

## **WASA GOVERNING BY-LAWS**

Original: September 8, 1989

Reviews & Updates: Sept., 1990; Oct., 1992; Nov., 1993; Sept., 1994; April, 1998; May, 2000; Feb., 2007; Feb., 2008; July, 2008; Oct., 2008; Feb., 2010; Feb. 2012

REVISED: April 2014; Reviewed & updated, March 2014 (approved at April 1 General meeting.

ACTION PLAN UPDATED: April, 2014 - MISSION AND VISION STATEMENTS REVISED: May, 2016

**WASA MISSION STATEMENT:** To strengthen present and future generations to make the right choices for their health and well-being.

**WASA VISION STATEMENT:** Empowering youth and families through fun and instruction.

### **WASA ACTION PLAN:**

- A. To provide a coordinator and other staff as funding permits, to carry out a full schedule of WASA activities and to provide professional education and development. A budget will be developed annually according to available funding with priority going to the development and delivery of youth programs.
  
- B. Develop Community Awareness by:
  - 1) Determining and publicizing community-wide social policies concerning substance use, abuse and alternatives, as funding permits.
  - 2) Support of the School Resource Officer and community youth group organizations.
  - 3) Developing and facilitating substance free education and activities for youth and families in the community area.
  
- C. Support Local School Programs by:
  - 1) Assisting in the coordination and presentation of various school substance abuse prevention programs.
  - 2) Acting as support agent for school intervention/prevention clubs as needed or requested.
  - 3) Assisting in providing programs for high risk students and families, including but not limited to parenting classes and family counseling for these students and families when applicable, feasible and when funds permit.
  - 4) Providing programs such as the community summer program, classes for the general population and other activities in accordance with community need, school requests and financial ability.
  
- D. Develop Social Policy by:
  - 1) Supporting local judicial intervention programs and helping to develop and maintain such youth driven programs as Willcox Youth Court and Message Theater.
  - 2) Develop programs to be presented at various places of business throughout the community dealing with substance use/abuse by employees, involvement and responsibilities of employee-parents and partnerships of employees and employers

in community development. Needs assessments to be scheduled and updated as needed.

- E. Support community efforts to create and maintain centers and regular activities that will be available for people choosing lifestyles and lifestyle changes that are substance free.

F. Target Groups:

In a sustained effort to provide prevention programs where most needed, WASA will target certain specific groups that have been identified as being particularly at risk in our community. We recognize that not every activity will “fit” a specific target area or areas and certainly nobody will be excluded from the general activities simply because he/she does not meet the criteria for a particular category. However, all evaluations will look carefully at what is being done to meet the needs of members of the following identified groups (in no particular order of importance):

- Elementary Students
- Teens and Pre-teens
- Young Adults (18-25)
- Ethnic/Minorities
- Parents
- Teen Parents
- Potential School Drop-outs

**WASA ORGANIZATIONAL PROCEDURE:**

WASA shall be directed by an Executive Committee consisting of 5 to 7 members and a General Governing Board consisting of 10 or more members (including the Executive Committee). The Executive Committee will consist of the WASA officers and representatives of the direct partners with whom WASA operates (City of Willcox, Willcox Police Department, Willcox Unified Schools and Cochise College). Other Board members will be solicited and chosen from a cross section of the community in an attempt to fully represent the area(s) we serve. New Board members may be recommended and accepted at any time in order to maintain full and active participation.

