

Safe Kids Stark County By-Laws

Article I: Title

The name of this body is Safe Kids Stark County, herein referred to as the Coalition.

Article II: Mission, Vision and Objectives

The mission of the Coalition is to prevent accidental death and injury to children ages 14 and under. We empower families and communities to:

- Educate adults and children
- Create safe environments
- Conduct research
- Advocate for effective laws

The vision of the Coalition is to eliminate accidental injury and death to children in Stark County.

The primary objectives of the Coalition are to:

1. Build and sustain a multi-faceted coalition comprised of local agencies and organizations to prevent childhood injuries, including but not limited to those that result from motor vehicle crashes, wheeled sports, water related, poisoning, falls, fire related, weather, abuse/assault/neglect, animal related, choking/suffocation, struck by/striking/sports related, fire arms, burns, and overexertion/strenuous movements.
2. Maintain a data collection system to identify leading causes of injury among Stark County children. Develop injury prevention programs based on this data.
3. Evaluate and/or assist with the evaluation of the current local injury prevention, statistics and educational programs. Support and/or assist with the implementation of these programs.
4. Serve as a county resource for injury prevention programs, initiatives and education.
5. Advocate for effective public policy/legislation for injury prevention.
6. Educate those responsible for the health and safety of young children about preventing unintentional injuries.
7. Maintain the Coalition under the direction of Safe Kids Worldwide (SKWW) and Safe Kids USA (SKUSA)
8. Serve as a liaison for the membership of the Coalition between Safe Kids Ohio (SKO) and SKWW.
9. Perform a leadership role in developing media contacts concerning awareness of methods to prevent childhood unintentional injuries.
10. Collaborate with surrounding coalitions to support efforts toward prevention of childhood injuries.
11. Maintain Coalition website (www.starkhealth.org/safekids)

Article III: Membership

Membership shall be granted to those fully qualified according to the following criteria:

1. Open to health and safety professionals, agencies, groups, businesses and individuals concerned with the health and safety of young children.
2. Eligible members must endorse the mission of the Coalition.
3. No membership dues are requested.
4. Each member must participate in at least one Coalition function (such as a health fair, car seat check up, Safe Kids Day, etc) per year and attend one meeting.
5. Annual membership applications must be submitted to remain on the Coalition mailing list.
6. Meeting minutes will be sent to all current members via e-mail (unless hard copy requested) within one month of the Coalition meeting.
7. All members are encouraged to participate in a committee.

Article IV: Coalition Meetings

1. The Coalition will meet bi-monthly at the lead agency, at a designated day and time determined by the membership at the final meeting of the previous year.
2. Members will be notified one week prior to the meeting.
3. Voting during a Coalition meeting requires a majority vote of those members present.
4. Voting during a committee meeting requires a majority vote of those committee members present at that meeting.

Article V: Executive Board

1. The officers of the Coalition include:
 - a. Coordinator
 - b. President
 - c. Vice President
 - d. Treasurer (non-voting member)
 - e. Secretary
 - f. Committee Liaison
2. The Executive Board members shall serve a 2 year term. There will be no limit on the number of terms each person can run. Nominations will be accepted by the Coalition Coordinator. Voting will be conducted in person at the final coalition meeting of the year. All Coalition members present will have the opportunity to vote. A majority vote will result in the winner.
3. The official term for President, Vice President, Secretary and Committee Liaison will run January 1 to December 31st.
4. Voting by the Executive Board will require a majority vote of ALL members for passage. Voting may take place via e-mail, phone or in person. If there is a tie, due to an even number of board members present, the Treasurer will have a vote.
5. Board members shall attend all Board meetings and regular Coalition meetings.

6. If a position (other than the president or coordinator) is vacated, a special election will be held at the next Coalition meeting. The current president may appoint an interim board member. The current president will also seek nominations from the Coalition.

Article VI: Coalition Committees

1. The committees of the Coalition may consist of the following:
 - a. Child Passenger Safety
 - b. Fire/EMS
 - c. Wheeled Sports
 - d. Pedestrian
 - e. Safe Kids Day
 - f. Law Enforcement
 - g. Data & Research
 - h. Media Relations
2. Chairpersons will notify the Committee Liaison of any meetings.
3. Chairperson will be responsible for taking minutes (or appointing a secretary) and tracking attendance at all meetings and events.
4. The Chairperson will report the committee progress to the Committee Liaison prior to the next Executive Board meeting.
5. The chairperson or delegate will report committee progress at the general membership meetings.
6. Standing committees may be added by the Executive Board at any time and will be reflected on the next revision of the bylaws.
7. Ad hoc committees can be formed and dissolved, as needed, to work on a specific project.

Ad hoc committees will be appointed by the Coordinator and President as needed. Term will run until objective is met or a vote is taken by the membership.

Article VII: Executive Board Responsibilities

The Executive Board will meet every other month, in the off months of the Coalition.

