

BYLAWS OF
T.E.A.M (Tobacco Education & Advocacy of the Midlands)

ARTICLE I - NAME AND PURPOSE

Section 1 – Name: The name of the coalition shall be T.E.A.M (Tobacco Education & Advocacy of the Midlands). It is commonly known and may be referred to in these bylaws as the “Coalition”.

Section 2- Purpose: The mission of T.E.A.M is to educate and advocate for healthy tobacco-free communities. The vision of T.E.A.M is to reduce the negative impact of tobacco in our communities.

ARTICLE II – T.E.A.M LEADERSHIP STRUCTURE

Section 1 – Fiscal Agent: CHI Health Midlands provides fiscal management, grant oversight, and staffing supervision for T.E.A.M.

Section 2 – Coalition Staff: T.E.A.M staffing is contingent on funding.

Section 3 – Steering Committee Chair: Serves as a liaison between the T.E.A.M staff and the T.E.A.M Steering Committee. The Chair is nominated and voted in by the Steering Committee majority on a biennial basis during the annual retreat in fiscal year 1.

Responsibilities include:

- Advising the coalition staff in the planning and development of meeting agendas for the Steering Committee meetings and annual retreat.
- Participating in hiring of new T.E.A.M staff as needed. This includes sitting on an interview panel to fill any T.E.A.M staff vacancies.
- Participating in all Requests for Application submissions (RFA).
- Facilitate general coalition meetings

Section 4 – Steering Committee Chair Elect: The Chair Elect is nominated and voted in by the Steering Committee on a biennial basis during the annual retreat in fiscal year 1. Chair Elect will fill the Chair responsibilities listed above, whenever the Chair is unable.

Responsibilities include:

- Staying up to date on the Chair’s activities, including being ready to step in to fill the Chair’s role when needed.
- Participating in hiring of new T.E.A.M staff as needed. This includes sitting on an interview panel to fill any T.E.A.M staff vacancies.

ARTICLE III – MEMBERSHIP

Section 1 – Eligibility for membership: Memberships will be made available without regard to race, color, creed, or national origin to any individual who supports the purpose statement in Article I, Section 2.

Section 2 – Annual dues: No dues or fees shall be charged to any member.

Section 3 – Resignation: Any member may resign by filing a written resignation with the Steering Committee Chair.

Section 4 – Termination: Steering Committee/coalition members may be removed by the Steering Committee by a two-thirds ($\frac{2}{3}$) majority vote of members not up for removal. Individuals removed from the T.E.A.M are not eligible for membership or reinstatement. Actions making an individual eligible for removal from T.E.A.M may include but are not limited: Repeated violations of the Code of Conduct, Willful acts or omissions that compromise or undermine T.E.A.M’s Mission and Vision, Acts that endanger the health, safety, well-being and/or security of T.E.A.M members or the public at large, or other acts as determined by the Steering Committee.

Section 5 - Compensation: Members shall not receive any stated compensation for their services. Expenses may be reimbursed to a member of the T.E.A.M who incurs a pre-approved expense for the benefit of the T.E.A.M.

ARTICLE IV – MEETINGS OF MEMBERS

Section 1 - Regular Meetings: Regular meetings of the members shall be held at minimum quarterly.

Section 2 – Agenda and Facilitation: The T.E.A.M Steering Committee Chair facilitates meetings of T.E.A.M.

Section 3 – Annual Meeting: An annual meeting of the members shall take place once per fiscal year.

Section 4 – Documentation: T.E.A.M staff shall be responsible for keeping and distributing minutes and records of the meetings.

Section 5- Voting: Voting can occur at in-person meetings, virtually and via email. Majority rules.

