

PALM BEACH COUNTY COALITION FOR CHILDREN BY-LAWS

ARTICLE I

TITLE, MISSION STATEMENT, GOALS AND OBJECTIVES

TITLE

These By-Laws may be known and cited as the By-Laws of the Palm Beach County Juvenile Association, Inc., doing business as (D/B/A) the Palm Beach County Coalition for Children (PBCCC).

MISSION STATEMENT

The mission of the Palm Beach County Coalition for Children is to enhance the quality of life and safety for children and families in Palm Beach County through education, advocacy, and collaboration.

The Coalition exists for agencies, children, youth, parents/guardians, and professionals to meet, network, and work collaboratively, cooperatively, and peacefully to achieve its goals.

GOALS AND OBJECTIVES

1. To promote the development and well being of children and families throughout Palm Beach County.
 - To plan and implement ongoing educational or training programs
 - Recognize community agencies that provide education and resources to families
 - Collaborate with community training providers
 - Create a committee that seeks to establish PBCCC's role in promoting the well being of children & family
2. To advocate and increase public awareness about the issues impacting children and families
 - Educate coalition members about local, state, and federal policy initiatives affecting families as well as how to advocate on such levels
 - Plan and deliver training to general membership on how to advocate at local, state, and federal levels (who to contact and how)
 - To promote special programs and awards for children, youth and families
 - Maintain collaborative community efforts with advocacy groups
 - Educate community leaders on children's issues
 - Create a committee that seeks to establish PBCCC's role in promoting advocacy
3. To promote a multidisciplinary environment for the community to work in a collaborative manner toward the healthy development of children and families.

- To sustain the coalition by continuously reexamining membership, structure, activities and marketing
- Create a networking system that seeks to increase collaboration between community agencies
- Educate coalition members of community resources through monthly presentations of agency services
- Establish strategic alliances by inviting new and diverse membership
- Create a committee that seeks to establish PBCCC's role in promoting collaboration (i.e. membership/outreach)

ARTICLE II MEMBERSHIP

1. The Coalition will encourage membership from agencies, children, youth, parents/guardians, and professionals from diverse backgrounds.
2. There shall be two types of membership in the Coalition:
 - a. Individual Membership: shall be for any child, youth, parent/guardian, or professional having an interest in children and families in Palm Beach County and the surrounding areas who subscribe to the mission, goals, and objectives of the Coalition.
 - b. Organization Membership: shall be for any type of agency that has an interest in children and families in Palm Beach County and the surrounding areas, who subscribe to the mission, goals, and objectives of the Coalition.
3. Although there may be multiple members from a single agency, no more than one individual from an agency or family may be a voting member. In the event of multiple memberships of persons from an agency, only one person will be designated as having voting privileges.
4. Members must be present to vote. Any member has the right to send a pre-approved designee to vote in their absence.
5. Members are expected to attend all meetings or scheduled activities. An unscheduled absence should include prior notification to the Secretary of the absence.
6. The Board of Directors may censure, suspend or expel any member for cause after a hearing before the Board. The Board may suspend or drop from membership any member for non-payment of dues.
7. A member wishing to resign shall submit a letter in writing to the Secretary.

ARTICE III MEETINGS

1. Meetings of the Coalition will be held at regular intervals at such times and places as may be designated by the membership or Board of Directors. These meetings may include educational events, seminars, workshops, conferences, community networking or social event. Meetings of subcommittees for special functions are in addition to meetings of the membership.
2. Meetings of the Board of Directors shall be held at least quarterly at such times and places, as may be designated by the Board. Board of Directors meetings will consist of Coalition business management and will include published minutes and reports as presented to the Board for review, discussion, and approval.
3. A quorum shall be twenty-five (25) percent of members in good standing of the Coalition. Said twenty-five (25) percent shall include at least 5 members of the Board of Directors.
4. A quorum for a meeting of the Board of Directors shall be a simple majority of all Board Members. Board meetings are open for attendance and will include an open forum on the agenda for non-Board member comments, discussion, or questions. Only duly elected members of the Board of Directors may vote on official organization business functions.

ARTICLE IV OFFICERS

1. The Board of Directors shall consist of all elected officers and the President Emeritus.
2. The officers of the Coalition shall consist of a President, three (3) Vice Presidents, a Secretary, a Treasurer, and six (6) General Board members.
3. The immediate Past President shall be given the title President Emeritus and shall be given the privilege of a voting member of the Board for one year succeeding his/her term of office, or until there is a change in Presidency, whichever is longer. The presence of the President Emeritus shall be included in the regular quorum call.
4. The officers of President, Vice Presidents, Secretary, and Treasurer are the approved signatures for checks drawn for payment of Coalition business, unless otherwise specified by the Board. All checks drawn from the Coalition must have two signatures from the above-approved officers, and there must be a valid receipt or voucher to document the transaction at the time of issuance of the check.

