**Southeast Coalition for Roadway Safety Bylaws**

**Adopted July 1, 2023**

**Article I: Name**

This organization shall be known as the Southeast Coalition for Roadway Safety.
This organization may also be referred to as SCRS, Southeast Coalition and the Coalition.

**Article II: Mission Statement**

The Southeast Coalition for Roadway Safety is a partnership of safety advocates who have banded together to end traffic fatalities and serious injuries on public roadways.

 **Article III: Goals**

The Coalition has the following goals:

Goal # 1: EXPAND AND STRENGTHEN PARTNERSHIPS
Partnership is the driving force behind the success of highway safety efforts. Representatives from law enforcement, education, engineering, emergency response, justice system, planning agencies, advocacy groups, businesses, government agencies and the public are needed to successfully implement the diverse set of strategies. Building new partnerships while strengthening and expanding current ties, is essential to advance the Coalition’s mission.

Goal #2: USE RESOURCES EFFICIENTLY
Resources for supporting key strategies are limited. As a result, time and money must be carefully prioritized to maximize the effort in reducing roadway fatalities and serious injuries on the state and local roadway systems.

Goal #3: COORDINATE MULTIDISCIPLINARY INITIATIVES
Coordination and frequent communication between the multidisciplinary partners is necessary to minimize duplication of effort, ensure the success of the implementation process, and help maintain focus on the mission, fatality reduction goal, and support the Show-Me Zero strategic highway safety plan for eliminating fatalities and serious injuries on Missouri roadways.

Goal #4: TARGET HIGH-RISK POPULATIONS
Research results clearly show certain segments of the population are overrepresented in roadway crashes. Special road users such as teens, older drivers, pedestrians and other road users are of particular concern.

Goal #5: CHANGE TRAFFIC SAFETY CULTURE
An accelerated fatality and serious injury reduction goal requires strategies that create positive change in the roadway safety culture.

The Executive Board will create strategic goals for the Southeast Coalition for Roadway Safety to achieve each fiscal year. These strategic goals will be reviewed and discussed during Coalition and Board meetings frequently.

 **Article IV: Executive Board**

The Southeast Coalition for Roadway Safety is governed by an Executive Board, who provides leadership in helping achieve the Coalition’s mission and vision. Their dedication and guidance has been instrumental to the success and growth of the Southeast Coalition for Roadway Safety.

The Executive Board is comprised of volunteers consisting of members from the enforcement, education, emergency services and engineering industries.

There shall be no more than 9 total members on the Executive Board, including 2 representatives from MoDOT (not including Fiscal Agent). An even number of representation shall be had from both sides of the district. The east side of the district includes the following counties: Iron, Wayne, Butler, Madison, St. Francois, Ste. Genevieve, Perry, Bollinger, Cape Girardeau, Scott, Stoddard, Mississippi, New Madrid, Pemiscot and Dunklin. The west side of the district includes the following counties: Reynolds, Carter, Ripley, Shannon, Oregon, Texas, Howell, Wright, Douglas and Ozark. The Missouri State Highway Patrol automatically gets a seat as a Board Member. 2 law enforcement/emergency services and 1 health educator shall be represented from each side.

Executive Board members must attend a minimum of 2 Board and 2 quarterly Coalition meetings per fiscal year. Teleconferencing and videoconferencing are acceptable means of attendance and shall not count as an absence. Executive Board members are expected to exercise their judgement during all SCRS decision making tasks, such as bylaw amendments, grant and member applications, etc. Failure to provide leadership in an adequate manner on the Executive Board may resolve in removal from the Board.

If a situation arises and an Executive Board member cannot attend a Board meeting, the member may assign an Executive Board designee from his/her organization to attend in his/her place.

**Article V: Membership**

Membership in the Coalition is open to any person or organization in the MoDOT Southeast District service area that wishes to participate in developing and implementing strategies to reduce traffic crashes in the region. To ensure a broad cross-section of local community representation, at a minimum, the following sectors of the region should be represented:

* Businesses
* Civic and volunteer groups
* Health and human service organizations
* Healthcare professionals
* Law enforcement agencies
* Media
* Other organizations or groups involved in reducing traffic crashes
* Parents
* Religious or fraternal organizations
* Schools
* State or local government agencies with an interest in the field of traffic safety
* Youth representatives
* Youth-serving organizations

There is no limit to the number of individuals or organizations representing each sector.

