

BYLAWS

Alliance for Healthy Communities is a Missouri-based, non-profit organization operating in the Parkway School District region.

Article 1: NAME, OFFICES, AND PURPOSE

Section 1 – NAME

The name of this organization is the Alliance for Healthy Communities (hereafter AHC).

Section 2 – PRINCIPLE OFFICE

The principle office of the AHC for the transaction of its business is located in the Parkway School District Instructional Services Center, 12657 Fee Fee Rd., St. Louis, MO 63146 within St. Louis County.

Section 3 – PURPOSE

AHC is organized to facilitate stakeholder collaboration for the purpose of creating changes in community conditions that enable community health challenges. AHC's long-term goals are to reduce the incidence of alcohol, drug and tobacco use in the Parkway region.

Article 2: VISION and MISSION

Section 1 – VISION

Create a community empowered to make positive choices through knowledge, skills and resources.

Section 2 – MISSION

Engage the community to reduce youth substance abuse and risks of suicide by raising awareness and changing community norms.

Article 3: MEMBERSHIP AND GEOGRAPHIC AREA

Alliance for Healthy Communities serves, primarily, the community within the Parkway School District. This community encompasses 85 square miles of West St. Louis County, including portions of the municipalities of Ballwin, Chesterfield, Creve Coeur, Kirkwood, Des Peres, Manchester, Maryland Heights, Town and Country as well as sections of unincorporated St. Louis County.

AHC collaborates with organizations both within and outside this geographical boundary. AHC's commitment to collaboration includes partnerships with representatives of public and non-public schools and other organizations that actively work to support the health of communities by working to change local conditions that increase health risks.

AHC shall have an open membership reflective of the diversity within our communities. AHC is committed to recruiting and sustaining representation from the 12 community sectors identified within the Strategic Prevention Framework (SPF). Diverse representation will ensure that a voice is given to all sectors of our community.

Membership shall include, but not be limited to, the following groups:

1. Business owners/leaders
2. Parents
3. Educators
4. Law enforcement professionals
5. Youth
6. Faith-based organizations
7. Healthcare professionals
8. Prevention specialists
9. Volunteer or civic organizations
10. State, regional and municipal leaders/agencies
11. Media
12. Youth-serving agencies

Article 4: GOVERNANCE

Section 1: Fiscal Agency

The Parkway C-2 School District (PSD) is the Alliance for Healthy Communities (AHC) fiscal agent and facilities host. As fiscal agent and facilities host PSD will

1. Receive all AHC funds
2. Manage the disbursement of AHC funds
3. Maintain and secure complete records of AHC accounts, property and business transactions as well as accounts of its assets, liabilities, receipts and disbursements.
4. Hire AHC staff using PSD's established personnel policies and practices
5. Sign necessary contracts for purchased services in support of AHC operations
6. Provide office and meeting space for AHC operations
7. Provide AHC information technologies (IT) support

Section 2A: Executive Board

Alliance for Healthy Communities (AHC) will sustain an Executive Board comprised of no fewer than 7 or more than 15 voting members. The composition of the Executive Board will reflect the scope of community groups and necessary skills integral to AHC effectiveness in its target communities. The Executive Board will

1. Assure the alignment of AHC operations with established AHC mission, vision and goals.
2. Screen, interview and recommend (to PSD) hiring of AHC staff
3. Have authority to approve AHC expenditures over \$1000 in aggregate
4. Have authority to review and approve for recommendation (to PSD) contracted services in support of AHC operations
5. Have authority to identify and recommend (to PSD) application grants appropriate for sustaining or expanding AHC operations
6. Executive Board member replacement: A nominating committee comprised of 3 Executive Board members and the AHC Director will recommend replacements for EB vacancies. Members of the nominating committee will be elected by current members of the Executive Board. In filling vacancies, consideration of the specific community representation and capacity deficits created by the particular EB vacancy will be given. Replacement members will be confirmed by vote of the Executive Board.

Section 2B: Executive Board- Meetings

Alliance for Healthy Communities (AHC) Executive Board (EB) regular meetings will

1. Be held on the third Tuesday of each month from 3:30 to 5 PM in the Parkway School District Instructional Services Center, 12657 Fee Fee Rd., 63146 unless EB members are otherwise notified.
2. Notice of Regular EB meetings and the meeting agenda will be distributed at least three business days in advance, and the minutes within seven business days.
3. Special EB meetings can be called by the AHC Director or by the petition of at least 3 EB members to the AHC Director. In either case, a minimum notice of 3 days, by e-mail, will be required to convene a special meeting.
4. Notice to the Public of AHC EB meetings will be posted at the entrance to the AHC Principle Office 24 hours in advance.

