition leadership (Steering Committee) or coalition staff persons.
- iii. A majority vote of the Steering Committee may be taken and a decision may be made as to the existence of a conflict of interest. If a conflict of interest is determined, the member in question will be asked to remove her or himself from the proceedings. Members in question should not participate in any action where they may be in a conflict of interest including discussions, decision-making or voting.

e. Examples of potential conflict of interest

- i. Receive a contract or business opportunity from the Coalition. If a coalition member should perform work for a fee (e.g., in a consulting role) for the Coalition, that member must excuse him/herself from the voting or decision-making process.
- ii. Divert opportunities intended for the full Coalition for own outside personal or financial interest.
- iii. Serve or work on another board or organization that may be affected by the Coalition's decisions.
- iv. Use information developed by or provided to the coalition for private gain.

11. Meetings:

a. General OSAP Meetings

OSAP will convene all membership quarterly and have a standing agenda

- i. Standing Agenda:
 - 1. Welcome and Introductions
 - 2. Subcommittee Updates
 - 3. Sustainability and Budget
 - 4. New Business
 - 5. Partner updates
 - 6. Emerging issues

7. State updates if needed
 8. Advocacy Opportunities
 9. Next Steps
 10. Sharing Resources and Supports
- ii. Agenda may be modified by chair and/or program coordinator.

b. Subcommittees:

Subcommittees, including the Steering Committee, will be responsible for scheduling and coordinating meetings as necessary to develop and implement their respective action plans.

c. Annual Meeting:

OSAP will host an annual, all-coalition planning meeting, which shall consist of the following:

- i. Review of the coalition work since the previous annual meeting
- ii. Determine priorities for action in the coming year based on a review of data and membership input.

d. Strategic Planning

- i. Will occur on a 5-year planning process
- ii. Will be data driven with priorities set based on most current available data
- iii. Reassessment of the coalitions organizational structure and effectiveness
- iv. Review of Mission Statement, vision and purpose of coalition
- v. Formative evaluation should occur as necessary

e. Celebration: One meeting a year will focus on the achievements of the OSAP Coalition.

Annual celebrations will be held during the typical meeting time and include:

- i. Celebrate and promote successes of coalition and other initiatives
- ii. Recognize valuable contributions by members and partners
- iii. Provide yearly impact evaluation
- iv. Every five years a large celebration luncheon will be held providing:
 1. A 5 year evaluation
 2. A release of the next 5 year strategic plan
 3. Recognition of valuable contributions by members and partners

12. Amendment:

The bylaws may be amended if approved by two-thirds of coalition members present and voting approve.