

**Recovery Initiatives through Support & Empowerment
(RISE) Recovery Coalition
Bylaws**

Article I: Name and Purpose

Section 1 – Name and Organization: The name of the Coalition shall be RISE (Recovery Initiatives through Support & Empowerment). The Coalition shall operate its programs and offer its services in affiliation with Upstream Prevention, Inc., an Indiana non-profit corporation with offices in Johnson County, Indiana (Upstream). Upstream shall act as the lead agency and fiscal agent for RISE, the terms of which shall be detailed in a Memorandum of Understanding approved by and entered into between the Coalition and Upstream from time to time.

Section 2 – Mission: *“RISE supports individuals in recovery through prosocial events and community support services. We advocate and educate through our combined voice of lived experiences for community-level change.”*

Section 3 – Vision: We envision a rising community that provides hope, support, and opportunities to foster lasting change.

Section 4 – Purpose: The Coalition’s purpose is to provide authenticity of voice, hold the recovery community accountable, and promote long-term recovery support in the community.

Article II: Involvement

Section 1 – Non-Discrimination: Recognizing the cultural diversity of our communities and the values of the Coalition in building multi-cultural partnerships, the Coalition pledges to promote the awareness of cultural diversity in its outreach and all of its policies and programs. No person may be denied involvement in the Coalition based on age, race, creed, color, national origin, marital status, gender, sexual orientation, disability, or past experiences. Any individual, corporation, or organization collaborating with the Coalition for purposes of providing services must subscribe in writing to a non -discrimination policy. In accordance with federal and state law, the Coalition and its members will not discriminate against

volunteers, employees, or persons seeking employment or services on the basis of age, race, creed, color, national origin, marital status, gender, sexual orientation, disability, or past experiences.

Section 2 – General Membership: Membership of the Coalition shall be made available to any interested resident or employee of the County community (at any age) after attendance to any regularly scheduled meeting. All members are expected to become acquainted with and accept the Coalition's mission and goals as outlined.

Section 3 – Active Members: General Members who maintain at least 70% attendance at the regularly scheduled meetings per fiscal year are considered Active Members and are expected to notify the Coordinator if they are unable to attend a meeting. If a member does not attend 70% of the meetings in a 12-month period, they will be moved into General Membership by the Coordinator or Recorder of the Executive Committee.

Section 4 – Executive Committee: The Executive Committee shall consist of the following positions: Coordinator (non-elected), President, Vice-President, Recorder, Treasurer, and Committee Liaison. Nominees for the five elected positions on the Executive Committee will be made and voted on by the Active Membership. At least 51% of the Executive Committee must identify as an individual in recovery from substance use disorder(s), including the President.

Section 5 - Term of Membership or Office: General Membership will be continuous until a person fails to attend six (6) continuous meetings. Membership as an Active Member will be continuous until a person resigns or fails to attend three (3) continuous meetings without notification to the Coordinator or the member requests to be removed from Active Membership. Executive Committee officers shall be elected by a majority of the Active Membership and shall serve for a two (2) year term. The term will run from February 1st through January 31st, with the election being held in January of each year and the term to begin the following month.

Section 6 – Multiple Terms: Executive Committee officers are eligible to serve two consecutive terms in the same position. Each term must still go through the normal nominating and voting process.

Section 7 – Meeting Attendance: Meetings shall be attended regularly by all Executive Committee and Active Members. All meetings are open to the public, unless considered a special meeting called by the Executive Committee.

Section 8 – Authority: The Executive Committee shall approve all activities of the organization and ensure that the activities are in accordance with the purposes set forth by these Bylaws.

Section 9 – Conduct: Any Executive Committee member, Active Member, or member of the General Membership may be reprimanded, suspended, or expelled from the Coalition by a vote of the Executive Committee if found guilty of conduct tending to injure the good name of the coalition, disturb its well-being, or hamper its work as outlined in these Bylaws.

Article III: Meetings

Section 1 – Regular meetings: In December, the Coordinator will propose the following year's calendar of at least four meetings. The proposed meeting schedule will be voted upon by the Active Members. This calendar may be adjusted if necessary with at least 30 days' notice.

