

# **BYLAWS**

## **HEALTHYHAYWOOD Partnership**

<p><b>ARTICLE - A</b> <b>NAME</b></p>
---

The name of this Healthy Carolinians Partnership shall be Healthy Haywood.

Healthy Haywood is a collaborative, community based network of individuals, businesses, government and non-profit organizations dedicated to improving the quality of life for all of our residents by evaluating and addressing community issues, supporting health education and awareness, and promoting resource accessibility.

<p><b>ARTICLE - B</b> <b>MISSION</b></p>
--

Healthy Haywood is a collaborative community partnership dedicated to improving the overall health status of Haywood County residents.

<p><b>ARTICLE - C</b> <b>PURPOSE</b></p>
--

Practicing healthy lifestyle behaviors can reduce the risk of chronic disease and improve quality of life.

The purpose of Healthy Haywood is to:

- Create an environment in Haywood County to promote and improve the health and well being of all community residents.
- Give support to existing organizations and community groups to assist in the promotion of healthy behaviors such as physical activity and good nutrition in schools and the community, to support our obesity, cancer and asthma prevention, mental health and other health issues the community deems important.
- Increase the capacity of existing groups and organizations to be health promotion agents during and beyond the life of Healthy Haywood. Promote opportunities to address obesity, asthma, and cancer prevention, mental health issues, and any other health concerns as a major health priority in the county.

## ARTICLE - D MEMBERSHIP

Healthy Haywood shall be an organization of volunteers consisting of individuals and organizations from the Haywood County area who are representative of various community segments. Membership is voluntary and shall not receive compensation for services beyond reimbursement for approved expenses.

### Section 1. Structure

Healthy Haywood is organized by various groups consisting of:

- The Local Healthy Haywood Partnership Staff within the Haywood County Health Dept.
- Health Action Teams
- Steering Committee
- Community Partners

\* Organizational chart available.

### Section 2. Roles

**Community Partners** - Support the efforts of the partnership by receiving e-mail updates and participating in annual event(s) as available. These partners do not attend regularly scheduled meetings.

**Action Teams** – Members support the efforts of the partnership by attending monthly meetings, and actively participating in regularly scheduled events and programs by offering planning and development support.

**Steering Committee** – This is an advisory committee where members support and guide the partnership by offering input and suggestions. Members meet quarterly and communicate in between meetings as needed.

**Healthy Haywood Coordinator and Haywood County Health Department Staff** – Oversees daily operations of the partnership and serves as lead communications coordinator between community partners, action teams and steering committee.

The roles and responsibilities of Healthy Haywood members are also outlined in Article H.

1. Steering Committee Chair
2. Steering Committee Vice Chair(s)
3. Secretary
4. Steering Committee Members
5. Action Team Chair and/or Co-Chairs
6. Action Team Members

### Section 3. Membership

a. Criteria for membership

- Any individual or organization interested in the health and well-being of Haywood County residents. In addition, membership should include a representative of the Haywood County Health Department.

Healthy Haywood

- 2 -

11/04/10

- Any individual or organization that is committed to improving the overall health and well being of all Haywood County citizens.
  - Any individual or organization that agrees to follow Healthy Haywood expectations as outlined in Memorandum of Agreement.
- b. Type of Membership - Members may serve on Healthy Haywood as an ***Individual*** or as a representative of an agency or ***Organization***.
- c. Member Ethics – Members participate in Healthy Haywood for the purpose of furthering partnership goals and objectives. Membership shall not be used to promote programs or activities of an individual or member organization unless it is approved by the Steering Committee to be consistent with overall-partnership goals and objectives. Likewise, membership in Healthy Haywood does not suggest endorsement of an individual or organization’s program, practice or opinions. Individuals who are participating in partnership activities are to act on behalf of Healthy Haywood and not on the behalf of themselves or their organization. All members must sign a Memorandum of Agreement saying they will support Healthy Haywood’s goals and objectives.
- d. Attendance: Steering Committee members will attend at least two quarterly meetings a year in order to be a member. Action Team members are strongly encouraged to attend as many monthly meeting as possible to be an “active” member.
- e. Quantity of Members - There shall be between twelve to twenty members on the Steering Committee, and an unlimited amount of members shall be allowed to be involved in the Action Teams.
- f. Term of membership
- Members are asked on an annual basis to commit to 1 year of service.
  - Resignation - Notice of resignation shall be directly communicated verbally and/or in writing to the Chair or the Coordinator. In event of the resignation of a member, a new member will be actively recruited. Resigning members are also encouraged to actively recruit a replacement.
  - Dismissal - Members in violation of the Memorandum of Agreement may be terminated at any time for cause by Healthy Haywood Steering Committee. Cause may include a conflict of interest, no attendance, or nonrepresentation at three consecutive Steering Committee or Action Team meetings without prior notification and other actions inconsistent with the responsibilities of membership. The Chairperson of Healthy Haywood Steering Committee and Partnership Coordinator will notify the member of dismissal.

