

**By-Laws of the
Pennsylvania Coalition
of Drop-in Centers and Peer Resource Centers**

Article I

Name

- Section 1.** The name of this organization shall be the Pennsylvania Coalition of Drop-in Centers and Peer Resource Centers

Article II

Vision

- Section 1.** The Vision of the Pennsylvania Coalition of Drop-in Centers and Peer Resource Centers is to welcome all people to recovery and wellness through community integration and inclusion

Mission

To accomplish the goals of CSP Principles/Recovery Wheel.

Article III

Membership

- Section 1.** Membership in the Coalition shall be open to Drop-in Centers and Peer Resource Centers as follows:
- A) consumer driven, run and operated centers
 - B) centers under a provider agency
 - C) centers not run by consumers
 - D) centers focused on Mental Health and/or Behavioral Health and/or Substance Abuse

- Section 2.** Because membership is open to a wide-range of centers, there will be no limit on the number of centers and individuals of the Coalition

Article IV

Voting

- Section 1.** At all meetings, except for the election of officers, all votes shall be by voice. For election of officers, ballots shall be provided and there shall not

appear any place on such ballot that might tend to indicate the person who cast such ballot.

Section 2. At any meeting, if a majority so requires, any question may be voted upon in the manner and style provided for election of officers. At all votes by ballot the co-chairs shall appoint a committee of three who shall act as “Inspectors of Election” who shall certify in writing to the co-chairs the results of the vote. No Inspector of Election shall be a candidate for office or shall be personally interested in the question voted upon.

Article V

Order of Business

Section 1. A) Roll call
B) Reading of the minutes
C) Reports of Committees
D) Reports of Officers
E) Old and unfinished business
F) New Business
G) Adjournment

Article VI

Board of Directors and Officers of the Board

Section 1. The Management of the Coalition shall be vested in the Board of Directors which shall take final action on all major questions of policy and general plans and shall be ultimately responsible for the administration of the Coalition.

Section 2. The Board of Directors shall consist of the following members:

- A) the Officers of the Coalition
- B) the immediate past co-chair;
- C) two representative each from the six regions;

The state will be divided into six regions. Multi-county programs whose services are split by regional boundaries can choose their region of representation by notifying the Board of Directors of the Coalition.

Section 3. The Board of Directors shall be elected for two-year terms as follows. Each region shall elect two representatives, one every other year, from within its membership at its last meeting immediately preceding the annual meeting of the Coalition; officers shall be elected as stated in Article VIII.

- Section 4.** The Board of Directors shall be presided over by the co-chairs of the Board of Directors. The Board shall have authority to make policy decisions and take actions on matters that occur between regularly scheduled meetings of the Coalition
- Section 5.** Any member of the Board of Directors who shall have been absent for two (2) consecutive regular meetings of the Board without reason satisfactory to, the Board shall be given written notification of the violation of this section. In the event that the director does not respond to the written notification within fifteen (15) days with an explanation satisfactory to the Board, the director will be deemed to have resigned from the Board.
- Section 6.** Any Director may be removed by an affirmative vote of two-thirds (2/3) of the Board after having been given all opportunity to be heard on the reason for the Board's proposed action.
- Section 7.** Vacancies on the Board of Directors shall be filled as follows: Regional representative vacancies will be filled by the appropriate regions; officer vacancies will be filled as stated below.
- Section 8.** The Directors shall receive no compensation for their services.
- Section 9.** The Board of Directors shall have jurisdiction over the property, fund, affairs, business and concerns of the Coalition subject to the laws of the State of Pennsylvania.
- Section 10.** The Board of Directors may permit any or all directors to participate in a regular or special meeting or conduct the meeting through the use of any means of communication by which all directors participating can simultaneously hear each other during the meeting. A director participating in a meeting by this means is deemed to be present at the meeting.
- Section 11.** Action required or permitted to be taken at a Board of Directors' meeting may be taken without a meeting if the action is taken by all member of the Board. The action must be evidenced by one or more written consents (a) describing the action, (b) signed by each director, and (c) included in the minutes or filed with the corporate records. A consent so signed has the effect of a meeting vote and may be described as such in any document.

