

**Mission:**

To reduce mortality and morbidity associated with vaccine-preventable diseases among adults through health care provider initiatives, public awareness, and community

BYLAWS

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May 2006, July 2007, December 2008

Article 1 - Coalition Name

The name of this organization shall be the Ocean State Adult Immunization Coalition, hereinafter referred to as the OSAIC.

Article 2 - OSAIC Mission

It shall be the mission of the OSAIC to reduce mortality and morbidity associated with vaccine-preventable diseases among adults, through medical provider initiatives, public education, and support of community resources.

Article 3 - Goals

The goals of the OSAIC are to:

- Promote national adult immunization recommendations;
- Provide resources, materials and training to medical providers in order to improve adult immunization rates;
- Develop and implement public immunization education campaigns, particularly for underserved populations;
- Facilitate and support partnerships among community groups, health care providers, private organizations, and other agencies throughout Rhode Island to make vaccines readily accessible to all adults;
- Improve adult immunization tracking and reporting systems; and
- Monitor national trends in adult immunization activities in order to be prepared for new adult immunization initiatives.

Article 4 - OSAIC Membership/Structure

The OSAIC shall be composed of volunteers consisting of individuals from the community and representatives from organizations who are committed to the OSAIC's mission.

The OSAIC will be composed of:

1. General Coalition Members

Coalition membership will require completing an OSAIC Membership Form on an annual basis. By signing the membership form, Coalition member agrees to:

- Serve a one-year term;
- Be an active member of at least one OSAIC Committee;
- Be a regular participant in OSAIC full membership and Committee meetings;
- Commit direct and/or in-kind contributions of staff time or other services;
- Abide by coordinated start date of influenza vaccination clinics (determined on annual basis);
- Publicly display Coalition-approved signage that includes Coalition logo and specific listing of insurances accepted at each vaccination clinic; and
- Refer vaccination clinic attendees to other Coalition-sponsored clinic(s) that have capability to accept specific insurance product(s).

2. Executive Committee

The voting members of the Executive Committee will be composed of the elected officers (Chair, Vice-Chair, Treasurer, Secretary), the chairperson of each of the Committees, an elected medical consultant, and two at-large members from the general Coalition membership. An appointed, Department of Health staff person will serve as administrative consultant to OSAIC and be a non-voting member of the executive committee. The executive committee also reserves the right to appoint additional Executive Committee members when deemed appropriate. An individual cannot occupy more than one voting position on the executive committee.

3. Committees

Committees will be established on an as-needed basis. Each Committee will designate a Chair. When appropriate, Committees may create Sub-committees to work under their direction.

Article 5 - OSAIC Officer Designation and Duties/Responsibilities

Section 1 - OSAIC Coalition Officers

The term of the elected officers will be for two years. (Terms of elected officers will be staggered.) Terms of at-large members will be for one year. All members can submit nominations for officer and/or at-large positions. Self-nomination is acceptable. Names of nominated individuals will be brought to the full Coalition for a vote. Election of the officers and at-large members will be by a majority of those present.

The OSAIC Chair's duties will include:

- Preside over OSAIC full coalition meetings;
- Serve as Chair of the Executive Committee; and

- Serve as Coalition representative on related groups as requested.

The OSAIC Vice-Chair's duties will include:

- Assist Chair in duties, as needed;
- Serve in place of the Chair when the Chair is not available;
- Manage Coalition and general adult immunization data/statistics collection and evaluation; and
- Ensure the by-laws of the Coalition are properly followed.

The OSAIC Treasurer's duties will include:

- Serve as lead in fundraising efforts;
- Keep accounting of Coalition funds received and expended; and
- Advise Executive Committee and Committees on fiscal matters.
- Execute all 501-C-3 functions by state and federal requirements and report annually to the Executive Board.

The OSAIC Secretary's duties will include:

- Taking minutes at full Coalition meetings;
- Coordinate monthly distribution of all Coalition and Committee meeting minutes;
- Keep updated and accurate contact information for Coalition members; and
- Serve as lead for membership recruitment.

