

**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). The South Dakota Falls Prevention Coalition shall be referred to as SDFPC throughout the remainder of the By-Laws.

**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 promote implementation of 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 promote implementation of 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.

**ARTICLE II: Membership**

**Section 1: Membership**

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 SDFPC's Mission and Vision Statements as stated in Article I.

Membership to the SDFPC shall be requested to the Secretary of the SDFPC by submitting the following:

- Name
- Credentials
- Email Address
- Organization and Job Title
- Organization Address

Resignation/Removal:

- Members must notify the Secretary to be removed from the membership listing and Action Groups.
- Members may be removed from SDFPC if membership is violated at the discretion of the Executive Committee.

## Section 2: Executive Committee

The Executive Committee shall be elected by the Membership and consist of a Chair, Co-Chair and Secretary.

**Chair:** Ensures the SDFPC is operating in accordance with its Mission, Vision and By-Laws

- Duties:
  - Facilitates/chair Membership meetings
  - Facilitates/chair Executive Committee meetings
  - Disseminates information related to Fall Prevention within the state to the Membership Monthly
- If the Chair resigns or is terminated during an 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).

**Co-Chair:** Assists the Chair to ensure the SDFPC is operating in accordance with its Mission, Vision and By-Laws.

- Duties:
  - Assume the role and duties of the Chair when Chair is unavailable
  - Performs other duties as directed by the Chair
  - Oversees the SDFPC's By-Laws changes
- If the Co-Chair resigns or is terminated during an unexpired term or is elevated to the position of Chair, the position of Co-Chair shall be filled by election from the Membership 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).

**Secretary:** Ensures all SDFPC records are current.

- Duties:
  - Records and disseminates minutes of the Executive Committee and Membership meetings
  - Keeps accurate membership information
  - Review of members contact information annually
  - Performs other duties as directed by the Chair
  - Oversees nomination of executive committee
- If the Secretary resigns or is terminated during an unexpired term or is elevated to the position of Chair, the position of Co-Chair shall be filled by election from the Membership 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).

**Terms:**

- All elected Executive Committee members shall serve a two-year term.
- Executive Committee members may be re-elected for an additional two-year term (max 4 years).
- To ensure cohesive transition of leadership, the Chair will be elected in odd ending years (2015, 2017, etc.) and the Co-chair and Secretary will be elected in even years (2016, 2018, etc.).

Nominations:

<b>Executive Committee Position</b>	<b>Nomination</b>	<b>Election</b>	<b>Term Starts</b>	<b>Term Ends</b>
Chair	September Odd Year	November Odd Year	January Even Year	December Odd Year
Co-Chair & Secretary	September Even Year	November Even Year	January Odd Year	December Even Year

- An Election will be held in November of each year with transition of roles beginning in January.

Resignation, Absences, and Termination:

- Resignation, prior to term completion, from the Executive Committee must be in writing.
- An Executive Committee member position may be terminated from their responsibilities for excess absences if committee member has four unexcused absences during the year.
- An Executive Committee member position may be terminated 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 the Membership.

**ARTICLE III: Meetings**

**Section 1: Membership Meetings**

Membership meetings shall take place every other month starting in January, ending in November.

- Location. Meetings will be held using a video conferencing platform
- Voting/Elections. All items to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place.

If a change is made in the date, time or location of the meeting, the Secretary will notify the Membership at least one week prior.

**Section 2: Special Meetings**

The Chair may call a special Membership meeting. The Secretary will notify the Membership of the date, time and meeting platform link at least one week prior.

**Section 3: Executive Committee Meetings**

Executive Committee meetings will take place as deemed necessary by the Chair. Other Executive Committee members may request a meeting to the Chair.

- Location: Meetings will be held using a video conferencing platform
- Quorum: Must have at least 2/3 of Executive Committee members present to make a quorum
- Voting: Quorum is needed for voting for any items needing a vote. All items to be voted on shall be decided by a majority.

**ARTICLE IV: Action Groups**

**Section 1: Action Groups**

The Executive Committee shall establish Action Groups needed to conduct the Mission and Vision of the SDFPC.

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

**Purpose:** Plan, develop and assist in carrying out strategies to meet the SDFPC's Mission and Vision. Each action group will have an appointed or self-nominated Chair.

Action Group Chair reports to the Executive Committee and oversees the activities of the Action Group.

- Duties: The Action Group Chair will:
  - Arrange Action Group meetings
  - Record and disseminate minutes
  - Report group activities at Membership meetings in person or written.

## **ARTICLE V: Amendments**

Any individual from the membership may, at any time, submit recommendations for amendment to the By-laws to Co-Chair for 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.