*CHIO NAME* Bylaws

*COUNTY*, Oklahoma

ARTICLE I: NAME

The name of this organization will be (ORGANIZATION/COALITION NAME). Mention whether organization is incorporated as a non-profit in the state of Oklahoma and if applicable, how the name will be mentioned in an abbreviated form hereafter in this document.

#### ARTICLE II: PURPOSE AND FUNDAMENTAL PRINCIPLES

Section I: Purpose

### Mission

# ORGANIZATION/COALITION NAME will promote strategies to ignite a culture of healthy lifestyles for all ages and populations of *County Name,* OK.

**Vision:**

Create a healthy, thriving community where all individuals, families and groups have the opportunity to improve their health and quality of life.

**Section II: Fundamental Principles**

Through community-based action, the ORGANIZATION/COALITION NAME will:

# ARTICLE III: MEMBERSHIP

## **Section I: Members**

Membership in ORGANIZATION/COALITION NAME is available to all community members and organizations interested in supporting the mission and vision of ORGANIZATION/COALITION NAME. All members must attend general membership meetings and shall reside in *County Name,* OK, or represent an organization or business actively supporting the citizens of *County Name,* OK. ORGANIZATION/ COALITION NAME shall recruit members from the community as is needed to achieve its mission and vision. Members are expected to participate in the activities, projects, committees, and services of ORGANIZATION/COALITION NAME.

## **Section II: Voting Rights**

Each member in good standing (see Section 1 above) shall be entitled to one vote on each matter submitted to a vote of the members.

## **Section III: Obligation of Members**

Members are expected to support the goals and objectives of the ORGANIZATION/COALITION NAME, provide information requested on membership forms, and participate in ORGANIZATION/COALITION NAME activities.

## **Section IV: Termination of Membership**

The Executive Board, by majority vote, may suspend or expel a member for cause after an appropriate hearing. Examples of cause can include but are not limited to:

1. Active involvement in the use, sale, distribution and/or possession of illegal substances.
2. Provision of alcohol, tobacco or other drugs to minors.
3. Absence from 3 (three) consecutive monthly meetings.
4. Misrepresentation of the ORGANIZATION/COALITION NAME and its mission statement and/or goals and objectives.

# ARTICLE IV: NOMINATION AND ELECTION OF OFFICERS

## **Section I: Elected Officers**

1. The elected officers shall consist of 1 (one) Chair, 1 (one) Vice Chair, 1 (one) treasurer, and 1 (one) Secretary.
2. Elected officers shall be members in good standing of the ORGANIZATION/COALITION NAME.
3. The term of office for all officers shall run from January 1 through December 31st. No officer shall serve more than three (3) consecutive years in the same position or, officers shall serve 1 year terms. For purposes of calculating terms in office, a person who has served more than half a year shall be considered to have served that year in full.
4. An officer may be removed from office by a majority vote of the executive committee.
5. Any vacancy in any office because of death, resignation or otherwise, may be filled by the Executive Board for the un-expired portion of the term.

## **Section II: Nominations**

1. Nominations will be solicited from all eligible members of the ORGANIZATION/COALITION NAME by use of appropriate means.
2. Candidates can be nominated for any open Executive Board position.

## **Section III: Elections**

1. Elections will be held during the November meeting each year.
2. The majority of votes constitute an election.
3. The new officers shall assume their duties January 1st. To ensure a smooth transition of leadership, the new officers shall actively participate in all ORGANIZATION/COALITION NAME matters from the confirmation of their election to their assumption of office.

# ARTICLE V: OFFICERS

## **Section I: Role of the Chair**

The role of the ORGANIZATION/COALITION NAME chair is to provide leadership for the overall partnership so that organization’s goals and objectives are achieved. The chair is responsible for the overall management and coordination of all committees, sub-committees, and work groups carrying out the mission of ORGANIZATION/COALITION NAME. No chair shall serve more than three (3) consecutive years.

The Chair will:

1. Be a member in good standing of the ORGANIZATION/COALITION NAME.
2. Preside at meetings of the ORGANIZATION/COALITION NAME and Executive Board.
3. Prepare and present to the ORGANIZATION/COALITION NAME an annual plan, develop and prepare meeting agendas, ensure that ORGANIZATION/COALITION NAME records are maintained and perform other duties customarily pertaining to the office.
4. Attend monthly meetings and prepare reports as needed.
5. May co-sign on financial transactions of ORGANIZATION/COALITION NAME. Every transaction must have at least two signatures by the elected officers.

## **Section II: Role of the Vice-Chair**

The role of the ORGANIZATION/COALITION NAME vice-chair is to assist the chair in the leadership of ORGANIZATION/COALITION NAME including acting as chair in the absence of the chair and chairing the Administrative Committee. No vice chair shall serve more than **three (3)** consecutive years.

The Vice Chair will:

1. Be a member in good standing of the ORGANIZATION/COALITION NAME.
2. Serve as Chair of the Nominating Committee.
3. Preside over meetings of the ORGANIZATION/COALITION NAME or the Executive Board in the absence of the Chair.
4. May co-sign on financial transactions of ORGANIZATION/COALITION NAME. Every transaction must have at least two signatures by the elected officers

## **Section III: Role of the Treasurer** (can be combined with Secretary as needed)

1. Be a member in good standing of the ORGANIZATION/COALITION NAME.
2. Be responsible for maintaining financial records of ORGANIZATION/COALITION NAME including receipts, vouchers, records, and other papers.
3. Provide a financial report at monthly ORGANIZATION/COALITION NAME meetings
4. May co-sign on financial transactions of ORGANIZATION/COALITION NAME. Every transaction must have at least two signatures by the elected officers.

