

HEALTHY MOTHERS, HEALTHY BABIES  
MICHIGAN COALITION  
P.O. Box 16268  
Lansing, Michigan 48901

Adopted, January, 1996  
Amended, December, 1996  
Amended, September, 1998  
Amended, January, 2008

**Bylaws**

**ARTICLE I**

**Name and Status**

The Michigan Healthy Mothers, Healthy Babies Coalition, hereafter referred to as “the Coalition”, is a statewide coalition developed in 1984 for organizations and individuals to address maternal/child health issues and high infant mortality rate in our state.

**ARTICLE II**

**Goals of the Coalition**

1. Supply information on healthy behaviors for preconceptional care, pregnancy and breastfeeding.
2. Increase understanding of risks that impact women’s health.
3. Empower women to promote their health through regular preconceptional and prenatal care and good nutrition.
4. Promote understanding among men of the integral role they play in pregnancy, infant care, and family development,
5. Provide information and education to service providers.
6. Advocate for change that will increase the availability and accessibility of comprehensive care for women, infants, children and families.

**ARTICLE III**

**Membership**

**Section1. There shall be two categories of membership: Organizational members and Individual members.**

Membership in the Coalition is open to those with an interest in supporting the goals of the Coalition with a focus on maternal/child health. No person or organization shall be denied membership because of race, sex, religious preference, ethnic considerations, or any other grounds on which it is

impermissible to discriminate. Participation is available on a statewide and/or regional basis.

#### **A. ORGANIZATIONAL MEMBERS**

1. Voluntary, professional and government offices, agencies or organizations meeting all of the following criteria may apply for Coalition membership:
  - a. A charter, purpose or constituency that has a significant commitment to pre-conceptual, pre-natal, post-partum, and/or infant care; and
  - b. A network structure that is designed for each constituencies at the regional, state or local level; and
  - c. A commitment to make this network available to help disseminate materials and information about and on behalf of the Healthy Mothers, Healthy Babies Coalition; and
  - d. Payment of annual dues in full to the Coalition for the current fiscal year.
2. Organizational members will be considered members of the Coalition Steering Committee and may be listed as such on Coalition brochures and other materials.
3. Organizational members shall designate the name of the person appointed to represent them at membership meetings and to vote on their behalf on any business legally before the membership of the Coalition.
4. Organizational members shall receive all active membership benefits and may attend all meetings, vote, hold office and serve on the Executive Committee or as Chairperson or member of a committee at both the Coalition regional and state level.
5. Organizational members shall fulfill all the requirements and qualifications defined in this article, perform all the duties designated by these bylaws, pay assessed financial obligations, support the purposes of the Coalition and be a member in good standing of the Coalition.
6. No person or organization shall be denied membership because of race, sex, religious preference, ethnic consideration or any other grounds on which it is impermissible to discriminate.

#### **B. INDIVIDUAL MEMBERS**

1. Individuals who meet the following criteria may apply for Coalition membership:
  - a. A commitment to improving maternal and infant health; and

- b. Support of the work of the Healthy Mothers, Healthy Babies Coalition; and
  - c. Payment of annual dues in full to the Coalition for the current fiscal year.
2. Individual members may participate in both state and regional Coalition activities.
  3. Individual members shall receive all active membership benefits and may attend all meetings, vote, hold office and serve on any Coalition committee at both the Coalition regional and state level.
  4. No person or organization shall be denied membership because of race, sex, religious preference, ethnic consideration or any other grounds on which it is impermissible to discriminate.

## **Section 2. Duties of Members**

- A. All members are expected to attend the annual membership meeting and to attend regional meetings according to their ability.
- B. All members are expected to participate in one or more committees of the Coalition, as the work of the Coalition is conducted through the Committees.
- C. All members are expected to pay annual dues as established by the Steering Committee

## **Section 3. Meetings**

- A. Steering Committee meetings are generally held bimonthly alternating with Executive Committee meetings. Steering Committee meetings are open to all interested Coalition members.
- B. Executive Committee meetings are generally held bimonthly alternating with Steering Committee meetings.
- C. Regional meetings shall be held at the discretion of the regional officers and membership. Regional meetings are open to anyone with an interest in maternal/child health.

