**BYLAWS OF THE**

**THE LAWTON/FORT SILL COMMUNITY COALITION**

**ARTICLE I: NAME**

The name of the organization is the Lawton/Fort Sill Community Coalition or Coalition for short.

**ARTICLE II: PURPOSE**

The primary mission of the Coalition is to identify and implement proactive programs and strategies that will empower the community to develop healthy, responsible, and involved individuals. In doing so, the Coalition seeks to contribute to the overall social health of our community. The specific goals are:

A) To network, involve, and utilize all of our community citizens, agencies, organizations, and institutions in order to promote positive youth, family, and community development.

B) To develop increased awareness of problems facing society and promote a community climate of positive opportunities, attitudes, and activities.

1. To promote community support for effective parenting, constructive family communication, and parental networking.
2. To promote community awareness and revision of youth-related laws and their consistent enforcement, as well as the development of appropriate juvenile justice programs in the community.

E) To promote the continued development and implementation of a comprehensive, community-wide program of primary prevention, intervention, and education.

1. To change social policy, laws, and advertising practices regarding alcohol, tobacco, prescription drugs, and other illicit drugs.

**ARTICLE III: BASIC POLICIES**

The following are basic policies of the Coalition:

1. The Coalition shall be noncommercial, nonsectarian, and nonpartisan. It will be guided by an Executive Committee made up of the officers of the Coalition, chairpersons of the various task forces operating with the Coalition, and the chairpersons of any board of directors of subsidiary organizations.
2. The name of the Coalition or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to the promotion of the goals of the organization.
3. The Coalition shall not directly or indirectly participate or intervene (in any way, including publishing or distributing statements) in any political campaign on behalf of, or in opposition to, any candidate for public office.

**ARTICLE IV: MEMBERSHIP**

**SECTION 1**. Membership in this organization shall be made available without regard to gender, race, color, creed, disability, or national origin. Membership shall be open to individuals and organizations recommended by the Executive Committee and approved by the general membership. Particularly, the organization shall consist of individuals and organizations demonstrating interest and abilities in fostering and promulgating the goals of the organization as set forth in Article II hereof.

**SECTION 2.** All members of the Coalition shall be eligible to participate as voting members at the quarterly meetings of the organization.

**ARTICLE V: EXECUTIVE COMMITTEE**

**SECTION 1.** Voting members of the Executive Committee shall consist of the First

Chair, Second Chair, Secretary, Youth Coalition Chair and Public Relations Committee member. A member of the Executive Committee may resign their Executive Committee position in order to apply for employment. Non-voting members shall consist of the fiscal agent and consultants to the grants administered by the Coalition.

**SECTION 2.** The purpose of the Executive Committee shall be: A) to ensure the Coalition's mission statement and goals are being achieved. B) To provide leadership, support, and empowerment to the Coalition task forces. C) To serve as the liaison between the Coalition and the community as a whole. D) To prepare and chair quarterly Coalition meetings, entertain reports from each active task force, and conduct any other Coalition business. E) To transact necessary business of the Coalition in the intervals between Coalition meetings that may be referred to it by the Coalition. F) To hire any employees of the organization and to supervise the Executive Director of any programs operating under the auspices of this organization.

**SECTION 3.** Meetings of the Executive Committee:

Meetings of the Executive Committee shall consist of quarterly and special meetings. The Executive Committee shall meet quarterly on a set day, the time to be fixed by the Executive Committee at its first annual meeting. Special meetings of the Executive Committee may be called by the First Chair or by a majority of the members of the Committee. Five (5) working days notice must be given for any change of meeting dates.

**SECTION 4.** Transaction of Business by the Executive Committee:

A) Four members of the Executive Committee members in attendance, or their proxies, shall constitute a quorum for the transaction of business. B) The Coalition First Chair shall vote in Executive Committee meetings only in the case of a tie. C) Written and notarized proxies shall be permitted in votes of the Executive Committee, and such written proxies, or copies thereof, shall be attached to and included as part of the minutes of any meeting in which proxies are voted to transact business of the Coalition.

**ARTICLE VI: DUTIES OF OFFICERS**

**SECTION 1.** First Chair: A) To preside at all meetings of the Coalition and the Executive Committee, coordinate the work of the officers and task forces of the Coalition in order that the goals may be promoted. B) To perform such other duties as may be prescribed in these bylaws or assigned to him/her by the Coalition or by the Executive Committee.

**SECTION 2.** Second Chair: A) To assist the First Chair and shall, in their designated order, perform the duties of the First Chair in the absence or inability of that officer to act. B) To assist with the pursuit of funding sources through grants, private foundations, private corporations, community/business donations, etc., in order to better achieve the goals of the Coalition.

**SECTION 3.** Secretary: A) To notify members of monthly Executive Committee meetings and quarterly Coalition meetings as well as any special meetings called by the Executive Committee. B) To record the minutes of all quarterly Coalition meetings and all Executive Committee meetings. C) To maintain a current copy of the bylaws, a current membership list, and perform such other duties as may be delegated to him/her by the First Chair. The Secretary shall maintain all business records, which will be turned over to the incoming Secretary.