Section 2C: Executive Board- Voting

The voting process within the AHC Executive Board (EB) will be as follows:

1. Meeting Notice and Agenda: A minimum notice of three business days of the time and location of an EB meeting will be provided, along with a recommended agenda identifying issues requiring a vote of the EB.
2. No votes will be held without a sufficient quorum present at the meeting. A sufficient quorum for purposes of voting is defined as a majority of the number of EB members who are eligible to vote. For purposes of determining the quorum, member(s) who have been absent for three or more previous meetings in a row shall not be included in determination of the quorum number. Such member(s) will be reinstated immediately upon resumption of meeting attendance.
3. Items put before the AHC EB for vote will be in the form of a clearly stated motion and, upon member request, will be reduced to written format.
4. Voting will be by oral vote unless an individual member objects, whereupon a roll call vote of those members present will be conducted
5. Voting outcomes will reflect a simple majority of the quorum present except for a vote to suspend rules or modify AHC by-laws.

Section 3: Officers

Alliance for Healthy Communities will maintain officers as necessary to sustain operational integrity. AHC officers will be elected annually at the April meeting or as soon as possible thereafter.

1. AHC Director: The AHC Director will
 - a. Execute the decisions of the Fiscal Agent and Executive Board.
 - b. Manage all interactions with and reporting to AHC funders.
 - c. Assure the “day to day” operations of AHC and submit monthly reports to the Executive Board accordingly
 - d. Have the authority to execute expenditures less than \$1000 in aggregate.
 - e. Organize and lead AHC general membership meetings.
 - f. Organize and lead AHC EB meetings in the absence of an AHC Chairperson.
 - g. Represent AHC to the community, stakeholder partners and local/state/national organizations.
 - h. Represent AHC in contracted service relationships.
2. AHC Chairperson: The AHC Chairperson presides over Executive Board meetings and shares with the AHC Director the responsibilities of representing the Coalition at community events. In the AHC Director’s absence, the Chairperson shall perform the duties of the AHC Director, and when so acting, shall have all the power of, and be subject to all restrictions upon, the AHC Director.
3. AHC Treasurer:
 - a. The AHC Treasurer will be appointed by the AHC Fiscal Agent.
 - b. The Treasurer will interface with the Fiscal Agent as necessary to ascertain current financial status of AHC operations.
 - c. The Treasurer will provide quarterly updates to the AHC Executive Board.
 - d. The Treasurer will provide the AHC Director financial records as needed for interactions with, and reports to, AHC funders.
 - e. The Treasurer will assist with AHC budget planning for managing current operations and for grant applications and project proposals.
4. AHC Secretary:
 - a. The AHC Secretary will be responsible for the recording and timely submission of minutes for both AHC Executive Board and general AHC meetings. Meeting minutes are expected to reference motions advanced, decisions made and items raised for discussion.
 - b. The AHC Secretary will assure sign-in sheets are maintained and utilized for AHC and AHC EB meetings.
 - c. The AHC Secretary will work with the AHC Director to assure AHC and meeting agenda and minutes are posted on the AHC website.

Section 4: General Membership Meetings

Alliance for Healthy Communities (AHC) general membership meetings will

1. Be held on the first Tuesday of each month from 3:30 to 5 PM in the Parkway School District Instructional Services Center, 12657 Fee Fee Rd., 63146 unless EB members are otherwise notified.
2. General membership meetings will be preceded by distribution of a meeting agenda by at least three business days and followed by minutes within seven business days.
3. Notice to the Public of General Membership meetings will be posted at the entrance to the AHC Principle Office 24 hours in advance.

Article 5: COALITION RECORDS, REPORTS, AND PROPERTY

Section 1 – Maintenance of Coalition Records and Property

1. The AHC Director shall keep at AHC’s principle office:
 - a. Copies of grant applications, financial reports and project progress reports.
 - b. Copies of AHC Annual Reports,
 - c. Minutes of all AHC Executive Board and general membership meetings,
 - d. AHC equipment and materials.

Section 2 – Annual Report

The AHC Director, in collaboration with the Executive Board, shall provide an annual report to AHC members and its various publics. The report shall contain an overview and assessment of programs provided that year, as well as a financial review of revenues and expenses for the same period. The report shall also highlight environmental and community changes that occurred, and goals for the upcoming year.

Article 6: BYLAW AMENDMENTS

These by-laws will be in effect upon approval of the Executive Board. Amendments to these by-laws

1. Must be proposed in writing at least one month prior to an Executive Board meeting,
2. Will require approval, by vote, of 2/3 majority of Executive Board quorum present for adoption.