

Together For Jackson County Kids (TFJCK)
Bylaws
A Nonprofit, Public Benefit Corporation
Adopted January 13th,2005

Article 1 Name of the Organization

- The name of the organization shall be “Together For Jackson County Kids, Inc.” hereafter known as TFJCK or the coalition.

Article 2 Principal Office

- The principal office for the transaction of business is located in Jackson County, Wisconsin, as the Board of Directors/ Leadership Team shall determine.

Article 3 Mission

- Together For Jackson County Kids, a county-wide partnership of concerned citizens, is committed to enhancing community wellness by promoting positive values and choices and eliminating the negative impact of alcohol, tobacco, other drugs, violence and related youth risk behaviors. We draw upon private, public, adult and youth resources.

Article 4 Purposes

- TFJCK is a non-profit organization that will focus on the following:
- 4.01 To identify and promote assets within the community that encourage healthy development / behavior of children and families.
- 4.02 To develop collaborative partnerships with providers, businesses, youth serving organizations, religious organizations and diverse community populations.
- 4.03 To document and inform citizens of potential assets and risk factors related to substance abuse, adolescent problems, behaviors and family risk factors.
- 4.04 To promote the building of relationships with and understanding & awareness of cultural diversity and conflict resolution.
- 4.05 To promote the growth of positive community and organizational relationships and to include the youth population in those relationships and decision-making processes.
- 4.06 To secure funding through grants, contributions and fundraisers as appropriate.

Article 5 General Membership

- 5.01 Any organization such as a school, business, youth serving, governmental unit, service agency, civic group, religious institution, or special interest group and those who live and work in Jackson County shall be eligible to appoint an individual to serve as a voting member of the coalition. In addition, any person living, working or interested in the Jackson County community is eligible for membership. Persons or organizations interested in membership of the coalition must adhere to the purposes of the coalition.
- 5.02 Members may be terminated from membership by action of two-thirds of the coalition members present and voting. Members must be notified in writing at least 7 days in advance of the vote.
- 5.03 A coalition member may resign at any time by submitting a letter of resignation to the Leadership Team.

Article 6 Voting Rights

- 6.01 Organizations or individuals wishing voting rights must sign a Memorandum of Understanding (MOU) and attend 2 meetings annually prior to the voting. Organizations will be represented by a designated individual and hold one vote only.
- 6.02 Committee or Leadership team voting shall be limited to the members of that committee or team who are present at that meeting.
- 6.03 Conflict of Interest Policy - Members of the Leadership Team who serve as grant or coalition employees shall abstain from voting on fiscal or programmatic issues related to the specific grant program for which they are employed.

Article 7 Membership Duties

All members of the coalition shall:

- 7.01 Maintain a close relationship with the coalition officers and membership.
- 7.02 Serve, if feasible on committees and participate in coalition programs, events and work.
- 7.03 Cooperate with coalition officers, staff and membership to develop reports, papers, grants and projects.
- 7.04 Respond promptly to correspondence in order to aid activities, goals, projects and the coalition mission.
- 7.05. Provide input and make suggestions to coalition officers, committee members and staff regarding coalition projects and programs.
- 7.06 Encourage membership in the coalition in the community and disseminate information about the coalition.
- 7.07 Keep the Leadership Team and staff members informed of address changes, program progress, in-kind contributions and faults and other pertinent information.

Article 8 Meetings

- 8.01 The coalition shall hold an annual meeting in the month of November. The fiscal year shall begin October 1st.
- 8.02 Coalition meetings shall be held once monthly unless otherwise directed by the Leadership Team. The Leadership Team meetings shall be held once monthly, prior to the coalition meeting.
- 8.03 Special or Committee meetings may be set and held on a regular basis, meetings may be called by the Leadership Team or members of any committee or any coalition member.
- 8.04 Any member of the coalition may attend any meeting of the coalition. Non-members may address the coalition with prior approval of the coalition, Leadership Team, or staff. The public is invited to attend any coalition meeting but may be excused during closed sessions.

Article 9 Quorum

- 9.01 A Quorum for all regular and committee meetings of the coalition shall consist of those voting members in good standing present and voting.
- 9.02 A Quorum of the Leadership Team shall consist of 3 members.

