



Florida Coalition Alliance, Inc. (Alliance) Constitution and By-laws

Article 1

Name & Purpose

Section 1: Name: The name of this organization shall be Florida Coalition Alliance, Inc. hereinafter referred to as the “Alliance”

Section 2: Purpose: The purpose of the ALLIANCE is to act as representative agency of coalitions in the State of Florida to collectively engage in prevention issues on a statewide basis. Furthermore, the mission of the ALLIANCE is to assist communities as they reduce substance abuse and its’ related problems in Florida by providing access to training and resources to assist the prevention effort throughout the state. The ALLIANCE also intends to advocate for stronger prevention policies, provide assistance to organize and expand community coalitions and partnerships, and assist member coalitions to assess, plan, develop, implement and evaluate evidence-based prevention programs policies and practices. The goals and objectives are:

- Increase effectiveness of community coalitions, supporting formalization of the coalitions and supporting their ongoing maintenance through technical assistance.
- Increase community knowledge about alcohol and other drug related issues through public relations and marketing campaigns, collaboration with other organizations, working with other professional organizations with similar goals and providing opportunities for involvement in prevention efforts to those who are interested.
- Increase the legislative knowledge and effectiveness of policies that target alcohol and other drug use and abuse.

Values and Assumptions:

- THE ALLIANCE assumes that the membership represents a broad range of opinions and expertise and all perspectives are valid and welcome. No single member’s opinion or influence will stand as the opinion of THE ALLIANCE. THE ALLIANCE will only take a stance on those issues where there is majority agreement of the voting membership.
- THE ALLIANCE will serve as a clearinghouse for opinions, providing a mechanism for member coalitions and others to openly debate critical issues. THE ALLIANCE shall provide the salient points on such issues so that individual member Coalitions will have the information needed to make decisions within the framework of their own culture and values.
- THE ALLIANCE is a voice that can influence local, state and national policy, programming and funding with regard to alcohol and other drug related issues facing Coalitions and spanning the life cycle of the citizens of Florida.
- THE ALLIANCE’s role is also to address broader prevention related issues, utilizing environmental management and other intervention strategies, often acting as an advocate and voice for broader policy changes, research and outcome evaluation.

**Article II:
Membership**

Section 1: Classes of Membership.

a. Coalition Membership. Any Coalition working in the State of Florida who has an interest in building on the foundation of community coalitions in Florida may become a registered member of THE ALLIANCE. The Coalition Chair or his/her designee will be the contact person for THE ALLIANCE. The Chair may appoint another officer of the coalition to serve as an “active” voting member of THE ALLIANCE. Coalition members shall all have one (1) vote per coalition.

b. Individual Membership. Each coalition may designate appropriate staff to serve as members of the Alliance. Individuals appointed shall be persons interested in and willing to contribute to the prevention of alcohol and other drug abuse in the State of Florida. Each member coalition shall have one vote per organization. Each active member will receive all written and email communications and will be able to participate in regional meetings, the annual meeting and conference calls.

Membership excludes agents whose only intent or purpose is self gain and/or marketing of a product.

Section 2: Rights and Responsibilities:

a. Criteria for Membership: Coalitions, agencies, organizations, and individuals who submit applications for membership and agree to participate as required by level of membership. Member applications must be approved by a majority vote of the Board. No agency or organization shall be allowed to market a product or promote themselves for self-gain, regardless of whether or not the program addresses alcohol and/or drug abuse problems or the like.

b. Terms: There is no limit to the terms that an individual can serve as a member of the THE ALLIANCE.

Section 3: Resignation, Termination and Temporary Inactive Members.

1. Membership shall be terminated if an agency is no longer able to share in the Mission of the ALLIANCE.
2. Coalitions may terminate their membership in writing to the Board if they find that the ALLIANCE is not longer meeting a valid need.
3. The Board may choose to terminate any individual, or agency member for conduct deemed harmful to the aims and purposes of the ALLIANCE.

