



## **Bylaws Allegheny County Immunization Coalition**

### **Article 1 Name**

The full name of this organization shall be the Allegheny County Immunization Coalition herein referred to as "ACIC".

### **Article 2 Vision**

All Allegheny County residents are fully immunized

### **Article 3 Mission**

Promoting immunizations across the lifespan

### **Article 4 Membership**

The ACIC shall be an organization of volunteers consisting of individuals and/or individuals representing organizations that have an interest in advancing the mission and goal of the ACIC. The structure shall include an Executive Committee, Committees or Work groups, and the General Membership.

#### **Section 1. Members**

Eligible members are those who are concerned with the provision of immunization services for children and/or adults. Members typically work in the fields of health care, childcare, public health, and immunobiological products. Allegheny County Health Department (ACHD) staff will function as advisors. The advisors will be members of the general ACIC membership and the Executive Committee.

- a. Members are encouraged to attend quarterly meetings.
- b. Members are encouraged to actively participate in Work Groups.
- c. Members are encouraged to participate in Coalition community outreach initiatives.

#### **Section 2. Governing Structure**

The Executive Committee is made up of:

- a. Chairperson (elected)
- b. Vice-Chairperson (elected)
- c. Secretary (elected)

- d. Treasurer (elected)
- e. Members at Large (elected), minimum of 2
- f. Committee Leaders
- g. ACHD advisors

### **Section 3. Recruitment**

- a. Any interested organization may designate a representative(s) to join the ACIC as long as they adhere to the mission. Each organization shall have at least one representative on the membership list at any given time.
- b. Individual volunteers shall choose which Committee or Work Group they wish to join. The number of Committee or Work Group members may vary according to the assignment.

### **Section 4. Term of Membership and Service**

ACIC members agree to serve a term of one year. Members may renew membership indefinitely. Annual membership will automatically renew unless notified otherwise.

- a. Chair and Vice-Chair agree to serve a term of two years, maximum of two consecutive terms.
- b. Secretary and Treasurer agree to serve a term of two years, maximum of two consecutive terms.
- c. Members at Large agree to serve a term of two years, maximum of two consecutive terms.
- d. Non-elected Executive Committee members agree to serve a term of at least one year.
- e. Committee leaders may continue to serve longer than one year as long as they continue to serve in the capacity of a Committee Leader.
- f. Work Group leaders will serve as long as needed for the completion of a task.
- g. Vacancies may be filled by a vote of the majority of ACIC members present at a regular meeting.

### **Section 5. Voting**

Each individual representative ACIC member has one vote. This means that if there is more than one representative from an organization, each has one vote.

### **Section 6. Fiscal Agent**

As needed, the Chair and Executive Committee shall obtain and approve a fiscal agent to hold, disburse, and make an accounting of the funds available to ACIC.

## **Article 5 Responsibilities of Officers and Executive Committee Members**

The officers of the ACIC shall consist of a Chairperson, Vice-Chairperson, Secretary and Treasurer. The Executive Committee consists of the officers, Members at Large and Committee Leaders. See Appendix for a full description of each person.

### **Section 1. Responsibilities of the Chairperson**

The Chairperson of the ACIC shall preside over meetings, serve on the Executive Committee, monitor the reports from the fiscal agent, and arrange for the regular meeting location and speakers. The Chairperson shall serve on the Executive Committee as a Member at Large for one year following the end of his/her term.

### **Section 2. Responsibilities of the Vice-Chairperson**

The Vice- Chairperson shall assume the Chairperson’s duties when he/she is unable to do so and also serve as ex-officio of all committees or work groups, as needed. In the event of a vacancy of the Vice- Chairperson, the Executive Committee shall appoint a replacement to serve for the remaining of the term.

### **Section 3. Responsibilities of the Secretary**

The Secretary is an elected member who is responsible for taking the minutes of ACIC meetings and making sure they are distributed to the membership.

### **Section 4. Responsibilities of the Treasurer**

If a fiscal agent other than the ACHD is obtained, the treasurer shall be elected who then becomes responsible for funds not related to the ACHD. The Treasurer will report to the Executive Committee and the General Membership.

### **Section 5. Responsibilities of the Member at Large**

A member at large is a member elected to the Executive Committee who assists the officers with leadership and decision making functions.

