



TPAUD, Trumbull's Prevention Partnership Coalition By-laws

(Approved 9/21/22)

Article I: Name and Purpose.

Section 1: Name

The name of the organization shall be TPAUD, Trumbull's Prevention Partnership.

Section 2: Mission and Vision

Our mission is to engage and mobilize youth, parents, and community partners to work to prevent alcohol and drug use, foster social/emotional health, and create a safe and healthy Trumbull.

The coalition is committed to reducing use of alcohol, marijuana, vaping products, and prescription drugs and their related consequences by:

- Increasing community awareness of the legal, social, and health consequences of substance use;
- Promoting mental health among Trumbull youth;
- Reducing youth access to alcohol, marijuana, vaping products, and prescription drugs; Preventing youth access to alcohol and drugs
- Increasing enforcement of existing underage drinking and drug laws;
- Improving the overall physical, social, and emotional health of Trumbull.
- Addressing known risk factors as evidenced by local and national data.

The vision of TPAUD is a safe, healthy, and thriving community free of underage drinking and drug use.

Article II: Service Requirements.

TPAUD shall achieve its goals by meeting the following requirements:

- Sponsor/support community efforts to promote and deliver effective youth substance use prevention and promotion of social/emotional health across Trumbull through coordination and collaboration.
- Maintain a needs assessment, reviewed annually, to guide selection and implementation of evidence-based environmental strategies.
- Engage key stakeholders at local and regional levels to plan and implement effective prevention strategies that are sustainable over time.
- Maintain a culturally competent strategic plan, reviewed annually, that articulates the community needs assessment that informs prevention activities and identifies evidence-based environmental strategies for community change.
- Implement community-based processes?? and evidence-based environmental strategies in Trumbull.

- Perform program evaluation in order to ascertain and improve effectiveness.
- Disseminate needs assessment and program evaluation findings to stakeholders.

Article III: Coalition Membership.

Section 1: Purpose and General Powers

General Membership shall be a comprehensive representation of individuals, groups, and institutions in Trumbull and the surrounding areas that are interested in and committed to the work of the Coalition. Members shall include one or more representatives from each of the following segments: businesses, civic/volunteer groups, faith-based organizations, government, health-care professionals, law enforcement, media, parents, prevention/recovery community, schools, youth and youth-serving organizations.

Section 2: Term & Qualifications

Members must sign a Community Involvement Agreement, signifying a commitment to the goals of the Coalition and assumption of the following rights and responsibilities. There are no term limits for Members.

- Advocate for the mission, goals, and objectives of the Coalition
- Attend and participate in monthly General Coalition Meetings
- Make recommendations to the Executive Committee and Coalition Staff
- Participate actively on one or more Coalition workgroups as able
- Volunteer at special events as able
- Assist in the execution of the strategic plan
- Respond promptly to correspondence and notify Coalition staff of changes to contact information

Article IV: Executive Committee

Section 1: Purpose and General Powers

The Executive Committee will be comprised of the Coalition Chairperson(s), TPAUD Director, TPAUD coordinator as well as members representing key stakeholders.

The Executive Committee will work with coalition staff to monitor the strategic plan of the coalition and the coalition budget. Members will also oversee the work of the Workgroups and Ad Hoc Workgroups.

Executive Committee members will also plan the agendas and assist with the leadership of the monthly coalition meetings.

Article IV: Workgroups and Ad Hoc Workgroups

Section 1: Workgroups

The following workgroups will be convened as needed. Workgroups shall make decisions with a majority vote of Workgroup members.

- The Access & Enforcement Workgroup will review and propose strategies to increase enforcement of existing underage drinking and drug laws, and prevent youth access to alcohol, marijuana, and other drugs.
- The Education & Outreach Workgroup will implement school-based and community presentations, and represent TPAUD at public events.
- The Data & Evaluation Workgroup will maintain and update the data collection efforts and ensure that evaluation data is communicated to the sub-committees and the General Membership.

Section 2: Ad Hoc Workgroups

Ad Hoc workgroups will be agreed by the Coalition membership as needed to fulfill time-specific objectives. Ad Hoc Workgroups will designate a chair by majority vote. Ad Hoc Workgroup Chairs shall make decisions with a majority vote of Workgroup Members.

