

LIVINGSTON COUNTY COMMUNITY ALLIANCE, a prevention network

Mission: Unite the Livingston County community to reduce and prevent youth substance use and to promote a healthy and drug-free lifestyle.

Vision: To ensure a healthy and thriving Livingston County CommUNITY.

Tagline: LCCA, Wake Up Livingston!

HISTORIC STATEMENT

In October 1986, representatives from county schools, health services, and law enforcement formed the Livingston County Substance Abuse Consortium to reduce substance abuse through education and prevention strategies. In November 1990, this effort led to the creation of the Livingston County Community Alliance (LCCA), a community-based coalition.

The LCCA is an independent nonprofit with its own checking account. For grant purposes, Livingston County Catholic Charities serves as the fiduciary, preparing proposals and budgets with coalition input. The LCCA account requires two signers, including the Catholic Charities executive director, and remains housed with Catholic Charities.

The Livingston Community Prevention Project (LCPP) operates separately from the LCCA. The coalition develops a strategic plan to set priorities, while LCPP providers deliver programming distinct from coalition work. Where priorities overlap, the coalition coordinates with LCPP to avoid duplication and enhance efforts. If an LCPP grant application is submitted through the LCCA, programming must align with coalition priorities.

Livingston County Community Alliance (LCCA)

Guidelines

Revised October 2025.

- I. **Name:** This non-profit organization shall be known as the Livingston County Community Alliance (LCCA), hereafter referred to as the LCCA.
- II. **Purpose:** The LCCA's purpose is to be a broad-based community coalition that works toward establishing and promoting healthy social norms regarding alcohol, tobacco, and other drug use (ATOD). LCCA will seek to promote those norms through education, public policy, and community services.

III. **Mission:** Unite the Livingston County Community to reduce and prevent youth substance use and promote healthy and drug-free lifestyles.

IV. **Function:**

- a. Convene key stakeholders to identify, plan, and mobilize around prioritized issues.
- b. Maintain a strategic plan that is updated every 3-5 years.
- c. Form and support subcommittees to complete the action steps of the strategic plan.
- d. Serve as the forum to unify the work conducted by subcommittees and discuss emerging issues.

Structure:

- a. Sector Representation
- b. General members
- c. **Meet monthly or as voted on by the coalition whole**

To ensure a broad range of community expertise, membership from each of the following 12 sectors is recommended:

- i. Youth
 - ii. Parents
 - iii. Law enforcement
 - iv. Schools
 - v. Businesses
 - vi. Media
 - vii. Youth-serving organizations
 - viii. Religious and fraternal organizations
 - ix. Civic and volunteer groups
 - x. Healthcare professionals
 - xi. State, local, and tribal agencies with expertise in substance abuse
 - xii. **Other organizations involved in reducing substance abuse groups.**
- e. Executive Board
 - i. Elections shall be held from the general coalition membership, with the Chair and Secretary elected in even-numbered years and the Vice Chair and Treasurer elected in odd-numbered years.
 - f. Subcommittees
 - i. Delegated by the executive board
 - g. Coalition Support/Program Staff
 - i. An employee of Livingston Catholic Charities approved by the Executive Board.
 - h. **Membership Roles and Responsibilities:**
 - a. **General Members:** Membership in the LCCA shall be open to all persons interested in the prevention, intervention, and treatment of substance use.
 - i. Sign and submit a [Coalition Involvement Agreement \(CIA\)](#) indicating their support and involvement in the LCCA annually.
 - ii. No membership dues.
 - iii. Participate in new member orientation.

- iv. A voting member has attended at least 3 general or subcommittee meetings within a 12 month period.
 - i. It is expected that members will make a good-faith effort to support all activities of the coalition. Examples Include:
 - 1. Participating on a subcommittee.
 - 2. Attending coalition sponsored trainings, town hall meetings, and other community events.
 - 3. Contributing to the strategic action planning process.
 - 4. Participating in sustaining the coalition's capacity, involvement, and goals.
 - 5. Promoting coalition events throughout the community.

