

Florida Higher Education: Alliance for Substance Abuse Prevention (FHE-ASAP) Constitution and By-laws

Article 1

Name & Purpose

Section 1: Name: The name of this organization shall be *Florida Higher Education: Alliance for Substance Abuse Prevention*

Section 2: Purpose: The Florida Higher Education: Alliance for Substance Abuse Prevention (hereinafter identified as FHE:ASAP) purpose is to further policy, leadership, scholarship in the area of substance abuse prevention in Florida Institutions of Higher Education (IHE).

Furthermore; the mission of FHE: ASAP is to reduce substance abuse in Florida's college-student population by coordinating prevention efforts of colleges and universities throughout the state. FHE: ASAP also intends to advocate for stronger prevention policies, assistance to organize and expand campus-community coalitions and partnerships, and assist member IHE to develop and implement and evaluate science-based prevention programs and models.

- ❖ Increase effectiveness of campus-community coalitions, supporting formalization of the coalitions and supporting their ongoing maintenance through technical assistance.
- ❖ Increase campus-community knowledge about college alcohol and other drug related issues through public relations and marketing campaigns, collaboration with other organizations and administrators, working with other professional organizations with similar goals and providing opportunities for involvement in prevention to those who are interested.
- ❖ Increase the legislative knowledge and effectiveness of policies that target alcohol and other drug use and abuse which will impact Higher Education.

Values and Assumptions:

- FHE:ASAP assumes that the membership represents a broad range of opinions and expertise and all perspectives are valid and welcome. No single member's opinion or influence will stand as the opinion of FHE: ASAP. FHE: ASAP will only take a stance on those issues where there is majority agreement of membership.
- FHE:ASAP will serve as a clearinghouse for opinions, providing a mechanism for member institution and others to openly debate critical issues. FHE: ASAP shall provide the salient points on such issues so that individual member IHE's will have the information needed to make decisions within the framework of their own culture and values.
- FHE:ASAP assumes that young adults, especially those of traditional college age (under 25 years of age), are a critical cohort, historically under served by community based prevention efforts. FHE-ASAP also recognizes that IHE's are in a unique position to work with students who are present in the College Environment and have a responsibility to do so.
- FHE:ASAP is a voice that can influence local, state and national policy, programming and funding with regard to alcohol and other drug related issues facing IHE's and young adults ages 18-25.

- While FHE:ASAP recognizes the need for individualized health education programming and campus health promotion programs, FHE:ASAP's role is also to address broader prevention related issues, utilizing environmental management and other intervention strategies, often acting as an advocate and voice for broader policy changes, research and outcome evaluation.

Article II: Membership

Section 1: Classes of Membership.

a. Institution Membership. Any IHE recognized by the State of Florida Department of Education may become a registered member of FHE:ASAP. The President or his/her designee will be the contact person for FHE-ASAP. The President may designate one or more staff members from the University to serve as an "active" member of the FHE-ASAP. The designee from each IHE shall be defined as a member of the IHE faculty or staff administration with an understanding of the issues related to alcohol and other drug abuse prevention and intervention. IHE members shall all have one (1) vote on issues require presidential input from each institution. Issues requiring presidential input, which limits voting capacity will be determined by the Executive Committee. Campus designees will receive all written and email communications and will be able to identify staff to participate in regional meetings, the annual meeting and conference calls. All universities or colleges who apply for membership on the FHE-ASAP are asked to be willing to sponsor one (1) regional meeting every two years at their campus

b. Associate Membership. Any organization, not an institution of Higher Education, concerned with alcohol and drug abuse prevention in Higher Education is able to gain associate membership. The Associate member shall be eligible for all membership benefits with the exception of a leadership position on the Executive Committee. This category of membership is non-voting but may participate in all discussion prior to a vote. They may participate in all activities of the FHE-ASAP including all communications, regional and annual meetings, committee membership and conference calls. This member is typically the community side of the campus-community coalition, including the hospitality industry.

c. Individual Membership. Each college or university may designate appropriate staff to serve as members of the coalition. Individuals appointed shall be persons interested in and willing to contribute to the prevention of alcohol and other drug abuse in the Higher Education community. The FHE-ASAP shall be composed of not more than 3 voting members per campus. Individual active members shall each have one (1) vote on all issues except in the case when the chair determines that there is to be only one response per IHE member. They will receive all written and email communications and will be able to participate in regional meetings, the annual meeting and conference calls. All active members are expected participate in one (1) sub-committee. All active members are eligible to serve on the Executive Committee.

Membership excludes agents whose only intent or purpose is self gain and/or marketing of a product.

Section 2: Rights and Responsibilities:

a. Criteria for Membership: Institutions of Higher Education, agencies, organizations, and individuals who submit applications for membership and agree to participate as required by level of membership. Agency and organization member applications must be approved by a majority vote of the Executive Committee. No agency or organization shall be allowed to market a product or promote

themselves for self-gain, regardless of whether or not the program addresses alcohol and/or drug abuse problems or the like.

b. Terms: There is no limit to the terms that an individual can serve as a member of the FHE-ASAP.