There is no limit to how long an individual or organization can be a part of the SCRS.

Before joining the Southeast Coalition for Roadway Safety, prospective members shall review the Membership Information document and complete the Coalition Member Application, both found at [savemolives.com/se](http://www.savemolives.com/se). The Executive Board reviews and votes on all prospective Coalition members. The Coalition accepts applications to join year-round.

Membership in the Southeast Coalition for Roadway Safety may be revoked or suspended if the Coalition Member or Executive Board Member does not comply with the guidelines set forth listed in the bylaws and in the SCRS Membership Information document. The Executive Board makes all decisions regarding allowing prospective members to join the Coalition and if membership shall be revoked or suspended. If a member shall need to be removed or suspended from the Coalition, the Executive Board must vote to remove/suspend said member. Once this occurs, an electronic and physical letter will be sent to the Coalition member explaining the reasoning behind the decision to revoke/suspend their membership. If suspension is to occur, the Executive Board will exercise their power and determine an appropriate time to review said membership and then determine the next steps moving forward.

Members must attend a minimum of 2 Coalition meetings per fiscal year. Teleconferencing and videoconferencing are acceptable means of attendance and shall not count as an absence.

**Article VI: Code of Conduct**

SCRS members are responsible for knowing and adhering to the rules of conduct established by the Coalition and for acting in accordance with the Coalition’s values. Coalition members shall not engage in conduct that is inconsistent with SCRS values or behave in a manner that brings or could bring undue criticism toward the SCRS or its members or operations.

The Executive Board is responsible for determining if a membership should result in immediate dismissal, or other discipline administered according to the policy referenced herein. The SCRS Executive Board is free to terminate a Coalition membership at-will, with or without cause, and at any time. The Executive Board reserves the right to add to or subtract from the rules outlined in the bylaws and has the exclusive authority to review the circumstances surrounding each infraction on an individual basis.

A Coalition member charged with a felony of any kind or a misdemeanor related to violent crimes, such as unlawful use of weapons, sexual crimes, or crimes against children must immediately (after a warrant is served unless the member provides documentation that circumstances would not permit them to do so) report it to the Executive Board and promptly provide a copy of charge(s) filed to the Chair and/or Fiscal Agent. The Chair and/or Fiscal Agent will consult with the Executive Board to determine whether membership termination or suspension pending further review of the charge(s) is warranted under the circumstances.

If it is determined that a suspension is warranted pending further review or disposition of the charge(s), the member will no longer be able to participate in SCRS related functions for a time period set forth by the Executive Board.

A suspended member may be allowed to continue as a Coalition member after further review or after the disposition of the charge(s), unless the Executive Board determines at any point during the review of the charge(s) and prior to the member’s return that the member’s return is not in the best interest of the Coalition.

A Coalition member convicted of a felony or misdemeanor charge involving the use of controlled substances and driving while intoxicated/impaired will be released from the Coalition and will not be eligible for membership with the Coalition for at least two years from the date of conviction, and only then if they show proof of completion of a state certified drug rehabilitation program.

A plea of nolo contendere (i.e., no contest), a guilty plea, or an admission to a felonious act(s) will be treated the same as a conviction.

Coalition members shall not misrepresent or omit information on the “Coalition Application” form or any other documents that may be utilized in the membership process, including, but not limited to: educational attainments, work history, or professional credentials; or any other document submitted that the Executive Board may utilize in making decisions regarding the member.

Members shall not knowingly make false accusations against other members or knowingly make false statements.

Requests for authorization to record SCRS meetings or training sessions (either in person or via audio/video call), must be submitted in writing to the Fiscal Agent.

All requests for authorization to record must include the following:

A. Business reason supporting the need to record and who will be recording:

B. Identify if the recording will be audio or video/photograph or both;

C. The name and title of the individual(s) being recorded;

D. How the recording will be shared and with whom; and

E. Where the recording will be stored and who will be responsible for retention as required in the retention schedules.

 **Article VII: Meetings**

Quarterly meetings of the Coalition will be held in Sikeston and Willow Springs and/or by virtual video platform. Additional meetings may be called by the Chairperson or MoDOT as necessary to conduct business of the Coalition or accomplish assigned tasks.

Ad-hoc Committees of the Coalition will meet at a time and place determined by the Ad-hoc Committee Chair and committee members.

