



Northwoods Breastfeeding Coalition

Bylaws

Article I: Name

The name of the organization shall be the Northwoods Breastfeeding Coalition.

Article II: Mission, Vision and Goal

Mission – Improving the health of our communities by protecting, promoting and supporting breastfeeding in Oneida, Forest, Vilas and Price counties.

Vision – As breastfeeding advocates we represent child-bearing women and their families. We believe that breastfeeding is natural and provides the normal nourishment for infants, benefiting both mother and child.

We come together in this coalition to provide a strong unified voice in the protection, promotion and support of breastfeeding in Oneida, Vilas, Forest and Price counties.

Goal – Increase the exclusivity, incidence, and duration of breastfeeding in Oneida, Forest, Vilas and Price counties in accordance with the U. S. Healthy People 2020 Breastfeeding Maternal & Child Health Objectives, Healthiest Wisconsin 2020, and in collaboration with local Community Health Improvement Plans.

Article III: Membership

Members shall support the Northwoods Breastfeeding Coalition mission, vision and goal. The Executive Committee may remove any member who fails to meet the membership requirements at any time.

- A. Eligibility** - Membership shall be open to any organization, business, agency, or individual that supports the Northwoods Breastfeeding Coalition's mission, vision and goal. Membership is broadly defined to promote greater participation and inclusiveness. Membership includes individuals and agencies.
- B. Membership Responsibilities** - Members shall actively participate in the Northwoods Breastfeeding Coalition in the following ways:
 - Participate in Northwoods Breastfeeding Coalition activities each year.
 - Attend Northwoods Breastfeeding Coalition meeting(s) each year; attendance can be in person or by teleconference.
 - Serve as a resource to the Northwoods Breastfeeding Coalition.

Article IV: Meetings

- A. Meeting Frequency** - Regular meetings of the full Northwoods Breastfeeding Coalition take place on the 1st Tuesday of even months. Committee meetings take place as needed. The Annual meeting will be the December meeting of each calendar year.
- B. Notice of meetings** - Written reminder notice of Coalition meetings shall be emailed to each member at least fourteen days in advance of each meeting. p
- C. Notice of Agenda** - Meeting agenda shall be emailed seven days prior to the meeting date. Alternative methods of receiving the Agenda can be arranged as needed.

- D. Meeting Minutes** – Meeting minutes will be emailed two weeks after each meeting. Final approval of the meeting minutes will be approved at the next coalition meeting. Alternative methods of receiving the Meeting minutes can be arranged as needed.
- E. Leadership and decision-making** - The Chair or the Vice Chair will lead Coalition meetings. Consensus in decision-making will be sought. If consensus cannot be achieved, decisions will be made by a plurality vote of the members present.

Article V: Officers

A. Terms - Officers will be elected at the appropriate Annual Meeting and will take office on the January 1, following the Annual Meeting.

B. Offices – Coalition officers will include a Chair, Vice Chair, Secretary **and Treasurer.**

C. Officers Responsibilities

- 1. Chair** - The Chair shall be the principal officer of the coalition. She/he shall serve a two-year term. He or she will perform the following duty:
 - Preside at all full Coalition and Executive Committee meetings and coalition functions.
- 2. Vice Chair** – The Vice Chair will serve a two-year term. She/he will perform the following duties:
 - Carry out the powers, duties and responsibilities of the Chair in the absence of the Chair
 - Other duties and responsibilities delegated to him or her by the Chair or Executive Committee.
- 3. Secretary** – The Secretary will serve a two-year term. She/he will perform the following duties:
 - Record minutes of the Coalition meetings.
 - Record attendance of the Coalition meetings.
 - Other duties and responsibilities delegated to him or her by the Chair or the Executive Committee.
- 4. Treasurer** – **The Treasurer will serve a two-year term. She/he will perform the following duties:**
 - **Assist in the preparation of the budget and make financial information available to the coalition as necessary.**
 - **Maintain banking and keep accurate records of all fiscal transactions.**
 - **Other duties and responsibilities delegated to him or her by the Chair or the Executive Committee**

