

(insert logo here)

BYLAWS FOR Safe Kids (insert name of coalition here)

- Article I. The name of this organization will be “(insert name of coalition here)” here-in called “(insert acronym here).”
- Article II. Mission: The (insert name or acronym here) of public, private and voluntary organizations working to prevent unintentional injuries to children from birth to 14 years of age through multifaceted approach by increasing public awareness, changing behavior through education and safety devices, advocating for public policy changes and creating and supporting child safe communities.
- Article III. (insert name or acronym here) shall serve counties in Kansas with special emphasis on (insert area to be served here).
- Article IV. (insert name or acronym here) will be lead by (insert lead agency here) and housed accordingly.
- Article V. Board of Directors, herein called “Board”
- A. Chairperson: Shall be appointed by (insert lead agency here) and oversee all meetings, activities of (insert name or acronym here), be responsible for fundraising and applying for Grant monies. May also be known as the Coordinator.
 - B. Vice-Chairperson: Shall be elected by membership and be responsible for all activities in the chairperson’s absence.
 - C. Treasurer: Shall be appointed by (insert lead agency here) and report financial status at all meetings.
 - D. Secretary: Shall be elected by membership and report all meeting activities and decisions to the membership. Shall notify all members of meetings dates, times and location.
- Article VI. Membership: Any individual or agency of concern in the serving area is eligible to be a member. Any member must be in good standing in the community and not have a criminal record. Any member may be excused from service by a simple majority of members attending a regular (insert name or acronym here) meeting. There will be no term limits on membership. Any member attending two or more meetings in one fiscal year is considered an active member.

- Article VII. Voting: An agency will have only one vote and individuals will have one vote. A minimum of **(insert agreed upon number here)** members shall be present for all binding votes. All motions will pass with a simple majority of members present. The Chairperson will not be allowed to vote, with the only exception is in the case of a tie vote, the Chairperson will be allowed to vote to break the tie. No proxies will be allowed.
- Article VIII. The following sub-committees shall be the primary goal of **(insert name or acronym here)**:
- A. Burn/Fire
 - B. Child Passenger Safety
 - C. Bicycle/Pedestrian Safety
- Chairpersons of these sub-committees shall be appointed by the **(insert name or acronym here)** Chairperson. Terms shall be one year. Appointment term is not limited but shall be reappointed annually. Sub-committees shall have meetings as needed and or requested by Chairperson or membership.
- Article IX. Elections:
- A. Shall be held the last scheduled meeting prior to the end of the fiscal year.
 - A. Vice-Chairperson and Secretary will be elected to one year term.
- Article X. The **(insert name or acronym here)** fiscal year shall run from October 1 through September 30.
- Article XI. **(insert name or acronym here)** Meetings shall be scheduled every two months with time and location given by notice to the membership.
- Article XII. *Roberts Rules of Order* shall be the rules of order for all **(insert name or acronym here)** meetings.
- Article XIII. Bylaws amendments: The bylaws of **(insert name or acronym here)** may be amended with two weeks written notice given to all active members of proposed changes. After the changes have been approved by vote by those members attending the next regular scheduled meeting, the changes will take effect the following day after the vote for approval.

SAMPLE 1

Article XIV. Board meetings will be held bimonthly. Special Board meetings may be called by any of the Board members with one week written notice of time and location to all active and current Board members.

Article XV. Dissolution of (insert name or acronym here): In the event of dissolution all funds shall be donated to other concerned organizations of like mind to further their activities. In the event of Safe Kids changes, all resources and property shall be transferred to Safe Kids Kansas.

Chairperson _____ Date _____

Secretary _____ Date _____

BYLAWS

(Insert date here)

ARTICLE I - Name

The name of the organization shall be Safe Kids (insert name of coalition here), hereafter referred to as (insert acronym here).

ARTICLE II - Mission

The mission of (insert name or acronym here) is to prevent and reduce unintentional childhood injury and death among (insert area to be served here) children age 14 and under.

ARTICLE III - Structure

A) Board of Directors The Board of Directors, hereafter referred to as the Board, shall consist of at least four community members in addition to the coordinator provided by the lead agency. Excluding those members provided by the lead agency, each board member serves a two year term. Each year, half of the members' terms expire.

