

BYLAWS

ARTICLE I

NAME OF ORGANIZATION

The name of this organization shall be the Western Wisconsin Working for Tobacco-Free Living (W3TLF).

ARTICLE II

MISSION

To prevent, reduce exposure to, and eliminate the use of tobacco products in Burnett, Pierce, Polk, Rusk, and St. Croix counties through policy work, education, and informational/service efforts.

ARTICLE III

MEMBERSHIP

Members of this organization shall ideally be representatives from: Public Health, UW-Extension, Law Enforcement, area schools (both adult educators and students), CESA 11, health care providers, business community, clergy, tribal communities, health and human services representatives, and other partnering organizations. Membership is open to any community citizen residing in Burnett, Pierce, Polk, Rusk, and St. Croix Counties who has a desire to support and advocate for tobacco prevention and control issues.

SECTION I

The coalition shall be responsible for conducting all coalition business.

SECTION II

The number of representatives in attendance at a posted meeting shall constitute a quorum necessary to conduct official business.

SECTION III

General membership meetings will be held quarterly. The place and time will be determined by a majority vote of coalition members. Additional meetings may be scheduled as needed.

SECTION IV

Members are encouraged to attend a minimum of three (3) meetings per year.

SECTION V

Committees may be formed from the coalition and may include other organizational representatives who are not official members of the coalition.

ARTICLE IV ELECTION OF OFFICERS

SECTION I

Offices to be filled – Chairperson, Vice Chairperson, Secretary

SECTION II

Terms of office for all offices shall be one year.

SECTION III

Vacancies among officers shall be filled by nomination and majority vote. Those filling vacancies shall serve the remainder of the term of the previous officeholder.

ARTICLE V PERSONEL

The coalition has a full time coordinator and a part-time prevention specialist whose roles are to provide leadership, technical support, and coordination of a comprehensive tobacco prevention and control program that is driven by stated objectives and a Multi-Year Action Plan.

ARTICLE VI DUTIES OF OFFICERS

SECTION I

Chairperson: Considered to be the public face and voice of the coalition. Meets with officers and coalition coordinator prior to meetings to formalize the agenda, conducts meetings.

Vice-chairperson: Serves as the chairperson in the absence of the chairperson; assists the chair as directed; meets with officers and coalition coordinator prior to meetings to formalize agenda.

Secretary: Record the minutes of the meetings; send the meeting minutes to the coalition coordinator after the meeting for dispersal to members.

SECTION II

In the event that a timely decision must be made and action is required, the Leadership Team, consisting of the Coalition Officers, Coalition Coordinators, and Health Officers, has the power to act on behalf of the coalition.

ARTICLE VII FINANCIAL OPERATION

The Polk County Health Department is the fiscal agent on behalf of the coalition.

ARTICLE VIII RULES OF ORDER

Consensus of coalition members present shall be reached when official business is transacted

ARTICLE IX RATIFICATIONS AND AMENDMENTS

These bylaws may be amended by a majority vote of a quorum present at a regularly scheduled meeting of the coalition, provided the proposed amendments have been distributed to the full membership at least 14 days prior to that meeting

ARTICLE X GOOD FAITH CLAUSE

All members must act in a credible and reputable way to the mission of the coalition. Any member who jeopardizes the *Good Faith Clause* may be dismissed from the coalition by a majority vote of the coalition.