

ASTHMA COALITION of IDAHO BYLAWS
(Adopted on May 17, 2006)

ARTICLE 1. NAME

The name of this statewide organization shall be the “Asthma Coalition of Idaho.” It was formed from the Asthma Working Group in 2000.

ARTICLE 2. MISSION AND ROLES

2.01 Mission. The mission of the Asthma Coalition of Idaho (ACI) is to prevent asthma and enhance the quality of life for Idahoans affected by the disease.

2.02 Roles. The roles of the ACI are to:

1. Convene and foster interdisciplinary partnerships to achieve asthma-related systems change.
2. Promote national, state, local and organizational policies that reduce the prevalence, severity and limitations of asthma.
3. Promote and assist in asthma education that is consistent with the most current National Heart, Lung and Blood Institute (NHLBI) guidelines.
4. Promote data sharing among partners, support evaluation and assessment of statewide efforts to address asthma.
5. Participate in statewide strategic planning.
6. Contribute to the sustainability of the Asthma Coalition of Idaho.

ARTICLE 3. MEMBERSHIP

3.01 Members. Membership is open to all organizations (e.g. non-profit organizations, for-profit corporations, governmental agencies), and individuals (e.g. health care providers, advocates, people with asthma, concerned citizens) that are interested in working towards reducing the impact of asthma in Idaho.

3.02 Member Registration. Those interested in being a member shall submit a member registration form annually to the Executive Committee designating an official representative for the organization or identifying the individual member.

3.03 Members’ Rights and Responsibilities.

- A) Members agree to endorse the mission, goals and objectives of the ACI.
- B) Members agree to be identified as an ACI member organization or individual; communicate the views of their organization to the ACI; and, inform their organization of ACI’s decisions and activities.
- C) Members agree to regularly support and participate in activities of the ACI.
- D) Serve on the Executive Committee or other ACI committees, as outlined in Article 7 of these Bylaws.

3.04 Term of Membership. Annual membership renewal is retained as long as the ACI membership requirements outlined in Rights and Responsibilities section of these Bylaws are met.

3.05 Sponsorships, Donations, In-Kind Contributions. Members may wish to support ACI activities through a variety of contributions. A fiscal agent may be chosen to manage the donations or grant funds, or, a member may act as a fiscal sponsor by providing the financial or in-kind support for a project.

ARTICLE 4. MEETINGS

4.01 Annual Meeting. The arrangement of time and place of the annual meeting for the general membership will be made by the Executive Committee, as outlined in the Definitions attachment of these Bylaws. The Chair shall ensure that a notice of the annual meeting is sent, either by mail or email, to every member in good standing at least ninety (90) days before the meeting.

4.02 Executive Committee Meetings. Will meet no less than three times a year, not including the annual meeting. The Chair shall ensure that the agenda and previous meeting's minutes are sent to the Executive Committee members at least seven (7) days before the meeting. Minutes of the meetings will be recorded and kept, as outlined in the Definitions. Meetings are open to the general membership, with the exception of closed sessions of the Executive Committee, as outlined in the Definitions .

4.03 Standing Committee Meetings. Committee chairs will determine the meeting frequency and manner of meeting (e.g., in person, phone conference, etc.) for their respective committees, but should hold at least two meetings per year and attend the annual meeting. The Committee chairs will ensure that any necessary minutes, agendas and/or reports are kept and distributed to members and the Executive Committee.

4.04 Special Meetings. May be called by the Chair or by a majority of the members of the Executive Committee.

ARTICLE 5. VOTING

5.01 Decision-Making. The general membership makes decisions regarding bylaws and elects the chair at the annual meeting. Members of the Standing Committees elect the chair of their committee. The Executive Committee makes all other decisions, including appointment of any vacant positions or Special Committee Chairs. Chairs of Standing/Special Committees will be responsible for assuring a relevant decision making process.

5.02 Votes. Each organizational member of the ACI is entitled to one vote to be cast by the representative or alternative representative. Each individual member is entitled to one vote.

5.03 Consensus and Simple Majority Votes. An effort will be made to achieve consensus on all Executive Committee, Standing Committee and ACI decisions. If consensus cannot be attained, decisions will require a simple majority of the vote from members voting either in person, by fax or by email by the day of the election.

5.04 Bylaw Amendments. Will be made by the general membership at the annual meetings and requires a 60% majority vote. A minimum of 60% of the membership must vote on the bylaw amendment, either in person, by fax or by email by the day of the election. Proposed amendments must be presented to the Executive Committee in writing at least 30 days before the Annual meeting. The Executive Committee will respond as outlined in the Definitions.

