



Warrick County Cares
CHARTER
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ARTICLE I
Name and Organization

The name of this organization shall be the “Warrick County Cares”. Hereafter, the coalition will be referred to as, “WCC”. WCC shall operate its programs and offer its services in affiliation with Youth First, Inc., an Indiana non-profit corporation with its offices in Evansville, Indiana (hereinafter “Youth First”). Youth First shall act as the lead agency and fiscal agent for WCC, the terms of which shall be detailed in a Memorandum of Understanding approved by and entered into between WCC and Youth First annually. WCC may have offices at such places as the leadership may determine the business requires. Contact information is available on the website.

ARTICLE II
Mission and Goals

- A. Vision. For Warrick County to be a community of healthy, productive families, free of drug and alcohol abuse, that engage in community and educational activities and present themselves as positive role models, knowing they are people of value and worth.
- B. Mission. To support the success of Warrick County youth through evidence-based programming which lower the incidence of substance misuse.

C. Goals and Objectives. WCC follows best practices in substance abuse prevention which bring together community leaders that are focused on the effective prevention strategies to address known youth health and behavioral issues. This model process helps to achieve these goals:

- ✓ To foster cooperative and collaborative endeavors among WCC members and the broader community with mutually agreed-upon goals;
- ✓ To educate ourselves about and promote evidence-based programs and activities to address the needs of youth and families in Warrick County;
- ✓ To increase awareness and utilization of existing services, programs and activities benefiting Warrick County youth and families;
- ✓ To minimize duplication of services and efforts through networking and communication;
- ✓ To help create and support positive community attitudes and behaviors throughout Warrick County;
- ✓ To improve outcomes and access to programs and services.

ARTICLE III Membership

A. Criteria for Membership. WCC service area includes all of Warrick County and its citizens. Any person or organization residing or working in Warrick County that supports the mission and goals of WCC may become a member. Membership will be composed of two categories of constituencies:

1. Individual: voting members. Members in this group represent one of the following constituencies, on either an informal or formal basis. Examples include, but are not limited to:

Parents or family members of children and youth
Community youth
Parents who are paid to work as family advocates by their organizations
Foster parents
Community residents
Consumers of services

2. Organizations: voting members. Members in this group represent an entity such as a form of government or system, which receives its primary support through public funds, non-profits with tax-exempt status and organizations and corporations with vested interests in Warrick County communities. These organizations are located within Warrick County or serve Warrick County residents. Examples include, but are not limited to:

Local, county, state government	Hospitals
Government agencies	Faith-based organizations
School districts	Library systems
Law enforcement	
Organizations with nonprofit status	
Businesses and corporations	

B. Commitment to Mission and Goals. All members are expected to become acquainted with and accept WCC mission and goals as outlined in the orientation materials. Those who would like to become members will

submit a signed application and if approved attend a brief orientation. Their application will serve as a memorandum of understanding that indicates the person or organization has read the charter and agrees to them. Upon approval the member will be assigned to one of the two categories of membership. Organization members are required to have at least two people as WCC members for that organization.

- C. Age of Members. There will be no age limit for those who want to be members.
- D. Attendance Requirement. In order to be a member in good standing, WCC members are expected to participate in at least three WCC activities each year. Members of the Executive Committee are required to attend at least 75% of the meetings per fiscal year. Participants are expected to notify either the Chairperson or Coalition Coordinator if they are unable to attend.
- E. Policy Regarding Removal of Members. A member whose conduct places WCC in a negative light or compromises its mission and goals may be removed at any time by a 2/3 vote of voting membership.
- F. Policy of Non-Discrimination. Recognizing the cultural diversity of our communities and the values of WCC in building multi-cultural partnerships, WCC pledges to promote the awareness of cultural diversity in its membership and all of its policies and programs. No person may be denied membership in WCC based on age, race, ethnicity, national origin, creed, marital status, gender, gender identity, sexual orientation, or physical or psychological disability. Any individual, corporation, or organization collaborating with WCC for purposes of providing services must subscribe in writing to a non-discrimination policy. In accordance with federal and state law, WCC and its members will not discriminate against volunteers, employees or persons seeking employment or seeking services on basis of age, race, ethnicity, national origin, creed, marital status, gender, gender identity, sexual orientation, or physical or psychological disability.

ARTICLE IV

Meetings and Attendance

- A. Schedule of Meetings. The Executive Committee will determine the schedule of the meetings for WCC at the beginning of each fiscal year. A minimum of four meetings per year is recommended for networking and communication purposes.
- B. Schedule of Executive Committee Meetings. The Executive Committee will meet a minimum of six times per year and as deemed necessary to conduct WCC business.
- C. Special Meetings. Special meetings of WCC may be called by the Chairperson and Chair-Elect. Notification of special meetings must be sent to all WCC members at least one week in advance of the meeting (unless a deadline prohibits it). Notification may occur by e-mail, telephone, fax, or by mail.

ARTICLE V

Voting

- A. Voting Process. WCC decisions will be determined by a vote of the membership. The Chairperson and/or Chair-Elect will lead an open discussion prior to the vote so that all points of view may be heard.
- B. Quorum for Voting. Decisions of the WCC or committee will be decided by a quorum of 30% of the voting WCC membership or the WCC committees. In case of a tie, the Chairperson (and in their absence, the Chair-Elect) will vote.

- C. Majority for Voting. Provided a quorum is present, any votes taken will require a majority of the voting members in attendance for approval.
- D. Qualifications to Vote. In order to qualify to vote, a member of WCC must have understood and signed an orientation statement (Attachment A) and fulfilled the participation expectations.
- E. Use of a Voting Proxy. A voting member may submit a written vote by proxy for an agenda item. This vote shall be submitted to the Chairperson or his or her designee.
- F. Meetings by Telecommunications Device. Members of WCC or any committee appointed by WCC may participate in a meeting by means of conference telephone or similar electronic communication equipment and/or via electronic means, such as e-mail communication, so long as all persons participating in the meeting can communicate with each other. Participation in such meeting in such manner shall constitute presence in person.
- G. Action by Written Consent. Any action required or permitted to be taken at any meeting of WCC or any committee thereof may be taken without a meeting, if all members of WCC or of such committee, as the case may be, at the time in office, consent thereto in writing and the writing or writings are filed with the Minutes of the WCC proceedings, unless the consent specifies a prior or subsequent effective date. A writing may include type-written communications sent via electronic means, such as e-mail communication. Any such electronic communication is deemed signed if it is sent from the Chair's electronic mailing address on record with WCC.

ARTICLE VI

Leadership and Committees

- A. Definition and Roles of Executive Committee members. The Executive Committee shall manage the general business of WCC during the interim between coalition meetings or as otherwise designated by the entire WCC membership. There will be one Chairperson and one Chair-Elect on staggered terms. There will be a Recorder, Treasurer and chairs from the committees. These are all voting members. Also on the Executive Committee as non-voting members shall be the Coalition Coordinator and a representative of Youth First. A quorum for the Executive Committee will exist when 75% of the current members are present for the meeting.
- B. Chairperson: The Chairperson must be a voting member of WCC. The Chairperson shall provide leadership to the coalition. The Chairperson shall work with the Coalition Coordinator to manage day-to-day business of WCC. The Chairperson will set agendas for meetings, and work cooperatively with the members of the coalition, the county, the state, and other agencies, organizations, and individuals. It is the responsibility of the Chairperson to see that the charter is observed and that all resolutions of WCC are carried out. The Chairperson will have responsibility to approve any applicable contracts, documents, and other instruments in writing that may be required for the proper transaction of business in conjunction with the President of Youth First. The Chairperson will mentor the Chair-Elect to facilitate transition. The Chairperson, or other designee, shall also be a standing member of the Program Committee of Youth First.
- C. Chair-elect: The Chair-Elect shall assist the Chairperson in all aspects of the duties of the Chairperson as stated above. In the case of the absence or incapacity of the Chairperson, the Chair-elect will serve in the Chairpersons' role.

