

# BYLAWS HEALTHY HAYWOOD

## ARTICLE - A NAME

The name of this organization shall be Healthy Haywood.

Healthy Haywood is a grass-roots organization consisting of individual and organizational members. It functions independently of its respective member organizations/agencies. Healthy Haywood is a program of the Haywood County Health Department, it's fiscal agent, and is a Healthy Carolinians partnership.

## ARTICLE - B MISSION

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

## ARTICLE - C PURPOSE

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 for obesity, asthma, and cancer prevention, mental health, 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. Members shall not receive compensation for services beyond reimbursement for approved expenses.

**Section 1. Structure**

Healthy Haywood will have three tiers:

1. The Local Healthy Haywood Organization-a program of the Haywood County Health Dept.
2. The Action Teams and Designated Committees
3. Steering Committee

**Section 2. Roles**

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

1. Steering Committee Chair
2. Steering Committee Vice Chair – up to two people
3. Secretary/Treasurer
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.
  - Any individual or organization that is committed to improving the overall health and well being of all Haywood County citizens.
- 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 coalition 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 Executive Council to be consistent with overall coalition 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 coalition activities or serving as a spokesperson

for Healthy Haywood are to act on behalf of Healthy Haywood and not on the behalf of themselves or their organization.

- d. 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.
- e. Term of membership
- Coalition Members are asked on an annual basis to commit to 1 year of service.
  - Resignation - Notice of resignation shall be directly communicated 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 - Coalition membership may be terminated at any time for cause by Healthy Haywood. 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 will notify the member of dismissal.

<p style="text-align: center;"><b>ARTICLE - E</b> <b>OFFICERS</b></p>
---

**Section 1. Steering Committee Officers**

The officers of Healthy Haywood shall consist of a Chair, a Vice Chair(s), and Secretary/Treasurer. Officers shall be elected during the last meeting of each calendar year and will serve until the last meeting of the next calendar year.

At least three individuals will be elected from a list of nominees submitted by Healthy Haywood. After elections, the new officers will meet with the Steering Committee to identify specific roles and responsibilities for the upcoming year. The officers will work together to identify which individual will serve as Chair and Vice Chair 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 preside over meetings and work to implement coalition action plans in partnership with the Steering Committee and Healthy Haywood Coordinator.

The joint role of the Steering Committee Chair is to assume primary responsibility for overall, day-to-day operations, to make organizational and procedural decisions between regular coalition meetings and to make recommendations to the full coalition.

**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/Treasurer**

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.

The Secretary may also be required to assume the responsibilities of Treasurer (see Article XII Section 1b). Recommendations for creation of a Treasurer role will be made by the Steering Committee and submitted to the membership for approval.

**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 coalition bylaws

Templates will be provided for meeting minutes, membership lists and quarterly reports.

<p style="text-align: center;"><b>ARTICLE - G</b> <b>ACTION TEAMS AND COMMITTEES</b></p>
--

**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 Health Promotion.

- Initially, individual volunteers shall choose which Action Team they wish to join. Once the Action Team has been formed and the Leader for each Team has been designated, the Leader 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.
- Recommendations to create or delete Action Teams will be submitted to Healthy Haywood Coordinator, Steering Committee and the Health Dept. for approval.

**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><b>ARTICLE - H</b></p> <p><b>ROLES AND RESPONSIBILITIES OF</b></p> <p><b>STEERING COMMITTEE, ACTION TEAMS,</b></p> <p><b>AND COORDINATOR</b></p>
---

**STEERING COMMITTEE**

Assess community needs:
<ul style="list-style-type: none"> <li>• Collect data about community concerns</li> <li>• Report results to community</li> <li>• Prioritize issues to address</li> </ul>
Fundraise for partnership ongoing costs:
<ul style="list-style-type: none"> <li>• Approach county commission</li> <li>• Develop fundraiser events</li> </ul>
Fundraise for specific partnership activities or initiatives:
<ul style="list-style-type: none"> <li>• Approach United Way, Kiwanis, or other groups</li> <li>• Develop fundraiser events</li> </ul>
Market overall partnership:
<ul style="list-style-type: none"> <li>• Present partnership’s accomplishments to community groups</li> <li>• Present partnership’s accomplishments to county commissioners, United Way, and others who may be able to fund activities</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 within one week of meeting.</li> </ul>