## **Section IV: Role of the Secretary** (can be combined with Treasurer as needed)

1. Be a member in good standing of the ORGANIZATION/COALITION NAME.
2. Be responsible for taking attendance and notes at the Executive Board and ORGANIZATION/COALITION NAME meetings and arrange for the review of minutes at the next meeting.
3. May co-sign on financial transactions of ORGANIZATION/COALITION NAME. Every transaction must have at least two signatures by the elected officers

# ARTICLE VI: EXECUTIVE BOARD

## **Section I: Membership**

The Executive Board will consist of:

1. The four elected officers of the ORGANIZATION/COALITION NAME.
2. The chair of each sub-committee will serve as ex-officio board member.

Section II: Accountability

1. Through the board, ORGANIZATION/COALITION NAME shall be accountable to all funding agencies for adherence to the terms and conditions agreed upon by both parties.
2. ORGANIZATION/COALTION NAME shall maintain policies and procedures ensuring that the prioritizing, acceptance of and distribution of resources/funds are being outlined and followed.
3. ORGANZIATION/COALTION NAME shall maintain an appropriate balance of influence from various community sectors and workgroups ensuring no single agency or organization represented on the board shall have undue influence over organizational decisions.

## **Section III: Voting Rights**

All members of the Executive Board will have voting rights as to Executive Board matters.

## **Section IV: Duties**

The Executive Board will prepare an annual summary, evaluating the previous year activities. Additionally, they will establish goals and objectives for the upcoming year to be voted on by the general membership. The Executive Board will meet at least 1 time prior to the monthly ORGANIZATION/COALITION NAME meeting to establish the agenda and other items. The Executive Board may at any time call an Executive Session to include only Executive Board members.

#### ARTICLE VII: COMMITTEES

## **Section I: Forming Committees**

1. Committees may be formed at the discretion of the Executive Board. Committees are subject to these ORGANIZATION/COALITION NAME bylaws or, at the discretion of the Executive Board committees, may be allowed to adopt their own by-laws for funding purposes.

## **Section II: Committee Membership**

1. The members of the committees will be composed of ORGANIZATION/COALITION NAME members in good standing.
2. The Chair of each committee will be responsible for obtaining other committee members.
3. Committee Chairs are required to report to the Executive Board prior to presenting at a general ORGANIZATION/COALITION NAME meeting.

#### ARTICLE VIII: MEETINGS

## **Section I: Meetings**

The ORGANIZATION/COALITION NAME will meet monthly. The Executive Board will set the meeting time, date and location. The Board will be responsible for ensuring that notice of all meetings will be given in writing, or via email, as far in advance as possible but in any event at least one week in advance of the meeting.

## **Section II: Quorum**

A quorum is required to conduct official business at any meeting. A quorum for any general membership meeting shall be two (2) officers and at least four (4) general members. The quorum for any committee shall be the committee chair or vice-chair and at least two (2) members of the committee.

## **Section III: Agenda**

The Executive Board is responsible for preparing the agenda. Any member wishing to add new business to the agenda should notify the Secretary at least 72 hours prior to the scheduled meeting time. New business items will be recognized from the floor during the meeting provided there is adequate time after scheduled items are discussed.

## **Section IV: Open Meetings**

All ORGANIZATION/COALITION NAME meetings, including meetings of the Executive Board, are open to all members of the community.

## **Section V: Conflict of Interest**

A coalition member who may benefit financial, directly or indirectly as a result of a coalition action/vote must abstain from the action/vote.

A “benefit” includes the possibility, or appearance, of personal financial gain to the member. A benefit occurs when the member or a person in the member’s immediate family, a partner or other business associate, or their employer stand to gain financially from a coalition action/vote.

When a coalition member realizes a coalition action/vote may benefit him or her, the member involved shall:

1. immediately tell the Chair of the coalition that a conflict may exist and the type of conflict involved;
2. refrain or abstain from the action/vote related to the conflict;
3. ask that his/her decisions to reveal a conflict and refrain from action/voting related to the conflict are included in the meeting minutes.

When a coalition member is not certain or fails to declare a possible or actual conflict of interest, the entire membership attending the meeting will determine whether a conflict exists by reaching consensus or a simple majority vote.

Section VI: Electronic Voting

Electronic Voting shall be permissible. All quorum and voting eligibility requirements as mentioned in this section shall apply to electronic voting. Any results shall be communicated via email to the membership as well as noted in the minutes.

ARTICLE IX: USE OF NAME AND LOGO

## **Section I: Name and Logo**

Use of the ORGANIZATION/COALITION name and Logo is authorized by the Executive Board.

ARTICLE X: GENERAL PROVISIONS

## **Section I: Bylaw Amendments**

The bylaws may be amended by a fifty-one percent (51 %) vote of the membership in attendance. Prior to any such vote, a meeting of the ORGANIZATION/COALITION NAME will be scheduled to discuss the proposed amendment.