

Greater Roanoke Valley Asthma and Air Quality Coalition By-Laws

Mission

The mission of the Greater Roanoke Valley Asthma and Air Quality Coalition is to improve air quality and respiratory health for the greater Roanoke Valley through education and partnerships with other organizations with similar goals.

Goals

To update and disseminate the Virginia Asthma Action State Plan as broadly as possible to all lung health stakeholders in the greater Roanoke Valley.

To identify key priorities in the Virginia Asthma Action State Plan and to develop implementation strategies.

To annually evaluate the activities of the Greater Roanoke Valley Asthma and Air Quality Coalition.

To broaden the scope of lung health risk reduction activities in the greater Roanoke Valley

To increase environmental and policy support for initiatives dedicated to improving the air quality and protecting lung health in the greater Roanoke Valley.

To partner with other organizations to increase awareness and education about air quality and lung health.

To track and analyze air pollution levels in the greater Roanoke Valley.

Bylaws

1. Name

The name of the association shall be the Greater Roanoke Valley Asthma and Air Quality Coalition, referred to herein as the Coalition.

2. Membership

2.1. *Categories.* There shall be one category of membership, i.e., Active Member.

2.2. *Qualifications and Privileges.* Active Members shall be individuals or representatives of groups with an interest in improving air quality and respiratory health in the greater Roanoke Valley.

2.2.1. At least 5 of these members shall be interested citizens, either diagnosed with lung disease or a family member or caregiver of a person with lung disease.

2.2.2. Additional members shall represent other lung health stakeholders in the state of Virginia.

2.3. All Active Members must serve on a committee, and may vote for Coalition Chair, Chair-Elect and Treasurer.

2.4. All Active Members, except for those employed by companies whose primary business is the sales or marketing of pulmonary pharmaceuticals, supplies, or equipment, may serve as chairs of committees, or the Chair, Chair-Elect and Treasurer of the Coalition.

3. Meetings of the Members and Quorums

3.1. At least annually, there will be a meeting of all Active Members of the Coalition to conduct business of the Coalition, hear committee progress reports, and to share ideas and information.

3.2. The standing committees shall meet concurrently at least three times annually.

4. Officers

4.1. The officers of the Coalition shall be Chair, Chair-Elect, and Secretary/Treasurer.

4.2. *Eligibility.* Officers of the Coalition must be Active Members of the organization. Officer positions may not be occupied by: (a) Active Members who are employed by companies which

are in the business of sales or marketing of pulmonary pharmaceuticals, supplies, or equipment, or (b) Active Members concurrently serving as committee chairs.

4.3 *Term.* The Chair, Chair-Elect, and Secretary/Treasurer serve a term of one year, from July 1 through June 30.

4.3.1 The Secretary/Treasurer may serve consecutive terms of office.

4.4 *Vacancy.* In the case of resignation or vacancy in the office of Chair-Elect or Secretary/Treasurer, a replacement will be elected within 30 days by the Steering Committee.

4.5 *Duties.*

4.5.1. *Coalition Chair.* The Chair shall serve as the presiding officer at all regular and special meetings of the Coalition and Steering Committee, shall appoint chairs and vice chairs of standing and special committees annually, and shall perform other duties as assigned by the Steering Committee.

4.5.2. *Coalition Chair-Elect.* The Chair-Elect shall assume the duties of the Chair during periods of temporary absence or vacancy in office and shall perform other duties as assigned by the Steering Committee. The Chair-Elect shall automatically succeed to the office of Coalition Chair for the next term.

4.5.3 *Secretary/Treasurer.* The Secretary/Treasurer shall conduct all financial operations for the organization, including the maintenance of bank and checking accounts; the receipt, deposit, and disbursement of funds; proper financial record keeping; and provision of financial reports at each annual Coalition meeting and more frequently if directed by the steering Committee. He /she will also record minutes of the meetings, communicate them to coalition members in a timely fashion, and conduct any written correspondence on behalf of the coalition.

5. Fiscal Agent:

5.1. Because the coalition is an organization without non-profit 501c-3 status, the American Lung Association of Virginia is the fiscal agent for the Coalition. The Treasurer of the Coalition will submit reimbursement documents to the ALAV designee who will then reimburse from the coalition funds from the Virginia Department of Health as noted in the contract signed by the VDH, the ALAV, and the Coalition.

6. Committees

6.1. The standing committees of the organization shall be the Asthma Committee, the Air Quality Committee, the Medical Committee, and the Community Outreach Committee. Each standing committee will be composed of a chair, a vice-chair, and a sufficient number of members to carry out the activities of the committee as charged by the Steering Committee and endorsed by the Coalition.