Functions. The Board will:

- 1 Attend the monthly (insert name or acronym here) meetings, sending a proxy if unable to attend.
- 2 Review all (insert name or acronym here) mailings prior to the Coalition meetings.
- 3 Have final decision responsibility as necessary.
- 4 Serve as Action Committee for Safe Kids Week.
- 5 Nominate and contact potential board members and committee chairs.
- 6 Serve as spokesperson for (insert name or acronym here) as necessary.

B) Action Committees Action committees are groups of (insert name or acronym here) members focused on a specific risk area or project.

Functions. Each action committee:

- 1 Identify the committee's goals, unless previously specified by the Board.
- 2 Plan and implement activities in order to meet the committee's goals.

C) Action Committee Chairs Action committee chairs are active (insert name or acronym here) members recruited through the Board or self-nomination. Individuals serve as an action committee chair for an undesignated amount of time, which is determined by the chair and the needs of the committee.

Functions. Each Chair will:

- 1 Recruit members for the committee, assisted by the Coordinator.
- 2 Facilitate committee meetings, which include scheduling meeting times and communicating with committee members.
- 3 Be responsible for making sure meeting minutes are recorded.
- 4 Report on committee progress at the monthly (insert name or acronym here) meetings, sending a proxy if unable to attend.

SAMPLE 2

ARTICLE III - Membership Membership in (insert name or acronym here) shall be open to any (insert area to be served here) business, association, or organization as well as individuals residing in the (insert area to be served here. All members must complete a membership application and serve on an Action Committee or the Board.

ARTICLE IV - Meetings A) All members are encouraged to attend the monthly meetings held at (insert meeting location here) or an alternate location as announced prior to the meeting. Board Members and Action

Committee Chairs are required to attend, sending a proxy if necessary. Non-members are welcome to attend. B) A quorum for any decisions made during the meetings will be two-thirds of those members

present. Non-members present do not have voting privileges. ARTICLE V – Communications A) A monthly report of (insert name or acronym here) activities (meeting minutes) will be

distributed electronically. It will be published by the Coordinator and provided to all members. B)

Non-members can request to be placed on the minutes mailist. ARTICLE VI - Bylaw Amendments

Amendments to the bylaws shall be enacted by a quorum of the Board. Original bylaws adopted:

(insert date here)

Revisions: (insert dates as applicable here)

Safe Kids (insert name here) Bylaws

ARTICLE 1: NAME, PURPOSE

Section 1: The name of the organization shall be:

Safe Kids (insert name here)

Section 2: The purpose of **Safe Kids (insert name here)**, hereafter referred to as Coalition, is to promote the safety of children of all ages in the (insert area to be served here) by:

1. Establishing a branch of a safety seat program with infant, toddler and booster seats.
2. Encourage strong, consistent enforcement of the Child Passenger Safety Act through contact by law enforcement and training or education of interested agencies.
3. Increase awareness of use and misuse of child safety seats through education of the public and interested agencies or groups.
4. Work with child care providers, day care centers and health care professionals to educate them on occupant protection and the Child Passenger Safety Act.
5. Set up booths and displays throughout (insert area to be served here) to provide information on child safety to interested groups and individuals.
6. Increase Bicycle Safety and the use of Bike Helmets through education.
7. Increase child safety awareness through community involvement, to include child passenger safety, safety in the home, bicycle safety, “stranger danger”, fire safety, and any other child safety issue.
8. Decrease Impaired Driving through education and enforcement at all age levels

9. Develop and promote media relationships in (insert area to be served here) and provide such contacts with ongoing information about Coalition activities.

Section 3: The lead organization of this Coalition shall be the (insert lead organization's name here), or as provided by contract with the Safe Kids Kansas and Safe Kids USA. The lead agency shall be responsible for absorbing some in-kind costs and for assisting with funding requests (grant writing). The lead agency shall also be responsible for designating an employee as Treasurer of the Chapter Executive Board.

