



By-Laws

Created: November 6, 2024

Article 1: Name & Purpose

Section 1: Name

The name of this organization shall be the 1Direction Prevention Coalition. This community coalition represents agencies that provide services to residents of Emery County and community members from Emery County.

Section 2: Purpose

The Coalition was established by Four Corners Community Behavioral Health, a non-profit agency as the fiscal agent, focused on reducing youth substance use. To serve the following towns in Emery County: Emery, Ferron, Clawson, Orangeville, Castle Dale, Huntington, Lawrence, Cleveland, and Elmo.

Vision: *Emery County is a nurturing community that empowers families, children, and youth through education and connection, inspiring positive behaviors, and strengthening the entire community.*

Mission: *The 1Direction Prevention Coalition enhances the well-being of families, children, and youth in Emery County by fostering connections and community involvement. We are committed to building a healthier, more supportive environment by moving in one direction together. Our mission involves offering resources, education, and advocacy through proven prevention strategies to reduce risks and nurture growth.*

Section 3: History

In October 2023, Four Corners Community Behavioral Health received funding to hire a coalition coordinator in Emery County and establish the coalition that adopted the Communities That Care (CTC) prevention framework. This initiative enables families, caregivers, parents, and community members to collaborate effectively to understand and promote healthy behaviors and positive social development among children and youth.

Section 4: Future

The Coalition will work to implement the [Strategic Prevention Framework](#), the [Communities That Care \(CTC\) Prevention Framework](#), [CADCA training programs](#), and evidence-based programs from [Blueprints for Healthy Youth Behaviors](#), along with other state and nationally recognized strategies, programs, training, and policies as needed to enhance child and youth development.

Article 2: Organization

Section 1: Key Leader Board

Section 1.1: Membership

The Key Leader Board (KLB) comprises a minimum of 15 members, ensuring diverse representation from various sectors within the community. This includes but is not limited to, Youth, Caregivers/Parents, Business, Media, Schools/Education, Organizations Serving Children and Youth, Law Enforcement/Justice Agencies, Religious/Fraternal Organizations, Civic and Volunteer Groups, Healthcare Professionals, Culture/Diversity Groups, and State and Local Government Agencies. Membership is designed to be inclusive and welcoming to all who align with our vision, mission, and objectives, without discrimination based on gender, race, color, age, religion, national origin, sexual orientation, or disability.

1.1 a) Roles

Key Leaders fulfill essential roles, which include:

- Supporting the well-being and healthy development of children and youth in our community.
- Promoting the Communities That Care process by educating others about this evidence-based approach.
- Assist in securing the necessary information and resources to implement the community's selected evidence-based programs, ensuring adherence to the program's policies and practices.
- Attending CTC Key Leaders' Meetings to ensure the Coalition adheres to its mission and objectives through a strategic action plan.

1.1 b) Qualities

Key Leaders are characterized by the following qualities:

- Being respected and influential.
- Having access to resources.
- Showing a willingness to collaborate.

1.1 c) Meetings

The Key Leader Board meets quarterly, typically in February, May, August, and November, on the last Wednesday of the month from 12:00 PM to 1:00 PM. Meeting locations may rotate to accommodate attendees, with the location determined by the Coordinator/Chair. A virtual option is also available. Members must participate in at least 50% of coalition activities, through meetings or event involvement per calendar year.

Section 2: Community Board

Section 2.1: Membership

The Coalition welcomes membership from individuals, agencies, organizations, and government entities that align with its vision, mission, and objectives. Membership is designed to be inclusive and welcoming to all, without discrimination based on gender, race, color, age, religion, national origin, sexual orientation, or disability.

Members may include members from the community and representatives from diverse community sectors such as Youth, Caregivers/Parents, Business, Media, Schools/Education, Organizations Serving Children and Youth, Law Enforcement/Justice Agencies, Religious/Fraternal Organizations, Civic and Volunteer Groups, Healthcare Professionals, Culture/Diversity Groups and State and Local Government Agencies. These members bring expertise in strengthening families and improving education and family well-being in Emery County. An annual Coalition member form must be completed by members, each year in January.

2.1 a) Roles

Community Board Members play vital roles, including:

- Being accessible to key Leaders.
- Leading and participating in workgroups.
- Engaging in collective decision-making.
- Developing and assisting with funding and implementing the community action plan.
- Effective communication and teaching skills.
- Be adaptable in learning new strategies and skills.

2.1 b) Qualities

Community Board Members are distinguished by qualities such as:

- Leadership capabilities.
- Diplomatic collaboration.
- Advocacy for social change.
- Experience as senior and emerging leaders.