**STEERING COMMITTEE CHAIR**

Recruit new leadership:
<ul style="list-style-type: none"> <li>• For partnership (Steering Committee)</li> </ul>
Recruit new membership:
<ul style="list-style-type: none"> <li>• For Steering Committee</li> </ul>
Apply for HC recertification:
<b>MISC.</b>
<ul style="list-style-type: none"> <li>• Facilitate meetings</li> </ul>

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

• Assume roles of chairperson in his /her absence
• Participate fully in coalition and Steering Committee activities in order to provide relevant input to and substitute for Chair, as need arises

**ACTION TEAM**

Assess community needs:
• Develop action plans
Fundraise for specific partnership activities or initiatives:
• Develop fundraiser events
Market specific partnership activities or initiatives
Recruit new leadership:
• For action teams
Recruit new membership:
• For action teams
<b>MISC.</b>
• Members will submit additional items for agenda within one week of 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
<b>MISC.</b>
• Facilitate 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, United Way, and others who may be able to fund activities
Market specific partnership activities or initiatives
Recruit new leadership:
• For partnership (Steering Committee)

<ul style="list-style-type: none"> <li>• For action teams</li> </ul>
<b>Recruit new membership:</b>
<ul style="list-style-type: none"> <li>• For Steering Committee</li> </ul>
<ul style="list-style-type: none"> <li>• For action teams</li> </ul>
<ul style="list-style-type: none"> <li>• For partnership at large</li> </ul>
<b>Apply for HC recertification:</b>
<ul style="list-style-type: none"> <li>• Review standards</li> </ul>
<ul style="list-style-type: none"> <li>• Prepare document</li> </ul>
<b>MISC.</b>
<ul style="list-style-type: none"> <li>• Healthy Haywood Coordinator assumes primary responsibility for overall, day-to-day operations and makes organizational and procedural decisions between regular coalition meetings. Decisions are subject to approval by the full Coalition.</li> </ul>

**COALITION SECRETARY**

<ul style="list-style-type: none"> <li>• Serves as the principle record-keeper for the Task Force.</li> </ul>
<ul style="list-style-type: none"> <li>• Take and distribute minutes</li> </ul>
<ul style="list-style-type: none"> <li>• Maintain a database of Board members</li> </ul>
<ul style="list-style-type: none"> <li>• Assist with media correspondence</li> </ul>
<ul style="list-style-type: none"> <li>• Keeper of archival information related to the organization's activities and development.</li> </ul>
<ul style="list-style-type: none"> <li>• This will mostly be done by the Healthy Haywood Coordinator</li> </ul>

**COALITION TREASURER**

<ul style="list-style-type: none"> <li>• Facilitates annual budget.</li> </ul>
<ul style="list-style-type: none"> <li>• Oversees the receipt and distribution of Task Force funds.</li> </ul>
<ul style="list-style-type: none"> <li>• Facilitates annual audit.</li> </ul>
<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 Technition</li> </ul>

<p><b>ARTICLE - I</b></p> <p><b>HEALTHY HAYWOOD COORDINATOR</b></p>
---

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.



**ARTICLE - J  
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 3. Quorum**

A majority of the voting membership of Healthy Haywood shall constitute a quorum. Members votes will be counted via email only when a traditional meeting can not be held.

**Section 4. Open Meetings**

All Action Teams meetings shall be open.

**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
- 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. A quorum (a majority of the voting membership of Healthy Haywood) will be required when final decisions are being made. 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 coalition 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 nonprofit organization. Members serve in a voluntary capacity and receive no form of reimbursement. All fiscal oversight is provided by Haywood County Health Department. 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. Fiscal oversight of any funds received through donations, sponsorship, or grants other than those received from NCDHHS will be provided by the Steering Committee. Decisions concerning financial matters will be brought to the full coalition 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

- Expansion of the role of Secretary to include duties as Treasurer
- 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 coalition activities.
- b. Sponsor organizations must be consistent with Healthy Haywood's mission.
- c. Name and logos of organizations providing sponsorship for Coalition 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 at any regular Steering Committee meeting by a majority vote of those present. The request for amendment will be made in writing as well.