



BYLAWS

Be Well Coalition of Crook County

Article 1. Be Well Coalition

1. The name of this organization shall be the Be Well Coalition of Crook County, hereafter referred to as BWC, or the Coalition.
2. BWC is a body of volunteers who serve two purposes: to represent Crook County by presenting ideas, feedback, and expressions of need for prevention programs to the Prevention Staff; and to develop prevention programs in consultation with the Prevention Staff to take back to the community.

Article 2. BWC Vision

To improve mental health, and reduce suicide and the misuse of alcohol, tobacco, and other drugs within Crook County.

Article 3. BWC Mission

The Be Well Coalition fosters community partnerships to promote mental health, prevent suicide, and reduce the misuse of alcohol, tobacco, and other drugs among youth and adults in Crook County.

Article 4. Membership

1. Members of BWC may be any natural person or business or organizational entity. Members do not have to be residents of Crook County. Members are volunteers and may plan or participate in events or may serve in advisory roles; are generally non-voting; and

may join or leave at will. The role of a Coalition member is to participate in any of a variety of activities involving the preparation and implementation of the Coalition work plan.

2. Membership requirements (county population representation) for the Coalition may be defined by the grants used to fund the work of BWC, such as, but not limited to, the Community Prevention Grant (issued by the Wyoming Department of Public Health) or the Drug Free Communities Grant (issued by the Centers for Disease Control and Prevention). Representation requirements may change over time based upon grant requirements or decisions by the BWC Leadership Team.

3. BWC is a volunteer organization and possesses no spending authority. Authority to spend grant dollars is vested only with Crook County. There shall be no distribution of monies to BWC members or officers, except that reasonable, preapproved expenses made by members or officers on behalf of BWC may be reimbursed. Approval for expenses may be granted only by the Prevention Director.

Article 5. Leadership Team Organization

1. BWC shall be governed by a Leadership Team initially composed of twelve members. The Leadership team may decide to increase or decrease its membership from time to time. A majority vote of the Leadership Team is required to add a member to the team. The initial 12 members volunteered for their role and were approved by the Prevention Director.
2. The Leadership Team provides direction for the Coalition. The Leadership Team provides advice to Prevention Staff in developing strategies and activities to implement. The Leadership Team is also in touch with the community through their contacts and subcommittees. The Leadership Team is the two-way conduit between the community and the Prevention Staff.
3. Leadership Team Members are volunteers. There are no terms nor limits on years they may serve.
4. The Prevention Director and the Prevention Youth Prevention Specialist are ex officio members of the Leadership Team. The Prevention Director is a permanent, voting member of the Leadership Team.

5. Leadership Team members, other than the Prevention Director, but including Subcommittee Chairs and Executive Council members, may resign from their respective position at any time by giving notice in writing to the Leadership Team.
6. In accordance with provisions of any state or federal grants, no part of the activities of BWC shall be the carrying on of propaganda or otherwise attempting to influence legislation or engaging in the political campaign on behalf of any candidate for public office. However, individual coalition members and other supporters may advocate for specific legislation and candidates of their own choosing.
7. Except as may be provided by law, any Leadership Team Member may be removed from their position with or without cause, by a majority vote of the Leadership Team. The Leadership Team may also determine that a person with a criminal record which could be threatening to or could be perceived to be threatening to the safety or welfare of a member(s) of the community, may be barred from participating in BWC. A vote for removal from, or to bar joining BWC, shall occur at a Leadership Team meeting called expressly for that purpose, and such a meeting shall be in executive session. Normal quorum and majority vote requirements shall apply.
8. Subcommittees may be created by the Leadership Team for the purpose of addressing one or more programs or functions. Subcommittees exist to conduct the actual work of implementing programs in the county with direction from the prevention staff and the Leadership Team, as appropriate. Any member of the public may participate as a Subcommittee member.
9. Each Subcommittee shall have a chairperson. Once elected, a Subcommittee chair shall become a member of the Leadership Team and may serve an unlimited number of two-year terms. In the absence of people interested in chairing a Subcommittee, the Leadership Team may ask Prevention Staff for temporary help.
10. Subcommittee chairs are responsible for coordinating the activities of the Subcommittee. This may include setting up subcommittee meetings, agendas, and designating someone to take notes of each meeting; and may also include prevention activities in the community such as supporting booths, attending events, supplying swag and communicating the prevention messages to community members.

Article 6. Voting

1. Election of Subcommittee chairs and Executive Council members, and all other business conducted by the Leadership Team will be decided only when there is a quorum of Leadership Team members present. A quorum shall consist of at least two-thirds of the current number of Leadership Team members. In the absence of a quorum, no business shall be transacted except to adjourn meetings. Proxy voting is not permitted.
2. For all business issues except a change in these BYLAWS, decisions will be made with a simple majority vote of the quorum.