Article VII

Meetings—Board and Coalition

- Section 1.** Regular meetings of the Coalition shall be held not fewer than two (2) times in each year. One shall be held in a centrally located place in the state and one will be held by teleconference and/or videoconference. The

time and place will be fixed by the Board. The Board shall not meet fewer than four (4) times each year. Two of the four Board meetings will be held to coincide with the general membership meetings of the Coalition.

- Section 2.** Special meeting of the Coalition may be called by:
- A) the co-chairs of the Board; or
 - B) upon the request of not less than one-third (1/3) of the Coalition core membership, which request shall state the purpose and time of such meeting: or
 - C) upon request of not less than one-half (1/2) of the Board of Directors, which request shall state the purpose and time of such meeting.
- Section 3.** Special meetings of the Board of Directors may be called by the co-chairs or upon request of not less than one-third (1/3) of the Board of Directors membership, which request shall state the purpose and time of such meeting.
- Section 4.** Notification of Coalition meetings shall be made ninety (90) days prior to The scheduled meeting.
- Section 5.** Called meetings shall have thirty (30) days notice prior to the special meeting.
- Section 6.** At any meeting of the Coalition, a quorum shall consist of the number of members, present in person or by written proxy, which is greater than one-fifth (1/5) of the core membership. At any meeting of the Board of Directors a quorum shall consist of a simple majority of the number of Directors, present in person or by written proxy.

Article VIII

Officers

- Section 1.** The officers of the Coalition shall be: Chair person, Co-chair, Secretary, Treasurer
- Section 2.** The vacant officer positions of the Coalition shall be elected by the members of the Coalition on a yearly basis at the annual meeting of the Coalition.
- Section 3.** The terms for all officers shall be two (2) years. No officer may serve in the same capacity for more than two (2) consecutive terms unless the general membership deems it necessary.
- Section 4.** The Co-chairs shall preside at all meetings of the Board of Directors. Either shall coordinate and give direction to the activities of the Board and

perform such other duties as required by the Board.

- Section 5.** The secretary shall keep the minutes of the meetings of the Board and Coalition meetings, and under the direction of the Board, conduct any official correspondence of the Board.
- Section 6.** The treasurer shall be responsible for overseeing and reporting regarding all funds belonging to the Coalition, subject to the approval and order of the Board of Directors.
- Section 7.** Any officer may be removed by an affirmative vote of a quorum of the Coalition after being given an opportunity to be heard.
- Section 8.** Unexpired terms may be filled by the Board of Directors at any of its meetings.

Article IX

Committees

- Section 1.** Membership on each permanent committee, except the Executive Committee (chairman, co-chairman, secretary and treasurer), shall consist of any members of the Coalition, including at least One member of the Board of Directors.
- Section 2.** Temporary committees may be formed by the Board of Directors of the membership of the Coalition as the need arises. These committees shall be time ended and disbanded when their work is complete
- Section 3.** A written record shall be kept of all committee meetings.

Article X

Amendments

- Section 1.** The by-laws of the Pennsylvania Coalition of Drop-in Centers and Peer Resource Centers may be amended by a two-thirds (2/3) vote of the Coalition membership present at any regular meeting of the membership, Provided that each member shall have been given a copy of the proposed amendment at least thirty (30) days prior to the meeting at which time the proposed amendment is to be considered. Members may vote in absentia

provided that their vote is made known to the secretary of the Coalition in writing before the call of the meeting.

Article XI

Fiscal Year

Section 1. The Coalition shall operate on the state fiscal year July 1-June 30.

Article XII

Distribution of Assets

Section 1. In the event of the dissolution of the Coalition to the extent allowed under Pennsylvania law, all assets of the Coalition shall be distributed to a similar organization for the same purpose.