

**Prosser Thrive Coalition  
Bylaws**

**Article I: Prosser Community Involvement and Action Coalition doing business as Prosser Thrive Coalition.**

This organization shall thereafter be known as, the Prosser Thrive Coalition.

**Article II: Mission Statement**

The Mission of Prosser Thrive is to build and sustain a healthy community through youth substance abuse prevention and education.

**Article III: Goals**

The Prosser Thrive has the following goals with strategies outlined in the Strategic Plan:

- Increase community connectedness and decrease community disorganization in Prosser.
- Reduce youth use of alcohol, marijuana, tobacco and prescription drugs.
- Increase family bonding.
- Reduce youth access to alcohol, marijuana, tobacco and prescription drugs.
- Reduce favorable attitudes towards substance use.

**Article IV: Membership**

Membership in Prosser Thrive is open to any person or organization in the Benton County and/or Prosser area that wishes to support Prosser Thrive’s mission statement.

Membership shall be defined as an ACTIVE member. An active member shall be defined as any member who has attended at least one regular meeting and completed the membership agreement. Active membership is maintained by attending nine regular meetings annually. All active members shall have equal voting rights after their initial meeting. For voting, members will not be considered active until their second meeting. If members do not attend at least nine meetings annually, they will be considered INACTIVE. Active members who have two or more consecutive unexcused absences will be moved to inactive status. Members who become inactive may re-instate active status by resuming regular attendance, with their voting rights reinstated upon attending their second consecutive meeting.

All active and inactive membership will receive Prosser Thrive general membership communication and are invited to participate in programing until they have formally

requested to be removed from the membership list. Active members are made up of the 12 different sectors within the community as defined by the Community Prevention Wellness Initiative, CPWI, and Prosser Thrive’s additional sectors below. A minimum of eight of the following sectors of the Benton County/Prosser area will be represented:

- Youth representatives
- Parents
- Business community
- Media
- Schools
- Youth-serving org.
- Law enforcement agencies
- Religious or fraternal organizations
- Civic and volunteer groups
- State or local government agencies with expertise in the field of substance abuse
- Health and Human Service org.
- Other substance related organizations or groups involved in reducing substance abuse
- Prosser Area Residents
- Healthcare professionals

No individual or organization may be viewed as representing more than one sector. There is no limit to the number of individuals or organizations representing each sector.

**Article V: Meetings**

Regular meetings of Prosser Thrive will be held at 8:15 am on the 3<sup>rd</sup> Thursday of each month at Bethel Church, 270 N Gap Road, Prosser, WA 99350. Additional meetings may be called by the Chair, or requested by the Program Director as necessary to conduct business of Prosser Thrive. Sub-committees of Prosser Thrive will meet at a time and place determined by the Chair or Program Director and the members of each Sub-committee.

Coalition and Executive Board meetings may be held by phone or web-based process as needed or as directed by the Executive Board. Discussion by offsite board members will be reflected in the meeting minutes.

Voting shall be conducted by voice vote, simple majority and if questioned a role call will be conducted. Any additional votes may be taken by a ballot if deemed necessary by Chair for confidential opinions and unbiased responses.

Minutes for monthly general membership meetings will be taken, then presented and voted on at the next monthly general membership meeting. Approved monthly general membership minutes will be made accessible to the public on Prosser Thrive’s website. Minutes for Executive Board meetings will be taken, then presented and voted on at the next Executive Board meeting. Approved Executive Board meeting minutes will be made accessible to the public on Prosser Thrive’s website.

**Article VI: Officers, Members, and Staff**

The officers of Prosser Thrive will be Chair, Co-Chair, Secretary, Treasurer and Member At Large. The duties of each position are as follows:

Chair: Preside over meetings of Prosser Thrive and the Executive Board; serve as spokesperson for Prosser Thrive when communicating with the media and other organizations if Prosser Thrive Staff is not available; participate in one standing and ad-hoc committee; and other duties as may be necessary for the effective functioning of Prosser Thrive. Sign all applications for State or Federal Funding as needed or required by funding sources; co-sign on checks as needed.

Co-Chair: Serve as an assistant to the Chair and assume the duties of the Chair should that person be unable or unavailable; Serve as Secretary should that person be unable or unavailable; serve as a member of the Executive Board; and serve as chair of committees as may be assigned by the Chair; co-sign on checks as needed.

Secretary: Take or provide secretarial help to maintain accurate minutes of Prosser Thrive and Executive Board meetings; prepare correspondence on behalf of Prosser Thrive if staff is unable; maintain a membership roster for Prosser Thrive; and serve as chair of sub-committees as may be assigned by the Chair.

Treasurer: Have a comprehensive understanding of funds and how they are spent on Coalition strategies day to day; work cohesively with staff to oversee spending, document expenditures, monitor remaining funds and update general membership of remaining balances; have access to accounts for purposes of review and deposit; co-sign on checks as needed.

Member At Large: Committed to Coalition work with an understanding of prevention; duties assigned as needed by Chair and/or Program Director.

The non-voting members of Executive Board will be an Immediate Past Chair, Prosser Thrive Staff to include the Program Director and Project Coordinator as well as the Student Assistance Professional and the Fiscal Agent. The duties of each position are as follows:

Immediate Past Chair: Member of the Executive Board with no term limits. Attend all scheduled Coalition and Executive Board meetings. Serve as a mentor to the Chair and/or Co-chair as needed to ensure continuity. Serve as chair of sub-committees as may be assigned by the Chair.

