Impact Spartanburg

BY-LAWS

Article I: Name
The name of this body shall be known as Impact Spartanburg.

Article II: Mission & Vision
Mission Statement: To unite and mobilize Spartanburg County residents to reduce the harmful impact of alcohol, tobacco, and other drugs through policy, systems, and environmental strategies.

Vision Statement: A Spartanburg County that is free from abuse and misuse of alcohol, tobacco, and other drugs.

Article III: Purpose and Objectives
The purpose of the Impact Spartanburg is to reduce the use of alcohol, tobacco, and other drugs (ATOD) by youth in Spartanburg County. This is done by increasing prevention capacity and infrastructure in Spartanburg County to implement environmental change strategies. Coalition members are responsible for the oversight and management of the Coalition, including but not limited to: community engagement, strategy development, implementation, and fiscal decision making.

The Impact Spartanburg plans to fulfill its purpose through the following objectives:

- Develop resources that will help address ATOD prevention issues.
- Create and maintain collaborative partnerships throughout Spartanburg County.
- Conduct comprehensive county needs and resource assessment to identify areas of need.
- Develop a strategic plan using the Strategic Prevention Framework, and be intentional to incorporate cultural competency and sustainability throughout the process.
- Identify and prioritize specific ATOD issues that lead to the use of ATOD in Spartanburg County.
- Implement and evaluate environmental interventions that will produce population level change.
Article IV: Membership

Membership in the Impact Spartanburg shall be open to any individual with an interest in reducing the use / misuse of ATOD by youth in Spartanburg County. An active member is defined as an individual who attends half of the called meetings, and/or who provides significant contributions towards achieving the goals of the coalition.

Article V: Meetings

The Impact Spartanburg shall meet every other month unless otherwise noted by the Steering Committee.

Article VI: Voting

Impact Spartanburg members in good standing will be entitled to a single vote. All voting members shall have the right to make motions and hold office. All motions will be decided upon by a simple majority vote of those members in attendance. In certain instances, electronic voting may be approved.

Article VII: Committees

The Impact Spartanburg shall have the following standing committee: The Steering Committee is comprised of elected coalition members. The Steering Committee shall assist with planning and overseeing the work of the Impact Spartanburg, and shall have the power to act on behalf of the Impact Spartanburg on business which must be dealt within the intervals between meetings.

The Impact Spartanburg shall form other working committees as needed and define the purpose, duties and time of service of those committees. NOTE: With the approval of the Steering Committee, an individual who is not a member of the Impact Spartanburg may be appointed by an active member to serve on a working committee for as long as that committee functions.

Article VIII: Staff

A Project Director, Project Coordinator and/or additional staff from The Forrester Center will work alongside the Impact Spartanburg. The Project Director is an individual who provides daily oversight of the grant, including fiscal and personnel management, community relations, implementation, and evaluation. The Project Coordinator is an individual who coordinates coalition services and activities, including training, coalition communication, data collection, and information dissemination. The Project Director and Project Coordinator are ex-officio members of the Impact Spartanburg and employees of The Forrester Center.
Article IX: Conflict Resolution Policy

It is the policy of the Coalition to work cooperatively with schools, faith communities, law enforcement, local government, prevention and treatment specialists, and other organizations, parents, and individuals to address substance use prevention and treatment efforts through the implementation of community-wide strategies that are fair and beneficial to all parties involved.

Collaboration is vital to the success of the project and its goals. This conflict resolution policy is intended to constructively address differences of opinion and aid the Coalition in reaching fair, effective conclusions to conflict situations. For the purpose of this Coalition, if conflict resolution efforts are unsuccessful, the next step in the process will be mediation. The final step in the conflict resolution process will be arbitration. A difference of opinion that arises between two or more parties involved with the Coalition that halts the progress and/or goodwill within the program will be subject to the Conflict Resolution Policy outlined below.

Notification

In the case that a conflict arises between two parties, the conflict shall be documented in writing and submitted to the Coalition Director, Coalition Coordinator, and Steering Committee of the Coalition if applicable. These persons will acknowledge and document all such written conflicts.

Negotiation/Compromise

Within seven days of a conflict notification, the Coalition Director shall work with the parties to see if the conflict can be resolved through negotiation or compromise. This meeting will take place outside the regular meeting time and at a neutral location. A volunteer may serve to facilitate the meeting to assist with this process and serve as a neutral party. The facilitator should help ensure that the resolution is realistic and specific and that both parties contribute to the compromise effort. Every effort should be made to secure a solution to the conflict without having to progress to the formal mediation stage.

Mediation

If the parties involved in a dispute, question, or disagreement are unable to reach a mutually satisfactory compromise, they will adhere to the following mediation steps to reach resolution. A mediator will be selected by the Coalition Director.

If a resolution is not met at the mediation level, either party involved in the conflict may choose to pursue the matter to the next level. A "Letter of Disagreement" must be submitted to the Coalition Director requesting further action within seven days of the initial meeting. The letter should contain the nature of the disagreement and the date of the occurrence. The Coalition Director will review the Letter of Disagreement and discuss the best options with the Coalition Coordinator and Steering Committee (if applicable) for resolving the conflict. Every option will be taken at this level to achieve cooperation and a mutually agreed-upon solution to the conflict.
The Coalition Director will render a written opinion on how the conflict should be resolved and present any decisions at the next regular Coalition meeting.

Article X: Amendments to By-laws

These by-laws may be amended by a simple majority vote of the general body at any meeting as long as the proposed amendment is electronically circulated to the general body two weeks prior to the meeting.

Adopted on July 12, 2016