

**BYLAWS**  
*Of the*  
**Kings Partnership for Prevention, Inc.**

**Article I – Name and Purpose**

**Section 1**

*The name of the organization is the Kings Partnership for Prevention, Inc. (KPPF).*

**Section 2**

- 1. The specific **purpose** of the Kings Partnership for Prevention, Inc. is to raise awareness and funding to provide community support for an environment of wellness.*
- 2. The **mission** of the Kings Partnership for Prevention, Inc. is to engage our communities by supporting, participating in and creating opportunities for healthy life choices.*
- 3. This partnership is organized and operated **exclusively** as a non-profit organization whose purpose is within the meaning of the Internal Revenue Code section 501(c)(3).*

**Article II – Members**

**Section 1**

- 1. Every resident and organization residing in Kings County who either contributes to prevention efforts or shares the organization’s mission is invited to attend meetings and participate in the work. There is no fee to join.*
- 2. Regular Members are members who commit to attend a minimum of 50% of the meetings each calendar year and are available to serve on Ad Hoc Committees and/or task forces to work on special projects related to community wellness. These members will have voting privileges.*
- 3. Affiliate Members are individuals who serve on committees, support projects or other interests of the organization, but do not participate on a consistent basis. These members will not have voting privileges.*

4. *Membership in the partnership will consist of elected Officers, elected members and members at-large.*
5. *No Member of KPFP shall take any action on behalf or in the name of KPFP unless specifically authorized to do so by the Board of Directors.*
6. *No member of KPFP shall use his or her KPFP credentials, including name badge for any purpose other than authorized by the Board of Directors.*

### **Article III – Board of Directors**

#### **Section 1**

1. *The Kings Partnership for Prevention’s Board of Directors is responsible for setting policy and governing the partnership and holds the power to conduct the nonprofit’s business and to delegate that power as needed to an agent of the board, usually the executive director.*
2. *The governing board shall serve without pay and consist of 18 members: 4 elected officers; 12 elected members and up to 2 members at-large.*
3. *Board members shall serve 2 year terms.*
4. *Vacancies shall be filled by the Board, with the recommendation of the Governance Committee..*
5. *The Board may appoint standing and ad hoc committees as needed.*

#### **Section 2**

1. *The Officers of the board shall consist of a President, Vice President, Secretary and Treasurer elected by the Board.*
2. *Elected Officers will serve a term of 1 year, and may not serve more than 2 consecutive terms.*

### **Article IV – Board Officer Position Responsibilities**

#### **Section 1**

1. *President*
  - a. *Preside at meetings of the board*
  - b. *Act as the chief volunteer representative of the partnership*

- c. Appoint committee chairpersons and members*
- d. Work closely with the Partnerships Administrator to ensure good communication between board and staff*
- e. Oversee all Board committees*
- f. Ensure the full participation of Board Members and move to fill Board vacancies*
- g. Serve as chairperson of the Executive Committee if the Board has such a committee*
- h. Approve all non-policy Partnership matters*
- i. Recommend to the Partnership any amendments to the by-laws deemed appropriate*

*2. Vice-President*

- a. Preside at board meetings and serve as the chief volunteer officer in the absence of the President*
- b. Assist the President in carrying out special projects when necessary*
- c. Serve on the Executive Committee if the Board has such a committee*

*3. Secretary*

- a. Record minutes of board meetings or oversee this function if done by a staff person*
- b. Serve as the official keeper of organizational records*
- c. Provide public notice of board meetings when necessary*
- d. Serve on the Executive Committee if the Board has such a committee*
- e. Notify Partnership members and stakeholders of annual, regular, and special meetings and perform reasonable duties assigned by the Partnership*
- f. Ensure attendance is taken at all Partnership meetings*

*4. Treasurer*

- a. Serve as chairperson on the Finance Committee, if the Board has such a committee and make reports to the Board about the Partnership finances.*
- b. Disburse funds in accordance with a budget approved by the Partnership. The Treasurer will disburse funds upon receipt of a "Request for Funds" form with proper signatures and back up documents. Three officers shall be added to the bank account. If expenditure exceeds \$500 then a second signature will be required to issue funds.*

