

Pima County Parenting Coalition By-Laws

I. NAME

The name of this organization shall be the Pima County Parenting Coalition (hereinafter referred to as the “Coalition”).

II. MISSION

To enhance the scope and effectiveness of parenting services in Pima County.

III. MEMBERSHIP

A. Coalition Membership:

The membership of the Coalition shall consist of any agency, organization, school, business or individual who pays the annual membership fee and commits to supporting parents and caregivers and works to promote the concept of positive parenting in Pima County.

1. Members shall

- i. Be eligible to serve as a voting officer on the Executive Committee
- ii. Have equal opportunity to provide contracted services and receive payment for those services through the Coalition’s collaborative grants
- iii. Have the opportunity and responsibility to vote on Coalition initiatives and all matters as provided in these bylaws
- iv. Have equal opportunity to attend all networking and professional development events and meetings
- v. Be listed in the Coalition’s Parent Education Calendar and on the Coalition’s website

B. Fees and Dues

The Executive Committee shall set the fee for making application for annual membership.

C. Special Membership

Special Membership is honorary and does not convey any regular benefits of a Coalition Member except inclusion in networking and professional development events and meetings. Members in this classification cannot act on behalf of the Coalition unless under special consideration and approval by the Executive Committee. Appointment is approved by the Executive Committee and the term is for 1 year or the remainder of the fiscal year, whichever comes first. Special Membership is renewable annually upon approval by the Executive Committee. Special membership can be withdrawn by unanimous vote of the Executive Committee or by a three-fourths (3/4) vote of Coalition Membership at a regular or special meeting.

Classifications of Special Membership:

1. Advisory Membership

Shall consist of individuals who have agreed to represent the Coalition. Advisory Members may volunteer for service or be nominated by another member.

2. Associate Membership

Shall consist of any contributory party, organization or individual who is committed to the mission and vision of the Coalition. Associate Members must contribute through active participation or other in-kind contributions. Associate Members may volunteer for service or be nominated by another member.

- i. Groups and organizations will be classified as a “Community Partner”
- ii. Individuals will be classified as a “Friend of the Coalition”

D. Termination of Coalition Members

1. Upon a members notice of such termination to the Co-Chairs in writing.
2. Upon failure to renew membership by paying dues on or before July 1 of each year.
3. After providing the Coalition Member with reasonable notice and opportunity to be heard either orally or in writing, upon a determination by three-fourths (3/4) of Coalition Membership by either regular or special meeting that the member has engaged in conduct materially and seriously prejudicial to the interests or purposes of the Coalition. Any member expelled from the Coalition will be entitled to a refund of dues already paid for the current dues period prorated to the time remaining in their current membership period.

IV. DUTIES AND POWERS

- A. The Coalition shall have the power to establish, amend, and rescind standing rules by two-thirds (2/3) vote of all members of the Coalition present at any regular or special Coalition meeting.
- B. A representative of each Coalition member agency shall have the opportunity to serve on the Executive Committee and at least one standing committee or task force committee as necessary.
- C. The Executive Committee shall control the affairs, funds, and property of this organization and shall perform such duties and exercise such powers as are provided in these By-Laws.

V. MEETINGS

- A. Regular Meetings
Regular monthly meetings of the Coalition shall be held at such time, date, and place as designated by the Executive Committee.
- B. Executive Committee Meeting
Regular monthly meetings shall be held at such time, date, and place as designated by the Executive Committee. Executive Committee meetings are open to all Coalition Members.
- C. Special Coalition Member Meetings
Special meetings may be called by the Co-Chairs or upon written request of three (3) Coalition members. Notice of all special meetings shall be by electronic and/or written communication to a Coalition member not less that seventy-two hours in advance of such meeting.
- D. Special Executive Committee Meetings
Special meetings may be called by the Co-Chairs of the Executive Committee. Notice of special meetings shall be by electronic communication to all Executive Committee members not less than 24 hours in advance of such meeting.

