

***Town of South Windsor***  
**South Windsor Alliance For Families**  
**BY-LAWS**

ARTICLE I           Mission

The mission of the South Windsor Alliance For Families is to encourage positive development of South Windsor's youth and families through assessing needs, developing solutions to those needs, and coordinating programs and activities that promote a healthy, substance-free lifestyle.

ARTICLE II           Purpose

The purpose of the South Windsor Alliance For Families is to advise and make recommendations on the overall policy and program direction for Youth and Family Services. The Alliance will work closely with the Coordinator of Youth and Family Services to determine the unmet needs of youth in South Windsor and will assist both in coordinating existing services and planning new programs. The function of the Alliance is to act as a resource as well as a monitor for Youth and Family Service programs, and as a group it may have input into relevant policy decisions.

Business of the Alliance:

1. Raise awareness about issues facing South Windsor's youth and families to include drug and alcohol use in the community.
2. Regularly identify and assess issues facing youth and families.
3. Examine existing programming to ensure that it addresses identified needs and recommend new programs as appropriate.
4. Coordinate and support prevention activities and programs.
5. Develop and coordinate a calendar of family friendly events.
6. Serve as the South Windsor Advisory Board and Local Prevention Council.

Core Values of the Alliance:

1. Ensure that youth input is obtained when determining needs and issues they face.
2. Engage youth in helping develop the strategies and programs to address these identified needs.
3. Ensure cultural competency exists in all programs and activities.

ARTICLE III           Membership

- A. The membership shall consist of no less than twelve (12) and no more than twenty (20) members, all of whom are voting members, unless otherwise stipulated in Article V. This group must include at least one each of the following, as approved by a majority vote of the Alliance:
  - 1. One (1) representative of Timothy Edwards Middle School.
  - 2. One (1) student enrolled at South Windsor High School.
  - 3. One (1) representative of South Windsor Public Schools.
  - 4. One (1) representative of South Windsor Police Services.
  - 5. One (1) representative of the South Windsor Clergy.
  - 6. One (1) representative of the Recreation Department.
  - 7. One (1) citizen of South Windsor.
  - 8. One (1) representative of a South Windsor business.
  - 9. One (1) representative of a private youth-serving agency.
  - 10. One (1) representative of a public health agency.
  - 11. One (1) representative of the local media.
  - 12. One (1) representative of an organization involved in reducing substance abuse.
  
- B. In addition to the above, the South Windsor Alliance For Families shall have the following as ex-officio members:
  - 1. The Mayor
  - 2. The Town Manager
  - 3. The Superintendent of Schools
  - 4. The Director of Human Services
  - 5. The Coordinator of Youth and Family Services
  
- C. At least one-third (1/3) of the total membership of the Alliance shall be service consumers. "Service Consumers" shall mean any member who receives less than fifty percent of his or her wages or livelihood by delivering services to youth and their families, and who manifests an interest in youth services.
  
- D. The South Windsor Town Council reserves the right to appoint members to the Alliance.

ARTICLE IV            Term of Office

- A. All members of the Alliance shall have two (2) year terms, except for the ex-officio members designated in ARTICLE III, B, who will have terms coinciding with their occupation of office.

These two (2) year terms are renewable up to three (3) times, with a list of members to be sent to the Town Council for approval each year.

- B. The term of office shall begin on September 1 of the year of appointment.
- C. All members are expected to attend at least two-thirds (2/3) of the regularly scheduled meetings and participate in at least one (1) committee. If a member has been absent for two consecutive meetings and two-thirds (2/3) of the remaining Alliance membership votes for removal of this member, then the Chair of the South Windsor Alliance For Families shall make a recommendation to the Director of Human Services and the Town Council that this member be removed.
- D. If a member has been found to have conduct unbecoming of an Alliance member and two-thirds (2/3) of the remaining Alliance membership votes for removal of this member, then the Chair of the South Windsor Alliance For Families shall make a recommendation to the Director of Human Services and the Town Council that this member be removed.

ARTICLE V                      Organization

- A. The Alliance shall choose from among its membership a Chair (or co-Chairs) and a Vice-Chair (or co-Vice Chairs).
  - 1. The Chair shall preside at all meetings of the Alliance, appoint sub-committee members, and may call special meetings.
  - 2. The Vice-Chair shall assume the duties of the Chair as needed.
  - 3. The Secretary of the Alliance shall be the Human Services Secretary, whose duties are to act in this capacity as part of his/her job description and who is appointed by the Director of Human Services. The Secretary shall keep such records of the Alliance activities as are deemed necessary, as well as handle the correspondence of the Alliance.
  - 4. The above officers shall serve for two (2) year terms.
  - 5. The Chair and Vice-Chair shall be empowered between meetings to make decision for the Alliance as necessary.

At the second to last meeting of the fiscal year which constitutes the end of his/her two (2) year term, each officer may indicate whether or not he/she wants to renew for another two (2) year term. If the officer wants to remain in his/her position, he/she may do so by a majority vote (not including that officer's vote) at the final meeting of that fiscal year. If the officer wants to leave his/her position, he or she may do so freely after the last meeting of that fiscal year.

- B. The Alliance shall meet at the call of the Chair six times annually with no meetings to be held in July, August, or December. Meetings shall be held in September, November, January, March, May, and June. A notification of the meeting shall be sent to all members at least one (1) week in advance.
- C. Committees will meet as needed and be empowered by the full Alliance to act in the best interest of the Alliance. There shall be at least the following standing committees:
  - 1. Family Awareness Day – meets each year to coordinate the event
  - 2. Nominating – may not meet all through the year but is responsible for securing nominations for vacancies on the committee

as well as ad hoc committees established throughout the year as needed.
- D. All members of the Alliance will have voting rights, except for those who are employees of the Youth and Family Services Division of the Human Services Department and those who are ex-officio members.
- E. One-third (1/3) of the membership of the Alliance shall constitute a quorum.
- F. A simple majority vote of the quorum present is needed to pass any resolution of the Alliance, unless specified otherwise in these By-Laws.

#### ARTICLE VI            Amendment

These By-Laws may be amended by the South Windsor Alliance For Families as follows:

A proposed amendment must be accepted by two-thirds (2/3) of the membership of the Alliance voting at the next regular meeting following the discussion meeting.

#### ARTICLE VII            Effective Date

The revised By-Laws are effective as of May 7, 1984.  
 Revised 12/29/1993.  
 Revised 2/2001.  
 Revised 5/12/2005.  
 Revised 6/19/2008 in order to form the South Windsor Alliance For Families.