## **ARTICLE IV**

### **Tenure and Qualifications of the Steering Committee and the Executive Committee**

#### **Section 1. Composition of the Steering Committee and the Executive Committee.**

- A. Composition of the Steering Committee

The Coalition Steering Committee consists of paid members of the Coalition Executive Committee and Coalition Organizational member representatives.

## B. Composition of the Executive Committee

The Coalition Executive Committee consists of the Chair, Chair Emeritus, Chair-Elect, Secretary, Treasurer, Chairs and Co-chairs of the Regions, Policy, Program, Education, Membership, Breastfeeding Network, and other established Committees.

## Section 2. Election and term of office for the Executive Committee

- A. A nominating Committee of 3-5 members will be appointed by the Chair at the March Steering Committee meeting. The purposes of the Nominating Committee are the establishment of the ballot and monitoring of the election.
- B. Election shall occur in the month prior to the Annual Membership meeting in June.
- C. Election shall be by majority vote of the electronic ballots cast.
- D. The newly-elected Coalition Executive Committee members will be announced at the Annual Meeting, usually held in June. Terms of office are one year, except for Chair-Elect which is for one year followed by one year as Chair. Members of the Executive Committee may be re-elected to office.
- E. Committee chairs are appointed by the Coalition chair.
- F. When any officer resigns, dies or becomes ineligible to hold office, s/he shall cease to hold office and the office shall be declared vacant. Whenever a vacancy occurs on the Steering Committee, the remaining members of the Steering Committee shall appoint an individual as replacement for the remainder of said term, drawing from the appropriate membership category.

## Section 3. Duties and Responsibilities

### A. Steering Committee

The Coalition Steering Committee shall coordinate activities of the Healthy Mothers, Healthy Babies Coalition and assure that it is functioning to achieve stated goals.

### B. Executive Committee

#### 1. **CHAIR**

- a. Conduct regular Steering Committee and Executive Committee meetings (includes preparation of agenda and assembly of enclosures).
- b. Coordinate special projects as indicated (includes recruiting regional Coalition members to participate).

- c. Testify at hearings as the Coalition spokesperson.
- d. Represent the Coalition in interaction with local, county, state and national organizations (i.e., March of Dimes, Michigan Nurses Association, etc.).
- e. Represent the Coalition in meetings with local, county, state and federal legislators and executives.
- f. Serve on Policy Committee
- g. Participate as available on Program Committee and Education Committee.
- h. Attend the National Healthy Mothers, Healthy Babies Coalition meeting.
- i. Assist/facilitate the Coalition business operations and program activities as needed.

2. **CHAIR-ELECT**

The position of Chair-Elect is held for one year as a preparation for being the Coalition Chair. The intent of this position is to provide continuity in the leadership of the Coalition.

- a. Learn the duties and responsibilities of the Chair.
- b. Perform the duties and responsibilities of the Chair in the Chair's absence.
- c. Attend Steering Committee meetings.
- d. Attend Executive Committee meetings.
- e. Represent the Coalition in interaction with local, county, state and national organizations (i.e., March of Dimes, Michigan Nurses Association, etc.).
- f. Represent the Coalition in meetings with local, county, state and federal legislators and executives.
- g. Participate as available on Policy Committee, Program Committee, and Education Committee
- h. Attend the National Healthy Mothers, Healthy Babies Coalition meeting.
- i. Perform other duties as requested by the Chair.

3. **TREASURER**

- a. Receive dues.
- b. Make bank deposits, pay bills, maintain receipts and records relative to the Coalition's financial activities.

