

BYLAWS OF THE MADISON MUNICIPAL ALLIANCE

INTRODUCTION

Legislation adopted in 1989 created the Governor's Council on Alcoholism and Drug Abuse and the Alliance to prevent Alcoholism and Drug Abuse. Funding for the Governor's Council and the Alliance grant program is derived from Drug Enforcement Demand Reduction (DEDR) fines, which are collected from individuals convicted of drug offenses. By taking a grass roots approach, the goal of the Alliance program is to develop local alcoholism and drug abuse prevention strategies and public awareness campaigns with networks in every municipality in the state. The creation of the Alliance program was based on the understanding that the cooperation and active participation of all components of a community in the municipality is necessary to achieve the goal of reducing alcohol, tobacco and other drug (ATOD) abuse.

ARTICLE I – NAME

The name of this organization shall be Madison Alliance Addressing Substance Abuse.

ARTICLE II – AUTHORIZATION

As authorized by the governing body of the Borough of Madison through Resolution. This group shall serve as the Alliance of the said municipality in accord with P.L. 1989, C.51.

ARTICLE III – PURPOSE

In accord with the above authorization the purpose of the Alliance is to address the symptoms and root causes of alcoholism and drug abuse problems by developing:

1. Organized and coordinated efforts with local schools, law enforcement, business groups, and other community organizations for the purpose of reducing alcoholism and drug abuse.
2. In cooperation with local school districts, comprehensive and effective alcohol and drug abuse interventions and education programs in Kindergarten through higher education.
3. Developing comprehensive alcoholism and drug abuse education support and outreach efforts in the community.
4. Developing comprehensive alcoholism and drug abuse community awareness campaigns through public information and programmatic implementation.

5. Creating a network of community leaders, private citizens, and representatives of public and private human service agencies who will make a comprehensive and coordinated effort to promote and support drug and alcohol prevention and education programs and related services.
6. Conducting an assessment of the community to determine the needs of the municipality in relation to alcoholism and drug abuse issues.
7. Identifying existing efforts and services already acting to reduce alcoholism and drug abuse, and providing information about resources available for prevention, treatment, self-help, and evidence based programs.
8. Developing programs to be implemented at the municipal level or to address the problem statement identified via the evidence-based needs assessment process.

ARTICLE IV – ORGANIZATION

The Madison Municipal Alliance consists of the Alliance Chairman, Alliance Coordinator, Alliance Committee, General Membership and community volunteers.

ARTICLE V – ALLIANCE CHAIRPERSON

The Municipal Alliance Committee shall vote on a Chairperson of the Alliance for a Three-year term.

ARTICLE VI – DUTIES OF THE ALLIANCE CHAIRPERSON

It shall be the duty of the Chairperson to act as administration executive of the Alliance and to preside at all meetings of the Alliance. The Chairperson or their designee shall prepare the agenda for all meetings.

It shall be the duty of the Chairperson to:

1. Keep minutes of the meetings of the Madison Municipal Alliance committee.
2. Distribute necessary information to the membership.
3. Distribute the agenda prior to the meeting.
4. Maintain and certify meeting attendance records.

If a Secretary is appointed/and or provided, the above duties will be performed by the secretary appointed.

ARTICLE VII – DUTIES OF THE ALLIANCE COORDINATOR

To research, plan, organize, coordinate and implement all alliance programs. Responsible for monthly and quarterly reporting, facilitating meetings, attend trainings and aid in facilitating alliance programs. Responsible for the completion of the Strategic Plan.

It shall be the duty for the Alliance Coordinator to assist the Chairperson in the execution of his/her duties and in his/her absence, to assume command.

A more detailed job description is on file at the borough.

ARTICLE VIII – ALLIANCE COMMITTEE

To participate in the Alliance to Prevent Alcoholism and Drug Abuse, the governing body must appoint a Municipal Alliance Committee (MAC) of a minimum seven (7) voting members, for a three (3) year term.

