

# Utah Women's Health Coalition Bylaws

## I. Vision

Connecting Utah Women to Wellness

## II. Mission

To promote optimal health for all Utah women through collaborative planning, community action, and policy/systems change

## III. Short and Long Term Goals

- Increase in healthy practices among Utah women
- Increase in supportive environments for Utah women's health
- Increase in funding and community support for programs related to Utah women's health
- Increase in interventions to improve Utah women's health in clinical and community settings
- Increase in capacity to monitor and describe Utah women's health
- Increase in evidence-based information about Utah women's health status
- Increase in collaborative partnerships

## IV. Roles and Responsibilities of the Coalition

The Coalition shall have the following functions:

1. Convene and manage a coalition of representatives from academia, government, private and the non-profit sectors to review information about the health of Utah women; prioritize areas to address; select, implement and evaluate evidence based interventions in appropriate clinical and community-based settings.
2. Foster collaboration through regular communication among Coalition membership via face-to-face and electronic meetings, email, etc. to assure unduplicated and value added activities in the area of Utah women's health.
3. Serve in an advisory role to prominent women's health grant funded projects, e.g. Utah Women's Information Network (ASIST 2010) and others as appropriate requested..

## V. Membership in the Coalition

1. Membership is open to any person/organization from the above mentioned sectors who are interested in improving the health of Utah Women.

2. To be considered an active member with full membership rights and responsibilities, each member/organization is expected to do the following:
  - a. Endorse the implementation of the Coalition's mission, goals and objectives;
  - b. Provide input regarding member's/organization's proposed activities that relate to the Coalition's stated priorities;
  - c. Champion Coalition interventions and priorities within their systems.
3. Only active members/organizations are eligible to vote and serve on the Coalition's Steering Committee.
4. Members are expected to attend or be represented at each Coalition meeting.
5. Members will participate in establishing priorities for Coalition activities.
6. Members/organizations maintain the right to resign their membership at any time.

**VI. Meetings of the Coalition**

1. The Coalition will meet quarterly or as deemed necessary by the Steering Committee.
2. Notice of meetings (stating the date, time, and place) will be provided to the full membership at least two weeks prior to the meeting. The agenda will be distributed not later than seven days prior to the meeting. Minutes will be taken, filed, and distributed to the membership of Coalition.

**VII. Chair and Chair Elect**

- a. The Coalition will have a Chair and Chair Elect. These individuals will be elected from and by the current membership of the Coalition.
- b. The Chair will:
  - a. Carry out responsibilities of leadership for the Coalition.
  - b. Have general powers of management usually vested in the office of chairperson.
  - c. Serve as a spokesperson(s) for the Coalition.
  - d. Convene and preside over meetings of the Coalition and its Steering Committee.
  - e. Participate in the Nominating Committee.

3. The Chair Elect will carry out the duties of the Chair in his/her absence; will assume the duties of the chair if that office is vacated, through the remainder of the term; will assume the office of Chair upon termination of the current Chair's term; and will serve as chair of the Nominating Committee.

#### **VIII. Term of Office for the Chair and Chair Elect**

1. The Chairpersons will serve for consecutive two-year terms; as Chair Elect followed by Chair.
2. A vacancy occurring for the Chair Elect will be filled by the appointment of a member of the Steering Committee by the Chair and the Immediate Past Chair to serve out the remainder of the term.
3. Term of office will begin January and elections will be held in the final quarter of every other year.

#### **IX. Immediate Past Chair**

1. The Chair leaving office will become the Immediate Past Chair and will serve a two year term participating as a member of the Steering Committee until the next Chair finishes their two year term.
2. The Immediate Past Chair will participate on the Nominating Committee.

#### **X. Secretary**

1. The Secretary will:
  - a) Assure the recording and distribution of minutes of all meetings of the Coalition and the Steering Committee.
  - b) Maintain contact list of Coalition members.
  - c) Notify Coalition members of meeting dates, times and locations.
2. Term of office will begin January and elections will be held in the final quarter of every other year.

#### **XI. Treasurer**

- a. The Treasurer will:
  - a) Act as custodian of all funds collected by the Coalition.

- b) Ensure an accounting of receipts and disbursements at each regular meeting and on the expiration of his/her term of office.
  - c) Be responsible for submitting an annual budget and regular financial reports to the Steering Committee.
  - d) Be responsible for preparing legal and tax reports as necessary.
2. Term of office will begin January and elections will be held in the final quarter of every other year.