ARTICLE 6. EXECUTIVE COMMITTEE

6.01 The business of the ACI shall be managed by the Executive Committee. The Executive Committee shall consist of:

- A.) the Chair of the ACI,
- B.) the Standing Committee chairs,
- C.) a representative from the Idaho State Respiratory Health Program.

6.02 Terms. The Chair and Executive Committee members shall have two year terms, with the exception of the first election's term. During this first term, the Chairs of the Environmental Committee and the Communications and Policy Committee shall serve only one year, and then two year terms thereafter. There is no limit on the number of terms an individual can serve.

6.03 Quorum. Fifty-one (51%) percent of the members of the Executive Committee shall constitute a quorum.

6.04 Votes. Each Executive Committee member, including the Chair, shall have one vote.

6.05 Chair. The Chair of the ACI is elected by the general membership at the annual meeting.

6.06 Vacancy of the Chair. Shall be filled by a vote of the remaining members of the Executive Committee for the balance of the term.

ARTICLE 7. COMMITTEES

The committees will facilitate the work of the ACI in their respective areas.

7.01 Standing committee chairs shall be elected by their committees and their term shall be for two years. Membership in the committees is open to anyone who is interested. The elected committee chairs shall also serve on the Executive Committee.

7.02 Standing Committees shall be:

A) Education Committee. The Education Committee identifies needs and resources and develops strategies to address the needs of people with asthma, including public awareness and information campaigns. It focuses on identifying ways to promote appropriate asthma care and management, with a special emphasis placed on children. This committee's chair is a member of the Executive Committee.

B) Environmental Committee. The Environmental Committee promotes good indoor and outdoor air quality to improve the quality of life of people with asthma. It works to decrease exposures to asthma triggers in the environment. This committee's chair is a member of the Executive Committee.

C) Communications and Policy Committee.

The Communications and Policy Committee promotes improved communication and data sharing with internal and external partners.

This Committee promotes the development and recommendation of state, local, and organizational policies that reduce the prevalence, severity, and limitations of asthma. This committee's chair is a member of the Executive Committee.

D) Clinical Care Committee. The Clinical Care Committee provides medical expertise on various issues or topics, promotes the use of the National Institute of Health's guidelines, and, disseminates these "best practices" to physicians and other health professionals throughout the state and advocates for quality of care and policy changes in the areas of reimbursement, and patient/provider education. This committee's chair is a member of the Executive Committee.

7.03 Special Project Committees. Special Project Committees are formed by the Executive Committee, as needed. The chair shall be appointed by and report back to the Executive Committee.

ARTICLE 8. PARLIMENTARY AUTHORITY

The ACI shall be governed by these bylaws. When conflict or situations arise which are not covered in the bylaws, the most current version of Robert's Rules of Order shall be used in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

ARTICLE 9. CONFLICT OF INTEREST.

On any matter brought to a vote, a member with a personal or organizational financial conflict of interest between the interests of Asthma Coalition of Idaho and the individual or member's organization will be responsible to declare such conflict. The Executive Committee Chair or Chairs of any committees will decide whether the member should vote on the issue about which the conflict has been declared.

ATTACHMENT: DEFINITIONS

Annual Meeting: the yearly general membership meeting will be held in the Fall.

Closed Sessions of the Executive Committee: meetings which are closed to general membership would occur, if needed, for situations such as financial audits, serious conflicts or criticisms of Executive Committee members, etc.

Proposed Bylaw Amendments: upon receiving a proposed amendment to the ACI's bylaws, the Executive Committee shall consider the proposed amendment and make a decision to either reject the proposal or move it forward for consideration by the general membership at the Annual Meeting. If the proposal is rejected, the Executive Committee will provide a written response to the proposer(s) with an explanation of the decision. If the proposed amendment is moved forward, it will be provided to the general membership in advance of the Annual Meeting.

Quorum: The minimal number of Executive Committee members needed to reach a quorum is at least four (4) when the Committee is fully appointed with six (6) members.

Record Keeping. The minutes of the Executive Committee and Annual meetings should be recorded and kept, along with any other important documents, in a file and passed to the new Chair upon taking office. The Chair shall ensure the completeness and safekeeping of the records.

Simple Majority: In any vote (other than a bylaws amendment), of those who cast a vote for or against a proposition or candidate, more than half of the [votes](#) is necessary for election.