

The Knowledge Effect Coalition

BYLAWS

Article I

Name

The name of the Lafayette Parish committee that functions as a grassroots organization that seeks to promote the general well-being of the public.

TKETHE KNOWLEDGE EFFECT (TKE)

Article II

Purpose

1. Vision Statement: The Knowledge Effect's vision for Lafayette Parish is to create a safe and healthy community.
2. Mission Statement: The Knowledge Effect serves the community through education, public policy initiatives, community events, and training that ensure community wellness targeting both youth and adults.
3. Aim: To make recommendations regarding effective programs, policies, and practices regarding resource and capacity issues, as well as develop a framework to build an advocacy network for prevention.

Article III

Membership and Appointments

1. Membership shall include, but not limited to the following sector member representatives: youth, parent, business, media, school, youth-serving organization, law enforcement, religious organization, civic/ volunteer group, healthcare professional, local governmental agency with expertise in the field of substance abuse, and other organizations that are involved in reducing substance abuse.
2. The number of active, voting members shall not exceed 30 members.
3. There are two categories of membership: TKE Members and TKE Partners.
4. In the event of a vacancy, the Chairperson of the TKE shall notify TKE members and/or the Coalition Project Director in writing to begin the process of filling the vacant seat.
5. Orientation shall be provided to new members by the TKE to include a project overview and a copy of the by-laws.
6. TKE Members/Partners may terminate their role on the TKE in one of the

following manners: Any member/partner may voluntarily terminate their participation by submitting a written letter of resignation to the Chairperson of the TKE who will notify the board members and/or the Coalition Project Director to begin the process of filling the vacant position; however, such resignation shall not relieve the member of the obligation of returning all requested documents and materials to the TKE and does not relieve the member's agency of their membership role. The resigning member is responsible for a deliberate controlled handoff of assigned tasks to the new agency appointee.

7. The Board shall appoint the following Officers: Chairperson, Co-Chairperson, and Secretary. These Officers are responsible for facilitating meetings and communicating with the board members and/or Project Director. In the absence of the Chairperson, the Co-Chairperson shall serve in concert with and in the capacity as the Chairperson.
8. Each member shall serve a one year term. Vacancies shall be appointed in the same manner as the original appointment.
9. Attendance at the coalition meetings is mandatory, a member cannot miss more than (2) two meetings. The Project Director and/or Chairperson must be notified at least 24 hours in advance if you cannot attend, to be excused. The Project Director will determine if the miss is excusable. (work, family emergency, etc.) Upon missing two meetings the Project Director and/or Officers of the Board will request in writing a letter from the member as to why he/she should not be terminated from the Board. The Officers of the Board and the Project Director will determine the outcome, and give a written statement to the member as to their status. This will be done prior to the next regularly scheduled meeting. In the event, a member is terminated the chairperson shall notify TKE members in writing to begin the process of filling the vacancy.

Article IV

Rules of Order and Voting

1. The *Robert's Rules of Order Newly Revised* shall be the standard procedure used for conducting TKE meetings.
2. The Chairperson shall open and adjourn all meetings.
3. The board shall be prohibited from utilizing any manner of secret balloting, or any other means to circumvent votes. All votes must be "viva voice" which means "live voice" and the number of votes "for", "against", or not voting must be recorded in the TKE minutes. . In the event of a member's absence, the board shall be allowed to utilize proxy voting by submitting to the Chairman a written response of the absent member's vote that will be calculated and maintained with the monthly minutes. In the event where a vote is required prior to the next regular coalition meeting, a vote via email will be allowed. Emails will be

calculated and maintained with the monthly minutes.

4. Members shall have one vote.
5. Decisions or recommendations requiring a vote of the TKE shall be noted in the agenda submitted to the membership prior to the meeting of the TKE at which the vote is to be taken.

Article V Partner roles and responsibilities

1. The Partner membership category is created to allow participation of interested agencies and/or organizations who are unable to commit to full participation and/or whose expertise may be needed on a limited basis.
2. Partner members shall provide, as needed, advice and direction as sought either by the Project Director or by a majority of the members of the TKE and shall be considered non-voting members.
3. Partner members will promote the decisions of the TKE.
4. Partner members shall receive the agendas and meeting summaries and may attend the meetings but shall not have a vote. If the Partner member chooses to participate in a workgroup/committee, said Partner member shall have a vote on proceedings that occur within that workgroup/subcommittee.

Article VI Member Roles and Responsibilities

1. The Member category is created for those who commit to full participation and whose expertise will be needed on a full time basis.
4. Members shall provide, as needed, advice and direction as sought either by the Project Director or by a majority of the members of the TKE and shall be considered a voting member.
5. Members will promote the decisions of the TKE.
6. Members shall receive the agendas and meeting summaries and are required to attend regular meetings.
7. Members will be required to enter into a Coalition Involvement Agreement which outlines roles and responsibilities.
8. Members will be allowed to vote on all issues.

Article VII

Procedures

1. Meetings: Meetings of the TKE shall be held at a location and time determined by the Chairperson, Co-Chairperson and Secretary. The TKE shall meet no less than six times per year and more as determined by a majority vote of the Board.
2. Quorum: A quorum is defined as any number of the member present at the coalition meetings. Therefore, it will take fifty-one percent of the voting members present at the meeting to legally transact business.
3. Agenda: All agendas shall be generated by the officers, by recommendations of the board and the Project Director. The agenda shall be published at least twenty-four (24) hours prior to the next scheduled TKE meeting. Items not noticed on the agenda may be considered by a formal motion made by a member, and seconded, to add an item to the agenda and take a roll call vote. If a majority vote approves the addition it may be discussed and voted on.
4. Minutes: Minutes will be taken by the Secretary at each TKE meeting and published as a meeting summary to all TKE members via email/mail within two weeks of the meeting. Written minutes shall consist of the following:
 - Date, time, and place of the meeting.
 - Members present and absentSubstance of all matters decided; and record of the individual votes of members' can be requested from a coalition member. This request must be made before the vote is taken to have the roll-call vote recorded in the minutes.