Coalition Coordinator:

- Is an employee of the lead agency, not elected
- Facilitates grant writing and applications
- Responsible for correspondence with SKWW, SKUSA and SKO
- Serves as official spokesperson with the president
- Update Coalition on relevant National, State and Local public policy issues
- Identify possible public policy issues to be addressed by the Coalition
- Carries out duties assigned by Executive Board
- Submits required reports to SKWW, SKUSA, SKO and the lead agency
- Assist president with meeting planning and agenda
- Attend statewide Coordinators meeting
- Devote ½ of work week to Injury Prevention/Safe Kids activities

- Tracks materials distributed through programs (car seats, smoke detectors, helmets, etc)
- Updates Coalition website as needed

President:

- Plan meeting agenda, with assistance from coordinator
- Presides at Executive Board and Coalition Meetings
- Appoints committees with designated chairpersons and works to ensure efficient and effective Coalition and Committee operations
- Serves as official spokesperson with coordinator
- Start the amendment proceedings of the by-laws as suggested and or requested by the Coalition or Coordinator
- Nominates new committee chair person if position is vacated

Vice President:

- Works with the Coordinator to identify and pursue appropriate fund raising opportunities
- Maintain donors list
- Assists with grant proposals as delegated by the Coordinator
- Implement membership campaign, based on Executive Board recommendations
- Carries out the duties of the president in his/her absence
- Assumes the duties of the president if the office is vacated (a special election for a new VP will be held)
- Carries out duties delegated by the president
- Survey the state for other activities and programs

Treasurer: (non-elected, non-voting)

- Appointed by the Executive Board
- Attends Executive Board meetings
- Provides fiscal management recommendations
- Prepares annual budget with coordinator and president
- Prepares annual tax returns and other audits and other documentation, as needed
- Provide monthly reports to the president and Coordinator regarding financial status

Secretary:

- Records minutes of the Coalition and Executive Board meetings and sends to members via e-mail (Coordinator will send via postal mail)
- Sends appropriate correspondence (meeting reminders, etc)
- Assists coordinator in maintaining Coalition records
- Maintaining a Coalition roster

Committee Liaison:

- Ensures all committees are operating and functioning
- Coordinates and monitors the committees
- Updates the Executive Board on risk area activities and committee progress
- Evaluate, with the coordinator, programs and activities of the Coalition

Article VIII: Committee Chair Responsibilities

Committees will meet as needed until the objective is met.

Child Passenger Safety:

- Must be a certified child passenger safety technician
- Secure volunteers for all car seat check up events
- Create/Update flyer for events
- Will distribute flyers (copies and postage paid for by lead agency)
- Will be responsible for ensuring car seat trailer has appropriate supplies necessary for car seat check up events (After each car seat check up event); will get Coordinator a list of necessary supplies
- Will coordinate annual car seat technician meeting
- Will conduct and coordinate observational surveys

Fire/EMS:

- Must be a representative from a Fire or EMS department
- Will be a Safe Kids representative on the Stark County Fire Fighters Association trailer committee
- Serves as liaison to the local fire departments
- Will be responsible for implementing Safe Kids fire safety programs (Hector, Project Get Alarmed, Trick or Treat Program, etc.)
- Responsible for ordering and/or keeping inventory of fire safety related materials
- Responsible or updating the Coalition about fire related injuries/fatalities and local programming and events

Wheeled Sports:

- Will coordinate programs (health fairs, rodeos, etc) regarding wheel sports
- Will coordinate the ER helmet distribution program—conduct annual site visits, maintain contact lists and update inventory
- Tracking helmet inventory and assisting with the ordering
- Will conduct and coordinate observational surveys
- Will monitor bicycle/helmet legislation issues

Pedestrian:

- Will coordinate Safe Kids Walk This Way program (or other pedestrian safety program) annually
- Will work with past schools pedestrian safety task forces
- Will provide information to past participants annually regarding pedestrian safety issues

Safe Kids Day:

- Will co-coordinate the Safe Kids Day event (ie: securing funding, site, volunteers and vendors)
- Will schedule and attend planning meetings for the event
- Will appoint committee members to specific tasks

Law Enforcement:

- Must be a representative of a law enforcement agency
- Serves as a liaison to local law enforcement agencies
- Responsible for updates and legislation regarding fire arms and other law enforcement issues

Data & Research:

- Responsible for development of annual Childhood Injury Report
- Works with hospitals to collect emergency department statistics
- Assists with data analysis
- Schedules presentations and community outreach regarding data
- Assists with the development of new injury prevention programs

Media Relations:

- Assists coordinator with the development of media materials
- Responsible for sending out press releases, media advisories and PSA's to media outlets on an as needed basis

Article IX: Fiscal Year

The Coalition will operate with the fiscal year January 1 through December 31.

Article X: Adoption of By-Laws and Amendment Procedure

1. President will appoint/delegate 5-7 persons to review the by-laws at least every 3 years to recommend amendments or revisions if needed.
2. Amendments and revisions must be reviewed by the Executive Board and then disseminated to the Coalition membership 2 weeks before a membership meeting if a vote is to be taken.
3. Amendments and revisions approval requires a majority vote of the members present at a membership meeting.