



West Virginia Asthma Coalition
Helping West Virginians with Asthma Breathe Easier

By-laws

Article I: Organization

1. The name of the organization will be West Virginia Asthma Coalition (abbreviated WVAC).
2. The organization may at its pleasure by a vote of the membership body change its name.

Article II: Purpose

The following are the purposes for which this organization has been organized:

Mission: WVAC is to reduce the burden of asthma-related illness and death in the state through a comprehensive public health approach that will:

- Develop partnerships among health facilities, schools, communities and government agencies to promote the understanding, treatment and prevention of asthma;
- Promote interventions to improve the management of asthma;
- Encourage and facilitate the utilization of national medical guidelines in the care of patients with asthma;
- Increase public awareness of asthma through education; and
- Track and monitor asthma cases in the state of West Virginia.

Vision: WVAC is to be a leading resource for the improvement in public awareness and knowledge in dealing with asthma in West Virginia.

Goals:

1. Educate/Facilitate awareness to the patients with asthma, health care professional and the public of the seriousness of asthma.
2. Promote/Ensure the appropriate diagnosis and management of asthma by health care professionals.
3. Encourage patients with asthma, regardless of income, color, gender, creed, language or disability to enter into the continuum of care by facilitating access to care.
4. Encourage a partnership among patients with asthma and health care providers through modern treatment and education to improve the quality of life for the patients with asthma.

5. Provide the latest information on asthma health, medication and medical treatment through educational activities, printed materials and an Internet website (with links).

Article III: Membership

Membership in this organization shall be open to the public. Prospective members must fill out an application for a one-year membership. At the time of application, or at any subsequent point, prospective members may request assignment to one or more of the standing committees defined in Article X.

Article IV: Meetings

The annual membership meeting of this organization shall be held in August of every year.

The AEPP Manager and ALAWV Asthma Coalition program manager will ensure that every member in good standing will receive notification of the time and place of this meeting at the mail/e-mail/fax as it appears in the membership. Invitations will be mailed/e-mailed to the general public of such annual meeting in order to increase and diversify membership.

Regular meetings of these committees shall be held: Community Outreach and Education Committee, Schools/Pediatrics Committee, Environment Committee, Data Sharing Committee and the Clinical Asthma Management Committee. These committees will meet at least once between WVAC quarterly meetings on a day and time that the majority of the attendees agree upon. Members of the coalition, who are not members of a particular committee, may attend and participate in a committee meeting at the discretion of that committee's chair.

The President may call special meetings of this organization, when he/she deems it for the best interest of the organization. Notices of such meetings shall be e-mailed/mailed/faxed to all members at their addresses as they appear in the membership directory at least two days before the scheduled date set for such special meeting. Such notice shall state the reasons that such meeting has been called the business to occur at the meeting and who called it. At the request of three members of the Executive Committee, the President shall cause a special meeting to be called but such request must be made in writing at least 10 days before the requested scheduled date.

Article V: Voting

At all meetings, except for the election of officers and directors, decisions will be made through consensus. Parties can oppose the action, but not vote their opposition. If a majority agrees, then the coalition will take the action being discussed. For election of officers, votes will be cast on ballots so that they don't disclose the person who has cast such ballot.

At any regular or special meeting, if a majority so requires, a question may be voted upon in the manner and style provided for election of officers and directors.

In some instances, Coalition members will be asked to vote electronically (via e-mail).

Results of voting will be noted in the meeting minutes.

Article VI: Executive Committee

The business of this organization shall be managed by the Executive Committee consisting of nine (9) members. Those members are the AEPP program manager, the ALAWV Asthma Coalition program manager, the committee chairs, WVAC President, and WVAC Vice-President.

The members to be chosen for the ensuing year shall be chosen at the annual meeting of this organization in the same manner and style as the officers of this organization and they shall serve for a term of two years.

The Executive Committee shall have the control and management of the affairs and business of this organization. Such Executive Committee shall only act in the name of the organization when it shall be regularly convened by its President after due notice of such meeting has been made to all Executive Committee members.

The Executive Committee will determine funding priorities and allocate money when necessary after a consensus is reached. If necessary, then decisions about finances will go to a vote with a majority of the members approving the action.

Forty (40) percent of the members of the Executive Committee shall constitute a quorum and the meetings shall be held every quarter at a date and time set by the Executive Committee. At such meetings, Executive Committee members will vote on any actions.

Each Executive Committee member shall have one vote. Executive Committee members may not vote by proxy.

The Executive Committee may at any time make such rules and regulations covering its meetings and will meet quarterly.

Vacancies in the Executive Committee shall be filled by a vote of the majority of the remaining members of the Executive Committee for the remainder of the year.

The ALAWV Asthma Coalition program manager will serve as the Executive Committee secretary.

A member may be removed when sufficient cause exists for such removal and the removal is approved by a two-thirds vote.

If an Executive Committee member fails to attend two or more Executive Committee meeting in person or by conference call within one year, he or she and the organization he or she represents may be removed by a simple majority vote of the Executive Committee.

Article VII: Officers

The initial officers of the organization shall be as follows: President, Vice President, Secretary and a fiscal officer

The President may preside at membership meetings.

- He/She shall present at each annual meeting of the organization if agreed upon by the Executive Committee. At such meetings, Executive Committee members will vote on any actions. He/She may present an annual report on the work of the organization.
- He/She will be one of the officers who may sign the checks or drafts of the organization, if applicable.
- He/She shall serve as a liaison to the West Virginia Bureau for Public Health's Asthma Education and Prevention Program.
- He/She shall serve as spokesman for the Coalition, including interacting with the media as necessary, and possibly attending national conferences with the WV-AEPP manager
- He/She shall help determine the future organizational structure of the state's asthma coalition.

