
BYLAWS OF THE CRAWFORD COUNTY COMMUNITY COALITION

Name: Crawford County Community Coalition

Purpose: To strengthen Crawford County through collaborative advocacy, education, and support for families and communities.

Membership Eligibility: The Coalition is open to any organization or individual that supports the mission of the Coalition and that serves the citizens of Crawford County by addressing needs within the social determinants of health.

Membership Types: A member of the Coalition may be either a Voting Member or a Non-Voting Member.

Voting Member: An organization or individual current in dues or, in the case of a student, whose dues for the year have been waived.

Non-Voting Member: An organization or individual who is a member of the Coalition, but who is not current in dues and, in the case of a student, whose dues for the year have not been waived.

Dues: Dues shall be used to support the functions of the Coalition, including communication, multi-agency events, or continuing education. Annual dues must be paid by January 15th of each year as follows:

Organization - \$50.00/year

Individual - \$25.00/year

Student - \$10.00/year. A student may request a waiver of dues. This is voted on by the Coalition.

Voting Member Rights and Obligations: Voting Members are expected to participate in Coalition meetings regularly and to present information about their agency or activities to the Coalition at least once a year. Voting Members—or, in the case of Voting Members that are organizations, their representatives—may serve on Coalition committees and as Coalition officers. However, if more than one representative of an organization serves on a single committee, only one of them may cast a vote.

Meetings: Regular Coalition meetings will be held monthly. Special meetings of the Coalition may be called by the Coalition officers. Meetings can be held in person or virtually at the discretion of the Chair.

Quorum: One-third of all Voting Members constitute a quorum.

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Voting: A majority of Voting Members attending a meeting at which a quorum is present may approve Coalition action. Each Voting Member may cast one vote. Voting Members that are organizations must designate the voting individual prior to the vote. Non-Voting Members may not vote. Any action that could be taken at a meeting may instead be approved by the written consent of most of all Voting Members.

Fiscal Agent: The fiscal year for the Coalition is designated as January – December. The Community Health Center of Southeast Kansas will serve as the fiscal agent for the Crawford County Community Coalition. The Coalition shall enter into a Memorandum of Understanding (MOU) with the fiscal agent on an annual basis or as often as required otherwise.

Designated Officers: The officers of the Coalition are Chair, Vice-Chair, Secretary, and Treasurer. Officers will be elected by the Voting Members.

Terms of Officers: Each officer shall hold office for one (1) year and may serve three (3) successive terms in the same office, if elected. Election of officers will take place in January of each year. The Voting Members may remove an officer by majority vote.

Functions of the Officers:

Chair: The Chair shall be the presiding officer for Coalition meetings, provide leadership for the Coalition to set/achieve goals determined by the membership, and work with the Officers to make recommendations to the membership on Bylaws and/or dues.

Vice-Chair: The Vice-Chair shall serve as Chair in the Chair's absence and assist in leadership for the Coalition to meet its goals.

Secretary: The Secretary shall attend meetings of the Coalition, record all votes and minutes of proceedings, and maintain records of minutes. The Secretary must distribute minutes of Coalition meetings within one week of the meeting.

Treasurer: The Treasurer shall maintain a record of Coalition membership, dues, grant funds and expenditures. The Treasurer shall work with the fiscal agent to ensure timely and accurate records are maintained. The Treasurer shall present the financials at each Coalition meeting.

Standing Committees: The membership may designate standing committees to address needs within the community.