Section 2 – Special Meetings: Special meetings may be called by the Coordinator or the Executive Committee if deemed necessary.

Section 3 – Quorum: For any meeting where an official decision is to be made, notification of a decision must be provided prior to the meeting. Quorum shall consist of the presence of at least three-fifths of the Executive Committee and any Active Member who is present at the meeting.

Section 4 – Decision-Making Process: Any official decision of the Coalition will be reached by utilizing, first, a consensus model led and conducted by the Vice President of the Executive Committee, or any other delegated member of the Executive Committee. This model of decision-making will be undertaken using the following model:

- Introduction/Presentation of the Issue
- Clarifying Questions – entertained from anyone present at the meeting

- Discussion – all present are allowed to offer input, perspectives, challenges, and concerns, with the intent of eventually reaching a consensus
- Establishment of Basic Direction – what is the “sense” of the meeting at present
- Synthesize or Develop Potential Proposal – ideas and pathways forward are discussed, with a focus towards refining a singular proposal
- Call for Consensus – those present indicate where they currently stand related to the proposal as presented utilizing one of the “decision point” options presented below:
 - Agreement – agree with the proposal
 - Consent with Reservations – will agree with the proposal to move it forward, but still has some reservations they’d like to express
 - Stand Aside – does not agree with the proposal, but will allow it to pass if others agree
 - Blocking – does not agree with the proposal, and is against it enough to block the proposal from moving forward and being passed
 - Abstain – for anyone who does not want to vote, potentially due to a real or perceived conflict of interest
- Record Results – either the proposal has reached consensus, is tabled to be reconsidered, or goes to the Executive Committee

At the point of a “Call for Consensus”, if any member present voices a “block”, then the proposed decision will be tabled and reconsidered one more time at the next stated meeting, during which the Decision-making Process (Consensus) will be utilized. If, after this second attempt to build consensus there is still a vote to “block”, then the decision will be moved to the Executive Committee to make the final decision using the Decision-making Process (Voting).

Section 5 – Decision-Making Process (Voting): This process is utilized only by the Executive Committee when the above “Decision-Making Process (Consensus)” has been unable to reach a final decision. Decisions utilizing this process will be determined by a vote of the full Executive Committee, decided by a majority vote (51%) of the Executive Members when a quorum is present.

Section 6 – Use of a Voting Proxy: A member of the Executive Committee may submit a written vote by proxy prior to the meeting during which any vote will be taken. This written vote must be submitted to the Vice President of the Executive Committee and recorded during the official voting time.

Section 7 -- Conflict of Interest: A conflict of interest may exist when the interests or concerns of a representative or their entity/organization may have a vested interest in the outcome of a vote, have a competing interest of the Coalition. Any potential conflict of interest shall be disclosed, verbally or in writing, to the parties involved and to the Executive Committee. Either the Coordinator or President, 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 encouraged to stay for the discussion and vote, but asked to refrain from actively participating.
3. 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 V: Leadership

Section 1 – Coalition Coordinator: The Coalition Coordinator shall be employed by Upstream and manage the day-to-day programs and activities of the coalition, working with officers and members to meet the Coalition’s mission and goals. In this role, the Coordinator will provide leadership to the coalition, including setting agendas for meetings, and working cooperatively with the members of the coalition, the county, the state, and other agencies, organizations, and individuals. It is the responsibility of the Coordinator to see that the bylaws are observed and that all resolutions of the Coalition are carried out. The Coordinator will have responsibility to execute any applicable contracts, documents, and other instruments in writing that may be required for the proper transaction of business in conjunction with the Executive Director of Upstream. The Coordinator will qualify as a voting member, but shall only vote to break ties.

Section 2 – Officers: There shall be five (5) elected positions within the Executive Committee: President, Vice-President, Recorder, Treasurer, and Committee Liaison. Election of the officers shall take place at the January meeting. These positions will be elected by the members present and in good standing at the January Coalition Meeting. The officers will serve a two (2) year term. The term will run from February 1st through January 31st.