Article V: Staff

Coalition Staff are employees of the Trumbull Board of Education. Staff assume the following responsibilities:

- Provide support to the General Membership and Workgroups.
- Maintain rosters of General Membership and Workgroups.
- Produce agendas and sign-in sheets for General Membership Meetings.
- Gather and distribute Coalition minutes.
- Maintain records of Coalition activities and submit required documentation to funding agencies.
- Maintain TPAUD social media and website.
- Serve as liaison between regional prevention coalitions, Connecticut Department of Mental Health and Addiction Services, and The Hub.
- Facilitate communication among Coalition members.
- Coordinate the execution of the Strategic Prevention Framework (SPF), including (1) completion of a community needs and resources assessment, (2) recruitment and capacity building for the Coalition, (3) strategic planning, (4) implementation of evidence-based environmental strategies, and (5) ongoing evaluation of Coalition goals and objectives
- Identify and apply for state and federal grants to support TPAUD's work
- Monitor TPAUD's budget and perform all funder-required financial reporting.
- Disseminate needs assessment and program evaluation findings.

Article VI: Meetings

Section 1: Meetings shall be conducted monthly, no less than 9 times per year.

Section 2: Workgroups shall meet regularly at the request of the Workgroup Chair.

Section 3: Ad Hoc Workgroups shall meet regularly at the request of the Ad Hoc Workgroup Chair.

Article VIII: Fiscal Arrangements.

Section 1: The current fiscal agents are Trumbull Public Schools.

Section 2: The Coalition welcomes contributions from organizations and individuals.

Article VII: Bylaws.

Section 1: Any member may propose an amendment to the bylaws by proposing the change in writing to the Executive Committee. A majority vote of TPAUD members present who have signed Coalition Involvement Agreements is required for the change.

Section 2: The bylaws go into effect immediately after they are approved by a majority vote of the Coalition.



TPAUD, Trumbull's Prevention Partnership Coalition Policies & Procedures

(approved 9/21/22)

TPAUD's mission is to engage and mobilize youth, parents, and community partners to prevent alcohol and drug use, foster social/emotional health, and create a safe and healthy Trumbull.

The coalition is committed to reducing use of alcohol, marijuana, vaping products, and prescription drugs and their related consequences by:

- Increasing community awareness of the legal, social, and health consequences of substance use;
- Reducing youth access to alcohol, marijuana, vaping products, and prescription drugs; Preventing youth access to alcohol and other drugs.
- Increasing enforcement of existing underage drinking and drug laws;
- Supporting programming that fosters the overall physical, social, and emotional health of Trumbull youth.
- Addressing known risk factors as evidenced in local and national data.

The vision of TPAUD is a safe, healthy, and thriving community free of underage drinking and drug use.

Coalition Membership

TPAUD is a coalition of concerned stakeholders from the community. Membership is open to all who have an interest in substance use prevention and mental health promotion, and support the mission and vision of TPAUD. After attending at least one meeting as a guest and pledging to fulfill the responsibilities below, individuals or organizations will be eligible for full membership in the coalition. Completion of a Coalition Involvement Agreement is also required for full membership. TPAUD membership shall consist of at least one representative from of the following community sectors:

- a. Parents
- b. Youth
- c. Business Community

- d. Civic or volunteer groups
- e. Media
- f. Healthcare Professionals
- g. Faith community/fraternal organizations
- h. Youth-serving organizations
- i. Schools
- j. Law enforcement
- k. Local government
- l. Other agencies working to reduce substance abuse

Roles/Responsibilities (Job Descriptions)

Job descriptions establish roles and responsibilities to ensure clarity and empower individuals to contribute to the success of our coalition.

Coalition Members:

- Embrace the mission of TPAUD and serve as a role model in the community.
- Contribute their expertise to TPAUD's strategic planning process, as guided by the Strategic Prevention Framework.
- Engage in the planning and execution of TPAUD's Action Plan through participation at monthly TPAUD meetings and one of the workgroups.
- Attend TPAUD-sponsored events.
- Promote TPAUD's mission and activities within the sector and/or organization they represent.

