

**OHIO SAFE KIDS COALITION
BY-LAWS
March 2005**

ARTICLE I: TITLE

The name of this body is the Ohio SAFE KIDS Coalition, herein referred to as the Coalition. The Ohio Department of Public Safety will be the lead agency for this organization.

ARTICLE II: MISSION AND OBJECTIVES

The mission of the Ohio SAFE KIDS Coalition is to protect Ohio's children (birth to age 14) from unintentional injuries.

The primary objectives of the Coalition are to:

1. Build and sustain a multi-faceted coalition comprised of statewide agencies and organizations to prevent childhood injuries, including but not limited to those that result from traffic crashes, burns/fires, pedestrian injuries, unintentional firearm injuries, choking/poisoning, drownings, and falls.
2. Serve as an umbrella organization for local SAFE KIDS Coalitions and Chapters.
3. Serve as a liaison between the National SAFE KIDS Campaign and the local Coalitions and Chapters in Ohio.
4. Facilitate the development of local SAFE KIDS Coalitions and/or chapters under the direction of the National SAFE KIDS Campaign, as appropriate.
5. Serve as a link to funding resources for the local SAFE KIDS Coalitions and Chapters.
6. Perform a leadership role in developing statewide media contacts/awareness on childhood injury.
7. Educate those responsible for the health and safety of young children about preventing unintentional injuries.
8. Develop and coordinate an annual report to include all activities of the local coalitions and chapters and the Ohio SAFE KIDS financial report.
9. Coordinate an on-going data collection plan.
10. Assist with the development and implementation of childhood injury prevention projects.

11. Serve as a statewide clearinghouse on childhood injury programs and materials.
12. Evaluate and/or assist with the evaluation of child injury programs.
13. Provide information and resources to local Coalitions and chapters concerning injury prevention advocacy and legislation.

ARTICLE III: MEMBERSHIP

Membership is granted after the completion of the membership form, to those fully qualified according to the following criteria:

1. Membership is open to health and safety professionals, agencies, groups, businesses, and individuals who have a statewide focus and are concerned with the health and safety of young children. Individuals, agencies, groups, and businesses with a local focus on child health and safety will be encouraged to join a local SAFE KIDS Coalition/Chapter or to facilitate the development of a SAFE KIDS representation in areas where it is not existing.
2. Voting membership will be restricted to the 1) local Coalition or Chapter coordinator or designated representative and 2) members of the Executive Committee. Each coalition and chapter will receive one vote on all matters requiring consensus to move forward.
3. Active members and coordinators must endorse the mission of the Coalition, are strongly encouraged to participate in at least one committee/office of choice and are strongly encouraged to participate with their local coalition or chapter and follow their membership guidelines.

ARTICLE IV: COALITIONS AND CHAPTERS

1. Ohio SAFE KIDS Coalitions are defined by the guidelines set forth by the National SAFE KIDS Campaign.
2. Ohio SAFE KIDS Chapters exist as a chapter of the OSK coalition. Chapters do not have a direct relationship with the National SK Campaign. They function as a local extension of the Ohio Coalition. Chapters must sign an agreement form. The agreement form will be maintained by the Coordinator. Amendments may be made to the agreement at any time by the Coalition's Executive Committee provided that all Ohio SAFE KIDS members are given written notification that amendments will be made and provided that the proposed amendments be approved by the majority of Executive Committee members present. Amendments will not be finalized until a majority vote of Ohio SAFE KIDS membership is taken.

3. Data Collection:

Each local coalition or chapter is responsible for their own data collection and reporting their data to OSK and NSKC, as requested.

- Identify/maintain/evaluate/make recommendations for data sources for Coalition
- Maintain current local data for coalition and chapters
- Make recommendations for data collection methods for other coalitions and chapters
- Evaluate programs and activities of the local coalitions and chapters

4. Local Coalition and Chapter Coordinators:

- Submit brief written report (as requested) regarding local coalition/chapter activities to State Coordinator at least 1 week prior to meetings
- Participate on conference calls and quarterly meetings
- Assist the State Coordinator with local coalition/chapter development, as needed

ARTICLE V: EXECUTIVE COMMITTEE COMPONENTS

1. The Executive Committee is defined as a group of individuals who will act as a steering committee, voted by the general membership, with the purpose of developing and assisting with state coordination.
2. The committee will be composed of the officers of the Ohio Coalition including:

Ohio SAFE KIDS Coordinator (this is not an elected position)
President
Vice President
Secretary
Treasurer (will be the OSK Coordinator)
Membership Chair
Coalition Liaison
Chapter Liaison

Each executive member will have one (1) vote only.

ARTICLE VI: EXECUTIVE COMMITTEE MEETINGS

1. The Executive Committee will meet at least 2 times per year and ad hoc as needed, at a time/place agreed upon. A conference call may constitute a meeting. Issues needing action by the Executive Committee require a quorum of members present. There are 7 members of the Executive Committee. At least 5 must be present and vote in order to pass/fail any issues.
2. The Executive Committee meetings are open to all members of the Coalitions and Chapters.
3. Meeting notices for all conference calls and meetings shall be mailed at least 30 days prior to the meeting date.

