

Northwoods Coalition

By-Laws

Last updated: October 2002

I. **Name**

The name of this organization shall be: Northwoods Coalition.

II. **Mission**

We ASSIST: in developing healthy environments that will foster resilient, successful children, youth and families.

We SERVE: as a catalyst for program design and development.

We PROVIDE:

- Technical assistance and consultation
- Education and training
- Resources

III. **Goal**

To develop and sustain an organizational structure that will assist, serve and provide for the members in their efforts to build healthy families and communities.

IV. **Objectives**

The objectives of the Northwoods Coalition are:

1. To **ASSIST** our members as they develop healthy environments that foster resilient, successful children, youth and families.
2. To **SERVE** as a catalyst for program design and development.
3. To **PROVIDE** our members with technical assistance and consultation on a regular basis.
4. To **PROVIDE** our members with education and training.
5. To **PROVIDE** our members with resources.
6. Contribute to the development of the Center for Community Outreach as a vehicle for research, education and training.

V. **Members**

- A. The members of the Board of Directors shall be one (1) person from each Project Forward program as listed on Attachment A.
- B. Each Project Forward program shall maintain one (1) person on the Board. Upon approval from the Board, representatives shall be seated.
- C. If a Project Forward program member is unable or unwilling to maintain one (1) representative on the board, their status as a Project Forward program will be reviewed at least annually.
- D. In case of an emergency the board representative may designate an informed proxy.
- E. By majority of votes cast, the Board may alter the Project Forward programs by addition or deletion. A Project Forward program may withdraw its name from the list by filing written notice.
- F. Advisors to the Board shall be sought from among the Affiliate Organizations listed in Attachment A, from past Northwoods Coalition Board members or may be sought from other groups/individuals who have offered assistance and support.

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VI. Meetings

- A. Meetings will be two (2) times each calendar year in May and November, or as called by the President. One of the two meetings may be a retreat two to three days in length.
- B. Committees will meet as needed and present to the Northwoods Coalition Board for direction and approval.
- C. Decisions of the Board shall be made by a simple majority of those present.
- D. A special meeting of the Directors may be called by the President or by the Vice President at the written request of four (4) Directors, with written notice mailed to each Director not less than ten (10) calendar days prior to the meeting date and including the date, time and place of meetings.
- E. The Northwoods Coalition shall be governed by its own rules established by a majority. Proposed changes to the Constitution and By-Laws may be introduced at any regular meeting and shall be referred to the Executive Committee for study and recommendation. A majority of the votes cast by the Board is required for the adoption of a proposed change to the Constitution and By-Laws.

VII. Officers/Committees

- A. The Officers of this organization shall be a President and Vice President.
- B. All officers of this organization shall be elected at the November meeting for a term of two (2) years. The past president shall be retained on the Executive Committee for a period of one (1) year following his/her term. Officers may serve subsequent terms if so elected.
- C. Officer vacancies shall be filled by appointment of the Executive Committee.
- D. The Executive Committee, chaired by the Northwoods Coalition President and consisting of not less than four (4) Directors including the President, Vice President, and two (2) Members-at-Large, is authorized to exercise the powers of the Board as needed.
- E. All other committees shall be appointed by the President. Appointment of additional at large members must be approved by a majority of those in attendance at a regular Northwoods Coalition Board meeting.
- F. Directors and officers shall receive no compensation for their services but may be reimbursed for such actual expenses as they incur in the course of their duties.

VIII. Duties of the Officers

- A. The President shall:
 - 1. Preside at all meetings.
 - 2. Be an ex-officio member of all committees.
 - 3. Serve on the Executive Committee for one (1) year following the expiration of his/her term.
- B. The Vice President shall:
 - 1. Assume the duties of the President in his/her absence.
 - 2. Chair the Nominating Committee.
 - 3. Serve on the Executive Committee.

Sample by-laws courtesy of Northwood Coalition, a program of Marshfield Clinic Center for Community Outreach, Marshfield, WI

For another sample and tips on writing by-laws. visit the University of Kansas' The Community Toolbox at the following Web site: http://ctb.ku.edu/tools/section_1098.htm