



HENRY COUNTY LIVE COALITION

BYLAWS

Article I: Name and Purpose

Section 1 – Name

The name of the organization shall be Henry County LIVE Coalition.

Section 2 – Purpose

This organization is organized exclusively for charitable, educational, and scientific purposes as defined in Section 501(c)(3) of the Internal Revenue Code (or the corresponding section of any future federal tax code).

Section 3 – Mission

To unify all members of our community in creating conditions that foster resilience, reduce substance misuse, and promote mental health and well-being. We are dedicated to preventing substance misuse and suicide through community-wide collaboration, education, and the strengthening of supportive networks for all residents.

Section 4 – Vision

A community free from stigma and the generational impact of substance misuse, where every individual feels supported on their journey toward a healthier, brighter future.

Article II: Responsibilities

Section 1 – Representation

Henry County LIVE Coalition shall utilize recruiting practices which promote broad-based community membership. Membership shall be available without regard to race, color, creed, national origin, or any other form of discrimination under federal or state law.

Section 2 – Strategic Plan

Henry County LIVE Coalition shall be responsible for developing a strategic plan on an annual basis. The Coalition shall coordinate activities involved with the planning process to combat the harmful effects of substance misuse throughout Henry County, Indiana.

Section 3 – Support, Advocacy, and Promotion

Henry County LIVE Coalition shall support, advocate, and promote effective local efforts to prevent or reduce the harmful effects of substance misuse.

Article III: Membership and Executive Committee

Section 1 – General Membership

Membership shall be open to any interested resident or employee of Henry County. Membership will be extended to any individual expressing interest in joining.

Voting privileges begin with attendance at the third consecutive regularly scheduled monthly meeting and continue until three consecutive meetings are missed.

It is the goal of the Coalition to have representation from the following sectors: youth, parents, business, media, schools, youth-serving organizations, law enforcement, religious/fraternal organizations, civic/volunteer groups, healthcare, government agencies, and other community organizations.

Attendance Requirement:

General members are expected to attend meetings regularly. Members who miss six (6) consecutive meetings, or more than half of the meetings in a calendar year, may be considered inactive and removed from the voting list. In cases of illness, family emergency, approved leave, or other extenuating circumstances communicated in advance to the Chair or Coordinator, absences will not be counted toward removal.

Section 2 – Executive Committee

The Executive Committee shall consist of the following positions: Chair, Vice Chair, Secretary, Treasurer, and up to three At-large Members. Members must be in good standing. Nominees will be selected by a nominating committee of three general members and elected by the general membership.

Section 3 – Term of Membership or Office

General Membership is continuous until resignation, failure to meet attendance requirements, or a request to be removed. Executive Committee officers are elected for two (2) year terms at the October meeting of each even year, with terms beginning January 1 of the following odd year.

Section 4 – Multiple Terms

Executive Committee officers may serve consecutive terms, subject to renomination and election.

Section 5 – Attendance Policy (Executive Committee)

Executive Committee officers are expected to attend all regular bi-monthly meetings and special meetings as scheduled. Officers who miss three (3) consecutive meetings without prior notification, or more than four (4) total meetings in a calendar year, may be subject to review by the Executive Committee.

In cases of illness, family emergency, approved leave, or other extenuating circumstances communicated in advance to the Chair or Coordinator, absences will not be counted toward removal.

Section 6 – Vacancies

Vacancies occur upon resignation or three (3) consecutive unexcused absences by an Executive Committee officer. Vacancies are filled using the nominating and voting process.

Section 7 – Authority

The Executive Committee shall approve all activities of the organization and ensure alignment with the bylaws and mission.

Section 8 – Conduct

Any member may be reprimanded, suspended, or expelled for conduct that injures the Coalition’s reputation, disrupts its operations, or hampers its work.

Article IV: Meetings

Section 1 – Regular Meetings

Regular bi-monthly meetings shall be held on the first Wednesday of each month at 12 PM at rotating locations, with a virtual option via Zoom. Dates may be adjusted by the Executive Committee as necessary.

Section 2 – Special Meetings

The Chair may call special meetings as needed.

Section 3 – Voting Rights

Each member has one (1) vote per issue. Proxy voting is not permitted. Meetings are open to the public, but only members may vote.

Section 4 – Quorum

- Executive Committee Quorum: at least four (4) members present.
- General Membership Quorum: at least seven (7) members in good standing. Decisions require a majority vote when quorum is met.

Article V: Executive Committee Officers

Section 1 – Officers

There shall be up to seven (7) elected officers: Chair, Vice Chair, Secretary, Treasurer, and up to three At-large Members. Elections take place in October of even years, with terms beginning January 1 of the following odd year. Each term is two (2) years.

Section 2 – Duties of Officers

- Chair: Presides over meetings, appoints committees, and performs customary duties.
- Vice Chair: Assumes the Chair's duties in their absence, assists with member recruitment, and performs duties as assigned.
- Secretary: Records and presents minutes, maintains official records, and performs duties as assigned.
- Treasurer: Oversees fiscal policies, prepares monthly reports, and manages disbursements with Executive Committee approval.
- At-large Members: Serve at the discretion of the Executive Committee.

Section 3 – Executive Committee Authority

The Executive Committee supervises operations between meetings, makes recommendations to members, and may be removed by a two-thirds vote of the membership for just cause.

Article VI: Finances

Section 1 – Earnings

No part of the net earnings shall inure to the benefit of members, officers, or private individuals, except for reasonable compensation for services rendered.

Section 2 – Dissolution

Upon dissolution, assets shall be distributed to the Henry County ARIES program, or another nonprofit with a similar mission, as required under Section 501(c)(3).

Section 3 – Disbursements

All disbursements shall be reviewed and approved monthly by the Executive Committee and carried out by the Treasurer.

Section 4 – Fiscal Year

The fiscal year of the Henry County LIVE Coalition shall run from September 30th through September 29th, aligning with the federal grant calendar.

Article VII: Conflict of Interest

Section 1 – Purpose

The purpose of the conflict of interest policy is to protect the Coalition's interest when considering transactions or arrangements that could result in personal benefit to an officer, member, or staff.

Section 2 – Disclosure

Any potential conflict must be disclosed to the Executive Committee. The individual with the conflict shall abstain from voting on the matter.

Section 3 – Records

Meeting minutes shall reflect disclosures, discussion, and voting related to conflicts of interest.

Article VIII: Indemnification

To the fullest extent permitted by law, the Coalition shall indemnify and hold harmless any current or former officer or member of the Executive Committee for actions taken in good faith in service of the Coalition.

Article IX: Parliamentary Authority and Amendments

Section 1 – Parliamentary Procedure

The Coalition shall follow standard parliamentary procedures during meetings.

Section 2 – Amendments

Amendments to these bylaws must be presented at a regular meeting and may be adopted by majority vote at the next meeting where quorum is present.

Revised by the Henry County LIVE Coalition on the 21st day of August, 2023.