Section 3 – Duties of the President: The President shall assist the Coordinator in the recruitment of the General Membership and building the meeting agenda. Together, with the Coordinator, they are responsible for facilitating meetings and shall perform all other duties designated to them by the Coordinator.

Section 4 – Duties of the Vice-President: The Vice-President shall serve as the President in their absence, and have all powers of the President in the absence of both the Coordinator and President. The Vice-President shall assist the President and the Executive Committee as needed, in a primary role of backup to other offices.

Section 5 – Duties of the Recorder: The Recorder will work with the Coalition Coordinator to carry out the following duties: notify the membership of meetings, distribute the meeting agendas, prepare minutes, and maintain records of the Coalition. The Recorder will maintain a current membership list, record attendance for all meetings, and handle all correspondence. The Recorder will be responsible for all records of the Coalition and keep minutes of the proceedings of its members and Executive Committee meetings. The Recorder will ensure that the records are kept and are available.

Section 6 – Duties of the Treasurer: The Treasurer shall be selected by the Coalition to monitor the approved coalition budget and report coalition finances to the Executive Committee. The Treasurer shall work with the appropriate employees of Upstream, in order to follow all financial policies and procedures of the organization. They will also take the lead in any fundraising activities of the Coalition, in collaboration with Upstream.

Section 7 – Duties of the Committee Liaison: The Committee Liaison shall take a leading role in supporting the committees of the Coalition and serving as the official liaison between committee efforts and the Executive Committee. As any financial needs of the committees will be brought to the Executive Committee for a

vote, this position is responsible for coordinating with the committees to understand their needs and present their requests.

Section 8 – Executive Committee: The elected officers (President, Vice-President, Recorder, Treasurer, and Committee Liaison) of the Coalition shall constitute the Executive Committee. The Executive Committee shall have general supervision responsibilities for the operations of the Coalition between its scheduled meetings. The Executive Committee shall make recommendations to the Active Membership and shall perform other duties as specified in these Bylaws. Unless otherwise ordered by the Coordinator or President, meetings of the Executive Committee shall be held as needed or may be called through the submission of the Executive Board according to quorum. The Executive Committee shall serve at the pleasure of the members and may be removed by office for just cause by a two-thirds vote of the Active Membership.

Section 9 – Vacancies: If a representative must leave the Executive Committee before the expiration of their term and there is less than three months remaining to that representative's term, the Coordinator and President will select a replacement. This selection will be done using input from members of the Executive Committee.

Section 10 – Standing Committees: The following committees shall be the Standing Committees of the Coalition. To protect their time and distribute effort, members may not participate in more than two (2) committees without the consent of the Executive Committee. Each committee shall have a Chair, who has the responsibility of convening committee meetings and sharing information with the Executive Committee, often through the Committee Liaison. In cases where the committees need funds, insurance, or contracts signed for their events, the Committee Chair shall share information with the Executive Committee with sufficient notice for the Executive Committee to approve any expenditures.

Education, Awareness & Advocacy – This committee shall oversee the logistics of training opportunities sponsored by the Coalition, including date/site selection, securing facilitators, and promotion/advertisement of the educational opportunities. This committee shall also oversee initiatives to increase awareness and coordinate any advocacy work of the Coalition. This also includes supporting the Coalition at events (e.g., Pride, Recovery Month Events) to increase awareness of the organization and of recovery options.

Peer & Community Support Services – This committee shall oversee peer navigation and mutual support groups supported by the Coalition. Resource navigation and family support are also the purview of this committee. It is expected that this committee will work closely with Upstream and other community partners to be a community connector.

Prosocial Events – This committee will oversee events sponsored by the Coalition to build community and provide opportunities for individuals in recovery to gather.

Section 11 – Formation of Other Committees: The Coordinator and President will solicit input from the members of the coalition 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 VI: Amendments

Section 1 – Amendments to By-laws: Amendments to and changes in these By-laws shall be presented both in writing and at a regularly scheduled meeting of the Coalition. Amendments may be adopted at a following regular meeting with a consensus vote of the attending members of the Active Members where quorum is present.