**Article III
Officers/Board/Executive Committee**

Section 1 – Board Executive Committee

The Executive Committee/Board of the THE ALLIANCE shall consist of the Chairperson, Vice Chair, Past Chair, Treasurer, Secretary, Executive Director and State Representatives. The Board may invite select individuals to Board meetings to offer expert opinion when needed.

The Board shall consist of two (2) elected representatives from each of seven (7) designated regions. The Board shall coordinate the activities of the THE ALLIANCE. It shall act for the organization in the interim between meetings, and it shall exercise budgetary responsibility for the THE ALLIANCE. No individual member shall take any action on behalf of the THE ALLIANCE unless specifically delegated to do so by the Board acting on behalf of the full membership. The Board acting on behalf of the membership must have a majority vote. Two thirds or 66% of Board are required for a majority vote.

The provision of sponsorship in the form of letters of support and/or the use of the THE ALLIANCE's name for any events and/or programs consistent with the THE ALLIANCE's goals shall also be decided upon by the Board on a case-by-case basis.

Board members missing more than one-half of the board meetings in one year may be asked to step down from the Board.

Section 2: Officers

Chairperson: The Chairperson shall be the presiding officer. The Chair shall be elected for a two-year term. During the first year in office, the Past Chair serves to support the Chair, during the second year the Chair-Elect supports the activity of the Chair. The duties of the Chair are to preside over all meetings; to have general and active management of the business of the THE ALLIANCE; to see that all orders and resolutions of the membership are carried into effect; to facilitate the preparation of the annual report; to respond to and initiate communications with the general membership and with any external constituencies on behalf of the THE ALLIANCE; and to perform all duties and exercise all authority usually associated with the office of Chairperson or prescribed by the membership. The Chairperson is responsible for designating committee chairs.

Vice-Chair: During the first year, the individual will serve as Vice Chair, attending all functions with the Chair and assuming the role and duties appropriate to that office in the absence of the Chairperson. In the event that the Chairperson resigns or is unable to serve, the Vice Chair shall move into that position immediately.

In the event that the Chair abandons the position at a time when there is no designated Vice Chair, the Board shall appoint a representative from its membership to serve until the next regular election.

Secretary: The Chairperson of the THE ALLIANCE shall identify a secretary, if one is desired, who will keep the official roll at all meetings of the THE ALLIANCE, to determine whether a quorum does or does not exist, to prepare and publish notices, agendas and minutes of the THE ALLIANCE business and to perform other related duties, including maintaining the THE ALLIANCE web presence. Funding to support the activities of the Secretary are included in the annual budget allocation. Documents and records of the THE ALLIANCE shall be housed in the office of the Executive Director, Chair, or location identified by the Chair and approved by the Board.

Treasurer: The Chairperson of the THE ALLIANCE shall identify a treasurer if one is desired, to keep an accurate account of the funds of the THE ALLIANCE and report them quarterly to the Board. Performs all such other duties usually pertaining to the office of the Treasurer.

Regional Representatives: Individual members in good standing shall be eligible to hold positions as Regional Representatives and to lead the vote on all questions at the regional level. Regional Representatives are members of the Board and may hold other leadership positions in the Alliance. There shall be one (2) Regional Representative for each identified region, Northwest, Northcentral, Northeast, Central, Suncoast, Southeast, South Florida. See attached map for regional breakdown.

Section 3: Elections and Vacancies

Elections shall normally be held by secret ballot and shall be conducted as follows:

During the Chair's first year in office, the Nominating Committee shall present a slate of names for the office of Vice Chair. The Vice Chair must be an active member of the THE ALLIANCE and must have served a minimum of one year on the Board. Upon finalization of the slate, a ballot will be mailed to all voting members. All ballots are to be returned within ten days to the Past-Chair of the THE ALLIANCE via the Alliance office. Results of the balloting are to be communicated to the membership by the Chair at the next regularly scheduled meeting of the full THE ALLIANCE or via email.

