



BYLAWS

of the

Suicide Prevention Coalition of Georgia

Adopted by Majority Vote

9/18/09

Table of Contents

	Page
Article I Name	3
Article II Vision, Mission and Roles	3
Article III Executive Committee – Officers and Duties	4
Article IV Coalition Membership	6
Article V Meetings of Members	7
Article VI Voting Rights/Elections/Terms	8
Article VII Committees	9
Article IX Amendments	10

SUICIDE PREVENTION COALITION OF GEORGIA BYLAWS

Article I. Name

The name of this body shall be the Suicide Prevention Coalition of Georgia, (henceforth referred to as SPCG or the Coalition). As a statewide organization, the SPCG is a cooperative and representative group of non-profit organizations, for profit organizations, businesses, healthcare providers, state agency representatives, advocacy groups, survivors, interested individuals, and faith and community-based organizations committed to the implementation of the Georgia Suicide Prevention Plan.

Article II. Vision, Mission and Goals

Vision

The vision of the SPCG is to significantly reduce the number of suicides, suicide attempts, and their traumatic after-effects.

Mission Statement

The mission of the SPCG is to address the problem of suicide in Georgia through collaborative efforts to promote, support, and increase awareness, prevention, intervention and aftercare.

Goals

1. Growing a network of diverse stakeholders and resources that can identify and facilitate suicide prevention, intervention, and aftercare activities across Georgia.
2. Developing an annual plan with priorities for the SPCG and for input to the state agency as they implement the state's Suicide Prevention Program.
3. Promoting suicide education and awareness for a wide variety of audiences including but not limited to schools, legislators, families, survivors, senior centers, businesses, faith, community-based organizations and other target populations.
4. Providing technical assistance and information to communities interested in developing and/or enhancing local suicide prevention, intervention and/or after care programs.

Article III. Executive Committee – Officers and Duties of Officers

Section 1 Executive Committee Roles and Compensation

The Executive Committee will consist of the Chairperson, Vice-Chairperson, Secretary, and the immediate past Chair. Their role is:

- a) The Executive Committee is responsible for monitoring the overall policy and direction of the Coalition, and delegate's responsibility of day-to-day operations to the Secretary and Committees.
- b) The Executive Committee shall monitor the Coalition development and take necessary action to continually improve the progress of the Coalitions organizational growth and activities.
- c) To convene the regular meetings and the Annual meeting of the Coalition.
- d) To ensure that the activities of the Coalition are in alignment with their goals and the implementation of the Georgia Suicide Prevention Plan.
- e) Each member of the Executive Committee shall be entitled to one vote on each matter submitted to a vote of the committee.
- f) The Executive Committee receives no compensation.

Section 2 The Executive Committee shall meet monthly as determined by the committee. An official meeting requires that each member of the Executive Committee have written/email notice.

Section 3 Vacancies

When a vacancy on the Executive Committee exists mid-term, the Secretary must receive nominations from the members of the Executive Committee and full Coalition membership two weeks in advance of a meeting. These nominations shall be sent out to the Coalition Members with the regular Coalition meeting announcement, to be voted upon at the next meeting. These vacancies will be filled only to the end of the exiting Executive Committee member's term.

Section 4 Resignation, termination, and absences

- a) Resignations from the Executive Committee must be in writing and received by the Secretary 90 days prior to leaving the position.
- b) An Executive Committee member shall be terminated from the Committee due to excess absences, as defined in the Membership Contract.
- c) An Executive Committee member may be removed for other reasons by a three-fourths vote of the remaining Executive Committee.

Section 5 Special Meetings

Special meetings of the Executive Committee shall be called upon the request of the Chairperson, or one-third of the Executive Committee. The secretary shall send out notices of Special Meetings to each Coalition member at least two weeks in advance.

Duties of Officers

Section 6 The duties of the Chairperson shall include the following:

- a) To convene regularly scheduled Coalition meetings, shall preside or arrange for other members of the Executive Committee to preside at each meeting.
- b) To ensure that the meetings are started and ended on time.
- c) To call for corrections to the previous monthly minutes, if there are no corrections, the Chairperson will call for a vote to accept and adopt the minutes. In the case of corrections, if there are minimal corrections, the Chairperson will call for a vote to accept and adopt the minutes to include the corrections. In the case of many conflicts in the minutes, the minutes will be tabled until the next meeting and the secretary will circulate the minutes again for corrections and revisions, and vote moved to the next meeting.
- d) To serve as official spokesperson for the Coalition.
- e) To carry out other functions of the Coalition as deemed appropriate by the Executive Committee.
- f) To serve as an ex officio member of the Executive Committee for one year following his/her term as Chairperson.