Article VI: The Executive Committee

A. Membership - Members of the Coalition will elect an Executive Committee from the general membership.

1. The Executive Committee will include the Chair, Vice Chair, Secretary **and Treasurer.**

B. Executive Committee Responsibilities - The Executive Committee shall meet as necessary outside of Coalition meetings. It shall supervise and direct the affairs of the Coalition within the limits of these "Bylaws". Specifically, the Executive Committee will be responsible to:

- Assist-with the planning of the agenda for Northwoods Breastfeeding Coalition.
- **Develop budget and fundraising plans.**
- **Chair or treasurer will sign all checks from NWBC.**
- **Any expenditure under \$200 will be approved by the Executive Committee**

- **Any expenditure for more than \$200 will be approved by a plurality of the Coalition members voting. Members will be given two weeks to vote by email or at a Coalition meeting.**
- Provide advice on the Coalition's strategic plan and recommend periodic updates for the Coalition's approval.
- Review the Coalition work plan, make revisions as needed and report to the Coalition.
- Support a process that ensures ongoing input from Coalition members.
- Advise the Coalition on the direction and scope of its activities.
- Provide oversight of grants, grant applications and budgets, as applicable.
- Participate in Coalition member recruitment.
- Recommend bylaws changes to the Coalition, as needed.
- Solicit reports on Coalition activities from committees, as needed.
- Facilitate election of officers.
- Recruit, manage and orient members.
- Initiate membership voting on issues by email when necessary.
- Recommend Adhoc committees.

Article VII Annual Work Plan

Coalition members will formulate and approve an annual work plan.

Article VIII: Voting

As outlined in these Guidelines, all members are eligible to vote for the following:

- Election of the Chair, Vice Chair, Secretary **and Treasurer** of the Coalition
- Amendments to the Northwoods Breastfeeding Coalition bylaws.
- Other issues that may come before the Northwoods Breastfeeding Coalition.

A. Notice Requirements for Elections

Nominations for the Chair, Vice Chair, Secretary **and Treasurer** shall open (8) eight weeks prior to the Annual Meeting. Nominations shall be closed no later than (4) four weeks prior to the Annual Meeting.

The list of the nominees shall be sent to the membership no later than (3) three weeks prior to the Annual Meeting.

Chair, Vice Chair, Secretary **and Treasurer** positions shall be elected by a plurality vote of the total number of votes cast at the Annual Meeting.

Email votes by members will also be accepted if they are unable to attend the Annual Meeting. Email ballots need to be received a week prior to the Annual Meeting to be included in the vote.

B. Voting Privileges

- Individual members shall be entitled to vote at a general meeting or by email ballot.
- Unless otherwise specified in these bylaws, decisions shall be made upon a plurality vote of members.

Article IX- Other Northwoods Breastfeeding Coalition Committees

A. Executive Committee – as stated in Article VI of these bylaws.

B. Ad Hoc Committees – based on coalition work plan and needs.

Article X - Amendments to "The Northwoods Breastfeeding Coalition Bylaws"

Any member of the Northwoods Breastfeeding Coalition may propose amendment(s) to the "Bylaws."

Proposed amendments shall be presented to the Executive Committee no later than (6) six weeks before a full Coalition meeting in order to be considered. The Executive Committee will ensure that any proposed amendments are emailed to the Coalition membership no later than (4) four weeks before the same meeting.

Amendments must receive a majority vote of all Coalition members participating in the meeting or a majority of votes of returned ballots if the vote is conducted by email.

Article XI – Effective Date

The effective date of these guidelines is February 7, 2012, except for Articles V and VI, which will be effective December 4, 2012.

Members approving bylaws: Debra Durchslag, Paula Hanson, Barbara Stoddard, Brenda Husing, Jessica Beluenes, Katrina Kadlec, Cheri Nemec, Nancy Bauer, Cory Dart, Deb Bellamy, Abbey Dall.

Bylaws Revised: October 2, 2012

Members approving revision: Nancy Bauer, Brenda Husing, Paula Hanson, Jodie Harris, Cleo Reed, Leslie Borne, Maria Gonzalez-Cerra, Terri Krueger, Sarah Sliv Hanson, Abbey Dahl, Melissa Koengeter, Debra Durchslag, Andrea Johnson