



Bylaws of Support People and Empower Recovery

An Unincorporated Community Coalition that is Not-for-Profit in Sauk County,

Wisconsin

Section 1 - Name of Coalition

The name of the coalition is Support People and Empower Recovery, also known as SUPER.

Section 2 - Mission & Vision of the Coalition

Mission: to be determined

Vision: Creating safe, inclusive, and supportive communities where everyone can recover and thrive.

Section 3 - Membership of the Coalition

The coalition invites all agencies, organizations and individuals who support the coalition's mission and vision to participate in coalition activities as participants, sponsors, or volunteers. Membership is voluntary and consists of area residents and/or individuals who serve area residents in a professional or volunteer capacity, ideally to include individuals with lived experience of substance use, including those in recovery, family and friends of people who use drugs, and individuals who have lost someone to substance use.

Membership is in no way limited or prohibited by virtue of a person's race, national origin, color, creed, ancestry, political or religious affiliation, gender, age, sexual orientation, or handicap, disability, marital or parental status.

We support people, but SUPER is not a support group. During SUPER coalition and committee meetings, please keep personal stories short (2 minutes or less) and related to the discussion topic. If you need help, please let us know and stay after the meeting for support and resources.

Members will be designated, at their discretion, to participate in SUPER in one or more of the following capacities:

- **Executive Team**

The Executive Team is a five- to six-member board whose role is to make decisions relating to SUPER meetings, procedures, initiatives and finances. The Executive Team will consist of 4 SUPER Officers and one to two representatives from the fiscal agent for the coalition (Public Health Sauk County).

- **Active/Voting Members**

Active/Voting Members shall be those persons who contribute toward achieving the coalition's Mission and Vision by engaging in some or all of the following activities:

- Attending coalition meetings as often as possible. To vote on coalition business, members must have attended at least 4 meetings of the coalition or its committees in the past 12 months.
- Actively participating in coalition activities, in person or remotely, outside of coalition/committee meetings, such as volunteering services that address SUPER's mission and vision.
- Supporting a data-driven approach that uses evidence-based or promising strategies.

Coalition decisions will be made by consensus as often as possible, or by a two-thirds majority vote when needed. The views and decisions of SUPER represent a consensus, and do not necessarily represent the views of all coalition members. SUPER members will support coalition decisions when representing SUPER in the community.

Section 4 - Executive Team Members

Coalition Staff (1-2 representatives from Public Health Sauk County) will serve as meeting facilitators and be voting members of the Executive Team. Coalition Staff will facilitate meetings, reserve meeting locations, send out meeting details, create meeting agendas, take meeting minutes in the absence of a Secretary, and distribute meeting agendas and meeting notes for every coalition meeting, executive team meeting, and any additional committee/action team/work group meetings.

Officers of the coalition are the coalition members elected to represent SUPER. Officers of the coalition and duties are as follows:

The **Chairperson** shall:

- Provide leadership and direction for the SUPER coalition; be “the face” of SUPER
- Call Executive Team meetings for specific reasons, as needed
- Serve on the Executive Team
- Appoint ad hoc committees/action teams/work groups as needed

The **Vice Chairperson** shall:

- Assume the duties of the Chairperson in their absence.
- Serve on the Executive Team

The **Secretary** shall:

- Take meeting minutes at all SUPER coalition & Executive Team meetings
- Serve on the Executive Team

The **Lived-Experience Representative** shall:

- Represent the perspective of an individual in recovery on the Executive Team

Section 5 - Elections and Terms of Office

Officer nominations must be approved by the Executive Team. The coalition facilitator will send the coalition the list of nominees at least 2 weeks prior to the Executive Team meeting to ask about any concerns with nominations. Elections for Officers of the coalition will be held annually at the February meeting or as soon as possible thereafter. Chairperson, Vice Chairperson, Secretary, and Lived-Experience Representative are elected to one-year terms. A member may serve more than one term in an Officer position but cannot serve consecutive terms in the same position for more than two (2) years. Nominations shall be taken by the ranking officer in the following order: Chairperson, Vice Chairperson, Secretary, and Lived-Experience Representative.

