

**LIVINGSTON  
COUNTY  
COMMUNITY  
ALLIANCE**

## HISTORIC STATEMENT

The Alliance began as the Livingston County Substance Abuse Consortium in October 1986. The group consisted of representatives from the five county school systems, health services and law enforcement who met to join forces to implement a plan to deal effectively with substance abuse in the county. As a result of bimonthly meetings, a consortium was formed, aimed to develop educational and environmental strategies. The goal at that time was to provide identical alcohol/drug information to all county youth, adults and agencies through school and community in-service. This broad-based community approach was offered to disseminate accurate information and promote increased self-esteem among youth so that they may make more informed lifetime decisions.

As the five school districts united with the support of the school superintendents, many joint efforts and objectives were planned. Many positive programs were operated under this committee's directive.

At a Governor's conference in November 1990, eight individuals from Livingston County attended the conference. From this meeting a community-based committee has been formed entitled "The Livingston County Community Alliance". With this broader based committee being formed, the Livingston County Substance Abuse Consortium has joined forces with this committee to form one effort.

# **Livingston County Community Alliance**

## **BY-LAWS**

### **ARTICLE I**

#### NAME:

Section 1. This non-profit organization shall be known as the Livingston County Community Alliance (LCCA), hereafter referred to as the LCCA.

### **ARTICLE II**

#### PURPOSE:

Section 1. The LCCA's purpose is to be a broad based community coalition that works toward establishing and promoting healthy community norms concerning alcohol and other drug use. LCCA will seek to promote those norms through education, public policy and community services.

### **ARTICLE III**

#### MEMBERSHIP:

Section 1. Membership in the LCCA shall be open to all persons interested in the prevention, intervention and treatment of problems caused by use of alcohol and other drugs. Membership from human service agencies, schools, law enforcement, legal, community, business, parents, youth and religious groups will be encouraged.

Section 2. Membership status is based on 90 day involvement with the LCCA.

Section 3. Membership responsibilities include regular attendance at general membership and/or committee meetings and

participation in LCCA events. Members must attend at least three LCCA meetings in one year to maintain membership.

- Section 4. LCCA may invite representatives of other groups and associations to be members and/or to act as a liaison between LCCA and their respective groups.

## **ARTICLE IV**

### LCCA:

- Section 1. Authority: The Executive Committee shall be empowered to conduct the affairs of LCCA. At each membership meeting, the Executive Committee shall report on actions that have been taken for LCCA.
- Section 2. Meetings: LCCA shall meet at least bi-monthly. Special meetings may be called upon the discretion of the Chairperson.
- Section 3. Quorum: Shall constitute a minimum of 5 voting members of LCCA present at a regularly scheduled meeting.
- Section 4. A simple majority vote of the members present at meetings, when a quorum exists, shall be required to carry all motions. Types of voting will include in-person, telephone or electronic version.
- Section 5. The fiscal year shall be October 1 through September 30. LCCA funds are not to be used to purchase drugs or alcohol and reimbursements for these items will not be issued.

## **ARTICLE V**

### OFFICERS:

- Section 1. Officers: LCCA shall elect a Chairperson, Vice Chairperson, Secretary and Treasurer.
- Section 2. Term: The term of office for each officer shall be one year.

- Section 3. Election: The officers are elected at the annual meeting of the LCCA.
- Section 4. Vacancies: In the event that, for whatever reason, an officer leaves LCCA, or is unable to fulfill their responsibilities for more than 2 months and notify the Executive Committee of a leave-of-absence, the Executive Committee shall appoint a pro-tem representative to fill the un-expired term or until the committee member is able to return and fully commit to their designated responsibilities.
- Section 5. Chairperson: The Chairperson shall preside over all LCCA meetings at which s/he is present and call special meetings as needed. S/he shall exercise and perform such other powers and duties as may be assigned by LCCA.
- Section 6. Vice Chairperson: The Vice Chairperson shall serve in the role of the Chairperson on an as needed basis.
- Section 7. Secretary: The secretary shall keep those records and papers deemed necessary by LCCA. S/he shall keep minutes of all regular and special LCCA meetings. S/he shall see that all notices are duly given in accordance with the provisions of these By-laws as required by law.
- Section 8. Treasurer: The Treasurer shall be custodian of the funds of LCCA. S/he shall be responsible for the maintenance of adequate and correct accounts of LCCA properties, legal and business transactions and see to it that a statement of the condition of the finances is presented at all meetings and a final financial report is completed at the end of the fiscal year.
- Section 9. Removal: Any officer or member of the Executive Committee may be removed by a two-thirds majority vote by the Executive Committee whenever in its judgment the best interests of LCCA would be served by such action. Thirty-day appeal period will be granted in which the member under consideration for removal will have

opportunity to present an appeal. Member in question will be provided with 30 day written or e-mailed notice of impending consideration of removal. Such an item must be requested on the agenda and no action can be taken for at least thirty (30) days.

