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## ASTHMA COALITION BYLAWS

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**Adopted 2010 (Revised January 2014)**

# **STANISLAUS COUNTY ASTHMA COALITION BYLAWS**

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## **ARTICLE I. ORGANIZATION**

1. The name of the organization shall be the Stanislaus County Asthma Coalition.
2. The organization shall have a logo, a sample of which is included on the cover page.

## **ARTICLE II. MISSION STATEMENT**

The mission statement of the Stanislaus County Asthma Coalition is, "To create an asthma-friendly community by promoting awareness, education, management, and prevention."

## **ARTICLE III. GOALS**

Provide education about asthma and asthma management to persons with asthma, their caregivers, childcare providers, and school personnel; provide education to health care providers to improve and standardize asthma management to meet national asthma care guidelines.

Increase awareness of environmental asthma triggers and advocate for clean indoor and outdoor air; increase awareness of the air quality index and its correlation to asthma. Promote the Asthma-Friendly Flag Program in public and private schools and raise public awareness of asthma.

Maintain an Asthma Coalition website for Stanislaus County that will include asthma educational information and resources.

Promote analysis and dissemination of available data on the prevalence, incidence, morbidity, and mortality of asthma to characterize the burden of asthma in Stanislaus County.

## **ARTICLE IV. MEMBERSHIP**

Membership shall be open to individuals who have a passion and commitment to decrease morbidity and mortality due to asthma within Stanislaus County. Membership is a volunteer position without compensation. The time and support of our members is valuable and appreciated. Members are a key component in successfully preventing and controlling asthma.

The coalition is a diverse group of individuals comprised of medical professionals, public health professionals, government agencies, community-based organizations, and others dedicated to improving the quality of life for people with asthma through information-sharing, networking, and advocacy.

New members shall be recruited by other coalition members through community presentations and networking with individuals and organizations. Coalition orientation presentations to small groups may be scheduled by contacting the Coalition Coordinator. New members shall receive a copy of the Stanislaus County Asthma Coalition Bylaws and Stanislaus County Asthma Report Card.

## **ARTICLE V. MEMBERSHIP RESPONSIBILITIES**

Coalition members are expected to support the Coalition's general goals and mission to promote asthma treatment and management, safe environmental conditions and policies to reduce asthma in Stanislaus County. Members are encouraged to do the following:

Attend quarterly meetings. If unable to attend, arrange for an alternate to be present.

Actively contribute to the Coalition's work and maintain contact with Coalition leadership and staff by participating in one or more committees.

Actively advocate for asthma education/awareness activities, and coalition policies and programs in their respective organizations, professional settings and communities.

## **ARTICLE VI. OTHER VOLUNTEERS**

The Coalition acknowledges the importance of fostering new members and involving youth and other non-Coalition members in coalition activities. Therefore, volunteers for special events and programs are appreciated and welcomed by the Coalition.

## **ARTICLE VII. MEETINGS**

The coalition shall meet quarterly on a Wednesday to discuss progress, provide input and plan for the implementation of asthma related activities/projects.

General meetings shall be held at the Health Education & Conference Center, 1700 McHenry Avenue, Suite 60B, Modesto, CA 95350. Meetings may also be hosted by members' organizations when the Health & Education Conference Center is unavailable.

A staff member from the Health Education & Conference Center/Memorial Medical Center may serve as Coalition Coordinator to provide support for the coalition. The Coalition Coordinator shall send the meeting agenda, minutes and correspondence via e-mail to each member, using the e-mail address on the membership group listing. It is the responsibility of each individual member to inform the Coalition Coordinator of e-mail address changes.

Members wishing to send asthma or air quality information to the group distribution list shall send it to the Coalition Coordinator for review of its appropriateness and dissemination to the group.

General meetings shall be held in January, April, July, and October. Coalition members shall receive a meeting schedule in January. Once the dates of the regular quarterly meetings are announced by the coalition, they can be cancelled or changed only with at least one week notice to members prior to the scheduled meeting and/or with approval from the Coalition Chair or Co-Chair.

## **VIII. VOTING**

At all meetings, votes shall be by voice or show of hands. Decisions are based on a two-thirds majority vote of the membership in attendance.

## **ARTICLE IX. ORDER OF BUSINESS**

1. Welcome and Introductions
2. Approval of minutes of the preceding meeting
3. New Business
4. Sub-committee Updates
5. Announcements from members
6. Reminder of next meeting date, time, and location
7. Adjournment

## **ARTICLE X. OFFICERS**

1. Chair
2. Co-Chair
3. Coalition Coordinator
4. Core Group member

The officers are recruited and selected by the Core Group.

The Chair shall preside at all general meetings.

1. Shall represent the coalition at regional and/or professional conferences, or can appoint a designee.
2. Shall appoint all committees, whether temporary or permanent.