ARTICLE II: MEMBERSHIP

Section 1: Coalition membership shall be comprised of any employee or volunteer with a service agency or any other agency that serves or assists children of all ages. Agencies include, but are not limited to pre-schools, HeadStart programs, Parents as Teachers groups, Health departments, Law enforcement, Emergency Preparedness, EMS, Fire services or any community member with a strong interest in child safety.

ARTICLE III: MEETINGS OF MEMBERS

Section 1: Monthly Meeting. Regular meetings shall be generally held every month at a location determined by the President.

Section 2: Special Meetings. Special meetings may be called by the President, the Executive Officers or by a simple majority of voting members.

Section 3: Notice. Notice of each meeting shall be given to each member by email, not less than five days before the meeting. This notice shall come from the President or his/her designee. Upon receipt of this notice, Coalition members may contact the President to have items placed upon the agenda for discussion by the Coalition.

Section 4: The rules contained in the current edition of Robert's Rules of Order shall govern this organization in all cases to which they are applicable, provided they are not inconsistent with these bylaws and any special rules of order this organization may adopt.

ARTICLE IV: EXECUTIVE OFFICERS

Section 1: Role, Purpose. The Executive Officers are responsible for the overall policy and direction of the Coalition.

Section 2: Elections. A simple majority shall elect Executive Officers with exception of the Treasurer, which is appointed by the lead organization, annually during the February meeting.

Section 3: Terms of Office. All Executive members shall serve one-year terms from March to March. There is no limit on the number of terms a member may serve.

Section 4: Quorum. A quorum must be attended by at least 50% of the Executive Offices before business can be transacted or motions made or passed. If an Executive Officer is unable to attend a meeting they shall notify the President as soon as possible.

Section 5: Officers and Duties. There shall be four (4) Executive Officers, a **President**, a **Vice-President**, a **Treasurer**, and a **Secretary**. Their duties are as follows:

The **President** shall convene regularly scheduled meetings, shall preside over such meetings or shall arrange for the Vice-President to preside over such meetings. The President shall be responsible for notification of the Coalition members of meeting times and locations and for maintaining an agenda for the meetings.

The **Vice-President** shall oversee special committees and fulfill the Presidents obligations when needed.

The **Treasurer** shall be responsible for all financial transactions, financial updates at every regular meeting, and an annual report covering the Coalition's financial activities. Such

annual report shall be available to all members, their agency heads, the lead agency and its head, and Safe Kids Kansas.

The **Secretary** shall be responsible for keeping all records of business done by the Coalition including but not limited to minutes of the meeting, copies of the minutes and members present, to the Coalition members, and committee reports.

Section 6: Vacancies. When a vacancy exists for an officer position, current Coalition members shall make nominations for new officers at least two (2) weeks prior to new elections. All vacancies will be voted on as a normal election and will be filled only until the end of the particular officer's term.

Section 7: Resignations, Termination and Absences. Resignation from an Executive Officer position must be made in writing or by e-mail and received by both the President and the Secretary. An officer may be recalled by a 3/4ths majority of the Coalition members. An officer must be given two (2) weeks notice of a recall in order to present a defense to the Coalition.

ARTICLE V: COMMITTEES

Section 1: The Vice-President shall be responsible for organizing the various standing committees, which the Coalition sees fit to maintain. Committee chairs will provide written reports to the Secretary prior to each Coalition meeting and also a report during the meeting.

ARTICLE VI: FINANCES

Section 1: All funds secured by the Coalition shall be deposited into the **Safe Kids (insert name here)** bank account.

Section 2: All checks written on the Coalition account will require two (2) signatures that will come from the Executive Board.

Section 3: The Treasurer shall be responsible for an annual financial report to be presented to the Coalition prior to being sent to Safe Kids Kansas.

ARTICLE VII: AMENDMENTS

Section 1: These bylaws may be amended when necessary by a 2/3rds majority of the Coalition. Proposed amendments must be submitted to the President to be sent out with regular Coalition announcements and agenda. A copy of any change in the bylaws should also be sent to the head of the lead agency for their information and Safe Kids Kansas.

Approved on: _____

_____ **Date:** _____

PRESIDENT

_____ **Date:** _____

VICE-PRESIDENT

_____ **Date:** _____

TREASURER

_____ **Date:** _____

SECRETARY