The OSAIC Medical Consultant's duties will include:

- Advising the Executive Committee and the full Coalition on medical issues regarding adult immunization; and
- Serve as liaison with Rhode Island physician community.

The OSAIC Administrative Consultant's duties will include:

- Serve as ex-officio member of all Committees;
- Assist treasurer with processing of contracts and expenditures through Department of Health fiscal offices;
- Public relations support;
- Facilitate Committee initiatives;
- Develop and maintain networks and partnerships; and
- Provide administrative support for capacity-building functions of OSAIC.

Section 2 - OSAIC Executive Committee Members

Executive Committee Members will responsible for:

Attending all Executive Committee meetings and providing input on the direction of the OSAIC, including (but not limited to): budgeting, development, special projects, meeting agendas, resource allocation, and membership recruitment. Any

executive committee member who misses more than three (3) executive committee meetings in one year shall be asked to reconsider his or her appointment.

Section 3 - OSAIC Committee Chairs

Committee Chairs will be identified at the discretion of the Committee members. A volunteer for the Committee Chair position will be sought, and if more than one member wants the position, a vote will be conducted. A Committee Chair has the right to appoint members to assist as Vice Chair (s) of the Committee.

Committee Chairs will be responsible for:

- Providing Committee updates at full Coalition meetings;
- Scheduling monthly meetings with Committee members, setting priorities, taking the lead on and/or assigning responsibility for special projects;
- Advising the Coalition Chair on the following aspects of the Committee: meeting dates, changes in membership, financial/resource needs, priorities, and status of projects;
- Ensuring that minutes for each meeting are prepared and forwarded on a monthly basis to OSAIC Secretary for distribution to all Coalition members; and
- Establishing the creation of Task Forces to work on special projects.

Article 6 - Meetings

Section 1 - Regular Meetings

- a. Regular full OSAIC meetings will be held approximately two times annually.
- b. Executive Committee meetings will be held on a bi-monthly basis or at the discretion of the Chair.
- c. Committee meetings will be held at the discretion of the Chair.

Section 2 - Quorum

- a. One-third of the membership of the Coalition/Committees shall constitute a quorum at Coalition/Committee meetings. A majority of the Executive Committee shall constitute a quorum at Executive Committee meetings.

Section 3 - Open Meetings

- a. All meetings of the Coalition, Executive Committee, and Committees shall be open.

Section 4 - Correspondence/Notification of Meetings/Agenda Items

- a. Minutes from all full and Committee meetings will be distributed to all OSAIC members. Minutes should include the date, location, and tentative agenda of the next scheduled meeting. Members have the opportunity to add to meeting agendas at the beginning of each meeting. Time will be provided at the end of the meeting for questions and comments.

Section 5 - Rules of Order

- a. The Coalition Chair will moderate full OSAIC meetings, and Committee Chairs will moderate Committee meetings.
- b. Side conversations will be kept to a minimum.
- c. The presiding Chair has the authority and responsibility to “keep the meeting moving” by cutting discussions short.
- d. Members will be respectful of, and sensitive to the diversity of Coalition participants. Questions, concerns or constructive comments made will not be subject to criticism.

Section 6 - Decision Making

- a. Decisions will be made by a consensus of members present.
- b. If a consensus cannot be reached, a vote will be taken and a decision made. Decisions will be made by a simple majority of members present when a quorum exists.
- c. In the absence of a quorum, decisions that are critical to OSAIC functioning will be made by consensus of all members present.

Section 7 – Coalition Expenditures

- a. Any request to expend Coalition funds in an amount more than \$100 and not exceeding \$1,000, in a budget year, shall require approval of the majority of Executive Committee members. Any expenditure of less than \$100 shall be at the discretion of the chair and treasurer.
- b. For requests that need immediate approval, a poll of Executive Committee members by phone or by email shall be acceptable.

Article 7 - Amendment to Bylaws

These Bylaws may be amended at any full OSAIC meeting by a majority vote of those present, provided that the amendment has been submitted to the members in writing ten days prior to the meeting.