V. Executive Board (E-Board):

- a. Shall have been a member of the general coalition.
- b. Shall consist of the Chairperson, Vice Chairperson, Secretary, Treasurer, Youth. The board is elected at the LCCA annual meeting in November for a term of two (2) years. The chair and secretary will be up for re-election on even years and the vice chair position and treasurer will be up for re-election on odd years. The youth position will be up for re-election every year.
- c. Develop an annual action plan to guide the work of the coalition.
- d. Develop/review a strategic plan updated every 3-5 years.
- e. Provide oversight for coalition procedure.
- f. Coordinate committee efforts.
- g. The executive board may provide feedback to the coalition coordinator on their role effectiveness as needed or upon request.
- h. The E-Board shall meet at least monthly.
- i. Special meetings must be petitioned in writing and may be called upon at the discretion of the Chair or any two (2) members of the E-Board to meet within thirty (30) days.
- j. The E-Board shall be empowered to conduct the affairs on behalf of LCCA and report on actions that have been taken for LCCA.
- k. Subcommittee action plans and significant modifications to previously adopted action plans.
- l. In the event that, for whatever reason, an officer leaves LCCA, or is unable to fulfill their responsibilities for more than 2 months and/or notify the E-Board of a leave-of-absence, the E-Board shall: appoint a pro-tem representative to fill the unexpired term until the committee member is able to return and fully commit to their designated responsibilities.
 - i. Removal of an officer: by a two-thirds (2/3) majority vote of the E-Board for the best interests of LCCA.
 - ii. Removal of Members: Members of the coalition, executive committee or subcommittee may be removed by procedures guaranteeing adequate notice and due process and by a majority of the entire membership of the coalition or subcommittee. Issues that may require a membership removal include, but are not limited to:
 - Unauthorized use of the coalition name or resources.
 - Violation of coalition policies and procedures/bylaws.
 - Violation of law which is detrimental to the mission of the coalition as determined by the coalition.

-Violation of the conflict of interest policy.
-Issues or concerns should be brought to the attention of either the coalition chair or coalition staff person who will then raise the issue with the executive committee to convene a meeting to discuss the issue. If the executive committee determines that it is in the best interest of the coalition to remove the member they must provide advanced notice to the member involved and allow opportunity for the member to voluntarily resign from the coalition before action is taken to remove the member through a vote of the entire membership of the coalition or subcommittee.

1. Written or emailed notice to be sent to members in consideration of impending removal within thirty (30) days.
2. The member in consideration of removal has a thirty (30) day period to present an appeal to the general coalition.

VI. Elected E-Board and Staff Position Roles and Responsibilities by Position:

Chairperson: Preside over all the LCCA meetings at which they are present.

1. May call special meetings as needed.
2. Exercise and perform such other powers and duties as may be assigned by LCCA.
3. In collaboration with the program coordinator, prepare agendas for executive board and general meetings.
4. Act as the primary spokesperson for the coalition, representing the group at community events with partner organizations.
5. Oversees the work of committees and ensures they contribute effectively to coalition goals.
6. Facilitate LCCA and E-Board meetings.
7. Hold other members and coalition staff accountable.

Vice-Chairperson:

1. Chair the LCCA meeting when the chairperson is unavailable.
2. Participate in the Executive Committee meetings
3. Oversees and encourages member participation including new member welcome and orientation.
4. Perform other duties as directed by the chair.

Secretary:

1. The secretary shall keep records and distribute accurate meeting minutes for the executive board, general meeting, and special meeting.
2. Oversees the compilation of the subcommittee meeting notes for distribution at the E-board meeting.
3. Oversees all record keeping, communications, and meeting schedules.

Treasurer:

1. The treasurer shall manage and balance the funds raised by the Livingston County Community Alliance.
2. Oversee the creation of a budget in coordination with coalition staff to be approved annually by the general coalition.

3. Provide a statement of the condition of the finances that is presented at all meetings, and a final financial report is completed at the end of the fiscal year.
4. They will disburse and deposit money as necessary into the LCCA account.
 - a. LCCA - Catholic Charities Executive Director and treasurer (signers on account) - only 1 signature is needed on checks.
 - b. CMCA - Catholic Charities Executive Director and Coalition members and/or Coalition/Program staff as needed.
 - c. DFC - Catholic Charities Executive Director and Coalition members and/or Coalition/Program staff as needed.
 - d. Checks under \$500 require only Executive Board approval, which may be granted via email and disbursed by the Executive Board.

