



**Mission:**

Through prevention strategies, HIP strives to reduce the use of alcohol, tobacco, and other drugs by youth in Hubbard County.

**Vision:**

A united community where children prosper and grow into healthy adults

# **Hubbard in Prevention Coalition By-Laws**

## **Article I. Name**

Section 1. The name of this coalition shall be Hubbard in Prevention Coalition (HIP).

## **Article II. Purpose**

Section 1. Vision Statement:  
A united community where children prosper and grow into healthy adults

Mission Statement:  
Through prevention strategies, HIP strives to reduce the use of alcohol, tobacco, and other drugs by youth in Hubbard County.

## **Article III. Geographic Area**

Section 1. The geographic area served by the HIP Coalition includes all of Hubbard County and students attending Park Rapids, Nevis, and Laporte School Districts.

## **Article IV. Coalition Members**

Section 1. The Coalition shall include representation from each (town/school district) in the geographical area and the following fourteen population sectors:

- |                                  |   |
|----------------------------------|---|
| 1. Youth                         | 9. Justice/Corrections                                    |
| 2. Parents                       | 10. Religious or Fraternal Organizations                  |
| 3. Under-represented Populations | 11. Civic and Volunteer Groups                            |
| 4. Business Community            | 12. Healthcare Professionals                              |
| 5. Media                         | 13. State, Local, Tribal Government                       |
| 6. School                        | 14. Other Organization involved in reducing<br>ATOD abuse |
| 7. Youth-Serving Organizations   |   |
| 8. Law Enforcement Agencies      |   |

Coalition members are individuals and organizations interested in promoting the mission and vision of Hubbard in Prevention Coalition. No one will be denied because of sex, age, race, nationality, religion, political views, and or disabilities.

Section 3. Coalition members are strongly encouraged to attend monthly Coalition meetings, be actively involved, volunteer and participate in youth and community events.

Section 4. Coalition members are expected to refrain from the use of illegal drugs and the illegal or abusive use of alcohol and/or other drugs. Noncompliance with this provision may result in removal of the member by majority vote of the coalition.

## **Article V. Officers**

Section 1. The Officers shall be Chairperson, Vice-Chairperson, Treasurer/Secretary and 2 Coalition Representatives.

Section 2. All Officer positions have a term of one year and shall be voted on annually by the Coalition members. Officers may be reelected.

Section 3. The Chairperson shall be the presiding officer of the Coalition, preside over all regular meetings, appoint committees as necessary, and perform those duties usually required of a presiding officer.

Section 4. The Vice-Chairperson or another Officer shall perform the duties of the Chairperson whenever the Chairperson is absent or unable to perform their duties, and perform other duties as assigned.

Section 5. The Treasurer shall oversee appropriate accounting records, work with designated persons of funding sources, and perform other duties as assigned.

Section 6. The Secretary shall take meeting minutes, assist with making meeting arrangements, and perform other duties as assigned.

Section 7. Coalition Representatives will represent the interest of Hubbard County.

## **Article VI. Election of Officers**

Section 1. The Coalition members will be asked to make nominations at the regular July meeting. Nominations will be heard at the regular August meeting. Election of the Chairperson, Vice-Chairperson, Treasurer/ Secretary, and (2) Coalition Representatives shall occur at the regular September meeting. A majority vote of members in attendance shall be required.

Section 2. Officers elected at a regular Coalition meeting in September shall take office at the conclusion of the September meeting. Outgoing Officers shall assist incoming Officers with the transition whenever possible.

Section 3. In the event of an Officer resignation, the Chairperson shall make an appointment to fill that position until the next election.

## **Article VII. Committees**

- Section 1. There shall be an Executive Committee, and any other committee deemed necessary by the Executive Committee to carry out the business of the Coalition.
- Section 2. The Chairperson may appoint additional ad hoc committees when deemed necessary to carry out the business of the coalition.
- Section 3. The Executive Committee shall guide the activities and business of the coalition as needed between meetings. At all times, the Executive Committee is subject to the direction of Coalition members.

### **Article VIII. Meetings**

- Section 1. Regular meetings of the Coalition will occur on a monthly basis at a time, place and date determined by the Executive Committee at the beginning of each grant year. Time, date, and place are subject to change. Such information will be made public.
- Section 2. Official business and/or elections can be transacted by the Coalition members present at any properly announced meeting.
- Section 3. All Coalition members present shall have one vote. Action shall require a majority vote of the Coalition members present.

### **Article IX. General Conduct**

- Section 1. Coalition members shall fulfill their duties in accordance with their good faith and judgment for the best interest of the Coalition. A Coalition member shall recuse themselves from any vote and related discussion that would result in advancing their own, or their agencies, self-interest.

### **Article X. Amendments**

- Section 1. Amendment to these by-laws may be made at any regular scheduled meeting by a majority vote of the Coalition members in attendance. Proposed amendments need to be provided to Coalition members at least seven (7) calendar days in advance of the meeting at which they will be considered.

Updated 8.29.2023 - DFC Year 8 2023 - 2024