

# **NEWTOWN PREVENTION COUNCIL**

## **GUIDELINES AND PRACTICES**

### **ARTICLE 1: NEWTOWN PREVENTION COUNCIL**

**Article 1.01** The Newtown Prevention Council is a group of individuals who represent diverse agencies, groups sectors and interests within the community that are concerned with quality of life issues which would include substance abuse. Members are willing to commit time, expertise, in-kind and support of NPC's vision and mission.

### **ARTICLE 2: MISSION STATEMENT**

**Article 2.01** The mission in which the Newtown Prevention Council was established for is the building of a coalition of community members working toward a safe and substance free town.

**Article 2.02** The NPC will work to develop a long-term strategy which:

1. Serves a long-term strategy that is designed to reduce youth and adult drug use and promote effective prevention, intervention and treatment.
2. Engages every relevant segment of the Town of Newtown in the development of an effective strategy.
3. Assesses the needs and available services/resources in the Town.
4. Considers all available services/resources, both public and private, for-profit and non-profit, in the development of an effective strategy.
5. Increases public awareness of the scope and nature of substance abuse problems in the Town.
6. Promotes public action and policies that increase awareness of substance use problems in the Town.
7. Encourages the development of evidence-based programs related to substance use prevention, reduction, intervention, and treatment.
8. Promotes public action and policies that provide funding and support for evidence-based programs related to substance use prevention, reduction, intervention, and treatment.
9. Assists with oversight and coordination of funding to public and private, for-profit and non-profit programs related to substance use prevention, reduction, intervention, and treatment in the development of an effective strategy.
10. Commits to full collaboration among agencies to provide effective prevention, intervention and treatment.

### **Article 3: GEOGRAPHIC AREA**

**Article 3.01** The geographic area served by the NPC is the Town of Newtown.

### **Article 4: MEMBERSHIP**

**Article 4.01** The membership of the NPC shall be comprised of a comprehensive representation of relevant parties in Newtown. The membership shall include a diverse representation of the community to ensure a voice to all in the geographic areas within the relevant counties. The membership shall include, but not be limited to, the following groups:

1. Business/Industry leaders
2. Treatment, intervention and prevention professionals dealing with the adult population.
3. Treatment, intervention, and prevention professionals dealing with the child and adolescent population.
4. Treatment, Intervention and prevention professionals dealing with families.
5. Community mental health professionals.
6. Educators and administrators from public and private elementary and secondary school, colleges and universities.
7. Faith-based organizations.
8. Legal system including attorneys, judges and advocates
9. Law Enforcement
10. Media
11. Consumers (including youth)
12. Government human services agencies
13. Private human services agencies
14. Elected representatives
15. Medical professionals
16. Local governmental employees
17. Advocates and leaders in substance use reduction, prevention, treatment, and intervention.
18. Representatives from foundations and individuals who provide funding for substance use reduction, prevention, treatment and intervention.

**Article 4.02** The membership if the NPC shall consist of a no minimum and a no maximum.

**Article 4.03** The voting membership of the governing board of NPC shall include an executive committee consisting of a chairperson, a vice–chairperson, a secretary, and a treasurer.

## **Article 5: ORGANIZATION**

**Article 5.01** The leadership of the NPC shall include the Chairperson and/or Co-Chairperson, Vice Chairperson, Secretary.

**Article 5.02** The executive Committee of NPC shall guide the activities of the NPC as required between meetings of the NPC, consistent with policies established by NPC.

**Article 5.03** The Executive committee of the NPC shall maintain all records of the organization including current bylaws, current membership, minutes, financial records, and any policies further defining the goals, job descriptions, salary and benefit levels, and current activities of the NPC. The Executive Committee of the NPC shall hire, supervise, evaluate, and terminate any employees of the NPC. The Executive Committee of the NPC shall conduct the business of the NPC in compliance with all relevant state and federal laws.

**Article 5.04** The Chairperson of the Executive Committee shall preside at all regularly scheduled meetings of the NPC and shall serve as a representative of the NPC at any statewide meetings/conferences.

**Article 5.05** The chairperson of the Executive Committee shall appoint, after consultation with the NPC as a whole, members to the following permanent committees. Development (fundraising and grant applications); Education and Public Awareness; Finance; Policy; Nominating and Membership. The chairperson of each committee must be chosen by the members of the committee, except for Finance. The Treasurer shall be the chairperson of the Finance Committee. Reports of the committee’s work shall be reported at regularly or specially scheduled meetings of the NPC.

