

Bylaws of

SE Seattle P.E.A.C.E. Coalition

Adopted October 31st 2013. Updated July 11th 2017

Article I: Name and Structure:

The name of the coalition shall be the ***SE Seattle Prevention Education & Action for Community Empowerment (P.E.A.C.E.) Coalition*** or P.E.A.C.E. Coalition (the Coalition).

Article II: Mission Statement:

To educate, empower, and mobilize Southeast Seattle to ensure our children, youth and young adults (ages 7-25) are safe, healthy, and happy, so they can succeed. To reduce and prevent youth substance abuse and violence in Southeast Seattle using culturally appropriate strategies.

Article III: Boundaries:

The boundaries of the Coalition shall be designated as those of SE Seattle, Washington. I-90 on the north, Seattle City limits on the South (including Skyway), Lake Washington on the East and I-5 on the West.

Article IV: Decision Making Process:

Decisions shall be attempted to be made by consensus or by majority rule if consensus is not possible. To ensure effective coordination of activities and clear communication, Coalition members will bring ideas and suggestions for Coalition endeavors to the Coalition as a whole. Coalition members will not initiate outside discussions, activities or execute ideas or activities on behalf of the Coalition without first obtaining approval and direction from the Coalition as a whole.

Quorum. Five (5) voting (Active Members) shall constitute a quorum (the number needed to approve any official decision or action) at any General Meeting of the Coalition.

Article V: Membership

Members of the Coalition shall enjoy the rights and privileges of membership and shall receive the Coalition's communications, materials, and other related information about Coalition activities.

Eligibility.

- Eligible Members of the Coalition are comprised of individuals from at least, but not limited to 8 of the following sectors: school, health,

State/City/County agency, parent, youth, media, youth serving organization, religious, business, volunteer/civic, mental health, faith-based, law enforcement, other substance abuse prevention agencies as well as individual community members.

- Membership will be activated by the signing of a Coalition Involvement Agreement (CIA).

Active Members.

- Active Members shall have participated in a coalition meeting, communicated with coalition members or staff, or participated in a coalition activity in the past three months.
- A list of active and inactive members will be maintained by the Coalition Coordinator.
- Active members shall receive notice of all coalition meetings and shall be entitled to one vote on each matter submitted to a vote of the members.
- Active members must complete the annual coalition assessment tool or other evaluations.

Inactive Members.

- Those who fail to be involved in the Coalition for more than 3 months shall be listed as inactive and not allowed to vote.
- To reactivate their membership, members must attend one Coalition meeting and notify the Coalition Coordinator to mark them as an active member. Their voting rights will resume at the following meeting.

Other Members.

- Paid Coalition staff and any paid contractors (ie, Coordinator, Manager, workshop consultant, etc) shall not have voting rights, nor shall they be eligible to be elected Officers of the Coalition.
- Ex officio members of the Coalition shall include designated representatives of Washington State Division of Behavioral Health and Recovery (DBHR), Puget Sound ESD, and King County Community and Human Services Division. These members are encouraged to vigorously participate in the actions and discussions of the Coalition. However these members shall not have voting rights, nor shall they be eligible to be elected as Officers.
- Meetings are open to the public and all interested community members and partners are welcome to attend, however only active members may vote on action items.
- Other community coalitions may become members of the Coalition by signing a CIA and are eligible to seat up to two representatives. Such representatives shall have voting rights, and all benefits and responsibilities of membership.

Record of Membership. A list of current Coalition members will be maintained by Neighborhood House and be available upon request.

Inclusion. No one eligible for membership as outlined in these by-laws shall be excluded from participation in the Coalition because of race, religion, national origin, sex, sexual orientation, handicap, income, age, political party or citizenship.

Voting. Active Members shall be entitled to vote at any meeting of the Membership. Electronic voting by members may be allowed as long as voting lasts for at least 24 hours and at least five members respond. Electronic voting must be submitted by the deadline time and date.

Proxy voting. At all Membership meetings, a Member may vote in person or by the Member's duly authorized Proxy. Designation of such Proxy must be done in writing, signed by the Member authorizing the Proxy, and presented to a Co-Chair or Secretary at the Meeting in which the Member wishes to vote by Proxy. Proxies shall expire when the meeting at which the proxy vote is cast has adjourned.

Forfeiture. Any Member whose Membership has been forfeited and wishes to re-join the Coalition must sign a new Coalition Involvement Agreement for Membership. Membership renewal must be approved by the Coalition as a whole.