Concerns about the misconduct of an Officer should be brought to Coalition staff, who will investigate and take steps to resolve the issue informally. If the concern cannot be resolved, Coalition staff will alert the Officer of the complaint and bring the concern to the Executive Team to determine next steps, which may include reprimand, removing the

Officer from an elected position temporarily or permanently, or removing the Officer from the coalition. The accused Officer has a right to know the complaint, prepare a defense, be heard by the Executive Team, and be treated fairly. After presenting their case, the accused Officer then will leave the meeting during deliberation and the vote on next steps. If disciplinary action is taken, the coalition will be updated on the reason for the discipline and the result of the vote at the next regular SUPER meeting.

Section 6 - Vacancies

In the event of a vacancy in an Officer position, elections will be held for an interim Officer at the next SUPER meeting. The interim Officer will finish out the previous Officer's term.

If for two (2) consecutive months an Officer has not attended any SUPER events or coalition/committee/Executive Team meetings AND has not had any contact (email, call, text, or in-person) with the Coalition Facilitator, their position will be considered vacant. Coalition Staff will make every effort (email, text, call) to contact the Officer during the two (2) months.

Section 7 - Meetings of the Coalition and Quorums for Meetings

Executive Team Meetings

Meetings of the Executive Team shall be called as necessary by the Coalition Chairperson and/or Coalition Staff.

All Executive Team members should be present at each Executive Team meeting, unless extenuating circumstances will not allow a member to attend and this is communicated with Coalition Staff. A quorum for each Executive Team meeting shall be met with a minimum of (3) members in attendance.

SUPER Coalition Meetings

Meetings of the SUPER coalition will be held regularly at a scheduled time and day.

A quorum for each SUPER coalition meeting shall be met with the Active/Voting members in attendance at each meeting. No set number is required. Voting can be

held in person and/or virtually at and/or in between coalition meetings at the Coalition Staff's discretion.

Special Meetings

Special meetings may be called by request of Coalition Staff or two Executive Team members. Staff, or an Officer, shall send out notices of special meetings with at least two (2) days advance notice. A quorum for any special meeting shall include:

- A majority of the Executive Team
- At least two (2) other individuals, representing the broader coalition membership

Committee Meetings

Committee (action team, work group) meetings may be scheduled in addition to SUPER coalition meetings on an as-needed basis, depending on the particular strategies being prioritized by the coalition. A quorum for each committee (action team, work group) meeting will be met with the Active/Voting members in attendance at each meeting. No set number is required.

Section 8 – Adoption of the Sauk County WisHope Recovery Community Center Guidelines

SUPER hereby adopts the guidelines of the Sauk County WisHope Recovery Community Center (“Guidelines”). All individuals attending to SUPER coalition business, and/or attending meetings or events at any location, whether in person or virtually, are required to follow the Guidelines listed below for reference. Note that “Premises” below is defined as the Sauk County WisHope Recovery Community Center or another space in which the SUPER event or meeting is taking place, including virtual meeting rooms.

1. No alcohol, drugs, or paraphernalia is allowed on the Premises.
2. Any person displaying visible or noticeable signs of intoxication or impairment will be asked to leave the Premises.
3. If a meeting or event is happening on the Premises, all adults on the Premises must participate in the meeting or exit the Premises.
4. No weapons are allowed anywhere on the Premises.
5. No more than one person is allowed in the bathroom (or bathroom stall) at any time, except to assist a child.

6. No use of any tobacco products (smoking, vaping, etc.) is allowed anywhere inside buildings.
7. Cigarette butts must be disposed of in the proper containers outside of buildings.
8. All persons utilizing the Premises must clean up after themselves.
9. All persons utilizing the Premises must be respectful of all peers, volunteers, visitors, and staff. Anyone displaying disruptive, inappropriate, sexual, or aggressive behavior will be asked to leave.
10. Any individual under the age of 16 must be accompanied by an adult.
11. No individuals are allowed inside the building or on the Premises without a WisHope staff member or approved volunteer on site.

