

**OHIO SAFE KIDS COALITION
BY-LAWS
JANUARY 2000**

Article I: Title

The name of this body is the Ohio SAFE KIDS Coalition, herein referred to as the Coalition.

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 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. Encourage the development of local SAFE KIDS Coalitions under the direction of the National SAFE KIDS Campaign.
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 a quarterly newsletter and a website for use between and by local Coalitions and Chapters.
9. Coordinate a statewide needs assessment and 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 current child injury programs.
13. Provide information and resources to local Coalitions and chapters concerning injury prevention advocacy and legislation.

Article III: Membership

Membership shall be granted 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 local Coalitions, Chapters, members of the Executive Committee and Board of Directors. Each coalition and chapter will receive one vote on all matters requiring consensus to move forward.
3. For-profit agencies must sign a conflict of interest statement provided by the Executive Committee.
4. Eligible members must endorse the mission of the Coalition.
5. Members are strongly encouraged to participate in at least one committee/office of choice.
6. Each member is strongly encouraged to participate in at least one (1) Ohio SAFE KIDS function per year.
7. Each member must complete an Ohio SAFE KIDS membership application.

Article IV: Defining 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 osk membership is taken.

Article V: Board of Directors

1. **The Board of Directors will be composed** of Action Team Chairpersons (Public Policy, Fund Raising, Nominating, Media, Education, Membership, Awards, and Data Collection), and the Executive Committee.
2. **The Executive Committee will be composed of** the officers of the Ohio Coalition (Lead Agency (ies) Representative or Coalition Coordinator, President, Immediate Past President, Vice President, Secretary and Treasurer). Each Lead Agency will have one (1) vote only.
3. Any officer or action team chair who holds multiple offices, will be entitled to only one (1) vote.

Article VI: Meetings

1. The Executive Committee will meet at a time/place agreed upon, as needed. A conference call may constitute a meeting. Issues needing action by the Executive Committee require a quorum of members present.
2. The Board of Directors will meet at least four (4) times per year at a time/place agreed upon. A conference call may constitute a meeting.
3. The Board of Directors meetings are open to all members of the Coalitions and Chapters.
4. 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.
5. Meeting notices for the annual meeting shall be mailed at least 30 days prior to the meeting date.
6. Voting during all meetings requires majority of action team/board members present.

Article VII: Officers and Action Team Chairpersons

Section 1. Term of Office

The officers and action team chairpersons shall serve for one year beginning on the day of election at the annual meeting.

Section 2. Elections

The nominating committee shall present a list of nominees and an election of officers and action team chairpersons shall be held at the annual meeting. Newly-elected officers and chairpersons shall take office immediately following the annual 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 annual meeting.

Section 4. Officer Responsibilities

1. Duties of President

Preside at and conduct all meetings of the Coalition
Appoint committees and designating chairpersons
Serve as an official spokesperson with the Coordinator
Appoint Ad Hoc committees to ensure efficient and effective operations
Carry out duties of the Coordinator if absent or if position becomes vacant.

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
Serve as Parliamentarian at all meetings.

3. Duties of Secretary

Take minutes of the Coalition meetings and give to the Coordinator
Coordinate records of the Coalition

4. Duties of the Treasurer

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

Section 5. Duties of the Action Team Chairpersons

Schedule and preside at committee meetings
Take minutes at committee meetings
Attend Board of Directors' meetings
Report on activities during conference calls and at Board meetings
Carry out activities as delegated by Executive Committee and Board of Directors

Section 6. Action Teams and Main Activities of the Committees:

1. Membership:

Maintain Coalition mailing list
Identify potential members
Implement membership campaign to increase the diversity of the coalition and to develop new coalitions/chapters
Distribute membership applications

2. Publicity/Media

Establish statewide links with media for Coalition
Coordinate annual SAFE KIDS Week Statewide Event
Develop and distribute proclamations, PSA's and news releases related to SAFE KIDS.

3. Awards/Recognition - Executive Committee - Adhoc

Develop and implement an awards campaign for local and state programs and professionals
Identify possible recipients for the awards
Maintain listing of recipients

4. Public Policy

Update Coalition on relevant National and State public policy issues
Identify/monitor possible issues to be addressed by the coalition

5. Program/Education - (one representative for all risk areas):

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
Develop and coordinate Coalition newsletter

NOTE:

1. Each risk area representative will serve under their Action Team. Risk area reps are responsible for keeping materials related to their risk area and serving as a resource for local coalitions.
2. Indicate the risk area (traffic crashes, falls, burns/fires, choking/poisoning, drownings, unintentional firearm incidents and pedestrian injuries).

6. Fund Raising:

Develop and implement a fund raising campaign
Submit RFP's and Matching Grant Applications on behalf of the Coalition
Maintain donors list
Develop a portfolio for funding requests

7. Data Collection:

Identify/maintain/evaluate/make recommendations for data sources for Coalition
Maintain current national/state and local data for coalition
Make recommendations for data collection methods for coalition
Evaluate programs and activities of the Ohio Coalition

8. Nominating

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

9. Ad Hoc Action Teams

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

ARTICLE VIII: COALITION COORDINATORS:

1. Ohio Coalition Coordinator:

Devote approximately 10 hours each week on SAFE KIDS efforts
Serve as a communication and resource link between the national and local coalitions
Assist President with meeting planning and agenda
Distribute meeting announcements, agenda and minutes
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
Assume responsibility for vacant committee chairperson's tasks
Report to the Executive Committee about National SAFE KIDS news

2. Local Coalition and Chapter Coordinators:

Submit brief written report regarding local coalition/chapter progress to State Coordinator prior to meetings
Participate on conference calls
Assist the State Coordinator with local coalition/chapter development

Article IX: 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 VIII: Rules of Order of Business

The order of formal business shall be conducted as set forth in the current addition of Robert's Rules of Order.

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 Annual meeting.
2. These Bylaws may be amended 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 membership is taken.