**Bylaws**

**Article I: Name**

The name of the organization shall be the Breastfeeding Coalition of Douglas County.

**Article II: Mission, Vision and Goal**

**Mission –** To promote, protect and support the breastfeeding culture in Douglas County, Kansas and meet the Healthy People Maternal, Infant and Child Health Breastfeeding Objectives.

**Vision –** Breastfeeding is normal and supported throughout Douglas County, Kansas.

**Goals –** In keeping with the Mission and Vision Statements, the objectives of the Breastfeeding Coalition of Douglas County are to:

* Increase public acceptance of breastfeeding, increase public awareness of the health risks associated with formula, and promote behavioral change that results in increased rates of breastfeeding initiation and duration.
* Actively work to understand and acknowledge cultural, special needs and medical considerations that may occur in the breastfeeding relationship.
* Promote public policies that support breastfeeding and encourage active support for breastfeeding among key community leaders.
* Educate health care providers and other community members about health care risks associated with not breastfeeding and how they can better support those mothers who choose to breastfeed their babies.
* Advocate, promote and educate for Healthy People 2020 breastfeeding goals.
* Encourage WHO Breastfeeding recommendations.

**Article III: Membership**

The membership of the Breastfeeding Coalition of Douglas County will be composed of individuals interested in promoting, protecting and supporting breastfeeding. Membership is broadly defined to promote greater participation and inclusiveness. Some members hold Executive Committee positions. Members are encouraged to serve on a committee.

**Article IV: Meetings**

**A. Meeting Frequency -** Regular meetings of the full Breastfeeding Coalition of Douglas County take

place on the 3rd Wednesday of odd months*.* Committee meetings take place as needed. The Annual

meeting will be the November meeting of each calendar year.

**B. Notice of meetings -** Written reminder notice of Coalition meetings shall be emailed to each

member at least fourteen days in advance of each meeting.

**C. Notice of Agenda -** Meeting agenda shall be emailed seven days prior to the meeting date.

Alternative methods of receiving the Agenda can be arranged as needed.

**D. Meeting Minutes** – Meeting minutes will be emailed two weeks after each meeting. Final

approval of the meeting minutes will be approved at the next coalition meeting. Alternative

methods of receiving the Meeting minutes can be arranged as needed.

**E. Leadership and decision-making -** The Chair or the Co-Chair will lead Coalition meetings.

Consensus in decision-making will be sought. If consensus cannot be achieved, decisions will

be made by a plurality vote of the members present.

**Article V: Officers**

**A. Terms** - Officers will be elected at the appropriate Annual Meeting and will take office

January 1, following the Annual Meeting.

**B. Offices –** Coalition officers will include a Chair, Co-Chair, Secretary and ***Treasurer, as needed***.

**C. Officers Responsibilities**

**1. Chair -** The Chair shall be the principal officer of the coalition. She/he shall serve a one-year

term. She/he will perform the following duties:

* Preside at all full Coalition and Executive Committee meetings and coalition functions.
* Prepare and send out the agenda for regular meetings.
* Schedule regular meetings.

**2. Co-Chair** – The Co-Chair will serve a one-year term. She/he will perform the following

duties:

* Carry out the powers, duties and responsibilities of the Chair in the absence of the Chair

• Other duties and responsibilities delegated to her/him by the Chair or Executive

Committee.

**3. Secretary –** The Secretary will serve a one-year term. She/he will perform the following

duties:

* Email meeting reminders.
* Record minutes of the Coalition meetings.
* Record attendance of the Coalition meetings.
* Other duties and responsibilities delegated to him or her by the Chair or the Executive

Committee.

***4. Treasurer –*** *The Treasurer will serve a one-year term. She/he will perform the*

*following duties:*

* *Assist in the preparation of the budget and make financial information available to*

*the coalition at each meeting and as necessary*

* *Maintain banking and keep accurate records of all fiscal transactions.*
* *Other duties and responsibilities delegated to him or her by the Chair or the*

*Executive Committee.*

* *Send annual financial report to members 7 days prior to the annual meeting.*

**Article VI: The Executive Committee**

**A. Membership** - Members of the Coalition will elect an Executive Committee from the general

membership.

