

By-Laws of the Western New York Pediatric and Adolescent Coalition

Article 1

Mission Statement

The Western New York Pediatric and Adolescent Coalition (WNYPAC) is a regional coalition committed to increasing immunization and lead testing rates through quality healthcare initiatives, public awareness and community support.

We are a multidisciplinary group consisting of state and local health departments, health insurance agencies, college health service representatives, private pediatric practices, vaccine industry, and pharmacy association representation. We encourage nursing school representation and the mentoring of nursing students.

Vision Statement

All children and adolescents will be immunized as per the Centers for Disease Control (CDC) and Advisory Committee on Immunization Practices (ACIP) recommendations. All children will be tested for lead poisoning at ages one and two.

Article II

Coalition Membership

1. The Coalition membership shall consist of all persons who understand and support our mission and vision statements.
2. There shall be two distinct types of membership in the Coalition: General and Voting member.
3. *General* member is an interested party who supports the mission statement but does not take an active role in the Coalition.
4. A *voting* member is a general member who is an active participant in one of the standing committees (working groups) or temporary committee.
5. All members shall have the right to be heard.
6. All voting members have voting privileges.

Article III

Selections and Vacancies

1. A Coalition member may submit their name as a candidate for one of the Officers.
2. Term of office will constitute two years.
3. Officers will be selected by a majority vote of the voting members.
4. In case of a vacancy, the Executive Committee will elect a replacement.

Article IV
Officers

1. At the October meeting of the Coalition, the following shall be elected to serve a term of two years: Chairperson, Co-Chairperson, Secretary, and Treasurer.
2. Elected person will take office January of the upcoming year and will sign an acknowledgement of willingness to serve.
3. General duties of the Officers shall include:

Chairperson

Direct/facilitates monthly meetings
Plan monthly agenda
Promote the Coalition in a positive manner
Be available for Coalition activities

Co-Chairperson

Assist Chairperson as needed
Direct monthly meetings in the absence of Chairperson
Promote the Coalition in a positive manner
Be available for Coalition activities
Review yearly documents and prepare an annual report
Assume the position of Chairperson at the end of the Chairperson's term

Secretary

Take minutes at monthly meetings and send to the chair
Maintain records pertinent to the Coalition's business and history:
 Minutes of meetings
 Monthly agenda
 Attendance sheets
 Listing of the dates for the current year's meetings
 Current membership list with updated information
 Promote the Coalition in a positive manner

Treasurer

Maintain the financial records for the Coalition
Prepare a financial statement for the monthly meetings
Prepare a yearly statement for review by the Coalition membership
Promote the Coalition in a positive manner

Article V

Meetings

1. Regular meetings of the Coalition shall be held on the first Wednesday of the month from 8:30 to 11:00 or as agreed upon by the members.
2. Special meetings of the Coalition may be called by the Executive Committee as needed.
3. A quorum for the purpose of a vote on any issue shall constitute a simple majority of those eligible members. Members will be notified in advance of any issues requiring a vote. Fax votes received with the Member's signature will count in all matters.
4. Coalition meetings shall be open to all interested persons. Members not serving on any active or temporary committees will have the right to be heard but shall not have the right to vote.

Article VI

Standing and Temporary Committees

1. All coalition members are expected to participate in the activities of one or more of the standing or temporary committees.
2. Standing committee workgroups and a brief description of their general areas of competence shall be:

Executive- shall consist of the Chairperson, Co-Chairperson, Secretary, and Treasurer. Duties are outlined in Article IV of these by-laws.

Communication/PR- shall work to develop accomplishments to the general public and develop written educational materials that are intended for distribution by the Coalition.

Infant Immunization- shall work to develop infant immunization tools and campaigns to promote and educate regarding benefits of infant immunizations.

Adolescent Immunization- shall work to develop adolescent immunization tools and campaigns to promote and educate regarding benefits of adolescent immunizations.

Adult Immunization- shall work to develop adult immunization tools and campaigns to promote and educate regarding benefits of adult immunizations.

Lead- shall work to develop lead resource information and campaigns to promote lead testing of one and two year olds.

3. Temporary committees may be organized as necessary by the majority vote at any regular meeting of the coalition.
4. Each standing committee workgroup shall have a Leader who will be the spokesperson for the workgroup. The committee shall determine who that Lead person will be.
5. The standing and temporary committees shall:
 - Identify the needs of the Coalition within the realm of the committee
 - Formulate short and long term goals and implement plans to reach these goals
 - Communicate and work with other committees and members of the Coalition in order to achieve these goals.
 - Prepare and submit to the Coalition a report of the committee's activities.

Article VII
Amendments to the Constitution

This Constitution may be amended by majority vote at any regularly scheduled meeting of the Coalition. Any proposed amendments must be submitted in writing to all voting Coalition members at the regularly scheduled meeting preceding the meeting at which any proposed amendment is to be voted on.

Article VII
By-Laws

By-laws to this Constitution may be adopted as deemed necessary by the majority vote at any regularly scheduled meeting of the Coalition at which there is a quorum.

This constitution was approved and ratified by the membership of the Western New York Pediatric and Adolescent Coalition on the 2nd day of May , 2012.