Prosser Thrive Staff: The following duties are included specifically for Prosser Thrive, as well as a detailed position description as outlined in the Personnel Policy Contract. Staff shall assist the Executive Board in aligning Prosser Thrive tasks with the Washington State Health Care Authority, Drug Free Communities (DFC), and all other funding source requirements.

Program Director: Act as a point of contact for members, media, and outside interests; be knowledgeable of overall program; build relationships and communicate regularly with interested parties; coordinate regular meetings for Prosser Thrive and Executive Board; help recruit and retain members and key leaders; have access to accounts and ensure implementation of the Strategic Plan within the budget; co-sign on checks as needed.

Project Coordinator: Coordinate assigned projects; enter data, and other tasks and duties as assigned by the Program Director.

Educational Service District 123 Representative: Student Assistance Professional designated by the Executive Board with no term limits. Attend all scheduled Coalition and Executive Board meetings. Provide support to Executive Board regarding best practices in prevention and serve as a liaison between the Coalition and Prosser School District.

Fiscal Agent: Government agency who receives Prosser Thrive's grant monies and acts as an accountability checkpoint for maintaining grant requirements within the budget.

Election of officers will occur bi-annually during the month of October. Elections for Chair, Treasurer, and Member At Large will occur in odd years; Co-chair and Secretary elections will occur in even years so that our Executive Board always has senior membership experience. Officers may serve for a maximum of two consecutive terms per office. A term is defined as two years.

## **Article VII: Executive Board**

General Powers: All powers shall be exercised by or under the authority of, and the business and affairs of the Coalition shall be managed under the direction of the Executive Board except as otherwise provided by the laws under which this Coalition is formed or in the Articles of Incorporation.

Number: The number of Executive Board members of the coalition shall be 5. The number of Executive Board members can be increased or decreased from time to time by amending this Section, provided that the number shall be not less than 2 and no more than 6, the specific number to be set by the Executive Board.

Tenure and Qualifications: Each Executive Board member shall hold office for two years with elections occurring bi-annually. The Educational Service District 123 Representative position is held by the Student Assistance Professional at Prosser High School with no term limits. The Immediate Past Chair position is held by the outgoing Chair with no term limits. Executive Board members must be an active member of the Coalition and maintain active member status throughout the term.

Elections: Coalition members shall elect the Executive Board members bi-annually; and if, for any cause, the Executive Board members were not elected at an annual meeting, they may be elected at a special meeting of Coalition members called for that purpose in the manner provided by these Bylaws.

Vacancies: In case of any vacancy in the Executive Board, including a vacancy resulting from an increase in the number the Executive Board members, the remaining members, whether constituting a quorum or not, or the Coalitions members may fill the vacancy.

Resignation: Any Executive Board member may resign at any time by delivering written notice to the Executive Board, its chairperson, or the secretary of the Coalition. A resignation shall be effective when the notice is delivered unless the notice specifies a later effective date.

Removal of Officers: At a meeting of Coalition members called expressly for that purpose, the entire Executive Board, or any member thereof, may be removed, with or without cause, by a vote of the Coalition members of a majority entitled to vote at an election of such Executive Board members. An Executive Board member may not be removed if the number of votes sufficient to elect the Executive Board member under cumulative voting is voted against the Executive Board member's removal.

**Article VIII: Sub-Committees**

There will be the following standing sub-committees:

- Executive Board (Leadership) – Comprised of the officers, the Immediate Past Chair, a designated representative from the Educational Service District 123, and Prosser Thrive Staff. The Executive Board is empowered to take action on behalf of the Coalition between meetings of the general membership. The Chair will preside over the Executive Board in partnership with the Program Director.
- Membership Sub-Committee (Standing) – The Membership Sub-Committee is charged with the task of ensuring Prosser Thrive continues to be broadly representative of the Prosser area and has active sector representation.
- Strategic Planning Sub-Committee (Standing) – The Strategic Planning Sub-Committee shall consist of a general membership and a minimum of one member from the Executive Board. This committee will meet throughout the summer months to update the Strategic Plan, if needed, in order to submit to WA State Health Care Authority for approval prior to September of each year. This Sub-Committee will meet as needed to discuss possible updates.
- Additional Standing Sub-Committees may be added as needed.
  - Ad-hoc sub-committees shall be appointed by the Chair or by request of the Program Director to accomplish specific tasks or functions.

**Article IX: Funding and Finances**

Coalition must maintain a 501c3 status.

The Executive Board shall propose the annual budget to the Prosser Thrive Coalition during a regularly scheduled meeting of the general membership. The Program Director and Treasurer will work with the Fiscal Agent to monitor spending. For auditing purposes, a report shall be presented to the appropriate entities.

Funds will be monitored by the Program Director and Treasurer through data system and regular meetings.

Funding is received through multiple fiscal resources. Each with its own requirements for spending and reporting. The Prosser Thrive Executive Board and the Fiscal Agent will monitor these requirements, per the Financial and Purchasing Policy.

Per DFC grant requirements, all funding must be matched through in-kind donations such as volunteer hours, incentive donations, space, and other administrative items.

All checks over \$300 shall be co-signed.

**Article X: Amendments**

Bylaws may be amended by a 2/3 majority vote of the active membership at a regularly scheduled meeting. Members shall be provided written notice of the proposed amendment in advance for review.

Prosser Thrive's Bylaws shall be reviewed annually.

Updated: September 21, 2023