In order to fill Board vacancies, the Chair will appoint new members from the active membership.

Section 4: Committees:

In addition to the Board, the Membership Committee, Legislative Committee, Finance Committee and the Development Committee are considered standing committees of the THE ALLIANCE. The nominating committee is called to order as an ad hoc committee as needed. Each committee is lead by a chair who also serves as a member of the Board. Committee Chairs may identify a co-chair if desired to aid them in the work of the committee.

Membership: The membership committee is responsible for public relation activities of the THE ALLIANCE. They work to increase action within the THE ALLIANCE by members and member coalitions. The membership committee will work to increase partnerships, recognition and relationships of THE ALLIANCE across the state.

Legislative: The legislative committee is responsible for monitoring local, state and federal Alcohol and other Drug related policies which impact substance abuse. They are responsible for maintaining inventories of Alcohol and other Drug policies, identifying current legislation and crafting a position for the THE ALLIANCE, and working toward legislation that would serve as a catalyst for change.

Development: The development committee is responsible for the continued growth of the THE ALLIANCE financially. They search for and respond to funding opportunities and develop responses to local, state and federal requests for proposals. The Development committee is also responsible for the ongoing support to member coalitions in order to support their ongoing efforts to secure funding. The Development committee also engages the THE ALLIANCE in strategic planning and other activities which strengthen the Alliance.

Finance: The finance committee is responsible for financial over-site of THE ALLIANCE, will work with the Executive Director and will conduct its activities in accordance with the Policy's and Procedures for Financial Management.

AdHoc: Ad hoc committees may be created as deemed necessary by the Board.

Each committee's structure and composition should ensure a focus on the purpose, as outlined in Article I with the following stipulations:

1. Chairpersons of a committee must be voting members of the THE ALLIANCE.
2. A simple majority of the membership of a committee must consist of current voting members.
3. With the approval of the Board, ad hoc committees may add, as an ex-officio member, any member on the basis of his/her interest, expertise or membership in a particular sector. All committees are encouraged to seek advice or consultation on particular questions as circumstances might indicate.
4. All committees serve as advisory bodies to the Board of the THE ALLIANCE. They are charged with developing plans and initiatives as deemed necessary by the THE ALLIANCE membership, but shall take no action on such plan or initiatives until or unless expressly authorized to do so either by the full membership or by the Board on behalf of the full membership.
5. Communications/reports from committees shall be submitted to the Board for review. The secretary to the THE ALLIANCE will be responsible for maintaining all communications sent under the name of the THE ALLIANCE or its committees.

**Article IV
Meetings**

There will be four meetings of THE ALLIANCE Board held during each fiscal year on dates to be selected by members of the Board. An annual meeting of full membership will be held once a year. For convenience to members, this meeting will be held at the annual Statewide Prevention Conference. Special meetings of the board or the general membership, or any purpose or purposes, may be called at any time by the Chair of THE ALLIANCE. The executive committee shall meet bi-monthly during teleconferences to conduct the business of THE ALLIANCE. All votes must be sent to the Secretary.

**Article V
Rules of Order**

In the absence of any provision to the contrary in these by-laws, all meetings of the THE ALLIANCE and all committee meetings shall be governed by their Chair. For purposes of voting, decision-making, or handling of a dispute, the chair shall govern the meeting utilizing a then-current edition of Robert's Rules of Order.

**Article VI
Amendments**

The Constitution may be altered or amended at any time. Amendments must be presented to all members of the THE ALLIANCE in writing fifteen days prior to a vote. Amendments to the Constitution will be adopted by a majority vote of the voting members present, provided that a quorum exists. A quorum is defined as two-thirds of the active membership.

**Article VII
Review of the By-laws**

A biennial review of the by-laws shall be held by the THE ALLIANCE Board. Any changes or amendments to the by-laws will be forwarded to the membership for a vote as outlined in Article VI.