**Article 5.06** The Chairperson of the Executive Committee may appoint *ad hoc* committees as necessary from within the voting and non-voting membership of the NPC, subject to the majority vote of the voting membership of the NPC. The chairperson of an *ad hoc* committee must be chosen by the members of the *ad hoc* committee. Reports of the committee’s work shall be reported at regularly or specially scheduled meetings of the NPC.

**Article 5.07** The Vice Chairperson shall assume all duties of the Chairperson in his/her absence at regularly and specially scheduled meetings.

**Article 5.08** The Secretary shall be responsible for maintaining the minutes of the full board and Executive Committee meetings, and any written documents detailing current bylaws, current membership, financial records, and any policies further defining the goals, job descriptions and current activities of the NPC.

**Article 5.09** The Treasurer shall maintain accurate and current financial records of the NPC. The Treasurer shall be in close contact with the fiscal agent who will be selected in the first instance by the Executive Committee. Thereafter, the voting membership shall elect or renew the fiscal agent by majority vote of the voting membership at the annual meeting. The fiscal agent shall have a representative in the non-voting membership of the NPC. The Treasurer shall be the chairperson of the Finance Committee.

## **Article 6: NOMINATIONS AND APPOINTMENTS**

**Article 6.01** Open nominations to the leadership position to the NPC floor shall occur every 2 years in March and May.

**Article 6.02** Nominations and Appointments to the NPC shall be voted upon by a majority vote of the voting membership.

**Article 6.03** Nominations and Appointments to the NPC shall not exceed two (2) members per group listed in Article 4.01. Further, any organization or entity shall have no more than two voting members regardless of being classified under more than one group in Article 4.01.

**Article 6.04** Members of the NPC shall not serve more than four (4) consecutive terms.

**Article 6.05** Members of the NPC shall serve terms of two (2) years.

**Article 6.06** The nominations committee for members of the Executive Committee shall present a slate one week prior to the annual meeting. Said nominating committee shall select current members of the voting membership for the Executive Committee.

**Article 6.07** The nominating committee shall also draw up a slate for non-voting members (Friends of the NPC). The nominating committee shall select prospective non-voting members from the groups listed in Article 4.01.

**Article 6.08** Members of the Executive Committee of the NPC shall not serve more than two (2) consecutive terms.

**Article 6.09** Members of the Executive Committee of the NPC shall serve terms of two (2) years.

## **Article 7: TERMINATION**

**Article 7.01** Two (2) consecutive unexcused absences on the part of any voting member from regularly scheduled meetings of the NPC shall be interpreted as a lack of interest. The chairperson of the NPC shall inquire as to whether the member intends to remain on the NPC Board. If the member indicates he/she is no longer interested or does not reply, the chairperson shall appoint an *ad hoc* nominating committee to recommend a new board member to the voting board for approval.

## **Article 8 CONFLICT OF INTEREST (ATTACHED)**

### **Article 9: MEETINGS**

**Article 9.01** Regularly scheduled meetings of the NPC shall be at least quarterly at a regularly scheduled time and on a regularly scheduled date.

**Article 9.02** Special meetings shall be set on an as needed basis by the Executive Committee or by one third of the membership at any time or place by giving sufficient notice to the NPC. The time and place of special meetings shall be announced not less than one week in advanced of such meetings.

**Article 9.03** A quorum for any meeting of the NPC shall consist of one third of the voting membership who are members in good standing pursuant to Article 7.

**Article 9.04** At all meetings if the NPC, the members present shall have one (1) vote and all action shall require a majority vote of the members present and voting.

**Article 9.05** All meetings shall be conducted consistent with the most recent version of Robert's Rules of Order.

**Article 9.06** All meetings shall be conducted in accordance with the provisions of RSA 91-A, Access to Public records and Meetings.

**Article 9.07** The annual meeting shall be the regularly scheduled **June** Meeting. The nominations for the Executive Committee, the voting and non-voting memberships shall be made available to all members one week prior to the annual meeting. Voting shall be in accordance with Articles 9.03, 9.04, 9.05. Voting will commence with election of the members of the Executive Committee and conclude with the Friends of the NPC.

### **Article 10: Amendments**

**Article 10.01** These Bylaws may be amended at any regular or special meeting of the NPC provided all members of the NPC are notified of proposed changes at least fourteen (14) days prior to regular or special meetings. The NPC shall approve the proposed amendments by a two-thirds (2/3) majority vote of those members present.