Section 3: Resignation, Termination and Temporary Inactive Members.

- (1) Associate Agency Membership in the FHE-ASAP shall be terminated if an agency is no longer able to share in the Mission of the FHE-ASAP.
- (2) Institutions of Higher Education may terminate their membership in writing to the Executive Committee if they find that the FHE-ASAP is no longer meeting a valid need.
- (3) Individual members who do not participate in any event, email vote or call for opinion, conference call, regional meeting, or annual meeting in one year will be considered inactive. Attempts will be made to re-engage the member and the IHE will be informed of the individual member status and encouraged to appoint a new member.
- (4) The Executive may choose to terminate any individual, or associate agency member for conduct deemed harmful to the aims and purposes of the Association.

Article III

Officers/Executive Committee

Section 1 - Executive Committee

The Executive Committee of the FHE-ASAP shall consist of the Chairperson, the Chair-elect and Past Chair, Treasurer, Communication Specialist and committee chairs. The Executive Committee must also have representation from the three (3) regions of the state North, Central, and South. The Executive Committee may invite select individuals to Executive Committee meetings to offer expert opinion when needed. The Executive Committee will have a minimum of seven (7) members and a maximum of nine (9) members.

The Executive Committee shall coordinate the activities of the FHE-ASAP, it shall act for organization in the interim between meetings, and it shall exercise budgetary responsibility for the FHE-ASAP. No individual member shall take any action on behalf of the FHE-ASAP unless specifically delegated to do so by the Executive Committee acting on behalf of the full membership. The executive committee, acting on behalf of the membership must have a majority vote. Two thirds of a nine (9) member Executive Committee or a minimum of five (5) for Executive Committees with seven or eight members.

The provision of sponsorship in the form of letters of support and/or the use of the FHE-ASAP's name for any events and/or programs congruent with the FHE-ASAP's goals shall also be decided upon by the Executive Committee on a case-by-case basis.

Executive Committee members missing more than one-half of the executive meetings in one year even if participating in regular meetings and committee work may be asked to step down from the Executive Committee.

Section 2 – Officers

Chairperson The Chairperson shall be the presiding officer. The Chair shall be elected for a two-year term. During the first year in office, the Past Chair serves to support the Chair, during the second year the Chair Elect supports the activity of the chair. The duties of the Chair are to preside over all meetings; to have general and active management of the business of the FHE-ASAP; to see that all orders and resolutions of the membership are carried into effect; to facilitate the preparation of the annual report; to respond to and initiate communications with the general membership and with any external constituencies on behalf of the FHE-ASAP; and to perform all duties and exercise all authority usually associated with the office of Chairperson or prescribed by the membership. The Chairperson is responsible for designating committee chairs.

Chair-Elect The Chair-Elect shall automatically succeed to the position of Chairperson during his or her second year in office. During the first year, the individual will serve as Chair-Elect, attending all functions with the Chair and assuming the role and duties appropriate to that office in the absence of the Chairperson. In the event that the Chairperson resigns or is unable to serve, the Chair-Elect shall move into that position immediately. The Chair-Elect position will be refilled during the next scheduled election for the position, or sooner at the request of the Executive Committee.

In the event that the Chair abandons the position at a time when there is no designated Chair-Elect, the Executive Committee shall appoint a Chairperson from its membership to serve until the next regular election.

Past-Chair The Chair shall automatically succeed to the position of Past-Chair during his/her third year in office. This individual will perform the following duties: chairing the Nominating Committee, and participating in Executive Committee activities. He or she will also support the Chair during the Chair's first term in office.

In the event that the Past-Chair cannot fulfill the duties of the position during the academic year, the Executive Committee shall appoint a representative from its membership to serve until commencement of the new academic year.

Secretary: The Chairperson of the FHE-ASAP shall identify a secretary, if one is desired, to will keep the official roll at all meetings of the FHE-ASAP, to determine whether a quorum does or does not exist, to prepare and publish notices, agendas and minutes of the FHE-ASAP business and to perform other related duties, including maintaining the FHE-ASAP web presence. Funding to support the activities of the Secretary are included in the annual budget allocation. Documents and records of the FHE-ASAP shall be housed in the office of the Florida Regional Network Coordinator.

Treasurer The Chairperson of the FHE-ASAP shall identify a treasurer if one is desired, to keep an accurate account of the funds of the FHE-ASAP and report them quarterly to the Executive Committee. Performs all such other duties usually pertaining to the office of the Treasurer.

Regional Representatives Individual members in good standing shall be eligible to hold positions as Regional Representatives and to lead the vote on all questions at the regional level. Regional Representatives are members of the Executive Committee and may hold other leadership positions in the Coalition. There shall be one (1) Regional Representative for each identified region, North, Central and South Florida. The North region is identified as the area of the state above the I-4 Corridor, Central Region is the I-4 Corridor, and the Southern Region is the area lying south of the I-4 Corridor.