All members must adhere to Guidelines 2, 3, and 9 when communicating SUPER-related business through phone calls, texts, emails, and social media.

Failure to follow the Guidelines will result in being asked to leave the Premises and may result in being temporarily or permanently banned from entering the Premises. All violations should be reported to the SUPER Coalition Facilitator and/or a WisHope Peer Recovery Coach.

Section 9 – Volunteer Requests

Volunteer requests from coalition members or community organizations should be sent to the Coalition Facilitator with the following information:

- Who is the point of contact for the volunteers to reach out to, and what is their contact information?
- Where and when is the activity going to be, or is this flexible?
- About how many hours of volunteer work are needed?
- On behalf of what organization are the volunteers working? Tell us a bit about the organization (is it a non-profit and what are their activities/mission) or provide the link to their website.
- Are any incentives being offered? If so, provide details: money, meals, transportation to the volunteer location, etc. If there is a financial incentive, what are the terms? Note: if financial incentives are being offered, then it cannot be considered volunteer work and SUPER is unable to label it a call for volunteers.

Section 10 – Removal of Coalition Members

Coalition members are expected to uphold the values of respect, collaboration, and professionalism at all times. Any behavior—verbal, written, or otherwise—that is deemed disrespectful, discriminatory, threatening, or disruptive to the mission of the coalition and/or the safety of its members and guests may result in removal. Removal involves exclusion from coalition and committee meetings, coalition events, and coalition email communications.

Process for Removal

1. **Initial Review** - Concerns regarding a member's behavior may be brought forward by any coalition member and will be reviewed by the Coalition Facilitator and Executive Team.
2. **Notice** - The member in question will be notified in writing of the concern and provided an opportunity to respond.
3. **Decision** - If the behavior is confirmed to violate coalition values or expectations, the Coalition Facilitator (in consultation with the Executive Team) may remove the member from the coalition.

Reinstatement

A removed member may request reinstatement after a period of 6 months by submitting a written request to the Coalition Facilitator. The written request must demonstrate accountability for the actions resulting in removal, an understanding of the coalition's expectations, and a commitment to respectful participation and coalition values. Approval of reinstatement is at the discretion of the Coalition Facilitator and Executive Team.

Upon reinstatement, the member must adhere to any probationary terms the Coalition Facilitator and Executive Team put forth. The probationary terms will be decided on a case by case basis. The reinstated member cannot be nominated or elected for any leadership position for 6 months.

Section 11 - Amendments to the Bylaws

These Bylaws of the Support People and Empower Recovery coalition shall be reviewed annually at the February meeting or as soon as possible thereafter. Proposals for review and/or amendments may also be made at other times of the year and shall be added as a discussion item on the next SUPER coalition meeting agenda if written or verbal notice is given to the Coalition Staff and/or a Coalition Officer.

After a discussion by those present, approval of any amendment will be made by either consensus or a two-thirds vote of the Active/Voting Members attending a regularly scheduled SUPER meeting.

The Secretary, or a Coalition Staff member, shall document all approved amendments and reprint a new official Bylaws document, indicating the date of revision and made available upon request. The revised Bylaws will be signed by the Executive Team members present at the vote regarding the changes.

Bylaws approved by the Support People and Empower Recovery coalition on **3/6/2026**.


Christina Stebbins (Mar 10, 2026 16:56:20 CDT)

Christina Stebbins, Lived-Experience Representative

03/10/2026

Date

Hannah Erdman

Hannah Erdman, Coalition Staff/Facilitator

3/6/2026

Date

Sara Jesse
Sara Jesse (Mar 6, 2026 15:48:09 CST)

Sara Jesse, Coalition Staff

03/06/2026

Date