The Executive Board shall meet quarterly via virtual video platform. The annual in-person meeting of the Executive Board will be held each year during the month of June, with an option to join virtually.

Notice of all meetings will be provided to membership and the public at least two (2) weeks in advance.

 **Article VIII: Officers**

The Executive Board of the Coalition will be comprised of a Chairperson, Vice Chairperson, and Members of the Board. A member may only serve in one office of the Executive Board per term. Term of service is 2 years. Up to 2 consecutive terms may be served. A representative of the Missouri Department of Transportation shall serve as Fiscal Agent and be an ex officio member of the Executive Board.

Board Members must attend a minimum of 2 Coalition and 2 Executive Board meetings per fiscal year. If any Executive Board member has two consecutive unexcused absences from Board meetings, they shall forfeit their office. The Executive Board shall approve all absences. Teleconferencing and videoconferencing are acceptable means of attendance and shall not count as an absence. Notifications of planned absences shall be made via email to the Chairperson, Vice Chairperson and/or Fiscal Agent.

Absences for illness and/or emergency shall be communicated to the Chairperson, Vice Chairperson and/or Fiscal Agent in writing as soon as possible, preferably prior to the day of the meeting. Planned events for work, for which the Executive Board must be in attendance, are considered excused absences so long as notice of the absence is provided in writing to the Chairperson, Vice Chairperson and/or Fiscal Agent prior to the day of the meeting. Other absences shall be considered on a case-by-case basis.
A written description of the cause of the absence shall be required via email to the Chairperson, Vice Chairperson and/or Fiscal Agent. The receiver shall communicate the absence and reason to the Executive Committee for vote. A majority vote is required to excuse the absence.

The duties of each position are as follows:

Chairperson: Serve as spokesperson for the Coalition when communicating with the media and other organizations; appoint ad-hoc committees; serve as an ex officio member of all ad-hoc committees; attend regional coordinator meetings as called by the statewide coalition; act as liaison with the statewide coalition; vote on prospective Coalition members and grants as needed; attend quarterly Coalition and Executive Board meetings and other duties as may be necessary for the effective functioning of the Coalition.

Vice Chairperson: Serve as an assistant to the Chairperson; assume the duties of the Chairperson should that person be unable or unavailable; vote on prospective Coalition members and grants as needed; attend quarterly Coalition and Executive Board meetings and serve as chair of committees as may be assigned by the Chairperson.

Fiscal Agent: The fiscal agent shall be the Missouri Department of Transportation employee who is the Southeast Coalition for Roadway Safety Regional Representative. The fiscal agent is an ex-officio member of the Executive Board. This person provides fiscal guidance to the Executive Board; ensures compliance with state and federal guidelines for expenditures of the regional coalition; collects and processes all invoices and bills for the Coalition; prepare and submit regional funding plan as required by the statewide Missouri Coalition for Roadway Safety; maintain and present budget to membership at regularly scheduled meetings. The fiscal agent does not vote on prospective Coalition members or grants, except for when a situation arises where a tie-breaker is needed to move forward. This role is not voted on by Coalition Members.

Board Member: Serve as a member of the Executive Board; vote on prospective Coalition members and grants as needed and attend quarterly Coalition and Executive Board meetings. Missouri Department of Transportation employees that are Board Members shall not have term restrictions.

**Article IX: Election of Executive Board**

Election of all Executive Board members, with the exception of the Chairperson and Fiscal Agent shall take place at the April Coalition meeting. The office of Chairperson will be filled through succession from Vice Chairperson to Chairperson. Terms will begin the first day of the new fiscal year, July 1. Shall a situation arise where a Board Member role is vacant and needs to be filled, the role may be filled at any time.

Vice Chairperson: To be elected annually for a term of 2 years. At the end of their term as Vice Chairperson, they will move to the office of Chairperson for a term of 2 years.

Vacancies due to resignation or other circumstances prior to the end of their term on the Executive Board, with the exception of the Chairperson, shall be filled by a two-thirds (2/3) vote of the Executive Board. Should the Chairperson’s position become vacant, the Vice Chairperson shall assume that role for the remainder of the Chairperson’s term.

**Article X: Committees**

Nominating Committee: The Nominating Committee Chair and members of the committee shall be appointed by the Executive Board. Members of the committee will serve a one-year term. The nominating committee shall consist of members from the coalition membership at large.