ARTICLE V – STEERING COMMITTEE

Section 1- Responsibilities: T.E.A.M is guided by a Steering Committee. In addition to fulfilling basic T.E.A.M membership requirements, Steering Committee responsibilities include:

- Attend and participate in T.E.A.M meetings (Minimum four meetings per year + annual planning retreat);
- Participate actively on one or more of the work groups, or assist with community meetings and events whenever possible or practical;
- Attend T.E.A.M sponsored trainings, seminars, and community-wide events when possible;
- Participate in strategic planning;
- Read and sign confidentiality agreement;
- Guide program planning and implementation to fit funding requirements, and emerging research and best practices;

- Advise T.E.A.M staff in addressing any challenges that may arise in program planning, implementation, and collaboration
- Ensure broad representation and participation in the Steering Committee, the T.E.A.M, and all activities. This also includes shared responsibility for T.E.A.M recruitment, and making sure that all Steering Committee seats are filled.
- Actively listen and appreciate the diverse viewpoints on the Steering Committee to ensure clear communication between the sector member's organization and the T.E.A.M, as well as ensure clear and open communication between T.E.A.M members;
- Promote and sustain the T.E.A.M and its vitality, involvement, and energy in the community.

The Steering Committee will have a minimum of 7 voting seats from different sectors, with at least 3 seats by representatives from Sarpy County and 2 seats by representatives from Cass County. These seats will consist of representatives from a variety of the following organizations and community sectors, with no more than one individual from each organization:

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|-------------------------------------|---------------------------------------|
| 1. Public and Private Schools | 11. Youth Serving Organization |
| 2. Law Enforcement Agencies | 12. Local Health Department |
| 3. Elected Community Leader | 13. Social Services Agencies |
| 4. Prevention Education | 14. Insurance |
| 5. Healthcare | 15. Media |
| 6. Religious Organization | 16. Financial Industry |
| 7. Small Business | 17. Chamber of Commerce |
| 8. Large Business | 18. Legal Services |
| 9. Multi-family Housing | 19. Publicly Spirited Citizen - Cass |
| 10. Outdoor Recreational Facilities | 20. Publicly Spirited Citizen - Sarpy |

Section 2 – Quorum: A fifty-one percent (51%) majority of the Steering Committee must be present for business to be conducted. Action taken by the Steering Committee will be included as an agenda item for the next T.E.A.M meeting.

Section 3 – Elections: New and current Steering Committee members shall be elected or re-elected by current voting T.E.A.M member's biennial at the fiscal year two annual meeting. The vote shall be conducted by ballot and a majority vote shall elect.

Section 4 – Election procedures: Only those who have consented to serve either in writing or are physically present will be nominated or appointed.

Section 5 - Vacancies: In the case of the vacancy in the office of the chair, the chair elect will assume the duties of the chair until a replacement is elected.

Section 6 – Resignation and removal: Resignation from the steering committee must be in writing and received by the coalition staff. A steering committee member may be removed by a two-thirds (2/3) vote of the membership present.

ARTICLE VI –SUBCOMMITTEES/ACTION TEAMS

Section 1 - Regular Meetings: The T.E.A.M Steering Committee shall create, as needed, various work groups. Work Groups will meet on an as-needed basis, on a schedule established by members. Work Group membership is open to anyone within T.E.A.M membership.

Section 2 – Agenda and Facilitation: Each Work Group will be chaired or co-chaired by Steering Committee members. The Work Group Chair will be responsible for:

- Work with T.E.A.M staff to set meeting agendas, facilitate meetings, and maintain communication with team members.
- Submit meeting minutes to T.E.A.M staff.
- Presenting Work Group updates during regular T.E.A.M meetings.

ARTICLE VII- AMENDMENTS

Section 1 - Amendments: These articles may be amended at any Steering Committee meeting by a two-thirds (2/3) vote Amended or revised bylaws take effect immediately upon their approval.

ARTICLE VIII – POLICIES

Section 1 - Code of Conduct: All members will comply with the meeting code of conduct (Addendum 1).

Section 2 - Name, logo and slogans: All requests for use of the T.E.A.M logo must be approved in writing by coalition staff.