### **Section 6. Responsibilities of the Committee Leader**

The Committee Leader volunteers to lead and facilitate an ongoing work group whose purpose is broad. The Committee Leader is part of the Executive Committee.

## **Article 6 Committees**

### **Section 1. Advisory Committee**

Employees designated by the ACHD (along with the Pennsylvania Department of Health) will provide technical assistance and policy guidance to the ACIC.

### **Section 2. Committees or Work Groups**

The ACIC will form Committees or Work Groups as needed to assist ACIC in meeting its goals. The Committee or Work Group will continue to function as long as the Executive Committee feels their existence is needed. New Committees or Work Groups can be formed based on the recommendations of the ACIC membership and approval of the Executive Committee. A Work Group Leader volunteers to lead and facilitate work group meetings about specific tasks and is usually short term. The Work Group Leader may serve as a liaison to the Executive Committee.

The ACIC will form work groups or committees as needed; to include but not limited to:

- a. Nominating
- b. Website
- c. Projects
- d. Annual Conference

## **Article 7 Meetings**

### **Section 1. Regular Meetings**

- a. Regular meetings of the ACIC shall be held a minimum of four times a year. All meetings shall be open.
- b. Regular meetings of the committees and work groups shall be scheduled by their members.

### **Section 2. Quorum**

A majority of members present at an ACIC general membership meeting shall constitute a quorum. Voting may be conducted at general membership meetings or by electronic mail. Guests and first time attendees do not have the right to vote. A Majority of the Executive Committee shall constitute a quorum at Executive Committee meetings.

### **Section 3. Notification of Meetings**

- a. Minutes from each ACIC meeting will be distributed electronically within one week.
- b. Minutes will be distributed electronically along with a meeting agenda 1-2 weeks prior to the next general membership meeting.
- c. Meeting notices will be mailed out or sent electronically to the membership at least one week prior to the meeting. Members will RSVP so that an accurate account can be anticipated.
- d. The Chairperson should be notified if members wish to invite guests to the meetings.

### **Section 4. Meeting Agenda**

Members have the opportunity to add to the meeting agenda up until one week before each meeting. Emergency items can be added until the time of the meeting. The Chairperson should be contacted with this information.

### **Section 5. Rules of Order**

- a. The Chairperson will moderate the meeting. Members who wish to speak must be recognized in turn. The Chairperson has the authority to keep the meeting moving by cutting discussion short. If appropriate, a timekeeper may be assigned for the meeting.
- b. Members should be professionally open and courteous to other members. Questions and constructive comments should not be criticized or ridiculed.
- c. Side comments should be kept to a minimum.

### **Section 6. Conflicts and Decision Making**

- a. Conflicts that arise during or between meetings will be negotiated by the Chairperson.
- b. Decisions will be made by a majority vote of members present.
- c. If a majority vote cannot be reached with a quorum present (tie vote), a ballot will be provided to the membership for a vote on the issue at hand.

## **Article 8 Evaluation**

There shall be an annual evaluation of the functioning of the ACIC by the Executive Committee in order to maximize the effectiveness of the ACIC. Review of annual goals and objectives shall be reported to the membership at least once a year.

## **Article 9 Amendments to the Bylaws**

These bylaws may be amended at any regular meeting of the ACIC by a majority approval of those present, or by electronic approval, provided that the amendment has been submitted to the membership in writing or electronically two weeks prior to the meeting.

## **Appendix ACIC Position Descriptions**

### **Chair**

**Term:** agrees to serve a term of 2 years; maximum of 2 consecutive terms; serves on the Executive Committee as a Member at Large for one year following his/her term

**Time involved:** up to 6 hours per month plus meeting time

**Responsibilities:**

- Attends 4 general membership meetings and 5 executive committee meetings/year; attends annual immunization conference
- Leads in decision making process
- Works closely with ACHD advisors to support grant requirements related to coalition activities
- Presides over quarterly general membership and executive committee meetings
- Establishes dates and times for general membership and executive committee meetings
- Arranges location for executive committee meetings
- Prepares agenda for general membership and executive committee meetings and gives to secretary 2 weeks before meeting for distribution to applicable members
- Communicates with membership and executive committee members as needed between scheduled meetings
- Works with executive committee to recruit speakers for general membership meetings
- Motivates members to promote immunizations
- Recruits members
- Available to participate in email discussions and responds in a timely fashion