Youth:

1. Represent the Youth-Led Advisory Board (Y-LAB) and youth in Livingston County and provide a voice for youth concerns or ideas. This is a youth at-large position.
 - a. Youth representation first comes from Y-LAB. If no candidate can be filled from Y-LAB then it will be filled by the recommendation from the Y-LAB coordinator and final decision of the Executive Board.
2. Participate in Executive Board meetings.
3. Youth shall mean any individual who is 18 years of age or under and is currently enrolled as a student in a primary or secondary school, or an equivalent educational program (including public, private, charter, or homeschool).

VII. Subcommittees:

- a. Subcommittees are developed based on the needs of the community based on the results of the strategic prevention framework.
- b. Designate a subcommittee chairperson and representative to the LCCA meetings.
- c. Composed of volunteer members who are recruited from the coalition.
- d. Schedule meetings as needed. The chairperson of the subcommittee shall be responsible for notifying each committee member of the time, date, and place of each meeting.
- e. Committees shall keep minutes including attendance and provide reports to LCCA chairperson and/or program coordinator as required.
- f. Operate on the basis of consensus or majority vote.

Subcommittees examples include, but are not limited to:

1. ***Parents as Partners in Prevention***
2. ***Prevention In Action Committee***- awareness and action including but not limited to Underage Drinking, Marijuana, and Prescription Medication.
3. ***Big Red Barrel*** – Prescription Medication and Disposal
4. ***Fundraising***-research and identify additional sources of funding for LCCA and LCCA programs.
5. ***Substance Use Disorder Data Task Force***: Monitor community trends relating to alcohol, tobacco, and other drug (ATOD) use and misuse; Collect community data relating to ATOD use.
6. ***Marketing and Communications***: Create and implement a yearly marketing plan, monthly content calendars in conjunction with prevention staff and eboard members.

7. **Youth-Led Prevention:** Engage youth in all aspects of the LCCA support Livingston County Youth-Led Advisory Board as requested and needed.
8. **Ad Hoc:** The Executive Committee may appoint task forces, other committees, chairpersons, and individual representatives for specific needs, as is deemed appropriate and necessary, and will meet as circumstances arise. These committees may operate on the basis of consensus or majority.
9. **Mini-Grant:** Responsible for distributing, reviewing, and recommending funding for all mini-grants of the LCCA.

VIII. Program/Coalition Staff; Coalition Staff are responsible for coordinating efforts of the LCCA by providing support to committees, and assisting the E-Board in overseeing coalition procedures to move through the Strategic Prevention Framework process.

See appendix A for job descriptions.

IX. Coalition Sponsored Event Volunteers

- a. All adults who volunteer for the Big Red Barrel program or youth events must complete a background check each year. If a volunteer has a criminal background, the board and staff will review their participation on a case-by-case basis and decide whether they may volunteer.

X. Membership Meetings

- a. The LCCA shall meet at least bi-monthly. Special meetings may be called upon the direction of the Chairperson.
 - i. Meetings can be offered with an option for attendance virtually and/or in-person options.
- b. Will follow Robert's Rules of Order
- c. A quorum shall constitute a minimum of 5 **voting members** of the LCCA present at a regularly scheduled meeting, who do not have a conflict.
- d. Annual Meeting
 - i. There will be a full membership meeting held in November.
 - ii. Executive board elections take place.
- iii. Annual reports are presented to the membership.
- iv. Notice of the annual meeting will be provided fourteen days in advance of the meeting.

XI. Decision Making:

- a. *Decision Making Authority.* Decisions reserved to the Coalition Members at coalition meetings are those dealing with membership; disposition and acquisition of assets; all matters regarding debt or credit; Bylaws; Articles of Incorporation; agreements, partnerships, or other relationships with outside entities; expulsion; dissolution; and any other matters which the coalition may deem necessary to decide.
- b. *Decision Making Process.* The coalition shall use the majority rule decision making process for all matters.