This committee brings together representatives from governmental bodies, the educational system, the health care community, law enforcement business groups and the community at large. The MAC will be responsible for developing the ATOD abuse prevention program to be implemented in the community. Membership on the MAC must include broad representation from the community and a minimum of fifty percent of the membership shall reside in Madison. Membership may include but is not limited to:

1. Mayoral representative
2. The chief of police
3. Member of the school board
4. Superintendent of the schools
5. A student assistant coordinator
6. A representative from the parent teacher organization
7. A representative from the local bargaining unit of teachers
8. A representative from the Chamber of Commerce including, but not limited to, local business and industry representatives
9. A municipal court judge representative of the court system
10. Representatives of local civic organizations
11. Representatives of local mental health agencies, local treatment and prevention providers
12. Representatives of local religious groups
13. And private citizens to include youth representative, senior representatives and youth and adults recovering from drug and/or alcohol abuse.
14. Representatives of the media

ARTICLE IX – POWERS AND DUTIES OF THE ALLIANCE COMMITTEE

The Alliance Committee meetings will be held in accordance with the minimum requirements of the GCADA guidelines.

A quorum of the Alliance Committee shall consist of one third, plus one (1) members of the MAC.

The Alliance Committee shall have the power to formulate all policies of the Madison Municipal Alliance.

The Alliance Committee shall follow Robert’s Rules of Order to address organizational procedures and services.

The Alliance Committee Shall have the ability to vote by Email when necessary.

The Alliance Committee shall vote on all expenditures exceeding \$500.00 dollars.

ARTICLE X – GENERAL MEMBERSHIP

General Membership to the Alliance is open to all residents of the community who would like to participate in alliance events.

ARTICLE XI – BUSINESS YEAR

The business year of the Alliance is designated July 1st to June 30th.

ARTICLE XII – COMMITTEES

The MAC may establish working groups in order to address issues concerning the Strategic Plan or any other specific purpose of the Alliance that require additional attention.

ARTICLE XIII – RESIGNATION, REMOVAL AND VACANCIES

RESIGNATION/MISCONDUCT: Any officer or member of the Alliance may resign at any time by providing written notice to the Alliance through the Coordinator. Any resignation shall take effect at the time specified there in.

REMOVAL: When **misconduct** occurs and when action is deemed to be in the best interest of the Alliance, It will be handled by Mayor and Council.

The Borough Council may remove a member of the Alliance Committee for failure to attend three consecutive meetings within one calendar year. The Alliance Coordinator shall give a warning after the individual has missed three consecutive regular meetings via written notice. If there is no response after a month, the Council will notify the alliance committee member of his/her removal via official notice.

VACCANCIES: If a vacancy exists on the Alliance Committee, the vacancy shall be filled by a majority vote of the Madison Governing Body. If a vacancy exists in any office on the Committee, it shall be filled by a majority vote of the Alliance Committee members.

ARTICLE XIV: CONFLICTS OF INTEREST

A conflict of interest may exist if a Municipal Alliance Committee member can reasonably expect that his or her conduct will directly result in a financial benefit to him/herself, family, business associates, employers, or businesses that the member represents. In situations where a conflict of interest may exist, the MAC member must recuse him/herself. Recusal means that the individual is not participating in deliberations or debates, making recommendations, giving advice, considering findings, voting or in any other way assuming responsibility for or participating in any aspect of the decision-making relating to the matter where there are potential conflicts of interest. Consultants or providers who are directly or indirectly involved in providing prevention services to the Municipal Alliance are also subject to the recusal requirement.

ARTICLE XVI: ALTERNATIVES

If an alliance member should be out for an extended time a designated alternate must be named for the duration of the leave. All voting power will transfer to alternate during this timeframe.

ARTICLE XVII: REVIEW

Bylaws are subject to review annually.

Bylaws updated 6/12/2018.