Removal. A member who fails to meet his/her responsibilities as a coalition member may be removed from the Coalition by a two-thirds (2/3) majority vote of the members.

Grievances. Members shall make every effort to resolve both internal and community issues and grievances through dialogue and discussion. Members may request an outside mediator to help solve grievances if needed.

Conflict of Interest: Members must provide full disclosure and must abstain from voting during conflict of interest.

Article VI. Officers

Officers. The Officers of the Coalition shall be (Co-Chairs and Secretary). An officer must be a qualified Active Member in good standing.

Elections. Officers will be elected at the Annual Meeting with each Active Member voting on all vacancies. If there are insufficient nominations for Officers before the election, Officers shall be elected by the membership at

the next General Meeting following the Annual Meeting. Officers will begin their term in office on July 1 of the year following their election.

Terms of Office. Officers will be elected for a one-year term starting July 1. No Officer shall be eligible to serve more than 2 consecutive terms in an office. After no less than one year out of Office, a former Officer is again eligible for nomination as an Officer. Prior to the Annual Election, nominations will be accepted and be presented to the Membership. On the day of the election, nominations from the floor will be allowed. In the event of removal or resignation of Officers, nominations for a Special Election will be accepted for no less than 30 days after the Membership has been notified of the vacancy. Special Elections will be voted upon at the following General Meeting.

Officers. The Co-Chairs of the Coalition shall:

- Serve as keepers of the overall mission and vision of the Coalition in the spirit of the Mission Statement, inclusion and service to the communities of SE Seattle.
- Coordinate participation and/or represent the Coalition at events and functions
- Serve as Meeting Facilitator or assign Meeting Facilitator.
- Maintain regular contact with the Coalition staff to develop meeting agendas and monitor work progress. Keep staff apprised of the Coalition's activities and needs.
- Sign any contracts or other instruments which the Coalition as a whole has authorized.

Secretary. The Secretary shall

- Ensure that minutes are taken at all meetings
- Distribute meeting minutes to the Membership via email at least 3 days prior to the next regular General Meeting
- Maintain a file of all meeting minutes and attendance sheets for the current fiscal year
- Ensure that all notices are duly given in accordance with the provisions of these by-laws

Other Service Positions. As need arises, certain duties and tasks required for the efficient and productive operation of the Coalition shall be assigned to volunteers from the Membership.

Meeting Facilitator. The Meeting Facilitator shall follow the agenda and lead the meetings. The duties of Meeting Facilitator shall rotate on a monthly basis among members.

Resignation. Members may resign from any officer or service position at any time by notifying another Coalition Member.

Article VII. Membership Meetings

Annual Meeting. The annual meeting of the Membership shall be held June of each year or as scheduled by the Coalition.

General Meetings. Regular meetings of the Coalition shall be held monthly in SE Seattle unless otherwise arranged. The meeting time and location may be temporarily and occasionally changed to accommodate circumstances that affect the Coalition, in which case the members shall be provided at least 48 hours notice of the new meeting.

Special Meetings and Notices. Special meetings of the Membership may be called by the Coalition as a whole or by any 3 Members petitioning the Coalition as a whole. Notices shall be sent to the Coalition Members immediately after the Special Meeting is duly called and at least 48 hours prior to the meeting.

Committees. The Coalition may form committees as needed to carry out the approved strategic plan. A Committee Chair shall oversee and report upon the committee's work at regular coalition meetings. Committee members may include other community members or partners as needed.

Article X: Fiscal Year

The fiscal year of the Coalition shall be July 1st to June 30th.

Article XI: Funding Transparency

All requests for services, sponsorships, grant applications and funding awards shall be reviewed by the Coalition and ratified or rejected by majority vote. Financial reports on the income and expenses of the Coalition shall be made available every 6 months.

Article XII: Amendments

By-laws. The by-laws shall be reviewed and approved at least every two years by the Coalition as a whole. Ratification of any amendments to the by-laws must be amended or repealed by a two-thirds vote of the Active Members attending a Coalition meeting at which notice of voting upon by-laws Amendments was given.

History. The original by-laws of the Coalition were duly adopted by the Coalition as a whole on October 31, 2013 and last updated July 11th 2017. These bylaws are hereby approved:

Co-Chair: _____ Date: _____

Co-Chair: _____ Date: _____