Section 3: Elections and Vacancies

Elections shall normally be held by secret ballot and shall be conducted as follows:

During the March of the Chair's first year in office, the Nominating Committee shall present a slate of up to three names for the office of Chair-Elect. The Chair Elect must be an active member of the FHE-ASAP and must have served a minimum of one year on the Executive Committee. Upon finalization of the slate, a ballot will be mailed to all voting members. All ballots are to be returned within ten days to the Past-Chair of the FHE-ASAP via the Committee's office. Results of the balloting are to be communicated to the membership by the Past-Chair at the next regularly scheduled meeting of the full FHE-ASAP or via email.

In the event a Chair-Elect is not identified, the Chair shall appoint a member to that position.

In order to fill Executive Committee vacancies, the Chair will appoint new members from the active membership.

Section 4: Committees:

In addition to the Executive Committee, the Membership Committee, Legislative Committee, Development Committee are considered standing committees of the FHE-ASAP. The nominating committee is called to order as an ad hoc committee as needed. Each committee is lead by a chair who also serves as a member of the Executive Committee. Committee Chairs may identify a co-chair if desired to aid them in the work of the committee.

Membership: The membership committee is responsible for public relation activities of the FHE-ASAP. They work to increase action within the FHE-ASAP by members and member institutions. They provide training initiatives to members to strengthen understanding of science-based best practices and work toward evaluation of the current coalition efforts. The Membership committee will work to increase partnerships, recognition and relationships of the FHE-ASAP across the state.

Legislative: The legislative committee is responsible for monitoring local, state and federal Alcohol and other Drug related policies which impact substance abuse and Higher Education. They are responsible for maintaining inventories of Alcohol and other Drug policies, identifying current legislation and crafting a position for the FHE-ASAP, and working toward legislation that would serve Higher Education in prevention ongoing substance abuse.

Development: The development committee is responsible for the continued growth of the FHE-ASAP financially. They search for and respond to funding opportunities and develop responses to local, state and federal requests for proposals. The Development committee is also responsible for the ongoing support to member institutions and their individual campus-community coalitions in order to support their ongoing efforts to secure funding. The Development committee also engages the FHE-ASAP in strategic planning and other activities which strengthen the Alliance.

Ad hoc committees may be created as deemed necessary by the Executive Committee. Each committee's structure and composition should ensure a focus on the purpose, as outlined in Article I with the following stipulations:

1. Chairpersons of a committee must be voting members of the FHE-ASAP.
2. A simple majority of the membership of a committee must consist of current voting members.

3. With the approval of the Executive Committee, ad hoc committees may add as an ex-officio member any member on the basis of his/her interest, expertise or membership in a particular sector of the Higher Education or Substance Abuse Prevention community. All committees are encouraged to seek advice or consultation on particular questions as circumstances might indicate.
4. All committees serve as advisory bodies to the Executive Committee of the FHE-ASAP and, by extension, to the full FHE-ASAP. They are charged with developing plans and initiatives as deemed necessary by the FHE-ASAP membership, but shall take no action on such plans or initiatives until or unless expressly authorized to do so either by the full membership or by the Executive Committee on behalf of the full membership.
5. Communications/reports from committees shall be submitted to the Executive Committee for review. The secretary to the FHE-ASAP will be responsible for maintaining all communications sent under the name of the FHE-ASAP or its committees.

Article IV Meetings

There will be three meetings of the FHE-ASAP Executive Committee held during each fiscal year on dates to be selected by the Executive Committee. A minimum of one (1) meeting shall be held during the Spring Semester and one (1) meeting shall be held during the fall semester. The Executive Committee shall meet during the State-wide Prevention Conference, in connection with the Annual Meeting. The general membership shall meet twice a year. The full membership shall meet during the Annual Meeting which coincides with the State-wide Prevention Conference. Special meetings of the Executive Committee or the general membership, for any purpose or purposes, may be called at any time by the Chair of the FHE-ASAP. A quorum consisting of one-half the voting membership plus one must be present at all meetings in order for any official actions to be taken in the name of the FHE-ASAP. The membership shall also hold monthly teleconferences to maintain contact with members, conduct business or provide technical assistance. Business may be conducted during teleconference calls but votes must take place via e-mail or postal mail.

Article V Rules of Order

In the absence of any provision to the contrary in these bylaws, all meetings of the FHE-ASAP and all committee meetings shall be governed by their Chair. For purposes of voting and decision making, handling of a dispute, the chair shall govern the meeting utilizing a then-current edition of Robert's Rules of Order.

Article VI Amendments

The Constitution may be altered or amended at any time. Amendments must be presented to all members of the FHE-ASAP in writing fifteen days prior to a vote. Amendments to the Constitution will be adopted by a majority vote of the voting members present, provided that a quorum exists. A quorum is defined as fifty percent plus one of the active memberships.