WASA Officers/Executive Committee will consist of two Co-Chairs, a Secretary, a Treasurer, a School Liaison, Chief of Police or his/her designee, a member of the Willcox City Council, and WASA Coordinator. The offices of Co-Chair, Secretary and Treasurer will be selected bi-annually beginning January, 2017. An open election will be held at the January General Board Meeting and officers will be selected through nomination and majority vote to serve a 2 year term. There is no limit to how many times a person can serve as officer, but all positions must be officially re-elected every two years. All Executive Committee and General Board members are expected to attend as many meetings as possible and should make contact with the WASA Secretary if they are going to be unable to attend. All WASA Board members will participate in a minimum of 10% of the WASA activities. Regular business meetings will be open to the public and will be held monthly on the first Friday of each month. These meetings will be conducted by one of the co-chairs and will follow a written agenda. In the event that no co-chair is

present, the Coordinator or another member of the Executive Committee will conduct the business meeting. Executive Committee meetings will be held on the third Friday of each month at the Willcox City Council meeting area. Special meetings of the Executive Committee may be called if a specific need arises. While all WASA general business must be approved by the General Governing Board, the Executive Committee may make decisions requiring immediate action as long as the General Governing Board is updated on any such meeting/decisions at the next general meeting. Agendas for all meetings will be prepared by the WASA Secretary. Agenda items may be submitted to the Secretary by any member prior to 24 hours before the meeting.

For all intents and purposes a WASA "Member" is defined as anyone with an active interest and concern with the WASA organization. Official membership is recorded through an active file of Membership Applications. Any involved citizen at a WASA meeting has the right to express his/her opinions, ask questions or make presentations. All participants at WASA meetings are encouraged to vote on any item that comes up, but **at least 1/3 of the registered Executive Committee and/or General Governing Board members must participate in order for the voting to be valid.**

Standing committees are a part of WASA. These committees are empowered to act independently of WASA to develop and provide prevention and treatment options for the area. WASA will serve as fiscal agent and require notice if the need to use the WASA EIN for identification to receive donations, obtain grant funding, etc. should occur.

The WASA Governing Board can name a standing or temporary committee at any time to deliver a particular activity or research a community need.

#### **CHANGES TO GOVERNING BY-LAWS:**

Governing By-Laws will initially be approved annually by the general membership one month after presentation at a general meeting. Changes to the Governing By-Laws shall be made by presentation at a general meeting and accepted upon a majority vote for approval at the next general meeting.

#### **FUNDING**

WASA will be funded through:

- 1) Grants & Appropriations
- 2) Gifts & Donations
- 3) Contracted Services
- 4) Fund Raising projects
  - 1) Grants & Appropriation requests and applications will be written under the direction of the Executive Committee. Approval by the WUSD Governing Board, the Mayor & City Council or other Fiduciary Agent will be obtained as directed by the issuing funding authority. The WASA Treasurer will be responsible for documenting the approved usage of these funds.

- 2) Gifts & Donations may be accepted by WASA in accordance with our goals and objectives. A current membership list as well as a donor list with regular updates will be provided to the General Governing Board.
- 3) Contracted Services (i.e. contract to provide youth activities with the City of Willcox, Willcox USD or any other state, county or local agency ) will be entered into by vote of the Executive Committee with updates to the General Governing Board.
- 4) Fund-Raising projects shall be approved by the General Governing Board with appropriate sub-committees established by the Chairperson to complete a project. Upon completion of each fund raiser, the Project Chairperson will submit a full accounting of the activity to the General Governing Board. All monies received will be turned in to the Treasurer for documentation and deposit at the earliest opportunity and any seed monies taken from the general funds to start the project will be paid back immediately upon the completion of the fundraiser.

WASA will maintain a checking account for general purposes and savings accounts to maintain integrity of specific fund activities. Executive Committee officers will be signers on these accounts and monthly reports will be made to the General Governing Board by the Treasurer.

#### **V. EVALUATION PROCEDURE**

Grants and appropriations will be evaluated according to the standards set by the funding entity.

WASA activities will be evaluated through the attendance and response of the participants of each event/activity. All outcome information such as attendance, completion of any projects, etc. will be reported to the General Governing Board at the meeting following the activity.

Long range evaluation of the decrease of incidents involving substance abuse (arrests, deaths, serious accidents, etc.) will provide a significant assessment both in cost effectiveness and general community health. Realization of the final outcome of this program's long term goal of a healthier, less abusive community is expected to begin with the younger members of our community and progress throughout the entire population. WASA intends to be a tool in this process.