- D. Recorder: The Recorder shall keep minutes of the proceedings of its members and Executive Committee meetings.
- E. Treasurer: The Treasurer shall monitor the approved coalition budget and report coalition finances to the WCC Executive Committee and coalition.
- F. Coalition Coordinator: The Coalition Coordinator shall be employed by Youth First and manage the day to day programs and activities of WCC working with officers and members to meet WCC's mission and goals. The Coordinator shall notify the membership of meetings, distribute the meeting agendas and be responsible for all WCC records. The Coordinator will maintain a current membership list, record attendance for all meetings, and manage all correspondence.
- G. Selection of Executive Committee Members: The Chairperson and Chair-elect of the Executive Committee and other designated members of the Executive Committee will solicit nominations from WCC membership for representatives to the Executive Committee. WCC Members may volunteer to be considered for this position and/or may nominate others.
- H. Committee Chairs: The WCC Executive Committee will appoint standing and ad-hoc committee chairs prior to the end of each fiscal year.
- I. Term of Executive Committee: Terms for the Chair and Chair-elect will be two (2) years. A new chair-elect will be elected every other year. The Recorder and Treasurer will serve in two (2) year terms for no more than three consecutive terms.
- J. Other Executive Committee Members: The Executive Committee shall include the Chairperson, Chair-Elect, Treasurer, Recorder, Past-Chair and Standing Committee Chairs. The Coalition Coordinator and a representative of Youth First are non-voting members of the Executive Committee. The committee will support the operation of WCC to accomplish the work between coalition meetings and develop strategies to secure public and private funds to support the coalition's action plan. The Executive Committee will assist in the management of WCC business. This committee will maintain communication; promote networking and work to advance the sustainability of county-wide prevention resources. Each of these positions will be approved by a majority of the membership of the Coalition. Members of this committee should be voting members with knowledge and passion for the Coalition mission.
- K. Replacements of Representatives on the Executive Committee: If a representative must leave the Executive Committee before the expiration of his/her term, the Chairperson and Chair-elect will select a replacement. This selection will be done using input from members of the Executive Committee.
- L. Communication Between the Executive Committee, Standing and Adhoc Committees: A member of the Executive Committee will sit on each WCC committee and serve as liaison between that committee and the Executive Committee. The liaison will report on the work of that committee to the Executive Committee, either through a written report or through a presentation at an Executive Committee meeting. If a presentation cannot be made, a written status report should be submitted by each committee to the Coalition Coordinator no later than the last day of the month preceding each Executive Committee meeting.
- M. Standing Committees: The following committees shall be the WCC Standing Committees. Members may not participate in more than two (2) committees without the consent of the Executive Committee.
 - 1. Data Analysis: Conducts a Community Needs Assessment through data collection, analysis of issues, inventory and assess existing resources. Identify gaps in current responses to priorities.

2. Youth Involvement: Recruits youth for all aspects of the Coalition effort.
 3. Community Outreach: Organizes and plans activities to educate and update the Coalition and the public about the work of the Coalition.
 4. Communication: Plans and oversees the strategic marketing plan for the Coalition which includes awareness through advertisements and social media.
 5. Membership: Works to build coalition membership to include all sectors of the community and all locations within the county.
- N. Formation of Other Committees: The Chairperson and Chair-elect will solicit input from the members of WCC in regard to the need for specific committees. Using that input, the Executive Committee may appoint standing or ad hoc committees when deemed necessary to facilitate the functions of the Coalition.

ARTICLE VII

Records and Contracts

- A. All WCC records may be reviewed by any member or their assigned agent, for any proper purpose at any reasonable time with written advance notice.
- B. All agreements, contracts and other binding instruments shall be signed by the President of Youth First as lead agency upon written approval by the WCC Chairperson. Unless so authorized no officer, agent, or member shall have any authority to bind WCC by any agreement or engagement or to pledge its credit or to render it liable monetarily for any purpose or in any amount.

ARTICLE VIII

Amendments

The Charter shall be amended by a two-thirds vote of the general membership at a regular or special meeting, provided a minimum of ten business days' notice has been given for that purpose. Whenever possible, the discussion of an amendment will take place when it is first presented. Voting on that amendment will take place at the next regular meeting.

ARTICLE IX

Conflict Of Interest

A conflict of interest may exist when the interests or concerns of a representative or his /her entity or organization may be seen as competing with the interests of WCC. Any potential conflict of interest shall be disclosed, verbally or in writing, to the parties involved and to the Executive Committee. Either the Chairperson or Chair-elect, as appropriate, will review the disclosure and recommend to the Executive Committee one of the following options for dealing with the potential conflict:

1. The member(s) may be asked to leave while the discussion and voting takes place.
2. The member(s) may be allowed to participate in the discussion but refrain from voting.

The Executive Committee will vote to determine how to proceed. A majority vote will determine which option is selected. Any potential conflict of interest proceedings will be recorded in the meeting minutes. The minutes shall reflect the disclosure of the potential conflict of interest, the Executive Committee decision about how to proceed, and whether the member participated in voting.

ARTICLE X
Dissolution

Upon the dissolution WCC, any remaining assets, after satisfaction of all obligations of WCC, shall be distributed to another non-profit tax exempt organization established for the purpose of prevention of substance abuse among Warrick County youth and residents in general and in keeping with the primary purposes of the organization as articulated in Article II.

Amended the 13th day of April 2020

Alyssa Sieg

Recorder