**ARTICLE - E  
OFFICERS**

**Section 1. Steering Committee Officers**

The officers of Healthy Haywood shall consist of a Chair, a Vice Chair, and Secretary/~~Treasurer~~. Officers shall be elected annually and will serve for one year.

A sub-committee from the Steering Committee will work together to identify individuals who will serve as Chair, Vice Chair, and Secretary based on individual interest, skills and work style. Chairs and Vice Chairs are limited to three, one-year terms.

**Section 2. Action Team Officers**

Each Action Team shall have a Chair and/or Co-Chair. The members of the Action Team shall select the Chair(s) of their respective Action Team. The Chairs of the Action Teams will serve a minimum of a one-year term.

**ARTICLE - F  
DUTIES OF OFFICERS**

**Section 1. Steering Committee Chair**

The chair will collaborate with the coordinator to prepare quarterly agendas, and provide support as needed to Healthy Carolinians Coordinator. The Chair will preside over meetings and work to implement partnership action plans in collaboration with the Steering Committee and Healthy Haywood Coordinator.—Additionally, the chair will sign documents along with other signatories when the partnership is getting recertified (every four years) and review and sign documents when applying for grants. This person will serve along with the Healthy Haywood Coordinator as spokesperson for the partnership.

**Section 2. Steering Committee Vice Chair(s)**

The Vice Chair of Healthy Haywood's Steering Committee shall preside over meetings in the absence of the Chair. Each Vice Chair will be knowledgeable in the business of Healthy Haywood so as to be able to comfortably assume the role of the Chair in the event of the Chair's inability to complete a responsibility or term. The Vice Chair will provide leadership in recruiting and sustaining membership. This may include chairing a membership taskforce or workgroup. The Vice Chair shall perform other duties as directed by the Chair.

**Section 3. Secretary**

The Healthy Haywood Coordinator shall prepare minutes of business meetings, assist with communications to the membership, maintain a permanent file for Healthy Haywood and shall perform other duties as may be designated.

#### **Section 4. Action Team Chair**

The Chair of Action Teams shall preside over their respective team meetings, serve as a member of Healthy Haywood, and report at all meetings of Healthy Haywood. The Leaders shall perform all duties incident to the office.

#### **Section 5. Records and Documents**

All officers and action team chairs should maintain written records of their activities under their direction to facilitate reporting, provide for continuity when changes occur in positions and for historical purposes. In addition, each officer and team leader should maintain current copies of documents needed to guide the activities of their respective team or committee. Records should include, but are not limited to:

- Lists of members (team members, committee members), their contact information and membership status.
- Minutes from meetings
- Project descriptions and status
- Information about important partners or contacts.
- Copy of the annual Community Action Plan
- Copy of partnership bylaws

Templates will be provided for meeting minutes, membership lists and quarterly reports. Copies of all records and documents shall be maintained by the Healthy Haywood Coordinator.

<b>ARTICLE - G ACTION TEAMS AND COMMITTEES</b>
--

#### **Section 1. Action Teams**

Action Teams are working groups that address specific areas of focus determined by regular community health assessments and priorities established by the NC Department of Health and Human Services, Division of Public Health.

- a. Initially, individual volunteers shall choose which Action Team they wish to join. Once the Action Team has been formed and the Chair for each Team has been designated, the Chair must approve additional members to that Team. The number of team members may vary to meet the need of the team's current action plan. Roles and Responsibilities of team members are listed in Appendix A.
- b. Recommendations to create or delete Action Teams will be submitted to Healthy Haywood Coordinator, Steering Committee and the Health Dept. for approval.

Healthy Haywood

- 5 -

11/04/10

**Section 2. Sub-Committees**

Committees are short-term working groups developed to address specific areas of need related to the operation of Healthy Haywood. Recommendations to create or delete Committees will be submitted to Healthy Haywood for approval.

