



Northwoods Coalition By-Laws

Approved June 12, 2017

I. Name

The name of this organization shall be: Northwoods Coalition.

II. Vision

Strong coalitions. Healthy communities.

III. Mission

Diverse community coalitions working together to promote effective substance abuse prevention through:

- Networking
- Advocacy
- Mentoring
- Leadership

IV. Priority Statement

A. Northwoods Coalition is strongly committed to promote equal access to public health needs and opportunities for all minority populations within our scope of work.

V. Northwoods Coalition (NWC) Regions

A. Northwoods Coalition Regions are Central, North, Northwest and West.

VI. Northwoods Coalition Membership and Structure

A. Members shall be individual community coalitions and their members from Central, North, Northwest, and West regions of Northwoods Coalition. *[See attached Northwoods Coalition map & membership list]*

B. Membership will be updated each spring.

C. To be eligible for membership in NWC, individual community coalitions will:

- Have representatives from at least four of the Substance Abuse Mental Health Services Administration's 12 sectors, but strive to have all 12 present in the Member Coalition. Sectors are: *Youth (18 or younger); Parent; Business; Media; School; Youth-serving organization; Law enforcement; Religious/Fraternal organization; Civic/Volunteer groups (i.e., local organizations committed to volunteering, not a coalition member designated as a "volunteer"); Healthcare professional; State, local, or tribal governmental agency with expertise in the field of substance abuse (including, if applicable, the state agency with primary authority for substance abuse); and Other organization involved in reducing substance abuse.*
- Meet a sufficient number of times to address identified needs/issues in their county or community.
- Follow Substance Abuse Mental Health Services Administration's Strategic Prevention Framework (SPF).
- Make an effort to encourage representation from culturally diverse groups in the coalitions and regions represented in the NWC.
- Have substance abuse prevention as one of the community coalition's health priorities.



- D. Northwoods Coalition will adopt the By-Laws established by the Board of Directors, which outline coalition structure, member expectations and responsibilities.
- E. Northwoods Coalition works in a spirit of collaboration and decisions are made by consensus. In instances where consensus cannot be achieved, "Robert's Rules of Order" are followed.
- F. Meeting decisions and other meeting actions will be documented in meeting minutes and distributed prior to the next scheduled meeting.

VII. Northwoods Coalition Regional Meetings

- A. A minimum of four meetings will be held in each region annually for participating coalitions and their members with support from Marshfield Clinic Center for Community Outreach staff.
- B. Each region will select four (4) board members from at least three (3) coalitions to serve on the NWC Board of Directors.

VIII. Northwoods Coalition Board of Directors Membership

- A. The Board of Directors will annually review fair distribution of its membership among minority populations and adjust these By-Laws to ensure fair and equal representation.
- B. There will be no limit on the number of years served on the Board of Directors; however Board of Directors members will be confirmed annually within the year elected.
- C. The Board of Directors will be comprised of up to 25 representatives, which include:
 - Regional Representatives
 - a. Sixteen (16) representatives from at least twelve (12) coalitions in each NWC region, two (2) of which must be from Tribal coalitions.
 - b. Selected by majority vote at regional meetings to ensure full representation of the region at all times, which will be documented in regional meeting minutes.
 - Wisconsin Native American Tribal Nation Representatives
 - a. Up to three (3) members representing Wisconsin Native American Tribal Nations from at least two (2) tribes.
 - b. Selection shall occur through a nomination and election process that includes representation from Wisconsin Native American Tribal Nations.
 - c. Selection of a Wisconsin Native American Tribal Nation representative must be approved by a majority of Board of Directors members in attendance at a Board of Directors meeting.
 - Members At-Large
 - a. Up to six (6) Members At-large (i.e. SCAODA Prevention Committee, Department of Health Services) will serve on the Board of Directors.
 - b. Members At-large are those who represent organizations who share a common interest in the mission and goals of Northwoods Coalition and the Marshfield Clinic Center for Community Outreach, and who have offered assistance or support.
 - c. Selection of a Member At-large must be approved by a majority of Board of Directors members in attendance at a Board of Directors meeting.
- D. If a Board of Directors member is unable to effectively serve out their term, the affected region will nominate and elect a replacement to serve out the remainder of the term and notify the Chair of the new representative.