Section 7 The duties of the Vice-Chairperson shall include the following:

- a) To assume the position of the exiting Chairperson at the end of the Chairpersons current term of office.
- b) To carry out the duties of the Chairperson in his/her absence.
- c) To assume the duties of the Chairperson, if that office is vacated, through the remainder of the term.
- d) To plan, organize and implement the Annual Meeting using a committee selected by the Vice-Chairperson.
- e) To carry out other duties as delegated by the Chairperson.

Section 8 The duties of the Secretary shall include the following:

- a) Record the minutes of the Coalition meetings and make them available to the Executive Committee and Coalition members in a timely manner.
- b) To type up the Agenda for the upcoming meeting with the assistance from the Executive Committee and distribute the agenda one week prior to the meeting.

- c) To establish and keep the formal organizational records of the Coalition actions including bylaws, meetings, minutes, activities, elections and policies, assuring that the Coalition records are maintained.
- d) To assign another member to sit in for the Secretary in his/her absence and ensure that the minutes are taken at each meeting.
- e) To carry out other duties as delegated by the Chairperson.

Section 9 Committee Chairs

- a) Responsible for convening one committee meeting during the month between the regular Coalition meetings.
- b) Work with the Executive Committee and committee members to develop the goals and priorities of the committee with measureable outcomes, and a strategic plan to meet the goals of the committee.
- c) Monitor and manage the process of the activities.
- d) Report the progress of the Committee activities at the regular meetings and an annual summary at the Annual Meeting.

Article IV. Coalition Membership – Roles and Duties of Members

Section 1 Membership of the Coalition shall include any interested person including representatives of public and private agencies and organizations as well as individual stakeholders, survivors, advocates, and non-profit organizations interested in suicide prevention, intervention and aftercare, and its related issues.

Section 2 Membership in the Coalition shall be established by interested parties submitting a membership form to the Secretary for general membership in the Coalition.

Section 3 Types of Membership:

Organizational Membership – An organization or coalition that would choose to designate a representative and up to two alternative representatives to participate on their behalf in the membership of the SPCG. Each Organizational Member is only allowed one vote per their organization. Each organizational member agrees to meet the general rules of membership. If the organizational member does not meet the requirements of membership, they will be transitioned to an Associate Member level of membership, and be notified by the Executive Committee of this change.

Individual Membership – is available to any individual who supports the vision and mission of the SPCG. Individual members are allowed one vote and agree to meet the general rules of membership. If the individual member does not meet the requirements of individual membership, they will be transitioned to an Associate Member level of membership, and be notified by the Executive Committee of this change.

Associate Membership – is available to any organization, coalition or individual who supports the vision and mission of the SPCG but is unable to meet the general rules of membership. Associate members may attend and speak at any SPCG meeting, although they do not have voting privileges.

Section 4 Voting rights for new members begin after their 1) first meeting, 2) submission of membership paperwork, and 3) participation in a second meeting of the Coalition, voting may occur at the second meeting.

Section 5 Membership in the Coalition shall also include becoming a member of at least one of the four (4) general committees: Guidance/Resources, Events/Initiatives, Outreach/Development, or Youth.

Section 6 To be a voting member of the Coalition, a member must be involved throughout the calendar year in at least 3 meetings, (6 regular Coalition meetings or the annual meeting), and participation in their chosen committee.

Article V. Meetings of Members

Section 1 *Regular meetings* of the SPCG will be held every other month on the third Friday of January, March, May, July, September and November, unless a formally announced change is approved and adopted by a majority vote of the membership, and members notified by email at least 2 weeks prior to the meeting.

Section 2 *Quorum for Regular Meetings:* The members present at any properly announced meeting should constitute a quorum.

Section 3 *Annual meetings* - The first annual meeting of the SPCG will take place in January 2009 and from that point forward will take place in October to plan for the coming year. The slate of officers will be voted and elections held. The members will receive summary reports on the past years activities of the Coalition and the three general committees. The Executive Committee and the full membership will review the recommendations of the Guidance/Resource committee and determine a direction of the Coalition for the coming year. The date for the next annual meeting will be determined by majority vote.

Section 4 *Quorum for Annual Meetings* - A quorum for the full Coalition annual meeting shall consist of the number of Coalitions members present, but no less than 40% of the voting members of the Coalition.

Section 5 *Committee meetings* – will be held every other month on the third Friday of February, April, June, August, October, and December. If a Committee Chair chooses, he/she may hold their meeting on another day in this same month, by conference call or in person as arranged by the Committee Chair at least 1 week in advance.

Section 6 *Special meetings* may be called by the Chairs or Executive Committee or 5% of the voting members may also call a special meeting.