<p style="text-align: center;"><b>ARTICLE - H</b> <b>ROLES AND RESPONSIBILITIES OF</b> <b>STEERING COMMITTEE, ACTION TEAMS,</b> <b>AND COORDINATOR</b></p>
--

**STEERING COMMITTEE**

Assess community needs:
<ul style="list-style-type: none"><li>• Take a leadership role in helping complete the Community Health Assessment (CHA)</li></ul>
Fundraise for partnership ongoing costs:
<ul style="list-style-type: none"><li>• Support annual fundraiser through promotion</li><li>• Advise on budget-related matters</li></ul>
Market overall partnership:
<ul style="list-style-type: none"><li>• Present partnership’s accomplishments to community groups (as needed)</li><li>• Present partnership’s accomplishments to various groups within the community on a periodic basis.</li></ul>
Market specific partnership activities or initiatives
Recruit new membership:
<ul style="list-style-type: none"><li>• For Steering Committee</li><li>• For partnership at large</li></ul>
Apply for HC recertification:
<ul style="list-style-type: none"><li>• Review standards</li><li>• Address gaps (funding plan, leadership plan, membership plan, action plans, marketing plan)</li><li>• Prepare letters of commitment</li></ul>
<b>MISC.</b>
<ul style="list-style-type: none"><li>• The Steering Committee meets at the direction of the Chair.</li><li>• The Steering Committee shall be composed of diverse leaders from various organizations throughout the county, the chair of each action team, and Healthy Haywood Support Staff.</li><li>• Members will submit additional items for agenda to chair and/or coordinator.</li></ul>

**STEERING COMMITTEE CHAIR**

- |   |
|---|
| <ul style="list-style-type: none"><li>• Facilitate meetings</li></ul>   |
| <ul style="list-style-type: none"><li>• Collaborate with coordinator to prepare quarterly agendas</li><li>• Provide as needed support and advise to Healthy Carolinians coordinator</li><li>• Attend quarterly meetings</li><li>• Collaborate with Co-Vice Chairs as needed</li><li>• Review and sign documents when partnership is getting recertified (every four years)</li><li>• Review and sign documents when applying for grants as needed</li><li>• Lead/Facilitate Team meetings (or coordinator a facilitator)</li><li>• Serve along with the Healthy Haywood Coordinator as spokesperson for the partnership</li></ul> |

**STEERING COMMITTEE VICE-CHAIR(s)**

- |   |
|---|
| <ul style="list-style-type: none"><li>• Assume roles of chairperson in his /her absence</li></ul>   |
| <ul style="list-style-type: none"><li>• Participate fully in Steering Committee activities in order to provide relevant input to substitute for Chair, as need arises</li></ul> |

**ACTION TEAM MEMBERS**

Assess community needs:

- Develop action plans

Fundraise for specific partnership activities or initiatives:

- Develop fundraiser events as needed

Market specific partnership activities or initiatives

Recruit new membership:

- For action teams

**MISC.**

- Members will submit additional items for agenda to chair and/or coordinator prior to the meeting.

**ACTION TEAM CHAIR(s)**

Recruit new leadership:

- For action teams

Recruit new membership:

- For action teams

Apply for HC recertification:

- Prepare letters of commitment

**MISC.**

- Facilitate meetings

**COMMUNITY PARTNERS**

Support the efforts of the partnership by receiving e-mail updates and participating in annual event(s) as available. These partners do not attend regularly scheduled meetings.

## **COORDINATOR**

Assess community needs:
• Collect data about community concerns
• Review existing statistics
• Compare and contrast data, identify top 10 concerns
Fundraise for partnership ongoing costs:
• Write grants
Fundraise for specific partnership activities or initiatives:
• Write grants
Market overall partnership:
• Prepare annual report listing current activities and accomplishments
• Prepare partnership brochure
• Present partnership's accomplishments to county commissioners, and others who may be able to fund activities
Market specific partnership activities or initiatives
Recruit new leadership:
• For partnership (Steering Committee)
• For action teams
Recruit new membership:
• For Steering Committee
• For action teams
• For partnership at large
Apply for HC recertification:
• Review standards
• Prepare document
<b>MISC.</b>
• Healthy Haywood Coordinator assumes primary responsibility for overall, day-to-day operations and makes organizational and procedural decisions between regular partnership meetings. Decisions are subject to approval by the full Steering Committee.

## **PARTNERSHIP SECRETARY**

• Serves as the principle record-keeper for the Task Force.
• Take and distribute minutes
• Maintain a database of Board members
• Assist with media correspondence
• Keeper of archival information related to the organization's activities and development.
• This will mostly be done by the Healthy Haywood Coordinator

## **PARTNERSHIP TREASURER**

• Facilitates annual budget.
• Oversees the receipt and distribution of Task Force funds.
• Facilitates annual audit.



