

# **PICKAWAY COUNTY SUICIDE PREVENTION COALITION BY-LAWS**

*Adopted Revised By-Laws on May 2018.*

## **ARTICLE 1 NAME OF ORGANIZATION**

Begun in the summer of 2006, the Pickaway County Suicide Prevention Coalition (RCSPC) is organized under the Paint Valley ADAMH Board in Chillicothe, Ohio. Contact information for the PCSPC will be made available on the Paint Valley ADAMH Board website's Home Page. The PCSPC logo and motto include the message "Touching Lives Through Hope".

## **ARTICLE 2 VISION, MISSION & PURPOSE**

The vision of the Pickaway County Suicide Prevention Coalition is to lead the county in providing and promoting opportunities for all citizens to become active in the reduction of suicide deaths and attempts.

The mission of the Pickaway County Suicide Prevention Coalition is to decrease suicide deaths and attempts in the county through advocacy, education, training and evaluation.

The purpose of the Pickaway County Suicide Prevention Coalition will be to:

- 1 Reduce suicide deaths and attempts in Pickaway County;
- 2 Assist in the development, implementation and evaluation of the Pickaway County Suicide Prevention Plan;
- 3 Serve as liaison between PCSPC and the communities in the collection and dissemination of pertinent information.

## **ARTICLE 3 REPRESENTATION AND MEMBERSHIP**

Interested persons, dedicated to the prevention of suicide and who regularly attend meetings of the PCSPC shall be able to register as members.

"Regular attendance" by a member is defined as attending a minimum of 25% of the meetings over a calendar year.

Members present at a meeting shall each have one vote. Absentee ballots or proxy voting will not be permitted. (Voting by email is permitted.)

The elected officers, known as the Steering Committee, will lead the efforts of the Pickaway County Suicide Prevention Coalition.

The primary communication between members of the PCSPC will be email.

The primary role of members includes: choosing officers, implementing the Suicide Prevention Plan, defining and participating in Work Groups, making recommendations to the officers, and representing the PCSPC at public events, such as information fairs.

The four Work Groups are focused on demographic groups: Elderly, Middle Age, Youth, and Support Services to Survivors.

Each Work Group elects a Chairperson. This Chairperson also serves as a member of the PCSPC Steering Committee.

#### **ARTICLE 4 FORMATION OF THE STEERING COMMITTEE**

##### **COMPOSITION:**

The Steering Committee of the Coalition will be comprised of 10 members:

- Officers: President, Vice President, Finance Officer, Secretary, PR/Historian,
- Work Group Chairpersons: Elderly, Middle Age, Youth, Support Services for Survivors
- Representative from the ADAMH Board

#### **ARTICLE 5 RESPONSIBILITIES OF THE STEERING COMMITTEE**

Membership on the Steering Committee will require the following general responsibilities in conducting the business of the PCSPC based upon the vision, mission and goals developed by the group. These responsibilities include, but are not limited to:

- Attending PCSPC meetings and events throughout the elected term
- The Steering Committee will correspond by email before the general membership meeting to set the agenda and take care of Steering Committee business. They may also meet as needed.
- Participating in votes of the full PCSPC, as well as the Steering Committee (Each person shall have one vote.)
- Setting the meeting agenda, conducting the meetings and ensuring the full group has the opportunity to consider items of importance in the realm of suicide prevention and the efforts of the PCSPC
- Communicating and consulting with the Paint Valley ADAMH Board
- Oversees the submission of grant applications and subsequent funding

- Reviewing and making recommendations to the full PCSPC related to proposed changes to the By-Laws
- Reviewing and screening officer nominations for compliance with criteria set forth in the By-Laws
- Drafting any official correspondence
- Addressing items of critical importance which arise between meetings
- Communicating any business conducted between meetings to the full membership
- Creating and monitoring consistent messages for all PR released to the media
- Archiving the work and accomplishments of the PCSPC by maintaining meeting minutes and scrapbook
- Participating in and collaborating with Work Groups and ad hoc task groups
- Setting the annual calendar of meeting dates
- Individually fulfilling their full term or submitting a letter of resignation to the President as deemed personally necessary.

The Steering Committee may establish ad hoc task groups made up of members and citizens to study specific issues, make recommendations and participate in resultant activities of the PCSPC. These ad hoc task groups will not be permanent and will have no responsibilities beyond those outlined by the Steering Committee when established.

## **ARTICLE 6 OFFICERS**

### **ELECTION AND APPOINTMENT PROCEDURES FOR OFFICERS:**

The President will appoint a Nominating Committee for vacancies in August. The slate of nominees will be presented to the floor and the coalition can then make other nominations at the meeting in September. Elections shall be held in October – but no later than December in the case of unforeseen circumstances - of each year. Upon election, the officers will immediately assume their responsibilities. The President may appoint someone to serve out the term of an officer who resigns or is relieved of his/her duties.

All officers will serve two year terms except during years where the Steering Committee expands in size. At those times, the new members will have tenures of one or two year terms.

Officer terms will be staggered to stimulate a balance between organizational consistency and new creativity on the Steering Committee. No more than half the Committee may rotate off the Steering Committee in any given year.

An officer is limited to serving two consecutive terms, thus a maximum of 2-4 consecutive years of service. An individual will be eligible to return to serve as an officer after a one year hiatus, as determined by nomination and election according to the PCSPC By-Laws.

## TERMINATION:

Membership as an officer will terminate when a member:

- 1 has missed two consecutive scheduled meetings without notifying the President
- 2 submits a letter of resignation to the President
- 3 or is relieved of his/her duties for unacceptable conduct.

## **ARTICLE 7 DUTIES OF OFFICERS**

**PRESIDENT:** The President will preside at all meetings and have general supervision of the activities of the PCSPC. S/he will work with the Paint Valley ADAMH Board liaison in planning and directing the activities of the PCSPC, including monitoring progress. The President will serve as a spokesperson for the group, or may designate an alternate spokesperson as determined necessary. The President, in collaboration with the Steering Committee, will prepare an agenda for all PCSPC meetings and ensure that the agenda is sent to the members at least one week prior to the meeting. The President retains the right to modify the agenda if it is determined to be in the best interest of the PCSPC, and directs the pace of the meeting to ensure that the agenda is accomplished. The President may appoint ad hoc task groups as needed. The President serves as an ex-officio member of all committees.

**Vice President:** The Vice President will assist the President as needed and exercise all functions of the President in his/her absence.

**FINANCE OFFICER:** The Finance Officer maintains the financial records of the PCSPC, monitors grant funds, makes recommendations to the Steering Committee and membership, and communicates regularly with the Paint Valley ADAMH Board liaison. The Paint Valley ADAMH Board is the fiscal agent for the PCSPC.

**SECRETARY:** The Secretary records the minutes of both the Steering Committee and PCSPC meetings, archives these minutes, and assists the President in distributing meeting reminders, agendas and minutes.

**PR/Historian:** The PR/Historian ensures that a consistent message and image is used with the media (*such as the use of the PCSPC logo and motto*), maintains a scrapbook of PCSPC activities, and sends out information about PCSPC projects and events to the media. Oversees social media pages.

## **ARTICLE 8 TASK GROUPS**

PCSPC will have one standing task group "the finance task group," and other ad hoc task groups as needed. Descriptions of these are as follows.

The Finance Task Group shall consist of the Finance Officer, PVADAMH Liaison and three (3) other members. The Finance Task Group shall have the responsibility for all of the financial and budgetary affairs of the Coalition. This shall be a Standing Task Group.

Ad hoc task groups may be established for special projects upon suggestions from the membership or a decision by the officers. Volunteers to work on such task groups will be sought from within PCSPC and/or from community members with a vested interest. The Steering Committee will provide direction related the task to be completed, help set goals and timelines, monitor progress, and oversee the work through its conclusion. Task groups, for example, can work to implement the Suicide Prevention Plan, fundraise, organize community awareness events and trainings, collect data, or make recommendations to the officers for further action. In order to complete their work, each task group will choose a group leader. Officers will generally be involved in task groups, but are not expected to serve as task group leaders.

Task Group leaders are responsible for:

- Stimulating active participation from volunteers
- Maintaining the group's focus on the specific task at hand and its completion
- Implementing the action plan
- Communicating regularly with the Steering Committee and PCSPC membership.

## **ARTICLE 9 MEETINGS**

Generally, the PCSPC will meet monthly at a pre-arranged location. Special meetings may be called by the President or Paint Valley ADAMH Board liaison as long as the Steering Committee or members are notified of the meeting at least one week in advance. Task group meetings will be called as needed with at least one week notice.

All PCSPC meetings are open to the public and anyone showing an interest in the group and its activities will be encouraged to attend or join. Persons interested in making a formal presentation at a PCSPC meeting must request agenda time no later than two weeks before the meeting date. The President will organize the agenda to ensure that PCSPC business is properly conducted and that persons scheduled to speak will have the opportunity to do so. The President has the option to schedule a segment of the agenda for open comments from the public as needed, and as time permits.

Meeting agendas may include time for the Paint Valley ADAMH Board liaison or ad hoc task groups to share information on activities, successes or concerns.

Robert's Rules of Order will be used to conduct meetings.

## **ARTICLE 10 VOTING**

Whenever possible, PCSPC decisions will be made by consensus. If voting by the membership becomes necessary, a simple majority of those present at a meeting will be sufficient to conduct business. In all meetings – Steering Committee, general membership, or ad hoc Task Groups – the President will abstain from voting, except when a tie-breaker is needed.

## **ARTICLE 11 TRAINING**

For all officers, an annual orientation session will be held that includes information about roles, responsibilities, By-Laws, and PCSPC activities. Officers and members will be encouraged to attend training workshops and events to enhance their skills for work on the PCSPC and the promotion of suicide prevention. Such trainings may include those offered by local, state, or national suicide prevention or awareness organizations.

## **ARTICLE 12 AMENDMENTS**

Any member may propose amendments to the By-Laws via written submission to the President. Upon review, the Steering Committee will present the proposed amendment and provide its recommendation to the full group at a regular meeting.

## **ARTICLE 13 NON-DISCRIMINATION POLICY**

The Pickaway County Suicide Prevention Coalition recruits and accepts members of any race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status. It shall not discriminate in its membership, projects or policies.

## **ARTICLE 14 CONFLICT OF INTEREST**

No one who serves as a member of the PCSPC, the Steering Committee or ad hoc Task Groups will be permitted to unduly influence organizational decisions for personal gain - financial, business, or otherwise.

**ARTICLE 15**  
**DISSOLUTIONMENT**

In the event that the Pickaway County Suicide Prevention Coalition dissolves, all records and any tangible property of the organization will be handed over to the Paint Valley ADAMH Board.

Adopted and approved by the Pickaway County Suicide Prevention Coalition members at its meeting on xxxxxx