

GREATER HERNDON COMMUNITY COALITION

Article I GENERAL PROVISIONS

1. Name and Geographic Area: The name of the organization is the Greater Herndon Community Coalition, referred to as the “GHCC”. The community in which GHCC serves is located in Fairfax County, Virginia, consisting of the geographic area defined by Fairfax County Public Schools as the Herndon pyramid schools.
2. Purpose: The purpose of GHCC is to establish and promote a community wide partnership that promotes a drug, tobacco, alcohol and violence free environment for our children and youth by enlisting the support and improving the communication among the community organizations, schools, businesses, religious organizations and citizens of all ages. We achieve this goal by promoting programs that:
 - a. Reduce violence, prejudice, and substance use in our communities;
 - b. Inspire honesty, compassion, and respect for oneself and others;
 - c. Encourage shared/individual responsibility and accountability; and
 - d. Strengthen the family-community-school partnership.

We strive to fulfill our mission by supporting:

- a. Youth summits, forums and leadership training;
- b. Youth service opportunities;
- c. Education about violence and substance abuse prevention;
- d. Parent education and skills programs; and
- e. After school programs.

Article II MEMBERSHIP

1. Members: Membership is open to those individuals and organizations interested in promoting the goals and mission of GHCC. No person may be denied membership because of sex, race, color, nationality, religion, political belief, age, or disability. There are no membership dues to participate in GHCC. The membership year is defined as July 1 to June 30.

Article III STEERING COMMITTEE

1. Duties of the Steering Committee: The business of GHCC shall be managed under the direction of the Steering Committee.
2. Number and Qualifications of Steering Committee members: The Steering Committee shall consist of the Coordinator, Secretary, Treasurer, and up to nine (9) other

members, including but not limited to school principal representatives, school counselor representative, police department representatives, business sector representatives, faith community representatives, medical professional representatives, youth representatives, and community-at-large representatives.

3. Election and Term of Steering Committee Members and Officers: The Coordinator, Secretary, Treasurer and Steering Committee Members shall be elected by the GHCC members at the annual planning meeting. The term of each office shall be for one year beginning on July 1st and ending on June 30th. Consistent with Section 5 of this Article, the Coordinator has the authority to appoint the Treasurer and/or Secretary in the event that: (i) there are no candidates for the particular position at the annual planning meeting election; or (ii) the particular officer position becomes vacant for any reason during the membership year.

4. Vacancy of Steering Committee Members: If a vacancy occurs on the Steering Committee, the remaining Steering Committee members may fill the vacancy by appointment from the GHCC membership and approval of a majority of the Steering Committee members.

5. Vacancy of Officers: If a vacancy occurs for the position of Coordinator, then the Steering Committee Members may fill the vacancy by the affirmative vote of a majority until either a special election can be held or until the officer election at the following annual meeting. If a vacancy occurs for the position of Treasurer or Secretary, the Coordinator has the authority to fill the vacancy by appointment until either a special election can be held or until the officer election at the following annual election.

6. Meetings of the Steering Committee: The Steering Committee shall hold no less than six regular meetings per year at such date, time and place as shall be fixed by the Coordinator. These matters are open to the public.

7. Quorum and Voting by the Steering Committee: A quorum of the Steering Committee shall consist of one-third of the Steering committee members. If a quorum is present when a vote is taken, the affirmative vote of a majority of the Steering Committee members present shall be the act of the Steering Committee. The Coordinator can vote as any other Steering Committee member. The Coordinator may vote in the affirmative to resolve a tie vote, or the Coordinator can choose not to vote. On a tie vote, any action requiring a majority is lost because there is not a majority.

8. Notice of Steering Committee Meetings: Notice of each meeting of the GHCC Steering Committee shall be given to each coalition member.

9. Committees: The Steering Committee may create one or more committees and appoint a chairperson from the GHCC general membership.

10. General Standard of Conduct for Steering Committee Members: A Steering Committee member shall discharge his/her duties in accordance with his/her good faith judgment of the best interests of GHCC.

Article III OFFICERS

1. Required Officers: The Steering Committee shall elect a Coordinator, Secretary, and a Treasurer and such other officers as necessary.

2. Term of Office: Each officer shall hold office for a term of one year. An officer may resign at any time by delivering notice to the Steering Committee or the Coordinator. A resignation is effective as soon as a replacement is appointed or elected.

3. Duties of the Coordinator: The Coordinator shall serve as the chief executive officer of the Steering Committee. The Coordinator shall preside at all meetings of the members of the Steering Committee and be responsible for establishing the agenda for such meetings; sign or authorize the signature of all GHCC correspondence; be a signatory, along with the Treasurer, on checks on GHCC bank accounts; perform all duties customary to the office of the Coordinator and conduct or supervise all the affairs of the GHCC, including the execution of contracts concluded in the name of the GHCC, in accordance with the policies approved by the Steering Committee. The Coordinator may appoint the Treasurer and the Secretary pursuant to Article II, Section 5.

4. Duties of the Secretary: The Secretary shall be responsible for preparing, and maintaining custody of, minutes of all meetings of the members and of the Steering Committee; for authenticating the records of the GHCC; and in general, for performing all duties customary to the office of the Secretary.

5. Duties of the Treasurer: The Treasurer shall maintain appropriate accounting records for the GHCC, keep complete and accurate accounts of all receipts and disbursement of the GHCC; deposit all monies of the GHCC in a banking institution approved by the Steering Committee; co-sign with the Coordinator appropriate documents for authorized withdrawal of funds of the GHCC; make monthly reports to the Steering Committee; and perform all duties incident to the office of Treasurer, subject to the supervision of the Steering Committee. The Treasurer shall make payment of accounts owed by the GHCC and have all checks co-signed by the Coordinator.

Article IV AMENDMENTS

1. Amendments: The Steering Committee may amend or repeal the ByLaws by two-third vote of its members.

Article V
MISCELLANEOUS

1. *Fiscal Year*: The fiscal year of the GHCC shall be the period beginning July 1 and ending June 30.

2. *GHCC Records*: The GHCC shall keep as permanent records, minutes of all meetings of the Steering Committee, and a record of all actions taken by any appointed committees. The Steering Committee shall also maintain appropriate accounting records. The GHCC shall keep a copy of its ByLaws and all amendments thereto, all written communications within the past three years, and a list of names and addresses of its current Steering Committee members.

THE END

Approved by the Steering Committee members at its meeting held November 16, 2005.

Members in Attendance:

Lisa Lombardozzi
Becky Field-Ross
Helene Lepkowski
Warren Brathwaite
Lourdes Sleem
Nate Herendeen
Patti Stevens
Jamie Mahoney
Rylan Mahoney