The Co-Chair shall, in the event of the absence or unavailability of the Chair to exercise his/her office, become acting Chair of the organization with all rights, privileges and powers as if he/she had been selected as Chair.

The Coalition Coordinator shall keep the minutes of the organization.

1. Shall provide announcements, notices to members of the coalition.
2. Shall maintain the coalition membership roster.
3. Shall be the custodian of asthma educational materials, displays, or banners.

## **ARTICLE XI. COMMITTEES**

The Coalition has established four standing sub-committees: Public Education, Treatment & Management, Data & Epidemiology, and Strategic Planning & Policy Advocacy.

The Public Education and Treatment & Management Subcommittee shall meet monthly to support special projects or activities. Sub-committee Chair will provide an update at the general meetings.

The Data & Epidemiology Chair shall attend the sub-committee and general meetings, as needed.

The Strategic Planning & Policy Advocacy Chair shall attend the general meetings, as needed.

## **ARTICLE XII. AMENDMENTS**

These Bylaws may be altered, amended, or replaced by the Coalition by a majority vote from the members present and voting at a regularly scheduled meeting of the coalition.

## **ARTICLE XIII. ANNUAL REPORT**

The Coalition shall provide members an annual report of the coalition's successes and accomplishments at the October general meeting.

## **ARTICLE XIV. CONTRIBUTIONS**

The Coalition gratefully accepts tax-deductible donations from the community to help reduce the burden of asthma. Please make check or money order payable to: Stanislaus County Asthma Coalition. Tax ID# is: 94-6000540.

The mailing address is: Health Services Agency, Stanislaus County Asthma Coalition, Finance Department, 1030 Scenic Drive, Modesto, CA 95350.

## **APPENDICES**

### **Section A. Sub-committee Goals-**

A.1.) Public Education-Improve the understanding and management of asthma as both personal and public health issue for people with asthma and their families, policy makers, and the general public.

Identify opportunities to reduce exposure to asthma triggers (allergens and irritants) in the home, preschool, school, workplace, and outdoor environment to prevent asthma episodes or reduce their severity.

A.2.) Treatment & Management-Optimize the diagnosis, treatment, and management of asthma in California by promoting adherence to the current National Heart, Lung, and Blood Institute's Asthma Guidelines.

A.3.) Data & Epidemiology-Conduct research including descriptive epidemiology, to identify areas in need of attention. Disseminate research findings and information about best practices to support effective asthma prevention and management services.

A.4.) Strategic Planning & Policy Advocacy-Advocate for and support policies that promote "asthma-friendly" communities, especially those that eliminate the disproportionate burden of asthma for people living in poverty and people of color.

**Section B. Membership Resources-**

Stanislaus County Asthma Coalition (SCAC) - [www.stanasthma.org](http://www.stanasthma.org)

Stanislaus County Asthma Report Card - [www.hsahealth.org](http://www.hsahealth.org)

San Joaquin Valley Air Pollution Control District (SJVPCD) - [www.valleyair.org](http://www.valleyair.org)

American Lung Association in California (ALAC) - [www.alac.org](http://www.alac.org)

Asthma & Allergy Foundation of America - [www.aafa.org](http://www.aafa.org)

California Department of Public Health (CDPH) - [www.californiabreathing.org](http://www.californiabreathing.org)

Centers for Disease Control Prevention (CDC)-Asthma - [www.cdc.gov/asthma](http://www.cdc.gov/asthma)

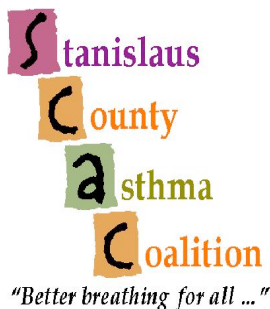
Asthma & Allergy Foundation of America (AAFA) - [www.aafa.org](http://www.aafa.org)

National Heart, Lung, and Blood Institute-Asthma Guidelines [www.nhlbi.nih.gov/guidelines/asthma](http://www.nhlbi.nih.gov/guidelines/asthma)

Regional Asthma Management & Prevention Initiative (RAMP) - [www.rampasthma.org](http://www.rampasthma.org)

U.S. Environmental Protection Agency (EPA) - [www.epa.gov](http://www.epa.gov)

B.1.) Membership Recruitment Form- (See attachment)



## MEMBER RECRUITMENT FORM

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

NAME OF AGENCY/ORGANIZATION: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

\_\_\_\_\_

What interest you to participate in the Stanislaus County Asthma Coalition?

\_\_\_\_\_

Please select one or more of the topics of interest:

Public Awareness/Media       Schools/Sports       Air Quality

Provider Education       Patient/Community Education       Website

\_\_\_\_\_

Are you interested to serve on the Public Education/Treatment & Management Sub-committee?     Yes     No

Are you interested to help with coalition special projects?     Yes     No

\_\_\_\_\_

**Please complete and fax to: (209) 558-8859**

[www.stanasthma.org](http://www.stanasthma.org)