Section 7 *Notice of meetings* – Notice of each meeting shall be given to each voting member by email, not less than two weeks prior to the meeting and will include the prepared agenda.

Section 8 *Voting:* Voting will be conducted at regular meetings or the annual meeting of the Coalition. The items to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place. In an effort to keep all members informed, all items where a vote will be required shall be represented on the agenda that is provided one week prior to the

meeting date. If the item has not been included on the published agenda, the item shall not be voted on until the next meeting of the SPCG.

An exception will be allowed that certain items may be voted on by email. The Chairperson may call for an email vote when deemed necessary. When an email vote is chosen, it is required that a deadline for votes is given and the voting be closed at that time. At such time the number of votes collected shall represent the group and a simple majority will rule.

Section 9 All meetings of the Coalition shall be open to the public in accordance with the State Freedom of Information Act.

Section 10 Robert's Rule of Order; Current Edition shall govern the conduct of business in all cases when applicable and not in conflict with these bylaws. Other decision-making methods may be employed at the discretion of the Executive Committee.

Article VI. Voting Rights/Elections/Terms

Voting

Section 1 Each member of the Executive Committee shall be entitled to one vote on each matter submitted to a vote of the committee.

Section 2 All voting members of the statewide Coalition shall be entitled to one vote on each matter submitted to the vote of the Coalition.

Election Procedures

Section 3 Each year elections will be held for the Vice Chair and Secretary from the slate of officers established by the nominating committee.

Section 4 The officers shall be elected by a simple majority of the Coalition at the annual meeting of the SPCG. Or by special vote called by the current Chairperson.

Section 5 Newly elected officers shall begin the term of office as January 1st following the elections.

Terms

Section 6 The officers of the Coalition shall be the Chairperson, Vice-Chairperson, Secretary, and the Past Chairperson who shall each serve a 1-year term. No officer shall serve more than two consecutive terms in a particular office.

Section 7 The newly elected Vice-Chairperson will serve a one-year term. After that one-year term, he/she will then assume the position of the exiting Chairperson for a one-year term. After one year as the Chairperson, he/she will then serve as the immediate past Chair as an ex-officio member of the Executive Committee for one year following their term of office as Chairperson.

Article VII. Committees

Committees

Each member of the Coalition will choose and serve on one or more of the following committees.

- Section 1 Guidance/Resources - This committee will be responsible for all activities related to web site management, materials management, setting annual priorities for the review and revisions of the coalition as a whole, maintaining a database of individuals to serve as experts for various topics, and to update information pertaining to Georgia's activities on external web sites. They will develop documents for the other committees and update and maintain said documents. They will maintain and update the SPCGeorgia web site.
- Section 2 Events/Initiatives - This committee will be responsible for planning and executing all events that are undertaken by the SPCGeorgia. This will include but not limited to the Stakeholders meeting and the College Conference. They will discuss and determine what events and initiatives that the Coalition would like to support or execute.
- Section 3 Outreach/Development - This committee will be responsible for all outreach activities. They will determine whom they would like to bring to the table for the Coalition and the various committees within the coalition, and develop and implement a plan to engage them in to becoming active members of the coalition.

Nominating Committee

- Section 5 The Nominating Committee shall be an ad hoc committee appointed by the Executive Committee and shall develop a slate of officers to fill vacant positions at least 45 days in advance of elections.
- a) The committee will request and accept nominations from the full Coalition.
 - b) The committee will present the slate of officers to the Executive Committee.
 - c) The Executive Committee will approve the slate of officers for distribution to the membership.
 - d) The slate of officers will be distributed by the Nominating Committee to the full membership of the Coalition for consideration and voting at least 30 days prior to the deadline for the election.
 - e) New officers will be voted on and announced at the Annual Meeting of the Coalition.
- Section 6 Committee Chairs shall be volunteer non-elected positions. They shall agree to give written 60-day notice of resignation, giving the SPCG adequate time to find a volunteer to transition into the position.

Bylaws Committee

Section 7 The Bylaws Committee shall be designated by the Executive Committee. The duty of the Bylaws Committee shall be to maintain the Coalition rules of membership, conduct and activity.

Article VIII. Amendments

Section 1 Bylaws may be amended when necessary by majority vote of the Executive Committee. Proposed amendments must be submitted in writing to the Bylaws Committee. Those amendments shall be presented to the Executive Committee and considered within 60 days of receipt. The amendment will be offered for review by Coalition members at the following regular meeting of the Coalition and may be amended by a simple majority vote of Coalition Members.

CERTIFICATION

These Bylaws were approved and adopted at the Annual Meeting of the SPCG Coalition by two-thirds majority vote on September 18th, 2009.

Secretary

Date