ARTICLE VII: EXECUTIVE COMMITTEE RESPONSIBILITIES

- Responsible for program/education issues
 - Coordinate risk area leaders
 - Update Board on risk area activities and programs
 - Survey for activities and program around state
 - Review proposals and make suggestions for funding to Board
 - Maintain a resource file

Section 1. Term of Office

The officers shall serve for two (2) years beginning on the day of election at the final meeting of the year.

Section 2. Elections

The membership chairperson shall present a list of nominees and an election of officers shall be held at the election meeting. Newly-elected officers shall take office immediately following the election meeting.

Section 3. Voting

Election of officers and action team chairpersons under this Article shall be made by a plurality of votes cast by the members of the Coalition in attendance at the election meeting.

Section 4. Officer Responsibilities

1. Duties of the Ohio SAFE KIDS Coalition Coordinator

- Liaison to the lead agency to advocate for the strategic plan, as set by the National SAFE KIDS Campaign.
- Devote approximately 10 hours each week on SAFE KIDS efforts
- Serve as a communication and resource link between the national and local coalitions
- Coordinate meeting planning and agenda
- Preside at and conduct all meetings of Ohio SAFE KIDS
- Carry out the duties assigned by the Executive Committee
- Monitor committee's progress under direction of the Executive Committee
- Direct development of local coalitions with assistance from local coordinators
- Assign a replacement for any vacant committee chairperson's tasks
- Report to the Executive Committee about the National SAFE KIDS Campaign news
- Serve as the co-spokesperson of Ohio SAFE KIDS along with the Ohio SAFE KIDS President
- Assume the duties of the treasurer
- Facilitate chapter programs, activities and development
- Encouraged to participate in majority of Ohio SAFE KIDS meetings and conference calls

Duties of the Treasurer (Ohio SAFE KIDS Coordinator)

- Collect and distribute funds
- Provide fiscal management recommendations and reports at meetings
- Prepares the budget with the President and Coalition Coordinator
- Manage chapter grants

1. Duties of President

- Co-preside at and co-conduct all meetings of the Coalition
- Appoint committees and designating chairpersons
- Serve as the co-spokesperson of Ohio SAFE KIDS along with the Ohio SAFE KIDS Coordinator
- Assume responsibility of official spokesperson in absence of or vacancy of coordinator
- Encouraged to participate in majority of Ohio SAFE KIDS meetings and conference calls
- Assist Ohio Coordinator with meeting planning and agenda.
- Will serve as a liaison to the executive committee for one year following their presidency. They will be a non-voting member of the executive member during this term as “past president”

2. Duties of the Vice-President

- Carry out duties of the President in his/her absence
- Assume duties of president if office is vacated
- Carry out duties as delegated by President
- Encouraged to participate in majority of Ohio SAFE KIDS meetings and conference calls
- Coordinate Awards & Recognition issues
 - Develop and implement an awards campaign for local and state programs and professionals
 - Identify possible recipients for the awards
 - Maintain listing of recipients

3. Duties of Secretary

- Take minutes of the Coalition meetings and give to the Coordinator
- Coordinate records of the Coalition (minutes, correspondence, annual report)
- Distribute meeting announcements, agenda and minutes
- Encouraged to participate in majority of Ohio SAFE KIDS meetings and conference calls

4. Duties of Membership Chair:

- Maintain current and updated Coalition mailing list
- Identify potential members
- Distribute membership applications

- Identify members to serve the coalition as an officer or action team chairperson
- Develop list of nominees and present list for elections at annual meeting
- Develop mentor system to implement the last meeting of the year to assist new coordinators
- Encouraged to participate in majority of Ohio SAFE KIDS meetings and conference calls

5. Duties of Chapter Liaison

- Communicate as needed to chapters
- Be available to other chapters for consultation
- Bring issues or concerns of the chapters to the executive board as they arise
- Must be a chapter coordinator
- Encouraged to participate in majority of Ohio SAFE KIDS meetings and conference calls

6. Duties of Coalition Liaison

- Communicate as needed to coalitions
- Be available to other coalitions for consultation
- Bring issues or concerns of the coalitions to the executive board as they arise
- Must be a coalition coordinator
- Encouraged to participate in majority of Ohio SAFE KIDS meetings and conference calls

7. Ad Hoc Action Teams

The President of the Coalition or the Coalition membership may establish ad hoc committees as deemed necessary.

The Action Team meetings will be held every other month or as needed. A conference call may constitute a meeting. A schedule will be developed for use of the conference call bridge by the action teams. The chairperson will preside over the meetings and minutes will be provided to the Coalition Secretary within one week of the meeting date.

ARTICLE VIII: FISCAL YEAR, DUES AND FEES

Section 1. Fiscal Year:

The Ohio SAFE KIDS Coalition will operate on a fiscal year of January 1 through December 31.

Section 2. Dues and Fees:

The Ohio SAFE KIDS membership may assess dues or fees.

ARTICLE IX: ADOPTION OF BYLAWS AND AMENDMENTS PROCEDURE

1. These Bylaws became binding upon the Coalition and its membership by majority vote of the members present at the meeting they are presented or through distributed correspondence.

2. A proposal to amend these bylaws may be made at any time. These Bylaws may be amended at any time by the Coalition provided that all Ohio SAFE KIDS members are given written notification that amendments will be made and provided that the proposed amendments be approved by the majority of Executive Committee members present. Amendments will not be finalized until a majority vote of membership is taken.

3. Additions/Corrections/Suggestions must be submitted in writing to the Executive Committee for consideration and approval.