- |   |
|---|
| <ul style="list-style-type: none"><li>• Reports financial status to Task Force committee and membership</li></ul>   |
| <ul style="list-style-type: none"><li>• This role will be shared by the Healthy Haywood Coordinator and the Haywood County Health Department's Financial Technician</li></ul> |

**ARTICLE - I**  
**HEALTHY HAYWOOD COORDINATOR**

Healthy Haywood Coordinator employed by Haywood County Health Department shall serve as liaison, advisor and project manager to Healthy Haywood as well as offer guidance on all fiscal aspects. The Coordinator serves to provide support and assistance to help facilitate and meet the Annual Community Action Plan objectives and North Carolina Department of Health and Human Services (NCDHHS) contract requirements. Additional Health Promotion Staff will assist Healthy Haywood Coordinator to provide support to Healthy Haywood. Coordinator is supervised by a Haywood County Health Department Director or his/her designee.

**ARTICLE - J**  
**STEERING COMMITTEE MEETINGS**

**Section 1. Regular Meetings**

- a. Regular Steering Committee meetings shall be held 3-4 times per year or as needed. Meetings be spread evenly throughout the year
- b. Action Teams meetings shall meet on a monthly basis or as needed. Meetings of the Action Teams will be scheduled by the Coordinator and/or Chair

**Section 2. Special Meetings**

Special meetings may be called by any Committee Chair or by request of Healthy Haywood members. The purpose of the meeting shall be stated in the request

**Section 4. Open Meetings**

All Action Teams meetings shall be open. [in accordance with N.C. General Statute 143-318]

**Section 5. Ground Rules**

Ground rules adopted by Healthy Haywood will be used to further communication and minimize conflict in meetings.

Suggested Ground Rules:

- Speak one at a time
- No put downs
- Stay on task with what's on the agenda
- Be on time to meetings as meetings will not extend the suggested time

Healthy Haywood

- 9 -

11/04/10

- Respect everyone’s opinion

**ARTICLE - K  
DECISION-MAKING AND CONFLICT  
MANAGEMENT**

**Section 1. Decision Making**

The Steering Committee will make decisions based on a consensus approach. Consensus decision making is defined as “*a group agreeing to support a decision because not only was the process used to reach the decision fair and equitable, but because each member, whether personally agreeing with the decision or not, will endorse the larger group’s decision*”. Rational decision-making tools such as multi-voting, prioritization, and decision matrixes will be used to guide this process. In the absence of consensus, we agree to vote by majority using Roberts Rules of Order.

The executive committee, consisting of the chair and vice-chair(s), is empowered to make decisions (excluding bylaw changes) in the event that a full Steering Committee meeting is not possible, such as need for immediate action, inclement weather or similar constraints. The Steering Committee shall be informed of all final decisions made by the executive committee via e-mail or at the next scheduled meeting.

Healthy Haywood recognizes there may be instances when the position of the Steering Committee or Action Teams may cause a conflict of interest for a member. In those cases, Healthy Haywood allows a member to abstain from a vote and opportunities to publicly acknowledge the member’s abstention. It is understood that in those cases, the abstaining member will not overtly oppose the committee’s decision as defined by article K section 1.

**ARTICLE - L  
SPONSORSHIP & FISCAL OVERSIGHT**

Healthy Haywood is a program of the Haywood County Health Department. Steering Committee members and Action Team members serve in a voluntary capacity and receive no form of reimbursement. Fiscal oversight is provided by Haywood County Health Department in accordance with County Finance policies. As Healthy Haywood grows it is important to address sponsorship and fiscal oversight in a broader capacity. Issues of concern include but are not limited to, the following: sponsorship, donations, grant and other supplemental funding and collection of dues.

**Section 1. Fiscal Oversight**

- a. Decisions concerning financial matters will be brought to the Steering Committee and/or Steering Committee Chair, Health Action Team Chair (as it relates to particular team), Health Department Director, and Health Department Financial Officer for discussion and approval.
- b. As Healthy Haywood grows and becomes more established additional fiscal oversight may be required, particularly as it relates to supplemental funding for operations. This oversight may include, but is not limited to
  - Establishment of a Fiscal Oversight Committee.

**Section 2. Sponsorship & Donations**

- a. Healthy Haywood is open to sponsorship and donations by outside organizations and/or membership related to partnership activities.
- b. Sponsor organizations must be consistent with Healthy Haywood’s mission.
- c. Name and logos of organizations providing sponsorship for partnership activities may be used in promotions. However, recognition of sponsorship will not imply endorsement of an organization or its products and shall be noted.

<p style="text-align: center;"><b>ARTICLE - M AMENDMENT TO BYLAWS</b></p>
---

These Bylaws may be amended annually during a Steering Committee meeting by a majority vote of those present. If members can’t attend a meeting, but make comment via e-mail or phone about a change, this will be shared with the group and included in the vote.

Any amendments to the Bylaws are to be reviewed and approved by the Healthy Haywood Steering Committee.