- E. Board of Directors members and officers shall receive no compensation for their services.

IX. Northwoods Coalition Board of Directors Structure

- A. The Officers of this organization shall be a Chair and Vice Chair. The board will select a Chair and a Vice Chair from among its members at the October/November Board of Directors meeting in even years. The Chair shall preside at all meetings and be an ex-officio member of all committees. The Vice Chair shall assume the duties of the Chair in his/her absence.
- B. There will be a minimum of at least three Board of Directors meetings per year as called by the Chair. NWC Board of Directors meeting(s) will be open to any member of a NWC Coalition.
- C. Decisions will be made by the majority of Board of Directors members present. Meeting decisions and other meeting actions will be documented in meeting minutes and distributed prior to the next scheduled meeting.
- D. Committees will be organized by the Board of Directors as needed. Standing committees include:
- **Executive Committee** shall be comprised of Board of Directors Chair and Vice-Chair, at least one (1) representative from each of the four regions, at least one (1) Tribal Nations representative and at least one (1) Member At-large. This committee shall meet as needed.
 - **Training Committee** shall be comprised of Board of Directors Chair and Vice-Chair, at least one (1) representative from each of the four regions, at least one (1) Tribal Nations representative and at least one (1) Member At-large. This committee shall meet as needed.
 - Other committees will be organized as needed.

X. Expectation of Board Members

- A. Board of Directors members will have the responsibility to attend board meetings and attend regional meetings.
- B. If a Board of Directors member is not excused and misses two board meetings in a row, then staff from Marshfield Clinic will follow-up with member. Communication will be sent to the Board of Directors member's region to discuss a replacement.
- C. Board of Directors members will become knowledgeable about Northwoods Coalition and serve as its ambassador to the community and its region.
- D. Board of Directors members will consider other points of view, make constructive suggestions and help the board make decisions that benefit those the Northwoods Coalition serves.
- E. Board of Directors members will come to board meetings well-prepared and well-informed about issues on the agenda, and express their point of view.
- F. Board of Directors members will serve on committees as appointed, and assume board leadership roles when asked.

XI. Northwoods Coalition Board of Directors Leadership Job Descriptions

A. Position Title: Chair

Duties:

- Chairs all meetings of the NWC Board of Directors.
- Participates in all committees including the Executive Committee, Training Committee and other committees as assigned.
- Serves as a spokesperson for the Northwoods Coalition and promotes good



community and interagency relations, interpreting the philosophy, goals, policies and scope of the Northwoods Coalition.

- Attends and/or assures Board representation at Northwoods Coalition sponsored events and activities designed for the Board members.
- Assumes other duties and responsibilities as authorized by the Board of Directors.

B. Position Title: Vice-Chair

Duties:

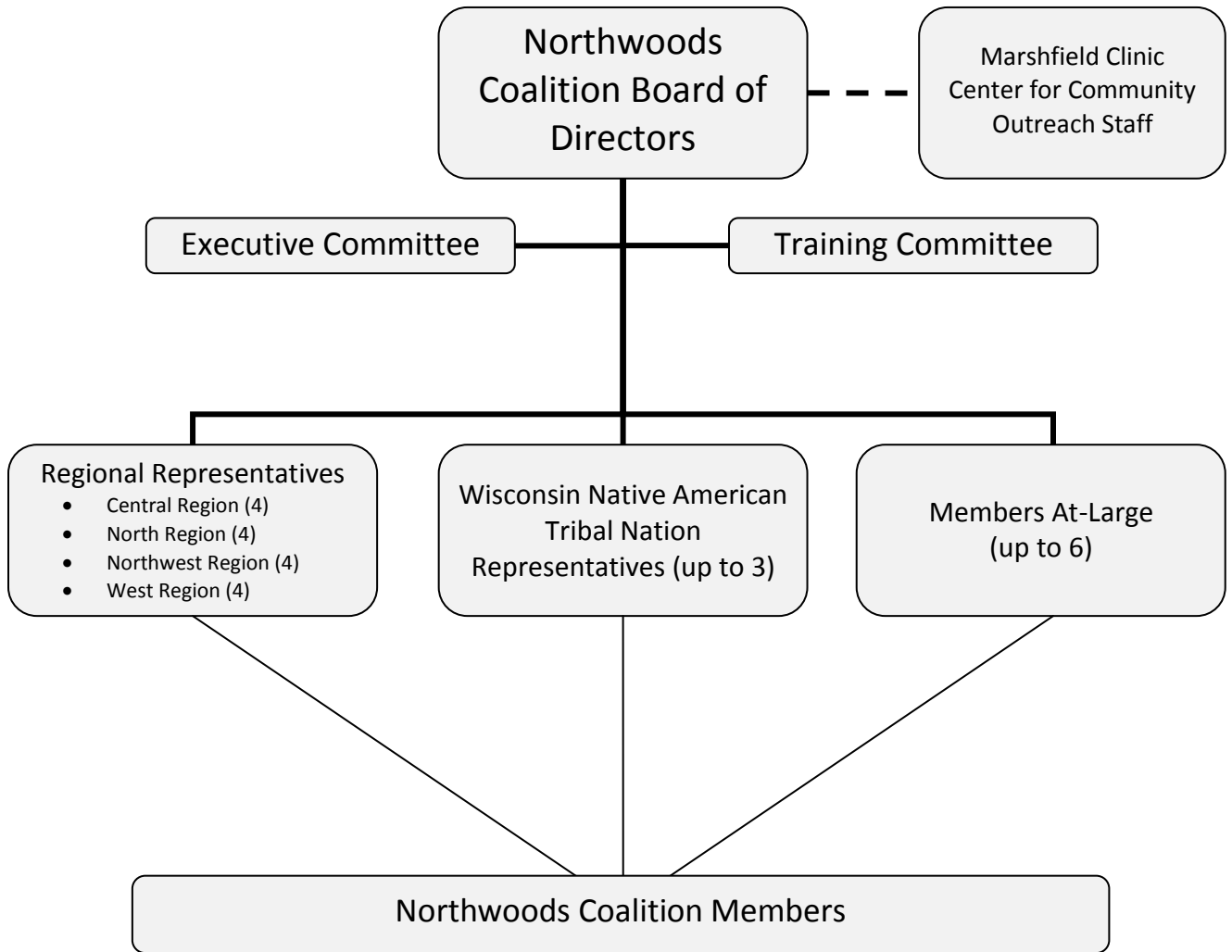
- Assumes the duties of the Chair in his/her absence or inability to act.
- Serves as a member of all committees including the Executive Committee, Training Committee and other committees as assigned.
- Represents the Northwoods Coalition in other community groups or organizations which are determined to be important to the Northwoods Coalition and as appointed by the Chair.
- Participates in Northwoods Coalition activities designed for Board members.
- Serves as a spokesperson for the Northwoods Coalition and promotes good community and interagency relations, interpreting the philosophy, goals, policies and scope of the Northwoods Coalition.
- Assumes other duties and responsibilities as authorized by the Board of Directors.

XII. Marshfield Clinic Center for Community Outreach Staff

- A.** Marshfield Clinic Center for Community Outreach *assists* in developing healthy environments that foster resilient, successful children, youth and families; *serves* as a catalyst for program design and development; and *provides* technical assistance and consultation, education, training and resources.
- B.** This includes providing fiscal oversight of Northwoods Coalition and staff support to the Board of Directors, committees, and regions.



XIII. Northwoods Coalition Organizational Chart



Vision: Strong coalitions. Healthy communities.

Mission: Diverse community coalitions working together to promote effective substance abuse prevention through:

- Networking
- Advocacy
- Mentoring
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