The Vice President will assume all duties of the chair in the event that that person cannot serve his/her role.

The Secretary shall keep the minutes and records of the organization in appropriate books.

- It shall be his/her duty to file any certificate required by any statute, federal or state.
- He/She shall give and serve all notices to members of this organization.
- He/She shall be the official custodian of the records and seal of this organization.
- He/She may be one of the officers required to sign the checks and drafts of the organization, if applicable.
- He/She shall present to the membership at any meetings any communication addressed to him/her as Secretary of the organization.
- He/She shall submit to the Executive Committee any communications, which shall be addressed to him/her as Secretary of the organization.
- He/She shall attend to all correspondence of the organization and shall exercise all duties incident to the office of Secretary.

The ALAWV will serve as fiscal officer for the Coalition. ALAWV shall have the care and custody of all moneys that belong to the organization and shall be solely responsible for such moneys or securities of the organization. The fiscal officer must be one of the officers who shall sign the checks or drafts of the organization. No special fund may be set aside that shall make it unnecessary for the treasurer to sign the checks issued upon it.

The fiscal officer shall render at stated periods as the Executive Committee shall determine a written account of the finances of the organization and such report shall be physically attached to the minutes of the Executive Committee. He/She shall exercise all duties incident to the office of Treasurer.

Officers shall by virtue of their office be members of the Executive Committee. No officer shall for reason of this office be entitled to receive any salary or compensation, but nothing herein shall be construed to prevent an officer or director for receiving any compensation from the organization for duties other than as a director or officer.

Article VIII: Salaries

The Executive Committee shall hire and fix the compensation of any and all future employees, which they in their discretion may determine to be necessary for the conduct of the business of the organization.

Article IX: Committees

All committees of this organization shall be determined by the Executive Committee and their term of office shall be a period of one year or less if sooner terminated by the action of the Executive Committee.

Each Coalition member is encouraged to serve on at least one committee. Each regular committee member has one vote on the respective committee on which he or she serves. Members may express preferences for committee assignments.

The permanent committees shall be:

- Executive
- Community Outreach and Education
- Schools and Pediatrics
- Environment
- Data Sharing
- Asthma Management

Members of the Coalition will nominate a chairperson for each committee who will serve a term of two years.

The Committee Chairman/woman's leadership duties shall include:

- Be responsible for establishing agendas, with input from committee members, for committee meetings
- Scheduling regular meetings via conference calls or face-to-face meetings
- Submit a brief committee update for "Breathe in the Mountains" quarterly newsletter
- Establish committee goals for the next year
- Facilitate any committee break-out sessions at quarterly coalition meetings
- Must attend quarterly Coalition meetings
- Communicate the needs/desires of the committee to the Executive Committee
- Communicate the needs/desires of the committee to the general membership
- Coordinate the development and implementation of any projects derived in the committee

A. Executive Committee

Purpose: The Executive Committee creates the structure, bylaws, strategic directions, policies and procedures and decisions of the Coalition. The Executive

Committee plans strategies and organizes agendas for meetings, makes decisions during intervals between meetings and assures that funding, advocacy and coordination among committees occurs.

The Executive Committee must approve all recommendations for action.

Meetings: Quarterly

Membership: WVAC President, WVAC Vice-President, Committee Chairs, West Virginia Asthma Education and Prevention Program program manager and American Lung Association of West Virginia Coalition program manager.

B. Community Outreach and Education

Purpose: This committee identifies needs and resources, develops strategies to address needs of people with asthma including public awareness and information campaigns, holds professional training seminars for physicians, nurses, day care centers and educates parents to understand their child's disease.

Meetings: Quarterly and at minimum one electronic meeting between quarterly meetings with subcommittee members.

C. Schools/Pediatrics

Purpose: This committee identifies asthma-related needs for children in all environments (including schools, daycare centers, Head start and preschool centers) focusing on assessment of quality of care and identification of ways to promote appropriate asthma care and management (including use of medication and staff education).

Meetings: Quarterly and at minimum one electronic meeting between quarterly meetings with subcommittee members.

D. Environment

Purpose: This committee promotes clean indoor air, bans toxic materials in schools, establishes guidelines for schools, locates funding to have schools tested for clean indoor air, establishes healthy home standards and works with the building industry to promote those standards.

Meetings: Quarterly and at minimum one electronic meeting between quarterly meetings with subcommittee members.

D. Data Sharing

Purpose: to collect and present data about asthma, which will help providers, health professionals, administrators and legislators understand the magnitude of asthma and its ramifications

Meetings: Quarterly and at minimum one electronic meeting between quarterly meetings with subcommittee members.

E. Asthma Management Committee

Purpose: supports the use of the National Health Institutes of Health guidelines and disseminates these “best practices” to providers, health professionals throughout the state, quality assurance of hospital/office level, establish a team approach to treating asthma, identify economics of poor care, policy changes for areas of reimbursement and patient education, develop guidelines or teaching tools for screening

Meetings: Quarterly and at minimum one electronic meeting between quarterly meetings with subcommittee members.

Article X: Dues

Individual members will not be charged an annual fee to join the Coalition; however, members are requested to actively serve on one or more subcommittee. Corporations wishing to display at the annual retreat will pay a display fee of \$150.

Article XI: Amendments

These by-laws may be altered, amended, repealed or added to by an affirmative vote of the majority of votes cast. A minimum of 10 percent of members must cast a vote to alter the by-laws.