ARTICLE IX: PARLIAMENTARY AUTHORITY

Section 1 - Parliamentary Authority: The latest edition of Robert's Rules of Order, Newly Revised shall guide the proceedings of the T.E.A.M and the Steering Committee.

ARTICLE X – DISSOLUTION

Section 1 - Dissolution: A two-thirds (2/3) majority vote of the members present can dissolve this T.E.A.M. All outstanding bills will be paid by fiscal-agent.

CERTIFICATION

These bylaws were approved at a meeting of the Steering Committee by a two-thirds (2/3) majority vote on July 12, 2018.

Jenny Steventon
Steering Committee Chair

7/15/2021
Date

Addendum 1

CODE OF CONDUCT

In order for optimum progress and success during all meetings and all correspondences, including e-mail discussions, members agree to the following common-sense guidelines and rules of civility and good will:

1. Meetings will begin on time. Members are strongly encouraged to arrive on time and stay until the end.
1. Come prepared for the meeting. Read your material ahead of time.
1. Keep an open mind.
1. Constructive criticism focuses on issues, not people.
1. Be courteous, allowing all members to participate in discussions.
1. Ask questions if clarification is needed.
1. Keep confidential information confidential.
1. We will not provide regular or special access to information already publicly accessible digitally through websites, social media platforms, via public records, or by other means.
1. We will not make available any attendance lists and/or contact information from program/event participants without the express written consent of each participant whose information is to be made available.
1. No audio or video recording of T.E.A.M meetings or programs will be allowed by persons other than T.E.A.M staff or their designee without the express written consent of all attendees. Failure to adhere to this rule will result in immediate removal from the meeting in which the infraction occurs, and may result in up to a 1 calendar year suspension from T.E.A.M participation. Minutes of meetings are available in accordance with the bylaws of each organization.
1. The Program Coordinator shall be the single point of contact to field all information requests from T.E.A.M members. This individual will have the authority to respond directly to these requests according to these and other guidelines or to appoint another individual to respond to the request.
1. Requests sent to the non-designated party may be forwarded to the designated point of contact at the recipient's discretion without notice to the sender.
1. Proprietary information in the forms of lists, forms, and other documents do not have to be disseminated by staff, executive committee members and/or officers unless required by law.
1. T.E.A.M members agree to operate and contribute in kind to the T.E.A.M in good faith and in accordance with the generally accepted practices of professionalism and decorum. Failure

to adhere to these standards may result in suspension of T.E.A.M membership for up to 1 calendar year.

1. Only T.E.A.M members or staff expressly authorized to speak on behalf of the T.E.A.M may do so. Implying, asserting or feigning authority on behalf of the T.E.A.M when none exists shall be grounds for suspension of T.E.A.M membership for up to 1 calendar year.

Competence: Members will continually strive to improve personal competence and quality of services delivered.

- A. Members will be diligent in fulfilling professional responsibilities of rendering services carefully, promptly, and thoroughly.
- B. Members will exercise care in planning and adequately supervising any activities for which they are responsible.
- C. Members will not use techniques or offer services outside his/her competencies.
- D. Members will commit themselves to ongoing learning and professional improvement through training, etc.

Integrity: To maintain and broaden public confidence, Members will perform all professional responsibilities with the highest sense of integrity. Integrity can accommodate the inadvertent error and the honest difference of opinion, but cannot accommodate deceit or subordination of principle.

- A. Service and the public trust will always take precedence over personal gain and advantage. Members will present all information fairly and accurately. Members will document and assign credit to all contributing sources used in published materials or public statements.
- B. Members will not misrepresent professional qualifications or affiliations.
- C. Members will not personally accept direct funding from nor have direct affiliations or contractual relationships with tobacco companies or their subsidiaries.

Professional Relationships: Above all, members will do no harm to service recipients. Practices will be respectful of both service recipients and other providers, protecting the recipient from harm and the provider from censure.

