

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 \$10 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

Officers must be active members of the organization at the time of their nomination. Any vacancies will be filled by appointment of the Steering Committee.

The officers of the Organization will consist of a Chair and Chair-Elect, a Treasurer and four representatives each of whom will be elected by the membership at the September general meeting. Officers will serve a term of 2 years.

Section 1 –Chair

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

Section 2- Chair-Elect

- a) The Chair-Elect will assume all Chair responsibilities in Chair's absence.

Section 2 - 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 3 - 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 every two years 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

Amended and approved this 8th day of August 2008

Shirley Schopp, Chair

Co-Chair

Kelly Sheffield, Admin. Assistant