

BYLAWS
OF
KOOTENAI ALLIANCE FOR CHILDREN AND FAMILIES

ARTICLE I - Name

The name of this organization will be the Kootenai Alliance for Children and Families, hereafter known as the "Organization."

ARTICLE II - Purpose

The purpose of this Organization is to collaborate and network between agencies, organizations and individuals to promote healthy children and families at all stages of life.

ARTICLE III - Membership

Section 1 - A member is defined as any individual, representative of an agency or an organization that enters his/her name in the membership book.

Section 2 – A voting member is defined as any individual, representative of an agency or an organization that has paid the annual \$5 dues.

Section 3- A voting member is entitled to one vote per issue, per individual, agency or organization.

ARTICLE IV - Meetings

Section 1 - Monthly general meetings will have public notice and changes of location and/or time will be publicized at least one month in advance.

Section 2 - There will be at least 10 meetings per year and dates of these meetings will be established on an annual basis.

Section 3 - Any issue that requires the vote of the general membership will be presented at one meeting and voted upon at the subsequent meeting.

ARTICLE V - Officers

The officers of the Organization will consist of two Co-Chairs, a Recording Secretary, a Corresponding Secretary, a Treasurer and four representatives each of whom will be elected by the membership at the September general meeting.

Section 1 –Chair /Chair-Elect

a) The Chair/Chair-Elect will be the principal spokespersons and chief administrative officers of the Organization.

- b) The Chair/Chair-Elect will call meetings and preside at those meetings.
- c) The Chair/Chair-Elect will not vote in general membership meetings except when necessary to affect the outcome of a vote.
- d) The Chair/Chair-Elect will represent the Organization within the community and serve in the capacity of information networking.
- e) The Chair/Chair-Elect may conduct business between regular scheduled general meetings according to the Organization's policies.
- f) The Chair/Chair-Elect will serve as voting members on the Steering Committee for one year following their term of office.

Section 2 - Recording Secretary

- a) The recording secretary will be responsible for taking attendance and minutes of the meetings of the Organization and the steering committee.
- b) The recording secretary will keep the membership book current.
- c) The recording secretary will perform such duties as may be assigned by the steering committee.

Section 3 - Corresponding Secretary

- a) The corresponding secretary will publish an announcement of the general membership meetings.
- b) The corresponding secretary will distribute all written correspondence.
- c) The corresponding secretary will maintain a current mailing list of members.

Section 4 - Treasurer

- a) The treasurer will be responsible for overseeing the financial affairs of the Organization.
- b) The treasurer will maintain a bank account and records of such.
- c) All disbursements made in the name of the Organization will be duly recorded by the treasurer and will be reported to the steering committee and in the minutes of the Organization general meetings.
- d) The treasurer will submit reimbursement requests to designated fiscal agents for expenditures of grants awarded to the KACF.
- e) The books and records of the Organization will be kept on a fiscal year of January 1 through December 31.

Section 5 - Representatives

- a) Representatives will be voting members of the steering committee.

ARTICLE VI - Standing Committees

The membership may establish committees including, but not limited to, the following:

Section 1 - Steering Committee

- a) Voting members will include all elected officers, representatives and immediate past

Co-Chairs.

- b) Monthly meetings will be open to all interested members.
- c) The steering committee will review any proposals for new projects, events or letters that request support or endorsement of the Organization.
- d) Proposals will be presented to the general membership meetings for final approval.
- e) The steering committee must approve any employment actions, appointments of fiscal agents for grants or Alliance projects.
- f) The steering committee will develop and recommend policies and procedures as requested by the general membership.

Section 2 – Standing Committees

- a) The Organization may direct the Chair/Chair-Elect to appoint and convene standing committees as deemed necessary.
- b) A member of the steering committee will serve as facilitator of any standing committee.
- c) The steering committee may recommend to the Organization the appointment of any standing committee.

Section 3- Ad Hoc Committees

- a) The Organization may direct the Chair/Chair-Elect to appoint and convene ad-hoc committees as deemed necessary.
- b) A member of the steering committee will serve as facilitator of any ad-hoc committee.
- c) The steering committee may recommend to the Organization the appointment of any ad-hoc committee.

Section 4- Community Collaborations

- a) The Organization may direct the Chair/Chair-Elect to appoint a community liaison as deemed necessary for projects and events that the Organization partners with.
- b) A member of the steering committee will serve as liaison to partners on any projects and events that the Organization partners on.
- c) The steering committee may recommend to the Organization the appointment of any liaison to a project or event that the Organization partners on.

ARTICLE VII - Compensation & Reimbursement

Officers will not receive any compensation for their service. The steering committee may, however, reimburse an officer for approved expenses actually incurred in carrying out assigned duties.

ARTICLE VIII - Elections

Elections of officers will be made annually at the September general meeting. A nominating committee will publish and distribute candidate information to the membership in attendance at the August meeting.

ARTICLE IX - Amendment of Bylaws

These Bylaws may be altered, amended, or repealed at any general meeting by a two-thirds majority vote of the members present at the meeting. Notice of substance of the proposed amendment or change will be submitted to members in writing at the regular meeting prior to the meeting in which the vote is taken.

Adopted and approved this 16th day of May 19 97

Karen Cotton, Co-Chair

Morgan Richardson, Co-Chair

Signed _____
Jill Dougherty, Recording Secretary

amendment approved Nov. 19, 1999

ARTICLE X- CHAPTERS

Section 1 - A Chapter is defined as a geographic area with specific boundaries, such as school district or city that represents a smaller community within the greater area served by the Organization and shall be recognized as such by a vote of the general membership.

Section 2 - Each Chapter will elect a representative who will attend monthly Organization meetings and Steering Committee meetings as a voting member.

Section 3 - Each Chapter will appoint a recording secretary who will keep attendance and minutes of the Chapter meetings and submit monthly reports to the Steering Committee.

Section 4 - As stated in Article VI, Section c,d,e and f, Chapters must have approval from the Steering Committee for any proposals requesting support or endorsement of the Organization.

Section 5 - Chapters will be included in the Organization's tax-exempt status under section 501 (c) (3) of the IRS.