6.1.1. *Chairs and Vice Chairs.* Chairs and vice chairs of each standing committee shall be elected by the members of that committee. In the case of resignation or vacancy, a replacement will be appointed within 30 days by the Coalition Chair.

6.1.2. *Membership.* Committee membership will be comprised of the Active Membership and additional ad hoc members to be appointed by the chair of each committee.

Membership requirements and restrictions pertaining to serving as chair or vice-chair of standing committees are as specified in the Membership section of these bylaws.

6.2. Special committees may be formed at the direction of the Steering Committee or standing committees to accomplish specific time-limited tasks. Special Committees will be accountable to and report directly to the committee of origin. When their tasks have been accomplished or when task-related activities have ceased, special committees will be dissolved.

6.2.1. *Chairs and Vice Chairs.* Chairs and vice chairs of special committees shall be appointed as needed by the Chair of the committee of origin. In the case of resignation or vacancy, a replacement will be appointed within 30 days by the committee of origin Chair.

6.2.2. *Membership.* Committee membership will be comprised of the Active Membership and additional ad hoc members to be appointed by the committee Chair. Membership requirements and restrictions pertaining to serving as chair or vice-chair of special committees are as specified in the Membership section of these bylaws.

6.3. The Steering Committee serves the purposes of reviewing the finances of the organization, coordinating Coalition meetings, facilitating regular and ongoing communication among committees, and communicating with external groups. The Steering Committee has authority over all committee budgets. Its membership consists of the chairs of the standing committees,

plus the Chair, Chair-Elect, and Secretary/Treasurer of the Coalition. The Coalition Chair and Chair-Elect will serve as Chair and Vice Chair of the Steering Committee. Membership requirements and restrictions pertaining to serving as Chair or Vice Chair of the Steering Committee are as specified in the Membership section of these bylaws. The membership of the committee must include at least one person diagnosed with lung disease.

- 6.4. The Air Quality Committee serves the purpose of planning and implementing Coalition activities directed towards promoting and impacting lung health related environmental and policy changes to improve the air quality in the Greater Roanoke Valley. Its membership will be comprised of the Active Membership and additional ad hoc members to be appointed by the committee chair. The membership of the committee must include at least one person diagnosed with lung disease.
- 6.5. The Asthma Committee serves the purpose of planning and implementing Coalition activities directed towards promoting and impacting lung health related environmental and policy changes to reduce asthma mortality and morbidity within the Greater Roanoke Valley community. Its membership will be comprised of the Active Membership and additional ad hoc members to be appointed by the committee chair.
- 6.6. The Medical Pathways Committee serves the purpose of planning and implementing Coalition activities directed towards promoting and impacting environmental and policy change within the medical communities of the Greater Roanoke Valley. Its membership will be comprised of the Active Membership and additional ad hoc members to be appointed by the committee chair. The membership of the committee must include at least one person diagnosed with lung disease.

7. Nominations and Elections

- 7.1. Annually, there shall be an election of a Chair-Elect and a Secretary/Treasurer of the Coalition.
- 7.2. Selection of candidates for the Coalition Chair-Elect and Secretary/Treasurer positions shall be based on nominations and self-nominations of Active Members.
- 7.3. The Immediate Past Chair of the Coalition will be responsible for the nomination and election processes. In the absence of an Immediate Past Chair, the Coalition Chair will appoint an Active Member to be responsible for this process.
- 7.4. A slate of nominees for Coalition Chair-Elect and Secretary/Treasurer will be mailed to all Active Members no later than June 1 of each year.
- 7.5. The Coalition Chair-Elect and Secretary/Treasurer shall be elected by a majority of the votes cast for the position.

8. Dissolution

If the Coalition is dissolved at any time, its assets shall be either returned to donors, distributed to similar not-for-profit organizations in Virginia, or retained by the American Lung Association of Virginia, to be decided by majority vote of Coalition members.

9. Parliamentary Authority

The rules contained in Robert's Rules of Order Newly Revised (current edition) shall govern the Decisions of the Coalition at all levels of the organization in all cases where they do not Conflict with the Bylaws of the Coalition or the adopted policies and procedures.

10. Amendments

These bylaws may be amended at any meeting of Active Members on the recommendation of the Steering Committee and approved by a two-thirds vote of the Active Membership present, provided the proposed amendment has been submitted in writing to all Active Members at least thirty (30) days prior to the convening of the meeting.