



## **BYLAWS San Diego County Coalition for Improving Palliative and End-of-life Care**

### **Article I Name**

1. This organization shall be known as “San Diego County Coalition for Improving *Palliative and End-of-Life Care*,” hereinafter referred to as the Coalition.

### **Article II Mission and Objectives**

1. The mission of the Coalition shall be to educate and raise awareness within San Diego County about end-of-life issues and to provide resources to help people make informed choices.
2. The objectives of the Coalition shall be to:
  - a. Educate and support people who are seriously ill, their families, and their caregivers;
  - b. Educate and support physicians and other healthcare providers in the humane care of seriously ill people;
  - c. Identify the needs of San Diego County residents that exist because of gaps and/or duplication of services as they relate to end-of-life care;
  - d. Promote viability for the Coalition as an organization.

### **Article III Membership**

1. Membership in the Coalition is available to persons and organizations interested and/or involved in the provision of end-of-life care and who support the mission of the Coalition.
2. There shall be two categories of membership.
  - a) **Individual Membership.** Individual membership in the Coalition is open to any individual with an interest or involvement in end-of-life care who supports the mission of the Coalition and who pays Individual Membership dues annually. Individual members shall have the right to vote and hold office.
  - b) **Organizational/Sole Proprietor Membership.** Organizational membership is open to any organization or firm, for-profit or not-for-profit, with an interest in end-of-life care which supports the mission the Coalition and which pays Organizational Membership dues annually. Each corporate member shall be entitled to send up to four (4) representatives of the organization to any meeting of the coalition. The representatives of any organizational member have the right to vote and hold office.
3. All attendees at meetings of the Coalition, whether Individual Members or representatives of Organizational Members, shall be allowed to vote, with each person attending the meeting casting one vote.
4. A quorum of members shall be deemed to be present at any meeting if there are at least fifty-one percent (51%) Individual Members and/or representatives of Organizational Members present. A quorum of fifty-one percent (51%) or more paid members present at any meeting, regular or special, shall hereinafter be referred to as the members.
5. An Individual Member or Organizational Member may be removed from membership in the Coalition if two-thirds (2/3) of the individuals qualified to vote at any meeting shall deem that the individual or organization has exhibited a lack of support of the Coalition’s mission.

### **Article III Continued**

#### **6. Membership benefits include:**

- a. Educational opportunities;
- b. Consumer information;
- c. End-of-life resources;
- d. Networking with other professionals;
- e. Listing of the individual or organization holding membership on the Coalition's website;
- f. Reduced rate on Coalition functions.

### **Article IV Officers and Officers-elect**

1. The Coalition shall have three officer positions. The officer positions shall consist of a Chairperson, a Secretary, and a Treasurer
2. There shall be an annual election of officer positions every two years, normally held in December of each year, in the manner described by these Bylaws. The Chairperson, Secretary, and Treasurer for the next year shall be elected at the biannual, regular election every two years.
  - a. In order to be eligible to run for office, a person must be an Individual Member or a representative of an Organizational Member of the Coalition whose dues are current, and must express a willingness to assume the duties and responsibilities of the office.
  - b. For election of officers to be held at any meeting, all active members must have been notified at least seven (7) days prior to the meeting that officer elections would be held at that meeting.
  - c. Officers are elected by a plurality vote of the quorum (51% paid members) in attendance at any qualifying meeting.
  - d. All officers serve terms of two years.
3. In case of a vacancy in any office, a new officer will be nominated and elected to take their place.
4. In case of a vacancy in any office other than Chairperson, the Chairperson shall arrange for notice to be sent to the members that a special election will be held to fill the empty position at the next meeting. The person elected at this special election shall finish out the term of the withdrawing officer, and the officer for the next year will be elected at the next regularly scheduled election.
5. In case of a vacancy in the office of Chairperson, the Secretary shall arrange for notice to be sent to the members that a special election will be held to fill the empty position of Chairperson at the next meeting. The Secretary shall chair the meeting until the new Chairperson has been elected. The person elected Chairperson at this special election shall finish out the term of the withdrawing Chairperson and a new Chairperson for the next year will be elected at the next regularly scheduled election.
6. The officers of the Coalition shall perform the duties prescribed for the office and adopted by this Coalition.

## Article V Duties of Officers and Officers-elect

1. The **Chairperson** shall:
  - a. Prepare agendas and facilitate meetings;
  - b. Coordinate survey data collection and analysis;
  - c. Coordinate the updating of the Strategic Plan annually based on current survey results;
  - d. Coordinate the implementation of the Strategic Plan;
2. The **Secretary** shall:
  - a. Be responsible for notifying members of meetings by mail, electronic mail, or phone calls prior to meetings and special events;
  - b. Serve as the repository for all correspondence and other records except financial records for the organization, and be responsible for passing on such records to his/her successor at the end of the his/her term as Secretary;
  - c. Take minutes of all meetings and submit those minutes to the members no later than 7 calendar days before the next meeting;
  - d. Such other duties as may be assigned by the Chairperson.
3. The **Treasurer** shall:
  - a. Maintain all financial records of the organization, including budgets, dues paid, and funds expended, and maintain the checking account for the organization.
  - b. Serve as the repository for all financial records for the organization and be responsible for passing on these records to his/her successor at the end of the his/her term as Treasurer;
  - c. Report to the members at regular meetings on the financial condition of the organization;
  - d. Such other duties as may be assigned by the Chairperson.