Responsibilities of the nominating committee are to submit names to the general membership for the offices of Vice Chair and Board Members (as needed). Committee members are encouraged to assist with the recruiting of said person(s) to the SCRS Executive Board. Nominations for Vice Chair will also be taken from the floor during the April meeting. Participation on the nominating committee does not preclude a member from being nominated for Vice Chair or Board Member.

Depending on the Executive Board Member openings, (i.e., vacancies for several months), there may be instances where a Nominating Committee is not held during the fiscal year.

Ad-hoc Committees: Appointed by the Chairperson, with approval of the membership, to accomplish specific tasks or functions and will operate until that task is accomplished. Ad-hoc Committee Chairpersons do not hold a seat on the Executive Committee.

 **Article XI: Strategies**

The Coalition and its members will employ strategies identiﬁed in Missouri’s Strategic Highway Safety Plan (SHSP) as having the greatest potential to save more lives and reduce serious injuries. This document is commonly referred to as Missouri’s Blueprint. Whenever possible, proven and research-based prevention strategies will be employed.

 **Article XII: Funding and Finances**

A major task of the Coalition will be to manage highway safety funding awarded to the regional Coalition.

Because the Coalition exists as an unincorporated organization, a representative from the Missouri Department of Transportation will serve as the fiscal agent for the Coalition as described in Article V. The selection of this representative is at the discretion of the Missouri Department of Transportation’s Southeast District leadership and is subject to change without notice to or approval from the Coalition.

 **Article XIII: Amendments**

Any amendment to these by-laws may be adopted by a two-thirds (2/3) vote of the members present at any meeting, provided written notice of the proposed amendment and the date of such meeting shall have been given to the members at least two (2) weeks in advance. Electronic notice through email is acceptable.