2.1 c) Meetings

The Coalition holds monthly meetings, usually on the first Tuesday from 12:00 PM to 1:30 PM. The meetings alternate between Huntington and Castle Dale, with the location determined by the Coordinator/Chair. A virtual option is also available. Members must participate in at least 75% of coalition activities, through meetings or event involvement per calendar year.

Section 3: Coordinating Council

Section 3.1: The Coordinator/Chair

The Coordinator/Chair, an employee of Four Corners Community Behavioral Health, guides the Coalition's CTC framework. Key responsibilities include:

- Facilitating the CTC planning and implementation process.
- Coordinating problem-solving efforts related to project milestones.
- Leading CTC workshops and preparing those agendas.
- Delegating tasks related to data collection, outreach, and event planning.
- Assisting in grant writing and budget management.
- Leading Coalition meetings and ensuring agendas are prepared.
- Acting as the liaison to the Key Leader Board (KLB).
- Overseeing administrative processes and approving formal statements.
- Appointing Vice Chair, Secretary, or workgroup members for various projects.

Section 3.2: The Vice Chair

The Vice Chair, elected by active Community Board Members, supports the Coordinator/Chair and serves a one-year term, with the possibility of serving an additional year. Responsibilities include:

- Assuming the Chair's duties in their absence.
- Collaborating with Key Leaders and Community Board members to organize and foster participation.
- Supporting the Coordinator/Chair.

Section 3.3: The Secretary

Elected by active Community Board Members, the Secretary's duties include:

- Documenting meeting proceedings and maintaining accurate records.
- Collaborating with the Coordinator/Chair to ensure proper meeting preparation.
- Publishing a historical record of significant Coalition events.

Section 4: Workgroups

Coalition members are encouraged to join workgroups, which focus on specific tasks and are activated as necessary. These workgroups are critical in achieving the coalition's objectives and ensuring comprehensive community involvement and progress. Members can contribute their expertise and collaborate with others to make a meaningful impact.

Section 4.1: DATA ANALYSIS WORKGROUP:

4.1 a) Role: This role involves gathering and analyzing youth surveys and public data to assist the community board in identifying key youth outcomes, priority risks, and protective factors. This group also tracks changes in community-level outcomes over time.

4.1 b) Key Tasks:

- **Data Analysis:** Examine risk and protective factors and youth outcome data from the Youth [SHARP Survey](#) and public data on families, children, and youth.
- **Data Collection:** Gather necessary public data and prepare it for analysis.
- **Recommendations:** Advise on priority risk and protective factors.
- **Presentation:** Deliver recommendations to the Community Board and Key Leaders.
- **Reassessment:** Reevaluate risk, protective factors, and child and youth outcomes every 2-3 years.
- **Reporting:** Share progress and findings both verbally and through written reports.
- **Evaluation:** Design and implement assessments of changes in community-level outcomes.

4.1 c) Membership: Members should possess experience or expertise in data collection and analysis, specifically regarding survey data and public data sources. It's crucial to include representatives from all major public data sources, such as schools, law enforcement, public health, and social services.

4.1 d) Workshops for this Workgroup:

Phase 3: Community Assessment Workshop

Phase 5: Evaluation Planning Workshop

Section 4.2: RESOURCE & EVALUATION WORKGROUP:

4.2 a) Role: The Resource & Evaluation Workgroup is tasked with identifying existing community services that address priority risk and protective factors, pinpointing gaps in service delivery, and recommending effective solutions. This group is also responsible for designing and overseeing the monitoring and evaluation of programs and policies implemented as part of the Community Action Plan.

4.2 b) Key Tasks:

- **Program Inventory:** Develop a comprehensive inventory of existing programs, policies, and practices that address the priority risk and protective factors.
- **Program Assessment:** Evaluate the extent to which current programs are being implemented and assess their effectiveness.
- **Gap Analysis:** Identify gaps in existing services that need to be addressed.
- **Recommendations:** Suggest proven and effective programs, policies, and practices to bridge identified service gaps.
- **Reporting:** Communicate accomplishments and findings both verbally and through written reports.
- **Community Action Plan Development:** Participate actively in the development of the Community Action Plan.
- **Evaluation Design and Oversight:** Design and oversee the evaluation of the implementation of the Community Action Plan's programs and policies.

4.2 c) Membership: Members should have expertise in community resources for children, youth, and families. The workgroup should include representatives from all major community service providers, with involvement from other community experts as needed.