1. The Executive Committee will include the Chair, Co-Chair, Secretary and **Treasurer**.

**B. Executive Committee Responsibilities -** The Executive Committee shall meet as necessary

outside of Coalition meetings. It shall supervise and direct the affairs of the Coalition within the

limits of these "Bylaws". All email communication to the membership will come from the Executive Committee. Members are encouraged to share information and resources that support our mission by sending items to the Executive Committee for review and distribution. Specifically, the Executive Committee will be responsible to:

• Assist with the planning of the agenda for Breastfeeding Coalition of Douglas County.

*•* ***Develop budget and fundraising plans.***

*•* ***Chair or treasurer will sign all checks from BCDC.***

*•* ***Any expenditure under $200 will be approved by the Executive Committee***

*•* ***Any expenditure for more than $200 will be approved by a plurality of the Coalition***

***members voting. Members will be given two weeks to vote by email or at a Coalition***

***meeting.***

• Provide advice on the Coalition’s strategic plan and recommend periodic updates for the

Coalition’s approval.

• Review the Coalition work plan, make revisions as needed and report to the Coalition.

• Support a process that ensures ongoing input from Coalition members.

• Advise the Coalition on the direction and scope of its activities.

• Provide oversight of grants, grant applications and budgets, as applicable.

• Participate in Coalition member recruitment.

• Recommend bylaws changes to the Coalition*,* as needed.

• Solicit reports on Coalition activities from committees, as needed.

• Facilitate election of officers.

• Recruit, manage and orient members.

• Initiate membership voting on issues by email when necessary.

• Recommend Adhoc committees.

**Article VII Annual Work Plan**

Coalition members will formulate and approve an annual work plan.

**Article VIII: Voting**

As outlined in these Guidelines, all members are eligible to vote for the following:

• Election of the Chair, Vice Chair, Secretary ***and Treasurer*** of the Coalition

• Amendments to the Breastfeeding Coalition of Douglas County bylaws.

• Other issues that may come before the Breastfeeding Coalition of Douglas County.

**A. Notice Requirements for Elections**

Nominations for the Chair, Vice Chair, Secretary **and Treasurer** shall open (8) eight weeks

prior to the Annual Meeting. Nominations shall be closed no later than (4) four weeks prior to

the Annual Meeting.

The list of the nominees shall be sent to the membership no later than (3) three weeks prior to the

Annual Meeting.

Chair, Vice Chair. Secretary ***and Treasurer*** positions shall be elected by a plurality vote of the

total number of votes cast at the Annual Meeting.

Email votes by members will also be accepted if they are unable to attend the Annual Meeting.

Email ballots need to be received a week prior to the Annual Meeting to be included in the vote.

**B. Voting Privileges**

• Individual members shall be entitled to vote at a general meeting or by email ballot.

• Unless otherwise specified in these bylaws, decisions shall be made upon a plurality vote of

members.

**Article IX- Other Breastfeeding Coalition of Douglas County Committees**

1. **Executive Committee –** as stated in Article VI of these bylaws.
2. **Ad Hoc Committees –** based on coalition work plan and needs.

**Article X - Amendments to "The Breastfeeding Coalition of Douglas County Bylaws"**

Any member of the Breastfeeding Coalition of Douglas County may propose amendment(s) to the

"Bylaws."

 Proposed amendments shall be presented to the Executive Committee no later than (6) six weeks before a full Coalition meeting in order to be considered. The Executive Committee will ensure that any proposed amendments are emailed to the Coalition membership no later than (4) four weeks before the same meeting.

Amendments must receive a majority vote of all Coalition members participating in the meeting or a majority of votes of returned ballots if the vote is conducted by email.

**Article XI – Effective Date**

The effective date of these guidelines is January 18, 2017

Members approving bylaws: Melinda Toumi, Audrey Pool, Cary Allen, Traci Hoopingarner, Beth Porter-Sakumura, Holly Soetaert, Karen Buhler, Allison Koonce, Christine Kosirog, Betty Moles, Emily Winters, Emily Hartford, Kim Comstock