

# Allegheny County Coalition for Recovery

## By-Laws

Approved September 19th, 2025

### Article I – Name, Description, Vision, Mission, and Authority

#### Section 1 – Name:

The name of the organization shall be the Allegheny County Coalition for Recovery (“ACCR” or the “Coalition”).

#### Section 2 – Description:

ACCR is a group of people working together to increase the public’s recognition that people can and do recover from serious mental illnesses and substance use disorder. The Coalition consists of persons served (consumers), family members, providers, funders, and other community members.

#### Section 3 – Vision:

The vision guiding the Coalition is that every Allegheny County resident with a mental health and/or substance use disorder is supported in their recovery journey by friends, families, communities, and service providers who understand and practice recovery principles.

#### Section 4 – Mission:

The mission of the Coalition is to increase awareness of behavioral health recovery and to promote the use of recovery principles and practices in behavioral health services in Allegheny County.

#### Section 5 – Authority:

The Coalition is not incorporated or otherwise legally constituted. The members of the Coalition and of the Steering Committee voluntarily join together and agree to work together for a common vision and mission with dedication toward the goals of the Coalition.

#### Section 6 – Coalition Leadership:

The Leadership Team is a group of people involved with the Coalition who meet regularly to guide and coordinate the activities of the various work groups carrying out the mission of the Coalition.

#### Section 7 – Purposes and Activities:

The purposes and activities of the Leadership Team include but are not limited to the following:

- To deal with matters related to the business of the Coalition, including budgets, finances, agreements, policies, etc.

- To provide coordination, support, guidance, and accountability for the various workgroups and activities of the Coalition
- To annually assess and prioritize Allegheny County's status and needs relative to behavioral health recovery-oriented services and systems
- To set annual goals and objectives for the Coalition and to review progress toward objectives at least twice annually
- To coordinate Coalition efforts with the efforts of other groups with a similar vision and mission

## Article II – Membership

### Section 1 – Co-Chairs:

The Coalition shall bi-annually elect two co-chairs. The co-chairs are responsible for equally sharing the duties of preparing the agenda for meetings and running said meetings. This 50-50 sharing shall serve as a model for all other work groups. In addition, the co-chairs may represent the Coalition at other events or meetings. At least one of the co-chairs (referred to as a person with lived experience) shall be a person who self-identifies as a past or present consumer of behavioral health services or is a family member of such a person.

### Section 2 – Secretary

The Coalition shall bi-annually elect a secretary. Their responsibilities include, but are not limited to:

- Taking minutes at all regular and Steering Committee meetings
- Primary responsibility for responding to external inquiries
- Primary responsibility for posting about Coalition activities on social media (e.g. Facebook)

### Section 3 – Leadership Team Member Composition:

The Leadership Team shall consist of the following voting members:

- Co-chairs
- Secretary
- Allegheny County Liaison
- Subject to approval from the Membership, the Co-Chairs may appoint additional at-large members from time to time as necessary to perform certain functions
- Two at-large positions comprised of consumers and family members
  - One at-large position will be elected biannually and one at-large position will be selected from available and interested individuals as needed.

#### Section 4 – Lived Experience Representation:

At any time, consumers and family members should comprise 50% or more of the membership.

#### Section 5 – Terms:

Leadership team members serve two-year terms, renewable once (four consecutive years maximum in the same position). Exceptions to the two-term (i.e. four-year) limit are permitted if requested by the team and approved by a majority of the membership. Terms begin on July 1 and end on June 30. Filling an unexpired term does not count towards the term limit.

#### Section 6 – Recruitment / Election / Appointment:

A nominating committee will be appointed by members. Using criteria established by the Leadership Team, the nominating committee will recruit and recommend new leadership.

#### Section 7 – Staffing:

The Leadership Team will be staffed by a representative from the Allegheny County Office of Behavioral Health. This person serves as an ex-officio member of all work groups. This person serves at the direction of the Leadership Team but is limited in the scope of their duties by the time allocated by Allegheny County Department of Human Services.

#### Section 8 – Other Non-Voting Membership:

The Leadership Team shall have the authority to establish and define additional non-voting categories of membership.

#### Section 9 – Attendance Requirement:

Members are expected to attend at least 2/3 of the All Member Meetings per year. If members attend less than 2/3 of the meetings in a 12-month period, the co-chairs will attempt to contact non-attending members to determine their interest in continuing to serve in the coalition.

#### Section 10 – Resignation and Termination:

Any member may resign at any time. The coalition is voluntary. Members can have their membership terminated by a majority vote of the membership for any reason deemed valid, such as an inability or unwillingness to perform their duties or unresolved disruptions to the meeting space.

#### Section 11 - Medical Leave or Leave of Absence for Leadership

- 1) For leaves up to three months: co-chairs and other leadership must be notified
- 2) For leaves longer than three months: an agenda item announcement (no details necessary) in 3-month increments; an interim leader will be named.
- 3) For leaves longer than six months: the leader will be required to resign. This does not mean the person cannot run for future election.

## Article III – Meetings

### Section 1 – Regular Meetings:

Regular meetings will be held at least twelve times per year. A schedule of regular meetings for the year will be established at the beginning of each fiscal year (July 1).

### Section 2 – Special Meetings:

Additional meetings may be scheduled by one or both of the co-chairs or by the request of at least three members made in writing to the co-chairs.

### Section 3 – Participation:

Meetings will be open to attendance by interested Coalition members and others. Non-members will not have a vote but may speak on issues if invited or permitted by the meeting chair.

### Section 4 – Quorum:

A quorum is established when 50% of the leadership team, as defined above, + 1 general member is present.

### Section 5 – Voting:

All issues to be voted on shall be decided by a simple majority of those present at the meeting at which the vote takes place.

## Article IV – Membership of the Coalition

### Section 1 – Membership:

Any individual who regularly attends at least 50% of the monthly meetings and is interested in participating in the work of the Coalition is considered a member.

### Section 2 – All-Member Meetings:

The Members of the Coalition shall meet monthly to conduct the routine work of the group. Any member is welcome to attend the All-Member Meeting.

## Article V – Standing Workgroups

### Section 1 – Standing Workgroups:

Subject to approval by a vote of the Membership of ACCR, the Co-Chairs may establish such workgroups as they see fit from time to time to aid in the operations of the Coalition on particular issues.

## Article VI – Fiduciary

### Section 1 – Fiduciary Organization:

The selected fiduciary organization for the Coalition shall provide services and supports as indicated by the fiduciary agreement. The agreement with the fiduciary organization will be renewed as needed or as decided by the Leadership Team.

### Section 2 – Reimbursements:

Members will serve voluntarily. However, Coalition members may be reimbursed for the costs upon submission and approval of an expense report.

### Section 3 – Treasury:

The county liaison will serve as de facto treasurer. They will maintain communication with the fiduciary organization, and will keep neat and timely records of all spending.

## Article VII – Amendments

### Section 1 – Amendments:

These by-laws may be amended by a majority vote of the Members present at a regular monthly All-Members meeting. Amendments shall be distributed to the members at least two weeks prior to the meeting at which they will be voted upon.

## Article VIII – Rules of Order

### Section 1 – Rules of Order:

When needed for formal meeting decisions or actions, the Steering Committee meetings shall be conducted according to The Modern Rules of Order (Pennsylvania Bar Institute, 1992).

## Certification

These by-laws were approved at the All-Members meeting by a majority vote on Friday, September 19th, 2025.