- c. Balance checkbook.
  - d. Prepare, distribute and report an Income/Expense Statement at Steering Committee meetings.
  - e. Assist Executive Committee in preparation of annual budget for submission at the Annual meeting usually held in June.
  - f. Prepare a year-end Income/Expense Statement for presentation at the January Steering Committee meeting.
  - g. Assure maintenance of archival financial records of the Coalition to be placed in permanent storage with a representative designated by the Steering Committee.
4. **SECRETARY**
- a. Assure documentation, through minutes, of all Steering and Executive Committee meetings.
  - b. Assure distribution of minutes to appropriate Steering and Executive Committee members.
  - c. Assure an announcement and emergency notification mechanisms for appropriate members, including Committee chairs.
  - d. Assure maintenance of archival records of the Coalition to be placed in permanent storage with a representative designated by the Steering Committee.
5. **REGIONAL CHAIRS**
- a. Prepare agenda, schedule programs and conduct meetings of the regional Healthy Mothers, Healthy Babies Coalition.
  - b. Coordinate the activities of the Regional Coalition (examples: legislative breakfasts, regional award nominations, new officer election).
  - c. Recruit new membership for the Regional Coalition.
  - d. Serve as the official spokesperson for the Regional Coalition.
  - e. Serve as regional representative to the statewide Healthy Mothers, Healthy Babies Coalition Steering and Executive Committees. Participate in Healthy Mothers, Healthy Babies conference calls as needed.
  - f. Disseminate information within the region as it relates to Coalition goals and objectives (examples: MCH policy and legislative advocacy activities).

- g. Prepare an annual report of Regional Coalition activities and submit for annual Conference report.
- h. Serve as an ex-officio member of regional committees, except Nominating Committee.
- i. Oversee activities of regional subcommittees.

6. **COMMITTEES**

a. POLICY COMMITTEE

- 1) Proactively communicate support or concern regarding policy developments at the federal or state level which affects the health of mothers, infants and families in Michigan, with special concern for vulnerable families. Policy Committee meetings are held as a part of the Steering Committee meeting.
- 2) Assist with the maintenance of the Advocacy page on the Coalition Website.

b. PROGRAM COMMITTEE

- 1) Plan and coordinate the program for the Coalition's Annual Conference. Program Committee meetings are held at the discretion of the Committee Chair with input from committee members.
- 2) Coordinate the nomination and determination of the recipients of the Terri Wright and Douglas Paterson Awards.
- 3) Assist with the maintenance of the Activities page on the Coalition Website as it related to the Annual Conference.

c. EDUCATION COMMITTEE

- 1) Support, promote or sponsor statewide educational activities. Education Committee meetings are held at the discretion of the Committee Chair with input from committee members.
- 2) Maintain the Coalition conference display board and other hand-out materials.
- 3) Assist with the maintenance of the Activities page on the Coalition Website as it relates to educational activities.

d. MEMBERSHIP COMMITTEE

- 1) Assure broad-based and diverse participation in the Coalition. Membership Committee meetings are held at the discretion of the Committee Chair with input from committee members.
- 2) Assure maintenance of accurate membership mailing lists, including Steering Committee, Executive Committee, and Regions.
- 3) Assure electronic membership renewal reminders are sent in January whenever possible and by regular mail when necessary.
- 4) Assist with the Membership page on the Coalition Website, including, monitoring the e-mail messages received and forwarding them when appropriate.

e. NOMINATING COMMITTEE

A Nominating Committee of 3-5 members will be appointed by the Chair at the March Steering Committee meeting. The purposes of the Nominating Committee are the establishment of the electronic ballot and monitoring of the election.

f. BREASTFEEDING NETWORK

Members encourage optimal health practices for mothers, infants and families in Michigan through promotion, protection, and support of breastfeeding. The Breastfeeding Network meets separately to provide networking and advocacy opportunities and is responsible for administering the annual breastfeeding network awards. A representative of the Breastfeeding Network reports to the Executive and Steering Committees and maintains the Breastfeeding Network section of the Coalition website.

g. MICHIGAN HEALTHY MOTHERS, HEALTHY BABIES COALITION WEBSITE

The website is maintained in part by the appointed Webmaster, Policy Committee Chair, Membership Committee Chair, Education Committee Chair, and the Breastfeeding Network.

h. AD HOC COMMITTEES

The Steering Committee may establish ad hoc committees as necessary.

