

By Laws
Of
Pottawattamie County Tobacco Prevention Coalition

Article I

Name

The name of the Coalition shall be the Pottawattamie County Tobacco Prevention Coalition, hereafter referred to as the Tobacco Coalition.

Article II

Offices

The principle office of the Tobacco Coalition shall be located within the city of Council Bluffs, county of Pottawattamie, and the state of Iowa. The fiscal agent for the Tobacco Coalition is Wings Of Hope, Inc.

Article III

Purpose and Mission

The mission of the Tobacco Coalition is to prevent/reduce tobacco use and assist the members of the communities within Pottawattamie County to engage in the healthy behaviors and avoid economic consequences of tobacco use through prevention, cessation, education, and advocacy. The objectives for which this coalition is established are as follows:

1. To serve as a broad based tobacco prevention and cessation coalition that is comprised of presentation from a variety of stakeholders, including youth.
2. To educate the community.
3. To take action on tobacco related issues impacting Pottawattamie County.

Article IV

Section 1. Membership: The Tobacco Coalition shall consist of members who support the mission and goals. All members will sign a commitment form as individuals and/or representatives of organizations in support of the mission and goals.

Section 2. Dues: Members do not pay dues.

Section 3. Revocation of Membership: Removal of any member of the Coalition shall require a majority vote of the board membership present.

Section 4. Officers: The officers of the Coalition shall be a President, a Vice-President, Secretary, a Treasurer and the immediate past President/Member-at-Large each of whom shall be elected by the membership at the annual meeting.

Section 5. Term of Office: Officers shall be elected for a two-year term and the term shall begin July 1st, immediately following the close of the annual meeting. There shall be no term limits.

Section 6. Nomination of Officers: Nominations will be taken during the May meeting and will remain open through the 15th of June. The vote shall be by ballot during the annual meeting in June.

Section 7. Removal from Office: Removal of any officer of the Coalition shall require a majority vote of the membership present.

Section 8. Powers of the Executive Committee: The Executive Committee may meet prior to the monthly meeting to set the agenda. This meeting may be conducted via a telephone conference call. The Executive Committee shall have the authority to act on behalf of the coalition on urgent matters of business when meetings of the membership are not possible.

Section 9. Executive Committee responsibilities:

1. Write reports to the funding body.
2. Collect and transfer matching cash and in-kind funds to the fiscal agent.

The President shall call meetings. All members must be notified by phone, fax e-mail or written notice, hand delivered, regarding the time, place and reason for the meeting. The meeting may be conducted via a telephone conference.

A quorum of the Executive Committee must be present for business to be conducted. This quorum shall consist of three (3) to five (5) members. A simple majority of the Coalition board shall constitute a quorum to conduct business. Action taken by the Executive Committee must be approved at the next regular meeting of the Coalition.

Section 10. Annual Meeting: The annual meeting of the Coalition shall be held the third Wednesday of June.

Section 11. Meetings: Meetings of the Board shall be held monthly on the fourth Wednesday of each month. The Coalition shall meet with the board as necessary but not less than four (4) times each year.

Section 12. Special Meetings: The President shall call, at the request of any three board members, special meetings of the Coalition. The President shall determine the place for holding any special meetings of the Coalition.

Section 13. Notice: Notice of any special meeting of the board membership shall be given by written notice; and delivered, faxed, or received by mail or e-mail to each member's last known address no less than 72 hours prior to the meeting.

Section 14. Board: The board membership shall consist of the executive Committee and selected stakeholder representatives.

Section 15. Coalition: The coalition membership shall consist of any individual or representative stakeholder that does not hold a position on the board.

Section 16. Board responsibilities:

1. Conduct a needs assessment
2. Monitor projects
3. Establish working subcommittees
4. Serve on committees
5. Approval of projects
6. Review of by laws
7. Establish yearly plan
8. Liaison to individual community groups
9. Provide in-kind match to Tobacco Coordinator and Treasurer
10. Meet monthly.

Section 17. Coalition Responsibilities:

1. Serve on committees
2. Work on subcommittees

3. Implement yearly action plan
4. Approve by-laws
5. Provide in-kind match to Tobacco Coordinator and Treasurer
6. Meet at least quarterly with Board and Executive Committee

Section 18. Duties of Board and Coalition members:

1. Elect officers of the Executive Committee
2. Participate as a working member in an acting committee.

Section 19. Committees: Standing committees shall be formed as determined by the Coalition board.

Section 20. Quorum: A simple majority of the coalition board.

Section 21. Compensation: Members as such shall not receive any salaries for their services. A fixed sum and expenses may be reimbursed to a member of the Coalition who incurs an expense for the benefit of the coalition.

Article V

Order of Business – Rules of Order

Section 1. Order or Business: The order of business at all meeting of the Tobacco Coalition shall be:

1. Approval/amendments of the minutes of the previous meeting.
2. Reports of the officers/committees.
3. Consideration of Financial statements and reports.
4. Consideration of unfinished business.
5. Consideration of new and miscellaneous business.
6. Appointment of members and officers if that is an item of business.

Section 2. Rules of Order: Robert's Rules of Order shall be determined procedure in all meetings of the Tobacco Coalition.

Article VI

Duties of Officers

The duties of the officers of the Coalition shall include, but are not limited to, the following:

7. The Presidents shall:
 - a. Preside over all Coalition meetings using Robert's Rule of Order to conduct all business.
 - b. Consult with Board in appointing standing and special committees and shall see to it that all committee chairs report to him/her.
 - c. Act as ex-officio of all committees.
 - d. Sign all contracts and agreements approved by the Board and/or membership.
8. The Vice-President(s) shall:
 - a. Assist the President in his/her assigned duties.
 - b. Assume all the duties of the President in the event of the President's absence.
9. The Secretary shall:
 - a. Keep minutes of all meetings and records of committee reports.
 - b. Present a copy of all minutes and committee reports for permanent file.
 - c. Manage correspondence for Pottawattamie County Tobacco Prevention Coalition.
 - d. Give notice to members of meetings, or assign this responsibility.
10. The Treasurer shall:
 - a. Be responsible for an accounting of all funds of the organization.
 - b. Submit a financial report at each regular meeting.
 - c. Make an annual report at the annual meeting of the membership.
 - d. Compile and maintain records of the in-kind contributions.

Article VII

Finances

Disbursement of funds shall require approval of the Executive Committee. The fiscal agent shall maintain financial records and prepare a monthly financial report to be given to the Executive Committee.

Article VIII

Amendments

These articles may be amended at any time by two-thirds (2/3rd) of the Board membership present and voting. The amendments are to be presented at least one week prior to the scheduled meeting when voting will take place.

Approved by the Tobacco Coalition Board on:

Signed by:
