

Bylaws of Tolleson Alliance Against Substance Abuse (TAASA)

Article I: Name and Purpose

Section 1. Name

The name of the organization shall be Tolleson Alliance Against Substance Abuse (TAASA).

Section 2. Purpose

TAASA is a nonprofit organization overseen by the City of Tolleson dedicated to combating substance abuse through prevention, intervention, education, and community engagement. The organization will work to address substance abuse challenges identified within the community by providing resources and support services.

Article II: Governance and Oversight

Section 1. Oversight by the City of Tolleson

TAASA shall operate under the oversight of the City of Tolleson to ensure alignment with municipal policies and initiatives, represented by a City of Tolleson staff liaison appointed by City Management. The staff liaison will serve as secretary to the board.

Section 2. Board of Directors

TAASA shall be governed by a Board of Directors consisting of 7 members.

- 2 members of the Tolleson city council
- 2 Tolleson community representatives
- 1 member of the business community
- 1 health and/or health services professional
- 1 educational professional

Section 3. Duties of the Board

The Board of Directors shall oversee all organizational activities, approve funding and expenditures, establish policies, and ensure compliance with local and state laws.

Section 4. Officers

The Board of Directors shall elect from among its members the following officers: Chair, Vice Chair, and Treasurer. The appointed City staff liaison shall serve as Secretary.

- **Chair:** Must be one of the Tolleson City Council members serving on the board. The Chair presides over all meetings, sets meeting agendas in collaboration with the staff liaison, and represents the organization in public matters as needed.
- **Vice Chair:** Must be one of the Tolleson City Council members serving on the board. The Vice Chair assists the Chair and assumes the Chair's duties in their absence.
- **Secretary:** The City-appointed staff liaison shall serve as Secretary, responsible for recording meeting minutes, maintaining records, and ensuring communication with City departments.
- **Treasurer:** Oversees the financial matters of the organization, in coordination with the Secretary, and presents quarterly financial updates to the Board.

Officers shall serve a one two-year term and may be re-elected without term limits.

Section 4. Term Limits

Board members will serve two-year terms with no term limits. To ensure continuity and prevent a complete turnover of the board, appointments will be staggered across two groups:

Group A:

- 1 member of the Tolleson city council
- 1 member of the business community
- 1 health and/or health services professional
- 1 educational professional

Group B:

- 1 member of the Tolleson city council
- 2 Tolleson community representatives

Section 6. Appointments

Individuals interested in serving on the board must complete an application. All applications will be reviewed and voted on by the board. Final recommendations will then be submitted to the Tolleson City Council for approval.

Section 7. Removals

The Board may vote to remove members. Any decision to remove a member will be followed by a formal recommendation to the City Council for final approval.

Section 7. Advisory Panels

The Board of Directors shall establish a yearly calendar to meet with the Community and Staff advisory panels consisting of:

Community Advisory Panel

- 3 youth from the City of Tolleson youth programs
- 3 members of the senior center and/or Tolleson Social Club

Staff Advisory Panel

Will consist of one appointed staff representative from each of the following departments. Appointments will be made by City Management.

- Fire
- Human Services
- Library
- Police
- Parks and Recreation

Article III: Meetings

Section 1. Meetings

Regular meetings shall be held quarterly, with additional meetings scheduled as needed. The Board of Directors shall determine meeting dates and locations. Meetings shall be open to the public and abide by open meeting laws.

Section 3. Quorum

A quorum shall consist of a majority of the Board members.

Article IV: Programs and Services

Section 1. Community Programs

TAASA shall direct the development and implementation of programs based on community needs, including but not limited to:

1. Prevention Education – School-based prevention programs and community-wide education campaigns.
2. Treatment and Rehabilitation Awareness – Information on detox, rehabilitation, and affordable treatment options.
3. Support Services – Family counseling, peer mentorship, and recovery coaching.

4. Employment and Reintegration Support – Job training programs for individuals in recovery.
5. Harm Reduction Initiatives – Distribution of NARCAN and other harm reduction resources.

Article V: Funding and Financial Management

Section 1. Sources of Funding

TAASA shall be funded through grants, donations, and municipal allocations as approved by the City of Tolleson.

Section 2. Financial Oversight

One designated treasurer shall manage finances in concert with the appointment staff liaison and shall provide quarterly reports to the board and an annual financial report shall be submitted to the City of Tolleson.

Article VI: Amendments

Bylaws must be reviewed in uneven years. Amendments to these bylaws must be approved by a majority vote of the Board of Directors and confirmed by the Tolleson City Council.

Article VII: Dissolution

Upon dissolution, all remaining assets shall be transferred to the City of Tolleson.