## Article VI Standing Committees

1. The Membership Committee shall be appointed by the Chairperson. The duties of the Membership Committee shall be to recruit new members, renew applications of current members, maintain a list of members, prepare and publish an annual Membership Directory, coordinate with the Secretary and Treasurer to keep the organizational membership records complete and accurate, and recommend potential members for membership.
2. The Community Outreach Committee shall be appointed by the Chairperson. The duties of the Community Outreach Committee shall be to formulate and implement strategies to bring the Coalition's message to the community by providing educational programs to targeted groups. They shall explore interest in having information presented at community centers, churches, area businesses, etc.
3. Auto Insurance Coverage Screening Process– Community Outreach (Volunteers)\*\*  
All members who chose to participate in any coalition sponsored or co-sponsored event, workshop, class or conference must provide proof of automobile insurance that reflects at least the minimum coverage our state requires. This includes members who are planning to drive to purchase supplies, food or other tasks on the Coalition's behalf. The Board shall retain a copy of the insurance card as long as it is valid and will request that the member provide updated insurance card information each renewal period (or every 6 months). Only those who are willing to provide a copy of this insurance will be allowed to participate in the above stated activities on the coalition's behalf.



## Article VIII Meetings

1. Regular meetings of the Coalition will be held monthly at a place and time as agreed upon by majority vote of the members.
2. All meetings, including regular meetings and special meetings, may be held at any place within San Diego County. Notice shall be given to all active members (by mail, electronic mail, or phone) at least 7 calendar days prior to the meeting.
3. Special meetings may be called by the Chairperson. The Chairperson shall be obligated to call a special meeting at the earliest feasible date upon the request in writing of not less than three active members.
4. Meetings will follow ***Robert's Rules of Order/Parliamentary procedure.***\*

\*Parliamentary procedure is based on the principles of allowing the majority to make decisions effectively and efficiently (majority rule), while ensuring fairness towards the minority and giving each member or delegate the right to voice an opinion.[10] Voting determines the will of the assembly. While each assembly may create their own set of rules, these sets tend to be more alike than different. A common practice is to adopt a standard reference book on parliamentary procedure and modify it through special rules of order that supersede the adopted authority.

A parliamentary structure conducts business through motions, which cause actions. Members bring business before the assembly by introducing main motions, or dispose of this business through subsidiary motions and incidental motions. Parliamentary procedure also allows for rules in regards to nomination, voting, disciplinary action, appeals, dues, and the drafting of organization charters, constitutions, and bylaws.

## Article IX Elections

1. The term of office for all officers shall be two years Officers may serve no more than two consecutive terms in the same office. The terms of office of all officers shall commence at the formal installation of officers in January and terminate at the formal installation of the newly elected officers to these offices.
2. Elections will be held at the regularly scheduled meeting of the Coalition membership in December every other year. A plurality of votes cast by the quorum voting for the respective offices shall constitute an election. In case of a tie, the Pre Existing Board shall decide the choice for office.

## Article X Dues

1. Dues shall be assessed annually to cover the fiscal membership year, January to December. Dues for the following year shall be due and payable on or before the last day of December of each year. *New members may be accepted for membership at other times of the year and will pay dues prorated by the month, if requested.*
2. Any increases in the amount of dues shall be proposed by the Chairperson to the general membership at any meeting, who shall accept or reject the proposal by the majority vote of the members present.
3. Current membership dues as of shall be: \*\*
  - a) \$40.00 for an individual membership
  - b) \$150.00 for an organization/sole proprietor membership
4. A member delinquent in payment of dues as of March 1st will be deleted from membership.
5. Upon majority vote of the quorum of members present at any meeting, any delinquent member may be reinstated upon payment of dues for the current year.
6. Dues may be waived or taken in-kind by majority vote of the members.



## **Article XI Bylaws Amendments**

1. For changes to the Bylaws to be voted on at any meeting, all active members must have been notified at least seven (7) days
  - a) A notice that Bylaws changes will be voted on at such meeting; and
  - b) A written copy of the proposed Bylaw changes and the agenda.
2. Any member interested in altering or changing the language of the Bylaws must submit a written proposal to the Chairperson signed by at least three (3) members. The Chairperson shall be responsible for presenting such changes in the Bylaws proposed by members to the full membership present at any meeting no later than sixty (60) days from the date of proposal submission, or the next regularly scheduled meeting, whichever is later.
3. The Chairperson may also present any proposed changes in the Bylaws at any regularly scheduled or special meeting of the members so long as notice is properly given, as required by Section 1 of this Article.
4. The Bylaws will be considered amended if a 51% of the quorum in attendance at the meeting approve such changes.

## **Article XII Fiscal Year**

1. The Fiscal Year of the Coalition shall commence on the first day of January in each year and shall end on the thirty-first day of December of that year. The Fiscal Year may be changed upon majority vote of the members.

\*Addendums adopted by unanimous vote of the quorum in attendance at the meeting held September 4, 2013.

\*\*Addendum adopted by unanimous vote of the quorum in attendance at the meeting held in Jan. 2017