Confidentiality: Members will safeguard all confidential information from disclosure. Such disclosure includes, but is not limited to, verbal disclosure, unsecured maintenance of records, and recording of an activity or presentation without appropriate permission.

Non-Discrimination: Members will not discriminate against service recipients or colleagues based on race, religion, national origin, sex, age, sexual orientation, economic, or physical or mental disability and illness. Members will continually broaden their understanding and

acceptance of cultural and individual differences and in doing so render services and provide information sensitive to those differences.

Advocacy: Members will support public policies and legislative issues that affect public health.

Ethical Obligations and Conflict Resolution for Community and Society: When members are aware of unethical conduct or practice on the part of an agency or another provider, they will report the conduct in writing to the Steering Committee.

When managed properly, conflict has the potential to deepen an understanding of an issue and lead to constructive change. Conversely, if not managed well, conflict can be destructive. The T.E.A.M is dedicated to addressing health issues with tobacco through public policy, legislation, education, prevention, cessation, advocacy, and enforcement. In this capacity, we have a major public trust to uphold. Therefore, it is essential that conflict be dealt with in a proactive manner. Otherwise, the capacity to uphold public trust can be compromised. For these reasons, the following conflict resolution policy is adopted:

- Conflict is defined as an impasse in which a quorum of T.E.A.M members perceives the inability to resolve a difference.
- When a conflict has been determined, the following options are available for resolution:
 1. A clear statement of all differing positions will be articulated. The pros and cons of each position will be developed (Force-Field Analysis). If, after this is accomplished and all members agree, a vote can be taken. If a vote is not deemed appropriate, and if the analysis of pros and cons does not lead to a consensus, the process moves to the next level.
 1. An internal mediator/facilitator will utilize strategies for constructively dealing with the conflict. If the conflict is still not resolved, or if the conflict scenario is of such a nature that there is little support for internal mediation, the next step in the process will be invoked.
 1. The T.E.A.M will ask an external mediator/negotiator to assist in resolving the conflict.
 1. The external mediator/negotiator will bring recommendations forward to the Steering Committee.

MEMBERSHIP COMMITMENT TO SUPPORT THE T.E.A.M. MISSION & VISION

The bylaws of T.E.A.M require that all members, as individuals and/or as organizations, sign a commitment to support the mission and vision of T.E.A.M. Once the membership commitment form is completed you become an active coalition member and may resign by filing a written resignation with the Steering Committee Chair.

MISSION: To educate and advocate for healthy tobacco-free communities.

VISION: To reduce the negative impact of tobacco in our communities.

I, _____, (please print) as an individual and/or as a representative of _____ (print name of agency or organization, when applicable) support the mission and vision of T.E.A.M.

Signature: _____

Date: _____

<p><u>Availability:</u> (please check all that apply)</p> <p><input type="checkbox"/> I am available during the day</p> <p><input type="checkbox"/> I am available in the evening</p> <p><input type="checkbox"/> I am available on weekends</p> <p><input type="checkbox"/> I am available during the summer</p>	<p><u>I am willing to:</u> (please check all that apply)</p> <p><input type="checkbox"/> Help with events</p> <p><input type="checkbox"/> Work on policy advocacy opportunities</p> <p><input type="checkbox"/> Work on media advocacy opportunities</p> <p><input type="checkbox"/> Serve in a leadership position</p> <p><input type="checkbox"/> Contact my elected officials</p> <p><input type="checkbox"/> Please let me know who they are</p> <p><input type="checkbox"/> Translate materials or at an event; Language(s) _____</p> <p><input type="checkbox"/> Contribute content to the website</p> <p><input type="checkbox"/> Help with grant-writing</p> <p><input type="checkbox"/> Other _____</p>
<p><u>Contact Information</u></p> <p>Name: _____</p> <p>Agency (if applicable): _____</p> <p>Street Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Phone: _____ E-Mail: _____</p>	