

Bylaws of The Urban Indian Coalition of Arizona

Preamble:

Current Mission and Vision Statement

Our mission is to create a sustainable coalition that addresses prevention of suicide, underage drinking and use/abuse of marijuana and prescription drugs through the foundation of cultures to improve the overall well-being of Urban American Indian youth and families.

Our visions are to increase awareness, prevent the use and reduce the incidence of alcohol and other drug use by urban Indian youth.

Article I – Name

Section 1. The **Urban Indian Coalition of Arizona** shall be the name of this community-based organization.

Article II – Purpose

Section 1. The purpose of the **Urban Indian Coalition of Arizona** (the Coalition) shall work to develop and implement a culturally sensitive strategy to reduce substance abuse and underage drinking among American Indian families within Maricopa County.

Article III – Organization Membership

Section 1. Membership Procedures

- a. Each individual and organization must submit a membership registration form to be admitted into the Urban Indian Coalition of Arizona.

Section 2. Membership in the Urban Indian Coalition of Arizona shall be determined by the following criteria:

- a. Any community member shall be eligible to become a member of the Urban Indian Coalition of Arizona.
- b. Members shall be committed to the purpose of the Urban Indian Coalition of Arizona and knowledgeable of the needs of the urban American Indian community within Maricopa County.
- c. Membership will include representatives from 12 community sectors in keeping with the federal Drug Free Communities grant requirements under the Substance Abuse Mental Health Services Administration.
- d. Members shall not be in conflict with the Phoenix Indian Center Code of Conduct.
- e. All members in the Urban Indian Coalition of Arizona must sign and date a copy of the Bylaws signifying they have reviewed the Bylaws and are willing to abide by it every year.

- f. Membership must be renewed every fiscal year.

Section 3. Loss of Privileges

- a. Community representatives must attend each meeting. If an individual or organization lacks representatives at four consecutive meetings, the organization will lose their voting privileges.
- b. To regain privileges, the organization must be represented at two consecutive meetings, thereafter.
- c. If members feel any executive committee chair is not fulfilling his/her duties, members have the right to remove the individual with a majority vote.
- d. Only members in good standing with the Coalition shall vote during meetings.
- e. After discussion, the Coalition may remove from membership any member who becomes ineligible or whose conduct is considered detrimental to the reputation of the Coalition by an affirmative vote of two thirds of the Coalition.

Article IV – Roles of Sector Representatives

Section 1. Coalition members shall fulfill these roles as representatives of the following sectors:

- a. **Youth** –Youth will play a leadership role in the Coalition through regular reports at monthly meetings. Youth are encouraged to hold leadership roles within established Youth Coalition in order to provide the youth perspective in the development of prevention strategies within their community and schools.
- b. **Parents** – Parents shall provide a community perspective in relation to substance abuse and shall implement prevention strategies within their own neighborhoods. They are encouraged to represent the Coalition in community meetings such as neighborhood associations and block watches.
- c. **Business**--Business members shall provide insight as to how underage drinking and substance abuse affect their businesses. Business members shall seek to provide the Coalition with venues to host meetings and provide sponsorships of Coalition activities/events. They are encouraged to provide appropriate donations for the Coalition (for example, restaurants donating food or printing companies discounting flyers).
- d. **Media** –Media representatives will assist the Coalition with public relations by publicizing Coalition events and activities. They will also use newspapers, radio, television, and other media to inform the public about substance abuse issues in the community. Information on prevention/treatment services shall also be provided by media representatives of the Coalition.
- e. **School** – School representatives in the Coalition will help develop and implement prevention efforts in schools. They will also use such avenues

to involve parents as parent teacher organizations and other opportunities. Members of this sector will also support sustainability of school prevention efforts by sharing information and training so that school staff can maintain programs themselves.

- f. **Youth- Serving Organizations** – Members of Youth- Serving organizations act as a resource for the Coalition because of their direct involvement with Youth. They can provide information (as well as services) for properly implementing youth programs, in addition to receiving referrals from the Coalition to provide youth services.
- g. **Law Enforcement** – Law enforcement representatives shall inform the Coalition on areas most affected by substance abuse and underage drinking. Sharing data whenever possible on the when, where and how of youth substance abuse and updating the Coalition on drug trends are other important roles. Law enforcement representatives will also assist the Coalition in supporting ordinances governing liquor outlets and social host ordinances.
- h. **Civic/Volunteer Groups** – These groups, along with the parent groups, shall provide needed manpower in support of Coalition activities through their outreach in the community. Members of this sector will share information about what is going on in order to promote shared objectives.
- i. **Healthcare**—This sector’s representatives can share their expertise regarding the physical damage and health risks that result from alcohol and substance abuse. Healthcare sector members can also promote prevention through workshops on healthy habits for youth and families. An additional role is connecting with the efforts of the parent, youth, and school sectors.
- j. **Faith-Based Institutions** – This sector’s representatives shall use their places of worship or service to provide facilities and manpower for community meetings and events. With their knowledge of their congregations, they also provide a bridge to connect youth and parents to the Coalition. Community education and mobilization efforts are other roles as well. Bringing inspirational messages to Coalition monthly meetings can be another form of service to the Coalition.
- k. **State, Local or Tribal Government** - Governmental representation provides insight into policies and ordinances affecting youth substance abuse and the Coalition’s prevention efforts. They can also help to inform the Coalition on how to best navigate the political system. They can also act as allies for advancing ordinances and public policy change advocated by the Coalition.
- l. **Other Prevention Agencies**—Professionals from this sector shall provide behavioral health expertise to the Coalition in many areas concerning substance abuse and its effects. Sharing data to assess community needs is another role in addition to acting as referral sources for treatment. Members of this sector also provide expertise on substance abuse prevention efforts and strategies.