5. A Board member wishing to resign shall submit a letter in writing to the President.

ARTICE V DUTIES OF OFFICERS

1. The duties of the President are as follows:
 - Schedule time and place of meetings for the membership and/or Board of Directors, and ensure members are notified.
 - Prepare all meeting agendas.
 - Preside over all meetings of the membership and/or Board.
 - Respond to correspondence addressed to the Coalition.
 - Monitor membership to ensure a composition reflects by laws.
 - Be available to the community at large or membership for consultation regarding activities or events.
 - Establish standing and Ad Hoc committees.
 - Prepare end of the year report.
2. The duties of the three (3) Vice-Presidents are as follows:
 - Chair meetings as requested or in the absence of the President. The chairing of these meetings should be on a rotational system.
 - At least one of the Vice-Presidents must chair a committee of the Coalition.
 - Perform other duties as assigned by the President.
3. The duties of the Secretary are as follows:
 - Assure that published minutes of the membership and Board of Directors are prepared, available, and distributed. Minutes to the meetings of the Membership should be sent to the membership via a system to assure they are received for review prior to the next scheduled meeting.
 - Prepare, circulate, maintain, and update monthly membership sign in sheets, which should reflect an accurate voting list of the membership to assure one vote per member.
 - Send monthly reminders of upcoming membership and Board meetings.
 - Send email notification of trainings and/or events as requested by membership.
 - Create and distribute a reminder 3 months prior to the next fiscal year when membership fees are due.
 - Maintain a collection of meeting minutes, membership list and mailing list that can be forwarded to subsequent officers.
 - Prepare end of the year report.
 - Perform other duties as assigned by the President.
4. The duties of the Treasurer are as follows:
 - Assure that all funds and expenditures of the Coalition are regulated and accounted for following best accounting practices.

- Present a written monthly report of finances and transactions at regular meetings of the membership and Board of Directors (in your absence, assign someone to complete this task).
 - Maintain a collection of monthly financial reports that would be available to subsequent officers. This should include all annual audits and organizational financial information.
 - Maintain the organization checkbook and accounts for all transactions. As noted from above, all checks must contain two signatures of the appropriate and approved officers, and must contain back up documentation appropriate for the financial transaction.
 - Convene an Auditing Committee in January of each year who duty is to arrange or conduct an audit of the Coalition financial proceedings.
 - Prepare end of the year report.
 - Perform other duties as assigned by the President.
5. The duties of the General Board members are as follows:
- Each General Board member will either chair an active functioning committee or be an active part of a committee structure.
 - Perform other duties as assigned by the President.
6. Specific to general meetings, officers may not miss more than two (2) consecutive meetings and a total of three per fiscal year. Specific to Board meetings, officers must attend at least seventy-five (75) percent of the total number of Board meetings per fiscal year. Exceptions need be approved by a majority vote of the Board of Directors. Any officer who does not comply with this section may be removed from office by a majority vote of the Board of Directors.

ARTICLE VI ELECTIONS

1. All officers shall be elected by a simple majority vote of the membership present at a specified ELECTION meeting using a voting ballot.
2. The terms of office of the President, Secretary, and Treasurer shall be for the period of two (2) years, or until their successors are elected.
3. To avoid having to replace a majority of Board members annually, the terms of the office of the three (3) Vice Presidents shall be alternated with the following terms:
 - One Vice President shall serve for a period of one (1) year (one term), until the next election and may seek re-election.
 - Two Vice Presidents shall serve for a period of two (2) years (two terms), until the next applicable election and may seek re-election.

4. To avoid having to replace a majority of Board members annually, the terms of office of the six (6) general members of the Board shall be alternated with the following terms:
 - Two Board members shall serve for a period of one (1) year (one term), until the next election and may seek re-election.
 - Four Board members shall serve for a period of two (2) years (2 terms), until the next applicable election and may seek re-election.
5. The membership of the Coalition shall not be eligible for nomination to any elected office unless they have paid their dues and are active members in good standing.
6. Nominations to the Board of Directors are to be submitted to the Nomination Committee for placement on a voting ballot.
7. Terms of office are for the period as outlined above and will begin with the first seating no later than February of the fiscal year.
8. The President may not serve more than two (2) consecutive terms or four (4) years in office.

ARTICLE VII COMMITTEES

1. Education and Training Committee:
Goal: To plan and implement ongoing educational or training programs.
Chair role: to facilitate committee achievement of stated goals and prepare end of the year report.
 - Development of an annual education training plan
 - Investigate PBCCC options for becoming a CEU broker
 - Designate a member to attend CSC training advisory committee
 - Report monthly updates regarding training opportunities
 - Plan and deliver bi-annual conference

Chaired by a member of the Board of Directors and will present plan to the Board and membership for approval. Membership on this committee shall be open or appointed as necessary to complete functions. It is expected that membership will volunteer and be an active and functioning part of this committee.