## ARTICLE VI

### COMMITTEES:

- Section 1. Executive Committee: Shall consist of the Chairperson, Vice Chairperson, Secretary, Treasurer, and the Chairperson(s) of any standing committees. The Executive Committee shall meet at least quarterly. Special meetings may be called upon the discretion of the Chair or any two (2) members of the Executive Committee. LCCA members may petition in writing for a special meeting and the Executive Committee shall meet within thirty days. With the consent of the membership, the Executive Committee can serve the role of any standing committee.
- Section 2. Standing Committees and Sub-Committees: The Chair shall appoint a chairperson of all Standing Committees no later than the next meeting of the Board following the annual membership meeting. All Standing Committees and sub-committees meet at least twice a year and otherwise when needed. The Committees may operate on the basis of consensus or majority vote. The Standing Committees and Sub-Committees may include, but not be limited to, the following:
- A. Underage Drinking Committee: Create, implement, evaluate, and update underage drinking logic model. This logic model shall be updated annually by the committee and approved by the LCCA no later than 2 months prior to the annual membership meeting.
  - B. Prescription Drug Abuse Committee: Create, implement, evaluate, and update prescription drug

abuse logic model. This logic model shall be updated annually by the committee and approved by the LCCA no later than 2 months prior to the annual membership meeting.

1. Big Red Barrel Committee (Sub-Committee):  
Support the Big Red Barrel initiative and current needs as identified by committee members, provide support and recommendations to the greater Prescription Drug Abuse Committee.

C. Marijuana Committee: Implement activities deemed necessary by committee members; Create, implement, evaluate, and update marijuana use logic model. This logic model shall be updated annually by the committee and approved by the LCCA no later than 2 months prior to the annual membership meeting.

D. Fund Development Committee: Research, and identify additional sources of funding for LCCA and LCCA programs; Coordinate grant writing process.

1. Plan, implement, and evaluate the annual fundraiser; Provide support and recommendations to the greater Fund Development Committee; Other duties deemed necessary by committee members.

E. Data & Evaluation Committee: Monitor community trends relating to alcohol, tobacco, and other drug (ATOD) use and misuse; Collect community data relating to ATOD use; Evaluate LCCA initiatives to determine program effectiveness; Other duties deemed necessary by committee members.

F. Marketing & Communications Committee: Create and implement yearly marketing plan in conjunction with the executive committee and all (sub) committee chairs; Provide support to other committees as needed.

G. Mini-Grants Committee: Responsible for distributing, reviewing, and recommending funding for all mini-grants to the LCCA.

Section 3. Ad Hoc Committees: The Executive Committee may appoint task forces, other committees, chairpersons and individual representatives for specific needs, as is deemed appropriate and necessary. These committees may operate on basis of consensus or majority vote.

Section 4. All committees shall keep minutes and provide written reports and recommendations to the Secretary of the LCCA. Committee Chairs are responsible for providing the committee membership roster to the Secretary of the LCCA.

## **ARTICLE VII**

### **MEETINGS:**

Section 1. Annual Meeting: The full membership of LCCA shall convene during the fall of the year for the LCCA's annual meeting. The presence of 7 members at the Annual Meeting is required to conduct official business.

Section 2. Notice of Annual Meetings: Notice of the annual meeting of LCCA shall be furnished to each member in writing or e-mail at least two (2) weeks in advance of such meetings. The notice shall include the time, place and date of such meeting.

Section 3. Meetings of Committees: Meetings shall be called by the chairperson of any appointed committee who shall be responsible for notifying each committee member of the time, date and place of each meeting. Standing committees meet at least twice a year.

- Section 4. Agenda of Meetings: The Chair shall be responsible for a written agenda for each regular and special meeting of the general membership and Executive Committee. Any member of the LCCA may notify the Chair or LCCA Coordinator of an item of business s/he would like included on the agenda.

## **ARTICLE VIII**

### **DISSOLUTION AND DISPOSITION OF CORPORATE ASSETS:**

- Section 1. Upon the dissolution of LCCA and after the payment or the provision for payment of all the liabilities of LCCA, LCCA shall dispose of all the assets of the LCCA. Such dissolution shall be exclusively for the purposes of the LCCA or to organizations that are qualified as tax exempt organizations under Section 501 (c) (3) of the Internal Revenue Code of 1954 (as it may be amended) or the provisions of a future United States Internal Revenue Law.

## **ARTICLE IX**

### **AMENDMENT TO BY-LAWS:**

- Section 1. These By-laws may be amended at any LCCA meeting by a majority vote of the quorum, provided that a thirty- (30) day written or e-mailed notice has been given the membership and such contemplated action has been incorporated in the notice of the meeting.

## **ARTICLE X**

### **EXEMPT ACTIVITIES:**

- Section 1. Notwithstanding any other provision of these By-laws, no Executive Committee member, member, employee or representative of LCCA shall take any activity by or on

behalf of LCCA not permitted to be taken or carried on by an organization exempt under Section 501 (c) (3) of the Internal Revenue Code and its regulations as they now exist or as they may hereafter be amended.

## **ARTICLE XI**

### **CHANGES IN MICHIGAN LAW:**

Section 1: If there are any changes in the Michigan statutory provisions applicable to the corporation and relating to the subject matter of this article, then the indemnification to which any person shall be determined by such changed provisions, but only to the extent that any change permits the corporation to provide broader indemnification rights permitted the corporation to provide before any such change.

*Revisions Dated: 02/09/2015*

