Bylaws of the

**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 of the ACIC. The structure shall include an Executive Committee, 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.

a. Members are encouraged to attend quarterly General Membership meetings.

b. Members are encouraged to actively participate in Work Groups.

c. Members are encouraged to participate in community outreach initiatives that the ACIC is participating in.

### Section 2. Governing Structure

The Executive Committee is made up of:

a. Chairperson (Elected)

b. Chairperson-Elect (Elected)

c. Past-chairperson (formerly chairperson)

d. Secretary (Elected)

d. Treasurer (Elected)

f. Member-at-Large (Elected), minimum of 2

g. Work Group Leaders

### Section 3. Recruitment

### 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.

1. Individual volunteers shall choose which Work Group they may wish to join. The number of Work Group members may vary according to the assignment.

### Section 4. Term of Membership and Service

1. ACIC members agree to serve a term of one year. Members may renew membership indefinitely. Annual membership will automatically renew unless notified otherwise.
2. Chairperson/Chairperson-Elect/Past Chairperson agree to serve a term of one year.

c. Secretary and Treasurer agree to serve a term of one year, maximum of two consecutive terms.

d. Members-at-Large agree to serve a term of one year, maximum of two consecutive terms.

e. Non-elected Executive Committee members agree to serve a term of at least one year.

f. Work group leaders will serve as long as needed for completion of specific task.

g.Vacancies may be filled by a vote of the majority of ACIC members present at a General Membership meeting.

### Section 5. Voting

1. 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

1. Currently and until further notice, the ACIC is awarded grant funding from the Allegheny County Health Department (ACHD). The ACHD acts as fiscal agent for all ACIC monies. However, if needed, the Chair and Executive Committee shall obtain and approve a fiscal agent to hold, disburse, and make an accounting of any and all funds available to the ACIC.

# Article 5

## Officers and their Responsibilities

#### The officers of the ACIC shall consist of a Chairperson, Chairperson-Elect, Past Chairperson, Secretary and Treasurer. See Appendix for a full description of each position.

### 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 Past Chairperson for one year following the end of her/his term. In the event of a vacancy of the Chairperson, the Chairperson-Elect or Past Chairperson shall serve the remaining of that term.

**Section 2. Responsibilities of the Chairperson-Elect**

The Chairperson-Elect shall assume the Chairperson’s duties after one year of service. In the event of a vacancy of the Chairperson-Elect, the Executive Committee shall appoint a replacement to serve for the remaining of that term.

**Section 3. Responsibilities of the Past Chairperson**

The Past Chairperson will serve as Chairperson when the Chairperson is unable to do so and also serve as ex-officio of all Work Groups, as needed.

### Section 4. 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. Additionally, the Secretary will distribute information that may be of interest to the general membership on an as-needed basis.

**Section 5. Responsibilities of the Treasurer**

The treasurer shall be elected and is responsible for keeping account of ACIC funds. This includes working with the ACHD fiscal officer. The Treasurer will submit a summary report to the Executive Committee and the general membership.

**Section 6. 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 7. Responsibilities of a Work Group Leader**

The Work Group 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 Allegheny County Health Department (along with the Pennsylvania Department of Health) will provide technical assistance and policy guidance to the ACIC.

### Section 2. Work Groups

The ACIC will form Work Groups, as needed to assist ACIC in meeting its goals. The Work Group will continue to function as long as the Executive Committee feels their existence is needed. New Work Groups can be formed based on the recommendations of the ACIC membership and approval of the Executive Committee.

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

1. Nominating
2. Website
3. Community Outreach
4. Annual conference

# Article 7

### Meetings

### Section 1. General Membership Meetings

1. General Membership meetings of the ACIC shall be held a minimum of four times per year. All meetings shall be open to all ACIC members and invited guests.
2. Regular meetings of the work groups shall be scheduled by their members.

**Section 2. Quorum**

The 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**

1. Minutes from each ACIC meeting will be distributed electronically within two weeks.
2. Minutes will be distributed electronically along with a meeting agenda at least one week prior to the next General Membership meeting.
3. Meeting notices will be e-mailed to the general membership at least one week prior to that meeting. Members will RSVP so that an accurate count can be anticipated.
4. 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. Chairperson should be contacted with this information.

**Section 5. Rules of Order**

1. 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 time keeper may be assigned for the meeting.
2. Members should be professionally open and courteous to other members. Questions and constructive comments should not be criticized or ridiculed.
3. Side conversations should be kept to a minimum.

**Section 6. Conflicts and Decision-making**

1. Conflicts that arise during or between meetings will be negotiated by the Chairperson.
2. Decisions will be made by a majority vote of members present.
3. If a majority vote cannot be reached with a quorum present (tie vote), a ballot will be provided to the entire 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 vote of those present or by electronic mail. The amendments should be submitted to the membership in writing or electronically two weeks prior to the meeting.

*Approved 2007*

*Last Updated Feb. 2012*

*Amendment Draft Reviewed By Executive Committee: 11/13/2018*

**APPENDIX**

**ACIC Position Descriptions**

**Chairperson**

**Term:** agrees to serve a term of 1 year; serves on the Executive Committee as Past Chairperson 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
* 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

**Chairperson-Elect**

**Term:** agrees to serve a term of 1 year

**Time involved:** up to 4 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.
* 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 1 year; maximum of 2 consecutive terms

**Time involved:** up to 4 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.
* 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 two weeks 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 1 year; 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 fiscal officer or other fiscal agents.
* 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:** 1 year; maximum of 2 consecutive terms

**Time involved:** up to 2 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 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.

*Reviewed executive committee on November 13, 2018*