

# South Dakota Falls Prevention Coalition By-Laws

## ARTICLE I: Name, Mission and Vision

### Section 1: Name

The name of the organization shall be the South Dakota Falls Prevention Coalition (SDFPC). It shall be a nonprofit organization.

### Section 2: Objectives

The South Dakota Falls Prevention Coalition (SDFPC) was formed to cultivate collaboration between state, community, and health care systems to reduce falls by increasing knowledge and implementing evidence-based fall prevention solutions for older adults.

Members of the SDFPC agree that:

- Falls are not a natural part of aging;
- Fall risk is identifiable;
- Falls are preventable;
- Collaboration is effective in addressing falls;
- Statewide coordination of fall prevention is needed in South Dakota; and
- Initiatives should be evidenced-based and data-driven to identify the populations at highest risk.

### Section 3: Mission Statement

Cultivate collaboration to reduce falls by increasing knowledge and implementing evidence-based fall prevention solutions for older adults.

### Section 4: Vision Statement

Older South Dakotans will have fewer falls and fall-related injuries, maximizing their independence and quality of life.

### Section 5: Non-Profit

South Dakota Falls Prevention Coalition shall not be conducted or operated for profit. No part of any profits or remainder or residue from dues or donation shall be to the benefit of any member, club, or individual. All such monies accruing shall be devoted to the objectives, or made as specific bequests to such charitable or civic organizations as shall be approved by a majority of the membership voting at a meeting.

In the event the SDFPC should dissolve, remaining funds will be donated to a civic organization approved by a majority of the lasting members voting at the final meeting.

**Section 6: General Strategies** to achieve the mission as outlined in the Strategic plan.

## ARTICLE II: Membership

### Section 1: General Membership

Voting membership is open to any South Dakota organization or individual that is interested in furthering fall prevention awareness across the state and agrees to support the Coalition's Mission

Statement as stated in Article I. Continuing membership is contingent upon being an active member, as defined by the bylaws in Article II, Section 2.

### **Section 2: Active Members**

Active members are defined by the following:

- Will attend at least 50% of SDFPC general meetings in the previous twelve months
- Be involved in at least one action group
- Participate in voting process
- Promote, encourage and support prevention efforts at a local and state level
- Foster education, training, knowledge and community involvement
- Conduct themselves in a professional and courteous manner at all times
- Support the provisions of these bylaws.

### **Section 3: Executive Committee Terms and Duties**

Terms: All executive committee members shall serve two-year terms. Executive committee members may be re-elected for an additional two-year term (max 4 years). To ensure cohesive transition of leadership for the coalition, the coalition Chair and Secretary officers will be elected in years ending in odd numbers (2015, 2017, etc.) and the Co-chair and Treasurer will be elected in even numbered years (2016, 2018, etc.).

Nominations will be made in November each year for Board member terms that will be ending. Election will be held in December of each year with transition of roles beginning in January.

Chair: Two-year term. If the Chair resigns during his or her unexpired term, the Co-Chair shall succeed as Chair for the remainder of the Chair's term, and shall be eligible for election to two full terms as Chair (4 year max).

- Duties: The Coalition Chair will facilitate/chair coalition meetings or arrange for the Co-chair to preside if necessary.

Co-Chair: Two-year term. If the Co-Chair resigns during his or her unexpired term or is elevated to the position of Chair, the position of Co-Chair shall be filled by election for the remainder of the Co-Chair's unexpired term and shall be eligible for election to two full terms as Co-Chair (4 year max).

- Duties: will assume the role of the Chair in the event he or she is unable to complete a responsibility (i.e. preside over a meeting) or term. He or she would also consult with the Chair as needed and perform other duties as directed by the Chair.

Treasurer: Two-year term. Shall make a report at executive and general meetings. Chairs the finance committee, if any, assists in preparation of the budget, help develop fundraising plans and make financial information available to board members.

- Duties:
  - Managing financial statements of the Coalition
  - Managing grants and contracts
  - Managing contractors and sub-contractors pursuant to grants and contracts
  - Fundraising

Secretary: Two-year term. Secretary shall take minutes of executive and general meetings. The Secretary collaborates with the Chair to disseminate information in a timely manner to members.

- Duties:
  - Will be responsible for keeping records of the Executive Committee actions
  - Keeping records of general meetings
  - Sending out meeting announcements
  - Distributing copies of minutes and agenda
  - Assuring organizational records are maintained
  - Tracking of memberships
  - Oversee the Coalition's policies, procedures, and records as necessary or as requested as a shared responsibility of the Chair and Co-Chair

Resignation: Resignation, Termination, and Absences. Resignation, prior to term completion, from the Executive Committee must be in writing. An Executive committee member may be terminated from their responsibilities for excess absences if s/he has four unexcused absences during the year. An Executive committee member may be removed for other reasons by a majority vote of the remaining Executive committee members, or by petition to the Executive committee certifying a majority vote of coalition members.

General coalition members must notify the coalition Secretary to be removed from the coalition and distribution list.

## **ARTICLE III: Meetings**

### **Section 1: General Meetings**

General meetings shall take place every other month, unless otherwise scheduled by the board. If a change is made in the date, time or location of the meeting, the Chair shall notify all members of such change at least 1 week prior to the new meeting date.

- Location. Meetings will be held using Zoom or other video conferencing software.
- Quorum. Must have at least 50% of coalition members present to make a quorum.
- Voting. All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place.

### **Section 2: Special Meetings**

The Chair may call a special general meeting. The Secretary will notify the members of the date, time and location of such meeting at least one week prior to the meeting date.

## **ARTICLE IV: Action Groups**

### **Section 1: Action Groups**

The Executive Team shall establish such working, interest or ad hoc action groups as are needed to conduct the work of the SDFPC.

Members of each action group shall decide the date, time and location of its regular meeting. Each action group will have an appointed Chair that may call a special committee meeting and shall be responsible for notifying the members of the date, time or location of all regular and special meetings at least one week prior to the meeting date.

- Action Groups may include, but are not limited to Community Interventions, Facility Interventions, Sustainability and Funding, Membership, Community Relations, Marketing, Research and Studies, and Education and Awareness.

## **Section 2: Action Group Administration**

**Purpose:** Plan, develop and assist in carrying out strategies to meet the SDFPC's goals with regard to each action area.

Action Group Chair, that is appointed or self-nominated, shall report to the Executive committee and oversee the activities of the action group. The Action Group Chair will be responsible for:

- A. Arranging group meetings;
- B. Communicating with Action Team members;
- C. Assuring that minutes are recorded and distributed; and
- D. Reporting group activities at regular meetings in person or by written report.

## **ARTICLE V: Amendments**

Any individual from the membership may, at any time, submit recommendations for amendment to these By-laws to the Executive Committee for review.

The membership, by affirmation of two thirds (2/3) of the members present may alter, amend or revoke these By-laws at any regular or special membership meeting of the SDFPC providing that written notice shall be given to all members at least thirty (30) days prior to any action being taken.