4.2 d) Workshops for this Workgroup:

Phase 3: Assessing Community Resources Workshop

Phase 5: Implementation Planning Workshop
Monitoring Program Implementation & Outcomes
Workshop Observation Workshop

Section 4.3 COMMUNITY OUTREACH AND PUBLIC RELATIONS WORKGROUP:

4.3 a) Role: The Community Outreach & Public Relations Workgroup is dedicated to engaging Key Leaders and stakeholders in the community, promoting the Communities That Care framework, and ensuring that key leaders and the community are continually informed and educated about the efforts and achievements of the community board.

4.3 b) Key Tasks:

- **Key Leader/Stakeholder Engagement:** Regularly communicate with stakeholders and key leaders to foster strong relationships and ongoing involvement.
- **Community Education:** Identify and implement opportunities to educate and actively involve the community in the board's initiatives.
- **Media Collaboration:** Collaborate with the contracted media representative to effectively disseminate information and updates.
- **Celebration of Success:** Recognize and celebrate community successes to boost morale and acknowledge collaborative efforts.
- **Feedback and Promotion:** Create opportunities to gather community input, promote program benefits, and announce outcomes to sustain momentum and support.
- **Distribution Management:** Develop and maintain an up-to-date distribution list for sharing the Community Action Plan and other relevant materials with the community.
- **Social Development Strategy Promotion:** Develop strategies to broadly promote the Social Development Strategy within the community.
- **Content Development:** Brainstorm and create engaging content for social media, newsletters, and the community website to keep Key Leaders and stakeholders informed and engaged.

4.3 c) Membership: This workgroup is composed of community board members who have a keen interest and expertise in community mobilization, public relations, and media engagement. Their collaborative efforts are vital in ensuring the community is well-informed and actively participating in the board's initiatives.

Section 4.4 COMMUNITY BOARD MAINTENANCE WORKGROUP:

4.4 a) Role: The Community Board Maintenance Workgroup is dedicated to nurturing and sustaining a robust and efficient community board.

4.4 b) Key Tasks:

- **Communication and Reporting Protocols:** Develop and implement effective communication and reporting systems to ensure transparency and accountability.
- **Decision-Making Protocols:** Establish and continually refine decision-making processes, including updating bylaws and operating procedures to reflect current needs and practices.
- **Recruitment and Education Process:** Create a comprehensive system for recruiting new community board members and educating them about prevention strategies, the CTC framework, current prevention efforts, and their roles and responsibilities.
- **Team-Building and Recognition:** Organize activities that promote team cohesion and recognize the contributions of board members to foster a positive and collaborative environment.

4.4 c) Membership: The workgroup should comprise community board members with expertise and a keen interest in organizational development and team-building. Involving other community experts as needed can provide additional insights and support.

Section 4.5 YOUTH INVOLVEMENT WORKGROUP:

4.5 a) Role: The Youth Involvement Workgroup is dedicated to recruiting and integrating youth into all facets of the Communities That Care (CTC) framework. This group collaborates with other workgroups to identify meaningful roles for young people, assess the skills and training they need, and ensure appropriate recognition for their contributions.

4.5 b) Key Tasks:

- **Engagement with Youth Groups:** Identify and connect with existing youth groups to foster collaboration and involvement.
- **Youth Participation Strategies:** Develop creative strategies to involve youth in the CTC framework, ensuring they have a voice and a role in decision-making.
- **Recruitment:** Actively recruit young people to participate in the community board, workgroups, and specific tasks or activities.
- **Skills Development and Recognition:** Coordinate training and development opportunities for youth participants, and recognize their efforts and achievements.

4.5 c) Membership: The workgroup should be composed of community board members who have experience and a genuine interest in youth engagement. Involving other community experts as needed will enhance the effectiveness of the workgroup in achieving its objectives.

Section 5: Member Attendance, Resignation, and Transition of Duties

Section 5.1: Resignation and Transition of Duties:

Key Leaders and Community Board Members are expected to notify the Coalition Coordinator/Chair at the earliest opportunity if they intend to resign from their membership. Upon resignation, members are responsible for ensuring a smooth transition of their duties and responsibilities. This includes identifying a suitable successor within their organization and facilitating the transfer of relevant tasks, information, and ongoing initiatives.

Section 5.2: Attendance Requirement for Conference and Workshop Eligibility:

This by-law establishes the attendance requirements for key leaders and community board members to qualify for participation in conferences, trainings, and workshops. It aims to ensure active involvement and commitment from all members in the coalition's ongoing efforts and initiatives.

5.2 a) Attendance Requirements:

Key Leaders

To be eligible for attendance at conferences, certain trainings, and workshops, key leaders are required to:

- Members must participate in at least 50% of coalition activities, through meetings or event involvement per calendar year.