XII. Voting Policies

- a. Only members of the LCCA may vote. (see section VI. Subsection b. section i- vi for membership roles/responsibilities).
- b. The following is a list of action items that require a vote by the LCCA membership (If an item is not listed it can be assumed not to require a vote):
 - i. E-Board leadership positions
 - ii. Strategic plan adoption
 - iii. Establishing or adopting a sub- or ad-hoc committee
 - iv. Grant applications written on behalf of the Alliance, including the decision to apply, the work plan, and the budget.
 - v. Adoption of formal policies or changes to any previously adopted policies.
 - vi. Consent agenda items
 - vii. Coalition approval is needed for purchases, according to the finance section.
 - viii. LCCA approval of designated advocacy opportunities that will trigger an action alert to the coalition membership.
 - ix. Substantial changes to a previously approved grant budget.
- c. Any member entitled to a vote at a meeting may appoint a proxy to vote on their behalf at such meeting, the appointment of a proxy shall be valid for the specific meeting for which it is given. The proxy must be a voting member of the coalition and must be specified in writing.
- d. The Executive Board shall have the ability to vote on matters requiring immediate action. The action shall be reviewed by the full membership at the next scheduled

meeting. As per section IX, b., vii, coalition approval is required to spend more than \$500. The E-Board can approve spending of \$500 or less via a vote either in person or electronically asynchronously.

e. Action: Fifty-one percent (51%) of the members in good-standing of the LCCA members voting and present at the time of a vote is required for approval and action.

XIII. Finance

A. Coalition Budget Approval Process

i. Deadline: All proposed budgets for coalition activities must be submitted to the treasurer before the executive board meeting that precedes the November general meeting.

ii. Notice Requirement: The treasurer will provide a 30-day notice to coalition members, reminding them of the budget submission deadline.

iii. Approval Vote: The general coalition will vote to approve proposed budgets at the November general meeting.

iv. Fiscal Year & Implementation: The coalition's fiscal year will align with the calendar year, with approved budgets becoming active in January.

v. Request for unbudgeted items: When a new funding request or opportunity arises, a coalition member or committee should submit a funding request to the treasurer for discussion at the next Executive Board (E-board) meeting. If the E-board approves the request, it will be recommended for a vote at the following general coalition meeting. All requests for sponsorships, donations, or financial assistance must be submitted in email form to the coalition Coordinator no later than thirty (30) days prior to the date funds are needed or the event for which funding is requested. Requests submitted after this deadline may be denied or tabled until the next funding cycle at the discretion of the Executive Board.

B. Discretionary Spending

- a. **Discretionary spending** refers to expenditures that are not essential and can be adjusted based on priorities, available funds, or changing circumstances.
- b. The executive board can approve spending up to \$500.00 without general coalition approval when time constraints prevent coalition approval.
- c. Discretionary spending will be reported at the following general meeting.

C. Handling Money Policies

- d. **Cash Handling:** at least two individuals must be present when handling or counting cash. One individual must be a staff member. Volunteers may assist in handling money **only when accompanied and supervised by staff.**
- e. **Deposits:** All funds collected (cash or checks) must be documented and submitted to the Treasurer or Coalition Coordinator within **three (3) business days** of receipt. Deposits must be made to the coalition's approved bank account within **five (5) business days.**
- f. **Documentation:** A receipt or deposit record must be completed for all funds received, including the date, amount, purpose, and individuals involved in handling the funds.
- g. **Discrepancies:** Any discrepancies or concerns related to cash handling, deposits, or financial records must be reported immediately to the Coalition Coordinator and Treasurer for review. The Executive Board will be notified if further action or investigation is needed.
- h. **Accountability:** Staff are responsible for ensuring all funds are deposited promptly and accurately recorded. Volunteers assisting with money handling are required to follow all coalition financial procedures and may not make deposits independently.