**Southeast Coalition for Roadway Safety Standing Rules**

1. Internal and External Communications
	1. MoDOT’s Southeast District Communications Department shall coordinate and produce media including but not limited to press releases, update the internal (OneDrive) and external (SaveMoLives) website, and maintain social media sites for the Coalition.
2. Grants
	1. The Southeast Coalition for Roadway Safety’s Executive Board shall determine the distribution of funding towards its 4 grants each fiscal year. The amount of funding may vary each year due to the allotted amount of total money the SCRS receives.
		1. Car Seat Grant
			1. With approval from the Executive Board, the SCRS Fiscal Agent shall create a line item of funding in the fiscal year budget that is dedicated to granting car seats (convertible and high back booster) to agencies who distribute car seats regularly to families in need.
			2. Guidelines for this grant include:
				1. Requestor agency/organization must be located in the Southeast District of MoDOT to be eligible for granted items.
				2. A registered Child Passenger Safety Technician (CPST) that is affiliated with the agency receiving car seats must assist the parent/grandparent/caregiver in need with the installation of the car seat. The Child Passenger Safety Technician shall not install the car seat themselves.
				3. The purpose of this grant is to assist families in need with required child occupant protection and for the CPST’s to educate the parent/grandparent/caregiver on the car seat and seat belt safety.
				4. Active participation in the Southeast Coalition for Roadway Safety may increase chances of receiving granted items.
				5. All awarded car seats will be purchased through a State of Missouri Procurement Agent.
				6. Agencies may receive car seats through the state’s Highway Safety Office’s twice per year distribution and still be eligible to receive SCRS car seats.
				7. Car seats granted by the SCRS shall be distributed once per calendar and fiscal year.
				8. The Executive Board shall vote on all received grant applications.
		2. Community Outreach Grant
			1. With approval from the Executive Board, the SCRS Fiscal Agent shall create a line item of funding in the fiscal year budget that is dedicated to assisting agencies/businesses/organizations in further promoting roadway safety.
			2. Guidelines for this grant include:
				1. Requestor must be located in the Southeast District of MoDOT to be eligible for grant funding.
				2. Funding is awarded on a case-by-case basis only.
				3. Grant requests must address at least one of the emphasis areas identified in the state highway safety plan. Funding may not be used for any other purpose.
				4. This funding can be used for a variety of roadway safety items. In the past, the following items/materials have been granted: bulk roadway safety promotional items for large events, Child Passenger Safety Technician instructor equipment, impaired driving simulation equipment, first responder items such as road flares, reflective rain jackets and vests, traffic cones and other various funding and equipment that can be used keep first responders and motorists safe on Missouri’s roads.
				5. Funding shall not be given to law enforcement agencies through this grant due to there being a separate line item of funding for said agencies.
				6. The Executive Board shall vote on all received grant applications.
				7. If the grantee is purchasing requested items/materials themselves, a receipt or proof of purchase must be submitted to the Fiscal Agent within 30 days to confirm funding was spent appropriately.
				8. Active participation in the Southeast Coalition for Roadway Safety may increase chances of receiving granted funding/items/materials.
		3. Law Enforcement Equipment Grant
			1. With approval from the Executive Board, the SCRS Fiscal Agent shall create a line item of funding in the fiscal year budget that is dedicated to assisting law enforcement agencies by purchasing equipment that will help keep them and motorists safer on Missouri’s roadways.
			2. Guidelines for this grant include:
				1. Agency must be located in the Southeast District of MoDOT to be eligible for grant funding.
				2. Equipment is to be awarded one time per fiscal year.
				3. Grant applications are scored in part based on the following: items received from this grant in the last several years, completion of Outcomes Reports, serious injuries/fatalities in the area, grants received from the state’s Highway Safety Office, regular attendance of meetings and active membership within the Coalition.
				4. Equipment granted shall directly correlate with efforts to reduce fatal and serious injury crashes and should be associated with a plan to conduct regular traffic enforcement. For example, a radar gun may be purchased for an agency, provided the agency has a plan for conducting regular speed enforcement along a high-crash corridor. Body cams and other equipment not associated with reducing crashes may not be purchased.
				5. The items this grant normally awards out include: portable breathalyzer tests, Stalker radars, safety vests, tint meters, road flare kits, rain jackets, medical trauma kits, traffic cones and flashlights. Other items may be requested.
				6. Funding for this grant shall not be used for overtime enforcement.
				7. The Executive Board shall vote on all received grant applications.
				8. All equipment will be purchased through a State of Missouri Procurement Agent.
				9. All agencies participating in this grant are required to submit an Outcomes Report at the end of the current fiscal year.
		4. Project Prom/Graduation Grant
			1. With approval from the Executive Board, the SCRS Fiscal Agent shall create a line item of funding in the fiscal year budget that is dedicated to assisting high schools in promoting roadway safety at their Project Prom/Graduation event.
			2. Guidelines for this grant include:
				1. High school must be located in the Southeast District of MoDOT to be eligible for funding.
				2. Funding granted shall be in the amount of $200 per school unless deemed otherwise by the Executive Board. Funding shall be used to assist with venue rental, food or entertainment costs. A receipt or proof of purchase is not required for this grant.
				3. Education and promotional items may also be distributed to grant recipients.
				4. High schools must hold a lock-in event following Graduation or Prom. These lock-in events are typically called either “Project Graduation” or “Project Prom”. Lock-in events help reduce the chances of students making poor decisions after these milestone events.
				5. In addition to the lock-in event, schools must also educate their students about roadway safety in some fashion. Students can be educated in a variety of ways including assemblies with guest speakers, a demonstration by an agency on responsible driving, docudrama, hands-on learning experiences and more. The SCRS will offer to fund youth traffic safety programs for schools as requested.
				6. Education events must take place the night of the event (usually during the lock-in portion) or during the week of the event (to reach more students).
				7. Funding shall not be given to schools that do not hold a lock-in event or education component. Both must be done in order to be eligible for funding.
				8. If a school hosts lock-in events for Graduation and Prom in the same school year, the SCRS will only grant funding one time. Schools are not eligible to receive funding for both events.
				9. Funding will be distributed to schools registered with Missouri BUYS only. Funding may not be sent to individuals affiliated with schools.
				10. The Executive Board shall vote on all received grant applications.

1. Promotional Items
2. Giveaway and promotional items shall be considered based upon participation and program content. The requesting group must include traffic safety as part of the program for which giveaways and/or promotional items are requested.
3. All promotional items purchased with regional Coalition grant monies, regardless of use of logo or not, must be reviewed by Southeast Coalition for Roadway Safety Regional Representative.
4. The Southeast Coalition for Roadway Safety Regional Representative decides on all requests. Any Executive Board member or Coalition Member shall forward any and all requests received to the Southeast Coalition Regional Representative for consideration.
5. Logos may not be tampered with in any way and must be produced in the original color, font, design, proportion, etc. See MoDOT branding guides for further details.