VI. QUORUM AND VOTING

- A. At a regularly scheduled meeting, the Coalition members present shall constitute a quorum.
- B. For Special Coalition Member meetings, one-third (1/3) of the members of the coalition shall constitute a quorum.
- C. A simple majority of those present at the Coalition meeting is necessary for the adoption of any matter voted on by the Coalition except as otherwise provided by these By-Laws.
- D. For Executive Committee meetings and special meetings, half (1/2) plus one of Officers shall constitute a quorum.
- E. For all meetings, unless otherwise provided by these By-Laws, when a consensus cannot be reached, a simple majority is necessary for the adoption of any matter voted on.

VII. OFFICERS AND TERMS

- A. The officers of this organization shall be: Co-Chairpersons, Secretary, Treasurer, and such officers established by the Coalition.
- B. The officers shall serve for a term of one (1) year, commencing July 1st through June 30th of any given year. Officers may request to renew appointment of same position with a majority vote and on approval of the Executive Committee for up to 3 years. After that time, officers must either vacate or move to another officer position for a period of at least one year. Co-Chairs terms should be staggered and should not finish their term in the same year to provide for stability in leadership.
- C. All officers must be a Coalition Member. An officer who no longer represents their Coalition Member affiliation must notify the Co-Chairs in writing ten (10) days or no later than the next Executive Committee meeting, whichever comes first. This Officer may complete their term at the discretion of the Executive Committee.
- D. Elections
 - 1. A slate of officers shall be nominated by the Coalition members for election at the Annual meeting
 - 2. Existing officers will mentor newly appointed officers following the annual meeting until July 1st.
 - 3. New officers shall assume their duties July 1st.
- E. Duties

The duties of the Executive Committee officers are contained in attachment A of this document
- F. Removal of Officers

If any officer of the Coalition is not adhering to the principles, standards and methods of operation set by this organization including being in compliance with responsibilities set forth in the job description for their position, that officer may be removed by the affirmative vote of three-fourths (3/4) of the executive members present at any special meeting of the Coalition called for that purpose or at any regularly scheduled executive meeting of the Coalition.

G. Vacancies

Vacancies in any office may be filled for the unexpired term by the appointment of the Executive Committee.

VIII. Nonliability of Executive Committee Officers

The Officers shall not be personally liable for the debts, liabilities, or other obligations of the Coalition.

IX. COMMITTEES AND TASK FORCES

The Executive Committee is a permanent standing Committee consisting of Coalition Members. The Executive Committee may organize standing Committees as necessary. Such Committees shall be established by resolution of the Executive Committee. These Committees shall work to carry out the objectives of the Coalition. The standing Committees may include, but are not limited to: Professional Development, Networking, Community Education Planning, Advocacy, and Nominating.

IX. FISCAL YEAR

The fiscal year of this organization shall be July 1 through June 30.

X. Budget and Accounting

The accounting of the funds of the Coalition will operate through a subcontracted fiscal agent.

XI. Member Inspection Rights

Each Coalition Member shall have the right to inspect at any reasonable time the books, records, or minutes of proceedings of the members or of the Executive Committee, upon written request of the Secretary, for a purpose reasonably related to such member's interests.

XII. AMENDMENTS AND PARLIAMENTARY AUTHORITY

A. Amendments

The power to alter, amend, or repeal these By-Laws or adopt new by-laws is vested in the Coalition by an affirmative vote of two-thirds (2/3) of the members present, provided that the proposed amendment shall have been submitted in writing to all members at least thirty (30) days before the action on the proposed amendment is taken.

B. Parliamentary Authority

Robert's Rules of Order shall govern all procedures not provided in these By-Laws.

XIII. Nondiscrimination

The Coalition shall not discriminate in its programs or membership on the basis of age, race, religion, creed, color, sex, economic status, national origin, pregnancy, sexual orientation, marital status or disability.

Co-Chair

Co-Chair