- c. *Serve as the Secretary in the event that both the Immediate past President and Secretary are absent.*
- d. *Receive and deposit in a bank designated by the Partnership all monies and securities.*
- e. *Assist in setting organization budgets*
- f. *Provide volunteer oversight to Partnership's financial accounting systems*
- g. *Assist in hiring auditor, if necessary*
- h. *Assist in hiring finance staff, if required*
- i. *Serve on the Executive Committee if the Board has such a committee*

## **Section 2**

1. *A majority of board members (50% of seated members plus one) constitutes a quorum. In the absence of a quorum, no formal action shall be taken except to adjourn the meeting to a subsequent date.*
2. *Passage of a motion requires a simple majority vote of the current membership.*
3. *Voting will be left to the discretion of the President by a show of hands.*

## **Section 3**

1. *Regular Board meetings shall be held quarterly.*
2. *Special meetings may be held at any time when called for by the President or a majority of Board members.*
3. *Agendas shall be provided at least 5 days in advance.*

## **Section 4**

1. *Any member of the board who has a financial, personal, or official interest in, or conflict (or appearance of a conflict) with any matter pending before the Board, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to the Board to voluntarily excuse him/herself and will vacate his seat and refrain from discussion and voting on said item.*
2. *Any member of the board who misses three meetings in a year; breaches Board confidentiality; fails to exercise the duties of a board member; or disclose a conflict of interest shall be dismissed from the Board by a majority vote of members of the board.*

## **Section 5**

1. *Board Members shall not be compensated for their service except for reimbursement of reasonable expenses that are approved by the Board in advance.*

## **Article V – Board Committees**

*Standing committees include: Governance, Social Marketing, Education and Community Outreach, and Policy and Law Enforcement. Ad hoc committees may be formed as needed by the Board.*

### **Section 1**

#### **1. The Governance Committee**

- a. *A minimum of the officers and a representative from each of the other standing committees shall serve as the Governance Committee of the Board of Directors with full power and authority to supervise and act upon all business requiring immediate attention during intervals between the regular meetings of the Board of Directors. The Board President or other as designated by the Board of the Partnership shall also serve as Chairman of the Governance committee.*
- b. *The Governance Committee shall identify candidates for election to the board and assemble a slate of officer candidates to be elected by the full board*
- c. *This committee shall annually review and recommend revisions to the organizations by-laws as deemed prudent.*

### **Section 2**

**1. The Social Marketing Committee** *shall be responsible for media coverage including brochures, flyers, press releases and Public Service Announcements and maintaining the Partnership website. This committee shall also plan and organize annual recognitions of effective prevention programs and partnerships. This committee shall set goals and plans for raising money for the organization including ensuring that adequate funds are available for the organization to carry out its exempt purpose. Responsibilities include working with organizational staff and other members of the board to solicit charitable gifts, carry out fundraising events, and secure foundation and corporate grants.*

### **Section 3**

*1. The Education and Community Outreach Committee shall oversee the program activities of the organization, provide representation at community events and functions and provide advice regarding the organization's activities that carry out its charitable purpose. Committee is responsible for developing, executing and monitoring a countywide prevention plan and shall promote and conduct high quality youth development programs within Kings County. This Committee shall meet on a regular basis to obtain information about the organization's programs and makes regular reports to the board of directors about these activities.*

### **Section 4**

*1. The Policy and Law Enforcement Committee shall research and recommend methods to decrease Drug, Alcohol, Tobacco and methamphetamine use in Kings County by raising awareness and increasing resources through community collaboration. This committee shall also establish sustainable partnerships with city, county, governmental and state alliances.*

## **Article VII – Amendments to the Bylaws**

### **Section 1**

*These bylaws may be amended by a two-third vote of Board members present at any meeting, provided a quorum is present and provided a copy of the proposed amendment(s) are provided to each Board member at least one week prior to said meeting. A revised copy shall be dated and signed by the board president and secretary.*