C. Mini-grants:

- a. The coalition provides mini-grant opportunities for organizations who utilize youth leadership to implement an activity that will increase protective factors. The budget for the mini-grant will be proposed and approved along with all other subcommittee requests at each new fiscal year.
- b. organizations apply for mini-grants through the coalition website electronically or by submitting a paper copy to the coalition staff. Submissions are reviewed by the coalition staff and mini-grant committee.
- c. The mini-grant committee is empowered to make decisions on mini grant proposals within the approved budgeted amount each year.
- d. The mini-grant committee will report awarded grants to the general coalition.
- e. The committee will comprise five members and will use majority rule when voting to approve or deny mini-grant proposals. In the event that the committee

doesn't have five current members or if conflicts of interest are present, the executive board will act as the additional committee members.

XIV. Conflict Resolution; Conflict of Interest Policy:

a. A conflict of interest exists if a member has any personal, professional, or financial interests that conflict with the Coalition's stated principles and best interests. A potential conflict of interest exists if your personal, professional, or financial interests could (actually or seemingly):

i. Compromise your judgment regarding issues addressed by the coalition;

ii. Interfere with your commitment to the Coalition's mission and goals;

iii. Advance your own gain -- including benefits for your family, friends, or business associates -- at the expense of the Coalition or community residents; or

iv. Negatively affect the perception of the coalition among policymakers as a credible partner and advocate for best practices.

h. The presence of a conflict of interest is independent from the execution of impropriety. Therefore, a conflict of interest can be discovered and voluntarily defused before any impropriety occurs. It should be noted that the existence of a conflict of interest is not, in and of itself, evidence of wrongdoing.

b. Examples of Potential Conflict of Interest:

i. Receive a contract or business opportunity from the Coalition. If a coalition member should perform work for a fee (e.g., in a consulting role) for the Coalition, that member must excuse him/herself from the voting or decision-making process.

ii. Divert opportunities intended for the Coalition for own outside personal or financial interest.

iii. Serve or work on another board or organization that may be affected by the Coalition's decisions.

iv. Use information developed by or provided to the coalition for private gain.

j. Conflict Issue Resolution Procedures:

i.If a member has a conflict of interest, or believes they may have a potential conflict, they must immediately disclose the conflict or potential conflict to the Coalition chairperson or to a coalition staff person.

ii.Members who know of a conflict of interest held by another member should inform the individual in question when appropriate and as soon as possible. If no declaration and/or action is taken by the individual, then the conflict of interest should be made known to coalition leadership or coalition staff persons.

iii.The executive board will meet to discuss the potential conflict of interest, and a majority vote may be taken. A decision may be made as to the existence of a conflict of interest. If a conflict of interest is determined, the member in question will be asked to follow recommendations the executive board has put in place.

iv.If the member does not follow these recommendations, then the general membership of the coalition will be asked to vote on the removal of this member within 10 business days of the violation.

v.Members in question should not participate in any action where they may be in a conflict of interest including discussions, decision-making or voting.

vi.If the conflict is financial, the executive committee shall meet with fiduciary agency leadership to discuss the issue and attempt to find a resolution.

XV: Removal of Members:

Members of the coalition, executive committee or a subcommittee may be removed by procedures guaranteeing adequate notice and due process and by a majority vote of the entire membership of the coalition or subcommittee. Issues that may require a membership removal include, but are not limited to:

k. Unauthorized use of the coalition name or resources.

l. Violation of law which is detrimental to the mission of the coalition as determined by the coalition.

m. Violation of the conflict-of-interest policy.

n. Issues or concerns should be brought to the attention of either the coalition chair or coalition staff person who will then raise the issue with the executive committee to convene a meeting to discuss the issue. If the executive committee determines that it is in the best interest of the coalition to remove the member they must provide advanced notice to the member involved and allow opportunity for the member to voluntarily resign from the coalition before action is taken to remove the member through a vote of the entire membership of the coalition or subcommittee.

XVI: Dissolution and disposition of corporate assets:

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.

XVII: Amendment to guidelines, policies, and procedures:

These guidelines, processes, and procedures 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.

XVIII: Exempt activities:

Notwithstanding any other provision of these By-laws, no Executive Board 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.

XIX: Changes in Michigan Statutes/Law:

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.

Revision Dated: 10/15/2025