Coalition Chair and Executive Committee

- Ensure that objectives set by the coalition are met.
- Ensure that members' contributions are represented fairly and that decisions are guided by the objectives of the coalition.
- Report workgroup activities to the Coalition.
- Identify and recommend vendors, and make spending recommendations to the coalition.
- Acknowledge members' contributions personally and publically.
- Identify technical assistance or other training required by the group to facilitate successful implementation of TPAUD activities.
- Assist in setting coalition meeting agendas, and chair coalition meetings.
- Ensure coalition activities are culturally competent.
- Support coalition sustainability planning and implementation.

Workgroup Members:

- Implement the strategies outlined in the Strategic Action Plan.
- Identify resources needed to execute activities, and engage support as needed.
- Partner with other workgroups and community organizations as needed.
- Ensure that activities are guided by the Strategic Prevention Framework.

TPAUD Coordinator

- Support day-to-day activities of the coalition and workgroups as requested?? by members.
- Monitor progress on the execution of the Strategic Action Plan.
- Ensure consistent coalition communication.
- Ensure distribution of coalition and workgroup materials.
- Attend funder-required training programs.
- Coordinate with funder and fiscal agent, Trumbull Public Schools.

TPAUD Director

- Provide technical assistance to the coalition and its membership as requested by members.
- Ensure Strategic Prevention Framework is followed, and that funder requirements are adhered to.
- Attend funder-required training programs.
- Communicate TPAUD activities and strategies to school administration.
- Perform required financial reporting to the funder.
- Maintain all coalition records and track in-kind donations.

Trumbull Public Schools (Fiscal Agent)

- Support TPAUD by serving as a link to its students and parents.
- Facilitate TPAUD's fulfillment of its mission by providing access to existing communication channels, programs, and activities.
- Provide office space for TPAUD staff, meeting space for the coalition and its workgroups, and locations for community events.
- Provide support to TPAUD through administrative functions including the Business Office, clerical support, and Information Technology.

Financial Policy

The Coalition Chair, Executive Committee and coalition staff will establish and monitor the TPAUD budget, to ensure that the budget aligns with the program goals of TPAUD and provides sufficient financial resources to achieve these objectives.

TPAUD will adhere to the fiscal policies of the Trumbull Public Schools, in accordance with the policies established by the Town of Trumbull.

Role of TPAUD

- The TPAUD Director will submit all invoices with supporting documentation (including W9 forms for new vendors) for approval by a Trumbull Public Schools Administrator.
- TPAUD Director will submit expense quotes and purchase order requests, as required by TPS and Town purchasing policies.
- The Director will track and monitor coalition spending to ensure adherence to approved budgets.
- Coalition staff will prepare financial reports required by the funder.

Role of Fiscal Agent (Trumbull Public Schools)

- TPS Business Office will compile financial reports on a mutually agreed upon schedule and provide to coalition.
- The Business Office will provide accounting services to prepare and distribute payroll, pay invoices, prepare and submit the appropriate forms for employment, wages, and payroll taxes, on behalf of TPAUD.
- The Business Office will maintain all records pertaining to the costs and expenses of labor, materials, equipment, supplies, services, and other costs and expenses.
- The Business Office Accounting Manager will assist with submission of the financial reports required by the funder.

Coalition Meetings

Coalition meetings will be held monthly during the school year. Meetings are open to all active coalition members and invited guests. Any coalition member may invite a guest and sponsor them for membership. Meeting sign-in sheets and minutes are maintained by coalition staff.

Members of the community can sign up for coalition meeting notices via the TPAUD website or by request to coalition staff. Staff send out meeting notices two weeks prior to the meeting date, using Constant Contact; meeting minutes from the three previous meetings are included. A meeting reminder and agenda is sent out 2-3 days prior to the meeting. Meetings are also noticed on TPAUD's website and through social media. If in-person meetings are not possible, TPAUD meetings will be conducted remotely via Zoom web-conferencing software.

Meeting agendas and materials are agreed by Coalition Executive Committee and coalition staff, and distributed by coalition staff.

Trumbull Public Schools Policies

TPAUD staff will adhere to the operational policies and procedures established by the Trumbull Public Schools. These policies are updated, as needed, by the Trumbull Board of Education; current policies can be found at <https://www.trumbullps.org/boe/policies.html>