## **XII. Steering Committee**

1. The Steering Committee is the governing body of the Coalition and provides leadership necessary to accomplish its mission, goals and objectives.
2. The Steering Committee is responsible for establishing the process for determining the priorities undertaken by the Coalition.
3. The Steering Committee is comprised of an elected Chair, Chair Elect and Immediate Past Chair; a Secretary; and a Treasurer. In addition, Standing and Ad Hoc Committee Chairs and two at-large members will serve as voting members of the Steering Committee.
4. The Steering Committee must be comprised of a representative from each of academia, government, private and the non-profit sectors. To ensure organizational representation, the Committee will periodically review and approve guidelines to be used by the Nominating Committee regarding adequate representation from each of these sectors.
5. The Steering Committee is responsible for appointing or convening Ad Hoc committees, as needed, to carry out activities of the Coalition.

## **XIII. Meetings of the Steering Committee**

1. The Steering Committee will meet every other month during year one of the Coalition and then quarterly prior to the Coalition meetings.
2. Members of the Steering Committee are expected to be present or represented at each Committee meeting.
3. Notice of meetings (stating date, time, and place) will be provided to Steering Committee members at least 15 days prior to the meeting. The agenda will be distributed not later than 7 days prior to the meeting. Minutes will be taken, filed, and distributed to the members of the Executive Committee.

#### **XIV. Standing Committees**

- a. The Coalition will have the following five standing committees: Data/Research, Programs/Events, Website/Publicity, Advocacy and Membership.
- b. Each standing committee will have a Chairperson appointed by the Steering Committee.
- c. The Chairperson of each standing committee will be responsible for recruiting committee members and for creating meeting agendas and assuring that meeting minutes are taken, filed, and distributed to the members of each standing committee.
- d. The Chairperson will be a participating member of the Steering Committee, providing minutes and reports at each Steering Committee meeting.

#### **XV. Nominating Committee**

1. The Nominating Committee will consist of the Chair, Chair Elect, Immediate Past Chair and two at-large Coalition members appointed by the Steering Committee that are not members of the Steering Committee.
2. Every other year, during the last quarter of the year, the Nominating Committee will solicit recommendations from the full Coalition for nominations of Coalition Officers.
3. The Nominating Committee will develop and forward for vote by the full Coalition a ballot for elections to the Steering Committee taking into account that the Steering Committee composition must be comprised of a representative from each of academia, government, private and the non-profit sectors.
4. Whenever possible, the ballot will propose more members to fill openings in each category than there are openings. Voting will take place by electronic or standard mail.
5. The Chair of the Nominating Committee will be the Steering Committee Chair Elect.

#### **XVI. Ad Hoc Committees**

1. The Steering Committee will convene Ad Hoc Committees as deemed necessary to implement the activities, events or programs of the Coalition.

2. Each Ad Hoc committee will have a Chairperson appointed by the Steering Committee.
3. The Chairperson of each standing committee will be responsible for recruiting committee members and for creating meeting agendas and assuring that meeting minutes are taken, filed, and distributed to the members of each standing committee.
4. The Chairperson will be a participating member of the Steering Committee, providing minutes and reports at each Steering Committee meeting.
5. Ad Hoc Committees will be convened and disbanded on the advice of the Steering Committee.

## **XVII. Voting**

- a. Each member or their designated representative is entitled to one vote on Coalition actions.
- b. A quorum must be available and each member or his/her proxy representative must be present to vote except for election of Steering Committee officers and amendments to bylaws for which voting will take place by electronic or standard mail.
- c. A quorum will consist of one-third of the voting members of the Coalition.
- d. Motions before the Coalition, except on amendments to these bylaws and elections, will be decided by a simple majority of the voting membership present.

## **XVIII. Conflict of Interest**

On any matter brought to a vote, a member with a conflict between the interests of the Coalition and the member's organization will be responsible to declare such conflict. The Chairpersons will decide whether the member should vote on the issue about which the conflict has been declared.

## **XIX. Amendments to the Bylaws**

1. The Bylaws may be amended by two means:
  - a. At a meeting of the full Coalition where a quorum is present and the vote passes by 60% of those voting.
  - or
  - b. By a mail or electronic mail vote if a quorum responds and the vote passes by 60% of those voting.

2. A notice setting forth the proposed amendments must be sent to all members in good standing at least 30 days prior to the vote.

**XX. Staff Support**

Staff from the University of Utah's Center of Excellence in Women's Health, and the Utah Department of Health will provide administrative support for the Steering Committee, Standing and Ad Hoc committees, and all general membership meetings for the effective operation of the Coalition.