## **Section 4. Compensation**

Members of the Steering and Executive Committees shall serve without compensation. However, members may be reimbursed for actual expenses which have been incurred, subject to the availability of funds for this purpose.

### **Section 5. Checks, Drafts, or Orders**

All checks, drafts, or orders for the payment of money, notes or other evidence of indebtedness issued in the name of the coalition shall be signed in such a manner as is from time to time determined by resolution of the Steering Committee.

### **Section 6. Deposits**

All funds of the Coalition shall be deposited from time to time to the credit of the Coalition in such banks, trust companies and other financial institutions approved by the Steering Committee.

### **Section 7. Gifts**

The Steering Committee may accept, on behalf of the Coalition, any contribution, gift, bequest or devise for any purpose of the Coalition.

### **Section 8 Decision Making**

Decisions will be made by a consensus of those Executive Committee members present at the Executive Committee meeting. The members of the Executive Committee present at the Executive Committee meeting will determine if the entire Steering Committee will be contacted electronically to resolve an issue. If this occurs, decisions will be made by a majority vote of the responding Steering Committee members.

### **Section 9 Presiding Officer**

- A. Executive Committee meetings shall be presided over by the Chair, or in the absence of the Chair, by the Chair-Elect, or in the absence of the Chair-Elect, by a member of the Executive Committee.
- B. Steering Committee meetings shall be presided over by the Chair, or in the absence of the Chair, by the Chair-Elect, or in the absence of the Chair-Elect, by a member of the Executive Committee.

## **ARTICLE V**

### **Finance**

#### **Section 1. Dues**

- A. Dues shall be assessed for each member.

- B. Dues shall be paid annually and cover the period January 1<sup>st</sup> through December 31<sup>st</sup>.
- C. Dues received by the Treasurer after December 1<sup>st</sup> will be applied to the following year.
- D. Dues assessment shall be determined by affirmative vote of the majority of Steering Committee members present at a Steering Committee meeting.
- E. Failure to pay dues by February 28<sup>th</sup> shall result in suspension of membership.

## **Section 2. Coalition financial responsibilities**

- A. All Coalition funds must be used for the specific purpose of the Coalition. The Coalition as sole control of and responsibility for its income, expenses, contracts, accounting system and reports.
- B. Financial reports will be presented to the Executive Committee at each Executive Committee meeting and to the Steering Committee at each Steering Committee meeting and to the membership at the Annual Membership meeting.
- C. A portion of the dues collected shall be returned to the regions subject to the availability of funds for this purpose. The amount to be determined at the August Executive Committee meeting. The decision will be submitted to those present at the September Steering Committee meeting for a vote. The decision of the Steering Committee will be determined by the majority vote of those Steering Committee members present at the meeting.
- D. Other requests from the regions for financial assistance may be reviewed by the Executive Committee and then sent to the Steering Committee for review at other times during the fiscal year.
- E. The Treasurer will prepare a year-end Income/Expense Statement for presentation at the January Steering Committee meeting.
- F. The Treasurer will prepare an annual budget for review by the Steering Committee at the Annual Conference in June.
- G. The Treasurer will prepare an Income/Expense Statement when requested by the Chair.

## **ARTICLE VI**

### **Fiscal Year**

The fiscal year for the Coalition shall run from January 1<sup>st</sup> through December 31<sup>st</sup>.

## ARTICLE VII

### Amendment of the Bylaws

These Bylaws may be revised by the Executive Committee. These Bylaws may be amended by a majority electronic vote of the membership responding to that revision provided that each member receives electronic notice of the proposed changes no less than ten (10) days prior to the voting.

This version of the Michigan Healthy Mothers, Healthy Babies Bylaws was prepared by:

Midge McCaustland

Chair, Michigan Healthy Mothers, Healthy Babies Coalition 2007-2008