Article V – Meetings

Section 1. Meeting Times

- a. The Project Coordinator and membership shall determine the meeting, the date and location.
- b. The agenda shall be sent out two (2) weeks in advance.

Section 2. Number of Meetings

- a. A minimum of one meeting shall be held each month during the regular fiscal year.
- b. Special/Emergency meetings may be called by the Project Coordinator or Facilitator at any time he/she considers necessary. The purpose of the meeting shall be stated in the call and an agenda will be sent, 24 hours in advanced.

Section 3. Voting Procedures

- a. Decisions shall be reached by the membership through a consensus.
- b. All decisions shall require a majority vote.
- c. If after a vote has been taken and there is not a majority vote, the issue shall be tabled until the following meeting.
- d. Only members in good standing with the Coalition shall vote during the meetings and elections.

Article VI – Officers and Duties

Section 1. The officers of the Urban Indian Coalition of Arizona shall be **Facilitator, Subcommittee Chairs, the Project Coordinator, and Project Manager.**

Section 2. Urban Indian Coalition officers shall perform the duties prescribed by these bylaws and those adopted by the Coalition.

Section 3. Urban Indian Coalition of Arizona officers are required to attend all Coalition meetings, unless excused by prior notification to the Project Coordinator.

Section 4. The Duties of the Urban Indian Coalition of Arizona officers shall be as follows:

- a. **Facilitator:**
 - i. Preside over Coalition meetings and perform all duties pertaining to that office.
 - ii. Represent the Coalition and Phoenix Indian Center in its relations with outside individuals and groups.
 - iii. Appoint committees as needed to maintain and achieve the purpose of the Coalition.
 - iv. Shall call special or emergency meetings when needed.
 - v. Will be a non-voting member

- b. **Subcommittee Chair(s):**
 - i. Perform all duties pertaining to the Coalition and Subcommittee(s)
 - ii. Will rotate responsibilities of Facilitator Role between other Chairs.
 - iii. Will be allowed one vote during meetings, unless acting Facilitator
 - iv. Must attend all meetings; or establish a replacement as needed.
 - v. Will lead each Subcommittee and report back to the Coalition.
 - vi. Each Chair will ensure subcommittees are in compliance with Strategic Plan and identified Coalition strategies.
 - vii. Record, file and electronically distribute the subcommittee minutes within 48 hours after each meeting to the Project Coordinator and subcommittee members.
 - viii. Professionalism is required during all meetings.
- c. **Project Coordinator:**
 - i. Assist Facilitator and Subcommittee Chairs in presiding and preparing for Coalition and Subcommittee Meetings
 - ii. Serve as the main liaison between the Phoenix Indian Center and the Coalition.
 - iii. Represent the Coalition and Phoenix Indian Center in its relations with outside individuals and groups.
 - iv. Will be a non-voting member.
 - v. Complete all duties pertaining to Phoenix Indian Center full time staff job description.
 - vi. Determine if procedures are being followed in correspondence with the Strategic Plan.
 - vii. Shall be responsible for the administrative and logistical documentation of all official UICAZ meetings.
 - viii. Record, file and electronically distribute the minutes of the Coalition Meetings within 48 hours after each meeting.
 - ix. Shall maintain and update the email List-serve(s).
- d. **Project Manager:**
 - i. Assist and support the growth of the Coalition.
 - ii. Attend Coalition events and meetings.
 - iii. Will be a non-voting member of the Coalition.
 - iv. Will meet with the Coalition executives on a regular basis, as determined by the executive and Project Coordinator to ensure contractual agreements are met.

Article VII – Subcommittees

Section 1. Recruitment and Outreach Committee: Committee members will focus on development of marketing messaging and outreach to the community. Also focused on Coalition building, through identifying trainings for members and recruitment efforts of new members. Committee will also schedule monthly community events to distribute marketing materials.

- a. Members will focus on the implementation of deliverables from the Public Information and Social Marketing strategy and non-administrative

deliverables of the Community Development strategy in the Coalitions Strategic Plan.

Section 2. Training & Workshop Committee: Committee members will focus on the development and implementation of deliverables outlined in the Training and Public Information and Social Marketing strategies in the Coalition’s Strategic Plan. Including ongoing development of presentation topics, identifying presenters, locations, and implementation of the following community events:

- a. The (GONA) Gathering of Native Americans trainings held quarterly.
- b. The monthly Community Education Workshops
- c. The Annual Parent-Youth Leadership Day one day Conference

Section 3. Youth Coalition Committee: This committee is focused on the early planning and implementation of both the Youth Coalitions monthly school-based visits and the annual Parent-Youth Leadership Day. These deliverables are found in the Coalition’s Strategic Plan under the Community Development and Public Information and Social Marketing strategies.

Section 4. Urban Indian Child Welfare Committee: Committee members dedicated to improving recruitment and retention for foster care families and outreach for Native youth who have experienced foster care. Committee members to provide foster care families and Native youth culturally inclusive resources, support services and trainings needed for Native youth to succeed.

Section 5. Suicide Prevention Committee: Committee members will focus on the planning and implementation of deliverables outlined in the Coalition’s Strategic Plan under Suicide Prevention strategies. Host annual American Indian Suicide Prevention Convening to connect community to important resources available to them. Discussing suicide prevention efforts in local tribal communities.

Article VIII – Amendments

Section 1. These Bylaws may be amended with a majority vote.

Section 2. Revised Bylaws shall only become effective when ratified by the Coalition.