Subcommittee: Conference

- Workshop (keynote, presenters, ambassadors)
- Facility (typically 1 lead)
- Children's Activities (art, entertainment)
- Finance (Registration)
- Outreach & Marketing (sponsorship, donation, resource table)

2. Advocacy Committee:

Goal: To educate coalition members about local, state and federal policy initiatives affecting families.

Chair role: to facilitate committee achievement of stated goals and prepare end of the year report.

- Development of an annual advocacy plan of events
- Designate a member to attend Child Advocacy Board meetings
- Designate a member to attend Palm Beach County Day
- Investigate 211 agency check in
- Report monthly updates regarding local, state, and federal policy issues
- Plan and participate in election year Children's Campaign
- Plan and deliver bi-annual Turn around Kids award luncheon

Chaired by a member of the Board of Directors and will present plan to the Board and membership for approval. Membership on this committee shall be open or appointed as necessary to complete functions. It is expected that membership will volunteer and be an active and functioning part of this committee.

Subcommittee: Turn Around Kids

3. Marketing/Membership Outreach Committee:

Goal: To sustain the coalition by continuously reexamining membership, structure, activities and marketing.

Chair role: to facilitate committee achievement of stated goals and prepare end of the year report.

- Development of an annual marketing/outreach plan
- Increase and diversify membership
- Establish PBCCC as a household name in the community
- Finalize and maintain all logo materials
- Investigate options regarding a newsletter/website detailing current family issues
- Create a mailing list of area professionals
- Plan quarterly events for membership (i.e. breakfast, etc)
- Consider mentoring new members
- Look into funding possibilities

Chaired by a member of the Board of Directors and will present plan to the Board and membership for approval. Membership on this committee shall be open or appointed as necessary to complete functions. It is expected that membership will volunteer and be an active and functioning part of this committee.

4. Ad Hoc Committees: are developed and appointed by the president with approval of the Board of Directors as deemed necessary and important to conduct business.

a. Auditing Committee:

Goal: To arrange or conduct an audit of the financial proceedings.

Convened by the Treasurer

This committee will consist of the at least one Board member and at least two (2) persons from the Coalition membership. The Treasurer cannot chair the Audit Committee, but can be a member. The Audit Committee will select a chair and will determine who will conduct the actual audit. A written report of the findings will be presented to the Board of Directors and a report presented to the membership at a regular meeting. This committee is time and task limited in service.

b. Nominations Committee:

Goal: To establish a slate of nominees to be voted upon at a voting meeting by the membership.

The committee shall consist of at least three (3) active members as appointed by the President. The committee will prepare the ballot and oversee the voting process. This committee is time and task limited in service.

c. Turn to the Future Scholarship Committee:

Goal: To award a client of a member agency an academic scholarship in support of continued post-secondary education.

The committee shall consist of a chair and membership to request and review applications and award an individual with a monetary scholarship. This committee is time and task limited in service.

5. All committees will serve until such time that their particular objectives are accomplished or until the expiration of the term of office of the President or Board member who appointed them. It is expected that all members of the Coalition will serve on at least one functioning committee.

ARTICLE VIII

DUES

1. The annual dues of the Coalition for membership as an individual shall be fifteen (15) dollars per fiscal year.
2. The annual dues of the Coalition for membership as an agency shall be twenty-five (25) dollars per fiscal year. Dues must be paid in January of each year.
3. Dues paid in either November or December shall be applied to the next fiscal year.

ARTICLE IX
REVENUE

The revenue from this organization shall be derived from paid dues by the membership as well as gifts, devices, bequests, and donations from persons and agencies or organizations as approved by the Board of Directors.

ARTICLE X
FISCAL YEAR

The fiscal year of the Coalition shall be based upon the calendar year from January 1st to December 31st of the same year.

ARTICLE XI
ORDER OF BUSINESS

The business for the meetings shall be conducted according to Robert's Parliamentary Law and Rules of Order. The President may appoint a person to act as Parliamentarian at all meetings of the Coalition.

ARTICLE XII
AMENDMENT OF THE BY LAWS

The By-Laws shall be adopted or amended by a two-thirds majority. Such amendments, changes, or deletions to the By-Laws shall be furnished to each voting member in writing prior to voting on same. The can occur at any regular or special meeting of the organization.

I hereby certify that the foregoing is a true, correct and complete copy of the By-Laws of the Palm Beach County Coalition for Children, as in effect this ___day of _____, 20__.

President