### **Vice Chair**

**Term:** agrees to serve 2 years; maximum of 2 consecutive terms

**Time involved:** up to 3 hours/month plus meeting time

**Responsibilities:**

- Attends 4 general membership meetings and 5 executive committee meetings/year; attends annual immunization conference
- Assists with leadership decisions; works closely with ACHD advisors
- Presides over 1 general membership meeting/year and in the chair's absence
- Remains knowledgeable in the business of the coalition in order to assume the role of the chair in the event the chair is unable to complete a responsibility or a term
- Time keeper at general membership and executive committee meetings
- Works with executive committee to recruit speakers for general membership meetings
- Motivates members to promote immunizations
- Recruits members
- Available to participate in email discussions and responds in a timely fashion
- Performs other duties as directed by the chair

### **Secretary**

**Term:** agrees to serve 2 years; maximum of 2 consecutive terms

**Time involved:** up to 3 hours/month plus meeting time

**Responsibilities:**

- Attends 4 general membership meetings and 5 executive committee meetings/year; attends annual immunization conference
- Assists with leadership decisions; works closely with ACHD advisors
- The ACIC Secretary takes the minutes and compiles a meeting summary for ACIC general quarterly meetings of the membership and all Executive Committee meetings. The Secretary is responsible for getting a replacement if they cannot attend a meeting. The meeting minutes should include:
  - Meeting date: include in general quarterly meetings and executive committee meetings.

- Attendance: Executive committee meeting minutes should list the members who attended and those that were absent. General meetings use a sign-in sheet that should be kept on file with the meeting minutes.
  - Purpose: Meeting minutes are to serve as a summary of the meeting activity. It should include the core concepts of major discussions. It should stipulate any decisions or agreements made by the group. Concerns from those in attendance should also be recorded in the summary. The secretary exercises good judgment in recording what members need to know.
  - Presentations: When there is a speaker(s) at the meeting, the key concepts of their presentation should be described.
  - Meeting hand-outs: Copies of any hand-outs should be filed with the meeting minutes. Any electronic copies of hand-outs should be emailed along with the meeting minutes to the members.
  - Signing: The Secretary signs and dates the meeting minutes document.
  - Distributing the meeting minutes: Within one week of a meeting, the Secretary distributes the minutes and any electronic hand-out copies by email. If there are changes brought to their attention, the Secretary is responsible for amending the meeting minutes and distributing the revision.
- Works with executive committee to recruit speakers for general membership meetings
  - Motivates members to promote immunizations
  - Recruits members
  - Available to participate in email discussions and responds in a timely fashion
  - Performs other duties as directed by the chair

#### **Treasurer**

**Term:** agrees to serve 2 years; maximum of 2 consecutive terms

**Time involved:** up to 3 hours/month plus meeting time

If a fiscal agent other than the Allegheny County Health Department (ACHD) is obtained, a treasurer shall be elected who then becomes responsible for funds not related to the ACHD. As long as the ACIC remains an arm of the ACHD, the coalition nurse will provide a financial report to the executive committee and the general membership at each meeting.

#### **Responsibilities:**

- Attends 4 general membership meetings and 5 executive committee meetings/year; attends annual immunization conference
- Assists with leadership decisions; works closely with ACHD advisors
- Works with executive committee to recruit speakers for general membership meetings
- Motivates members to promote immunizations
- Recruits members
- Available to participate in email discussions and responds in a timely fashion
- Performs other duties as directed by the chair

#### **Members at Large**

**Term:** 2 years; maximum of 2 consecutive terms

**Time involved:** up to 3 hours/month plus meeting time

#### **Responsibilities:**

- Attends 4 general membership meetings and 5 executive committee meetings/year; attends annual immunization conference
- Assists with leadership decisions; works closely with ACHD advisors
- Works with executive committee to recruit speakers for general membership meetings
- Motivates members to promote immunizations
- Recruits members
- Available to participate in email discussions and responds in a timely fashion
- Performs other duties as directed by the chair.