Community Board Members

To qualify for participation in conferences, specific trainings, and workshops, community board members must fulfill the following requirements:

- Members must participate in at least 75% of coalition activities, through meetings or event involvement per calendar year.

Section 5.3: Reporting Guidelines for Conference and Workshop Attendees:

Members who attend conferences, trainings, and workshops must share the information they gain with the Key Leaders and the Community Board. This can be done either through an in-person/virtual presentation or a written report.

Section 5.4: Implementation and Compliance:

- Attendance records will be maintained by the designated coalition secretary or appointed officer to ensure compliance with these requirements.
- Exceptions may be considered on a case-by-case basis due to extenuating circumstances, with approval from the coalition's executive committee or designated authority.
- Members who do not meet these attendance requirements will be ineligible for participation in conferences, certain training, and workshops until they meet the stipulated criteria.

Article 3: Encouraging Inclusivity and Diversity

Section 1: Commitment to Inclusivity, Diversity, and Equity

The Coalition is committed to creating an inclusive and respectful environment that values diversity in all its forms, including race, ethnicity, gender, sexual orientation, age, disability, socioeconomic status, religion, and other characteristics. We recognize that diverse perspectives strengthen our work and ensure our initiatives reflect the needs of the community.

To this end, we will actively promote equal representation and participation, particularly from historically underrepresented and marginalized groups, in leadership, committees, and decision-making. The Coalition also maintains a strict policy against discrimination, harassment, and bias in all activities, and expects all members to engage respectfully and professionally, fostering a safe and welcoming environment for all.

Article 4: Decision Making

Section 1: Voting

Decisions requiring Coalition approval will typically occur during scheduled meetings. A majority vote of qualified members present is necessary for approval. In urgent situations, the Coordinator/Chair may call an email vote. If no response is given, the Coordinator/Chair has the right to act as the final vote and make a decision in the best interest of the coalition.

Article 5: Amendments and Revisions to the By-Laws

Section 1-Amendments and Revision

Section 1.1: Amendments to the By-Laws

Any member of the Coalition may propose amendments to the by-laws by submitting them in writing to the Coordinator/Chair 60 days before the next scheduled meeting. The Community Board will review the proposal and its impact on the Coalition's goals, operations, and community. The proposed amendments will be discussed at a scheduled meeting, where members may ask questions, raise concerns, and suggest modifications. To adopt an amendment, it must be approved by a supermajority of the CB members present.

Section 1.2: Frequency of By-Laws Review

The Coalition shall review the by-laws at least once every 3 years to ensure they remain relevant, effective, and reflective of the Coalition's mission and values. Members will be encouraged to suggest changes or updates as needed during these reviews.

Section 1.3: Record of Changes

The Secretary or designated individual shall maintain an up-to-date record of the by-laws, including the date of each amendment or revision. A summary of all amendments or revisions will be included in the by-law document, along with the dates of approval.

These by-laws reflect the mission and structure of the 1Direction Prevention Coalition, ensuring effective collaboration and community engagement in prevention efforts.

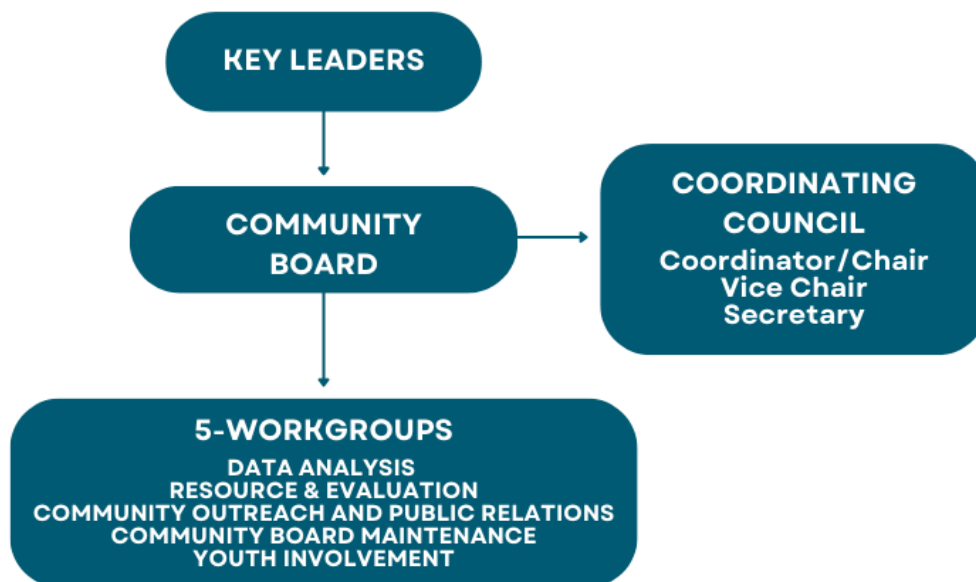
APPENDIX: A -Article (2) Section 1.1 & Section 2.1

The 12 Sectors that shall be represented by the 1Direction Prevention Coalition are:

1. YOUTH
2. CAREGIVER/PARENT
3. BUSINESS
4. MEDIA
5. SCHOOL
6. CHILD/YOUTH-SERVING ORGANIZATION
7. RELIGIOUS/FRATERNAL ORGANIZATIONS
8. LAW ENFORCEMENT
9. CIVIC/VOLUNTEER GROUP
10. HEALTHCARE PROFESSIONALS OR ORGANIZATIONS
11. STATE, LOCAL OR TRIBAL GOVERNMENTAL AGENCIES
12. OTHER ORGANIZATIONS INVOLVED IN REDUCING YOUTH SUBSTANCE USE

APPENDIX: B -Article (2) Section 1, 2, 3, & 4 Organizational Chart

ORGANIZATIONAL CHART



BY-LAWS INDEX Page 9 & 10

Article 1: Name & Purpose

- Section 1: Name Page 1
- Section 2: Purpose Page 1
 - Vision Page 1
 - Mission Page 1
- Section 3: History Page 1
- Section 4: Future Page 1

Article 2: Organization

- *Section 1: Key Leader Board Page 2
 - Section 1.1: Membership Page 2
 - 1.1 a): Roles
 - 1.1 b): Qualities
 - 1.1 c): Meetings
- *Section 2: Community Board Page 2
 - Section 2.1: Membership Page 2
 - 2.1 a): Roles
 - 2.1 b): Qualities
 - 2.1 c): Meetings
- *Section 3: Coordinating Council Page 3
 - Section 3.1: The Coordinator/Chair ... Page 3
 - Section 3.2: The Vice Chair Page 3
 - Section 3.3: The Secretary Page 3
- *Section 4 Workgroups Page 4
 - *Section 4.1: Data Analysis Workgroup* Page 4
 - 4.1 a) Role
 - 4.1 b) Key Tasks
 - 4.1 c) Membership
 - 4.1 d) Workshops for this Workgroup
 - Section 4.2: *Resource & Evaluation Workgroup* Page 4 & cont. Page 5
 - 4.2 a) Role
 - 4.2 b) Key Tasks
 - 4.2 c) Membership
 - 4.2 d) Workshops for this Workgroup
 - Section 4.3: *Community Outreach & Public Relations Workgroup* Page 5
 - 4.3 a) Role
 - 4.3 b) Key Tasks
 - 4.3 c) Membership
 - Section 4.4: *Community Board Maintenance Workgroup* Page 5 & cont. Page 6
 - 4.4 a) Role
 - 4.4 b) Key Tasks
 - 4.4 c) Membership

- Section 4.5: *Youth Involvement Workgroup* Page 6
 - 4.5 a) Role
 - 4.5 b) Key Tasks
 - 4.5 c) Membership
- *Section 5: Member Attendance, Resignation, and Transition of Duties Page 6
 - Section 5.1: Resignation and Transition of Duties Page 6
 - Section 5.2: Attendance Requirement for Conference and Workshop Eligibility..Page 6
 - 5.2 a) *Attendance Requirements*
 - Section 5.3: *Reporting Guidelines for Conference and Workshop Attendees* .. Page 6
 - Section 5.4: *Implementation and Compliance* Page 7

Article 3: Encouraging Inclusivity and Diversity

- *Section 1: Commitment to Inclusivity, Diversity, and Equity Page 7

Article 4: Decision Making

- *Section 1: Voting Page 7

Article 5: Amendments and Revisions to the By-Laws

- Section 5.1: Amendments to the By-Laws Page 7
- Section 5.2: Frequency of By-Laws Review Page 7
- Section 5.3: Record of Changes Page 7

Appendix A: Sectors Represented by the Coalition Page 8

- Youth
- Caregiver/Parent
- Business
- Media
- School
- Child/Youth-Serving Organization
- Religious/Fraternal Organizations
- Law Enforcement
- Civic/Volunteer Group
- Healthcare Professionals or Organizations
- State, Local or Tribal Governmental Agencies
- Other Organizations Involved in Reducing Youth Substance Use

Appendix B: ORGANIZATIONAL CHART Page 8

This index provides a comprehensive overview of the by-laws, categorizing each section by topic to facilitate quick navigation. The page numbers should correspond to where each section appears in the document.