Article 10 Leadership Team

The Leadership will consist of the past chair or chairpersons, current chairpersons and 2 –3 other members such that the total # of members is 5 or 6. DFC staff or other coalition staff will be non-voting advisors of the Leadership Team. Youth members may also serve as a part of the Leadership Team. Youth may be included 1- 2 in addition to the 5-6 members of the Team. **Members of the leadership team will be elected on a yearly basis at the September coalition meeting. New members will be instated at the November monthly Leadership Team meeting. A transitional Leadership Team meeting will be held in the month of October including members of the former and new team.**

Duties of the Leadership Team consist of:

- 10.01 Transact business of the coalition
- 10.02 Streamline decision making of the coalition by reviewing issues, prioritizing information and making recommendations for decisions to the coalition.
- 10.03 Serve as an oversight group for staff.
- 10.04 Ensure that the coalition stays on task according to the mission and goals of the coalition
- 10.05 Oversee the work of grants and coalition committees.
- 10.06 Set policies and make daily maintenance decisions regarding the coalition.

Terms of Office:

- 10.21 Each Leadership Team member will hold office for one year with the exception of the Chairperson / Co-chairperson who will serve a 2 year term, one year as chairperson and one as past chairperson.
- 10.22 Each member may serve no more than 3 consecutive terms. After a one year absence from the team the member may be re-elected.

Actions

- 10.31 The Leadership Team may take action on motions submitted and voted on during a Leadership Team Meeting.
- 10.32 The Leadership Team may also be permitted to take action if all members of the Team shall individually or collectively consent in writing to a motion brought forth by a member of the coalition or staff.

Removal of Leadership Team Members

- 10.41 A member of the Leadership Team may be removed by a majority vote of the other Leadership Team Members or vote of the general coalition membership.

Vacancies

- 10.51 In the event of resignation, death, removal or other absence which creates a vacancy in the Leadership Team the Chairperson or Co-Chairpersons will appoint a new member to serve the remainder of the vacant term, this new member must be approved by a majority vote of the general membership.
- 10.52 This appointed member of the Leadership team shall have demonstrated commitment to the mission and goals of the coalition.
- 10.53 Should the general membership not approve of the appointment of the new member, a special election will be held with nominations taken at the meeting in which the special elections are held.

Non-Liability of Leadership Team

- Neither the members of the Leadership Team, the coalition or any grant or coalition employee or the State of Wisconsin shall be personally liable for the debts, liabilities or the obligations of TFJCK.

Article 11 Coalition Records

- The coalition will keep minutes of all meetings of the Leadership Team as well as all coalition monthly and special meetings. The minutes will include meeting time, location, names of those present and all proceedings.
- Adequate records and correct books of coalition and grant accounts shall be kept and presented monthly to the general membership at monthly meetings. Accounts will report gains and losses and receipts will be kept on file with grant and coalition staff members.
- A record of membership and Leadership Team members will be kept by TFJCK along with contact information for the individual members of the organization and Leadership Team.
- A copy of the Articles of Incorporation and amend By-laws to date will also be kept on file for TFJCK.

Article 12 Annual Fiscal Audit

The Leadership Team will conduct an annual fiscal audit to be furnished to the remainder of the coalition. The report will contain the following items:

- 12.01 Current assets and liabilities of the coalition and a comparison of those assets and liabilities to the previous end fiscal year figures.
- 12.02 Revenue of receipts of the coalition, both unrestricted and restricted to particular purposes of the fiscal year.
- 12.03 Expenses or disbursements of the coalition for both general and restricted purposes during the fiscal year.

Article 13 Finance

- 13.01 No part of the net earnings of TFJCK shall be distributable to its members, officers or other private persons. However, TFJCK shall be authorized to pay reasonable compensation for services rendered, reimbursement of coalition expenses incurred by members and to make contributions to further the purposes set forth in Articles 3 & 4.
- 13.02 TFJCK shall not participate in or fund any campaign or candidate for public office or carry on any activities not permitted to be carried on by a coalition exempt from Federal Income Tax under IRC 501 (c) (3) status.

Article 14 Contributions

The Coalition shall accept contributions and grants from governmental and private organizations and individuals that are in support of the mission, goals and objectives of TFJCK in accordance with policies of TFJCK.

Article 15 Amendments to Bylaws

- 15.01 The bylaws of TFJCK may be altered, amended or repealed and new bylaws adopted with the approval of 2/3 of the members present and voting at a regular membership meeting.
- 15.02 Emergency amendments may be made by and become effective when passed by the Leadership Team unanimously.
- 15.03 The emergency amendment will be read at the next membership meeting and the reason for emergency action explained.

Article 16 Dissolution of TFJCK

In the event of dissolution of TFJCK, any remaining assets must be used exclusively for exempt purposes: charitable or educational purposes.