**SECTION 4.** Public Relations Committee: A) To maintain records pertaining to all activities of the Coalition, to include invitations, records and outcomes, pamphlets, brochures, public statements approved and endorsed by the Coalition, newspaper articles, and announcements directly or indirectly addressing Coalition events. B) To develop, create, and disseminate information pertinent to the Coalition and its goals. This information may include monthly publicity submissions to the various forms of mass media and social media. C) To ensure media coverage of designated Coalition activities and events.

**SECTION 5.** Youth Coalition Chair shall report current programs and strategies at all Executive Committee and quarterly Coalition meetings, provide the Public Relations Committee with pertinent information to publicize task force strategies and events, provide the Secretary with current task force membership roster, and provide the Second Chair with identified task force projects and their associated funding needs.

**SECTION 6.** Chair of each Ad Hoc Committee shall report current programs and strategies at all Executive Committee and quarterly Coalition meetings, provide the Public Relations Committee with pertinent information to publicize committee strategies and events, provide the Secretary with identified projects and their associated funding needs.

**SECTION 7.** All officers shall perform the duties as outlined by the bylaws and other assigned. Upon the expiration of the term of office or in case of resignation, each officer

 shall turn over to the First Chair, without delay, all records, books, and other materials pertaining to the office.

**ARTICLE VII: OFFICERS AND THEIR ELECTION**

**SECTION 1.** The officers of the Coalition Executive Committee consist of the First Chair, Second Chair, Secretary, Youth Coalition Chair, and Public Relations Committee Chair. Officers of the Executive Committee are elected by the current Coalition membership by ballot at the last quarterly meeting of the fiscal year by simple majority of those present. Officers assume their official duties following the close of the last quarterly meeting of the fiscal year and shall serve for a term of one (1) year or until their successors are elected. A person is not eligible to serve more than two (2) consecutive terms in the same office.

**SECTION 2.** There is a Nominating Committee composed of at least five (5) members (if more, always an uneven number), appointed by the First Chair, preceding the last quarterly meeting of the fiscal year. The Nominating Committee elects its own chairperson. The Nominating Committee nominates one (1) eligible person for each office to be filled and report its nominees, in writing, to the membership ten (10) days prior to the last quarterly meeting of the fiscal year, at which time additional nominations may be made from the floor. Only those persons who have signified their consent to serve, if elected, shall be nominated for and elected to such office.

**SECTION 3.** A vacancy occurring in any office is filled for the unexpired term by a nomination from the Executive Committee, which will be carried to the general Coalition membership for a majority vote. Notice of such election will have been given in writing ten (10) days prior to the election. In the interim, the First Chair will assign duties of the vacant position to current Executive Committee officers.

**ARTICLE VIII: COMMITTEES**

**SECTION 1.** The Coalition will establish committees to address community issues that fall within the stated goals of the Coalition. The power to develop task forces shall reside with the Executive Committee upon recommendation by local government and general Coalition membership.

**SECTION 2.** Each Coalition Committee shall be chaired by one chairperson, supported by an elected co-chair and secretary. The Executive Committee will initially appoint the chairs of each task force, thereafter to be elected by the general membership at the next annual election.

**SECTION 3.** Committee membership is open to any citizen interested in working on task force goals.

**SECTION 4.** Each Committee works independently and shall: A) Develop its own objectives based upon Coalition stated goals relevant to task force projects, subject to final approval by the Coalition Executive Committee. B) Have authority to form special committees to meet the objectives developed by each task force. These special committees automatically go out of existence when their work is done and final report is received by the Executive Committee. C) Be created and appointed for a specific purpose. It may choose to disband upon completion of objectives and final report to the Executive Committee. D) Be responsible for scheduling meetings, determining location, and developing an agenda.

**ARTICLE IX: COMMITTEES**

**SECTION 1.** The power to form special committees and appoint their members rests with the Executive Committee. A) As a special committee is created and appointed for specific purpose, it automatically goes out of existence when its work is done and a final report is received. B) Each special committee shall elect its own chairperson.

**ARTICLE X: PARLIAMENTARY AUTHORITY**

**SECTION 1.** *Robert's Rules of Order Newly Revised* shall govern the Coalition in all cases in which they are applicable and in which they are not in conflict with these Bylaws. A) The bylaws may be amended at any regular meeting of the Executive Committee provided that: 1) Notice of meeting date, time, and location is given to Executive Committee members.2) Executive Committee members receive a copy of the proposed amendment at least ten (10) working days prior to the meeting at which the Amendment is voted upon. B) A two-thirds vote of the Executive Committee members present is required for an amendment to pass.

**SECTION 2.** The Executive Committee may appoint a special committee and submit a revised set of bylaws to replace the existing bylaws. The requirement for adoption of a revised set of bylaws shall require a two-thirds majority vote of the Executive Committee and a two-thirds majority of the members present during the quarterly meeting of the Coalition.