Article 7. Executive Council Organization

1. The Executive Council serves one purpose: to provide structure to the Leadership Team and the Coalition in the form of meeting structure, procedures, record-keeping, organization, and similar executive functions. The Executive Council does not direct the work of the Coalition – that is the duty of the Prevention Staff, the Leadership Team, and any subcommittees.
2. Elected Members of the Executive Council shall serve terms of two years, and shall be limited to two consecutive terms. Executive Council elections will be held during the second calendar quarter of odd numbered years, with terms commencing on July 1 of that year.
3. The Leadership Team shall elect from their membership officers to form the Executive Council. Candidates for position of Chair, Vice Chair, (or Co-Chairs) and Secretary shall be nominated by any member of the Leadership Team and elected by a vote of Leadership Team members. In addition, the Prevention Director shall be an ex officio member of the Executive Council. Until such time as BWC engages in financial transactions, there will be no Treasurer.
4. The duties of the Executive Council officers shall be as follows:

Chair or Co-chairs of the Leadership Team: The Chair is to preside over all meetings of the Executive Council, and all meetings of the Leadership Team and the full Coalition. The Chair shall ensure that meetings are efficient, open to all who choose

to attend, and that all who attend have the reasonable opportunity for input. The Chair, through the Executive Council, will establish simple but effective procedures for the structure and management of meetings, entertaining motions, holding votes, and other procedural issues as necessary. Such procedures may be changed from time to time to reflect the needs of the organization.

The Chair will work with the Executive Council to develop an agenda for each meeting of the Leadership Team, of the Executive Council, and of the full Coalition. The chair may be assigned other duties by the Leadership Team or the Prevention Director, as necessary.

Vice-Chair: In the absence of the Chair, the Vice-Chair will assume all the duties and responsibilities of the Chair. The Vice-Chair may also be assigned other duties by the Leadership Team, as necessary.

Secretary: The Secretary shall take the official notes of all meetings of the Leadership Team, the Executive Council, and the full Coalition. The Secretary will develop a standard format for meeting minutes in accordance with any requirements of the support staff and/or the Prevention Program sources of funding. The Secretary may assist the Prevention Staff to ensure that all records and notes are maintained in an official file in the office of the Prevention Staff, and/or in digital form on a Prevention Staff computer. The Secretary may assist the Prevention Staff in providing notice of the time and location of all meetings to members of the Leadership Team, the Executive Council, the Prevention Staff, and the full Coalition, as appropriate. The Secretary may also assist the Prevention Staff in maintaining membership files for the Coalition, the Leadership Team, the Executive Council members, and their terms of service.

Article 8. Meetings

1. The Leadership Team will generally meet monthly at a regular time and location, unless another schedule is agreed upon. It is desirable to have the Prevention Director or Staff present at all Leadership Team meetings.
2. The full Be Well Coalition will meet quarterly (generally Feb, May, Aug, Nov) on a date and at a location selected by the Executive Council and approved by the Leadership

Team. It is desirable to have the Leadership Team including the Executive Council, and the Prevention Director or Staff present at all Leadership Team meetings.

3. The Executive Council will generally meet monthly at a regular time and location prior to Leadership or full Coalition meetings unless another schedule is agreed upon. It is desirable to have the Prevention Director or Staff present at all Executive Council meetings.
4. Subcommittee meetings may occur at a frequency and location determined by the Subcommittee chairperson.
5. In-person meetings at all levels of the organization are desired, but virtual attendance may be an option.
6. Special meetings may be called at any level of the organization by the appropriate presiding chairperson, with prior notice to members.

Article 8. Amendments to BYLAWS

1. Coalition Bylaws may be amended by an affirmative vote of at least two-thirds of the entire current membership of the Leadership Team. Proposed amendments must be brought before the Executive Council in the month prior to a vote by the Leadership Team.

Article 9. Non-Discrimination

1. No person shall be excluded from participation in BWC on the grounds of race, health or handicap status, creed, religion, age, gender, sexual orientation, or national origin.

Article 10. Indemnification

The BWC, insofar as permitted by law, may indemnify any and all of its current and/or former members, officers, administrators, employees, and/or subcommittee members against any liabilities arising, and in connection therewith, expenses actually and necessarily incurred by them, including attorney's fees, with the defense of any claim, action, civil suit or proceedings which they or any of them are made parties or a party,

by reason of being or having been such as member, officer, administrator, employee or subcommittee member.

Certification

The above BYLAWS were approved and adopted by the Be Well Coalition of Crook County Leadership Team to be effective as of February 9, 2026
(Date)

Date: 3/26/26

Jasmine Bryant
(Chair or Co-chair)

Shirley C. Williams
(Vice-Chair or Co-chair)

Jina Wood
(Secretary)

Walter Allen
(Prevention Director)