

# **BYLAWS OF THE COMMUNITY WELLNESS COUNCIL**

## **ARTICLE ONE: NAME AND JURISDICTION**

The jurisdiction of the Community Wellness Council, hereafter referred to as the Council, will be Valencia County with limited activity upon request to and approval by the Executive Committee in surrounding counties and tribal lands.

## **ARTICLE TWO: MISSION, VISION AND PURPOSE**

**I. Vision:** A community living, working, and playing in a healthy, supportive environment.

**II. Mission:** To promote community collaboration through a framework of coordination, assessment and solutions.

**III. Purpose:**

- A. The nature of the activities to be conducted, and the purposes to be promoted or carried out by the Council, shall be exclusively charitable, scientific, and/or educational within the meaning of Section 501 (c)(3) of the Internal Revenue Code of 1954.
- B. To improve the health of all Valencia County residents;
- C. To engage Valencia County residents in community health assessment and planning processes;
- D. To create healthy communities in Valencia County, through building and strengthening systems and environments that improve community health;
- E. To facilitate communication and sharing of information among health council members and the community;
- F. To achieve greater health equity among Valencia County residents and communities.

G. Will adhere to laws which provide equal opportunities to all persons regardless of race, color, creed, religion, national origin, gender, sexual orientation, culture, age, disability, veteran status, citizenship status and any other protected classification.

### **ARTICLE THREE: MEMBERSHIP**

#### **I. Description of General Membership:**

A. Persons who have an interest in the purposes of the Council as stated in Article Two are eligible to become general members. General Membership requires attending and signing in at any CWC events **or signing in online via the chat function**. Members will be added to the email distribution list and can remain there until member requests to be removed.

B. General Members shall represent a broad spectrum of interests, which may include but are not limited to, private citizens, businesses, community-based program providers, health care providers, law enforcement, school representatives, youth, neighborhood associations, faith communities, and tribal, state, county and local government officials. The General Membership should aim to be geographically, culturally, economically, and ethnically representative of the communities of Valencia County.

#### **II. General Membership Meetings:**

A. General Membership Events/meetings: General Membership meetings of the members shall be held at least quarterly at a time and location **or online as** determined by the Board of Directors.

B. Special meetings: Special meetings may be called by the Chair, the Executive Committee, or by a simple majority of the Board of Directors.

C. Notice of meetings: Written notice of each meeting shall be given by e-mail, not less than one week prior to the meeting.

D. General Members wishing to be considered for nomination to the Board of Directors must first attend at least 6 Board of Directors monthly meetings within a fiscal year and submit a letter of interest.

### **ARTICLE FOUR: BOARD OF DIRECTORS**

## **I. Description of the Board of Directors:**

- A. Board role, size, and compensation: The Board of Directors is responsible for overall policy and direction of the Council, and delegates responsibility of day-to-day operations to staff and/or committees. The board shall have up to (13) members, but not fewer than (5) members. The board receives no compensation other than reasonable expenses.
- B. Board composition: The Board of Directors shall include the officers of the Council: Chair, Vice-Chair, Secretary and Treasurer who shall constitute the Executive Committee and shall strive to represent a broad cross-section of Valencia County, including racial/ethnic/cultural/age/gender diversity and representation from multiple sectors, such as, but not limited to: public health, health care (community clinics, hospitals and health plans), educational institutions, social services, early childhood services, business, transportation, food policy, community planning, advocates, faith community, and local/state government.
- C. Annual meeting: The Board of Directors shall designate the June meeting to be the Annual Meeting at which time the Board of Directors shall elect officers to begin their terms in July. The Board may also choose to hold election of officers by electronic vote when necessary. Nominations from the General Membership and Board of Directors will open at the beginning of May and close at the end of May. Self-nomination is permitted.
- D. Board selection: New Board members shall be elected by the Board based on achieving adequate diversity and representation reflective of the population of Valencia County and relevant sectors listed above. Upon attending 6 monthly board meetings, potential board members shall complete an orientation to the Council's priorities, projects and processes, and then submit a letter of interest. Board Directors shall be approved by a simple majority of current Board members present at the meeting, or of those responding to an electronic survey.
- E. Terms: All Board members shall be appointed to serve (2) year terms. The Chair, Secretary and Co-Treasurer will be elected on odd years. Vice Chair and Treasurer will be elected on even years.
- F. Resignation, termination, and absences: Resignation from the board must be in writing and received by the Chair and/or Coordinator. Three consecutive absences from Board meetings without notification may be cause for termination of a Board member. A Board member may be removed for other reasons by a simple majority vote of the remaining Directors. For persons who have resigned from the Council or who have been terminated for lack of participation, a period of one year must elapse before

reappointment to the Board of Directors can occur upon submission of a new letter of interest.

G. Compensation: Board members shall not receive any stated salaries for their services as Board members, but may be reimbursed for reasonable expenses. Nothing herein shall be construed to preclude any Board member from serving CWC in any other capacity and receiving compensation therefore.

H. Campaigns, coalitions and endorsements: The Board may endorse a stand on an issue, be part of a public health campaign, or join a coalition as long as the issue under question is in line with the mission and priorities of the Council. Formal endorsements of such actions shall be approved by the Board of Directors.

## **II. Board of Directors Meetings and Voting:**

A. Meetings and notice: The Board of Directors shall meet monthly, at an agreed upon time and place. Meetings may take place in person, by telephone conference call, or other electronic means.

B. Special meetings: Special meetings of the Board of Directors may be called upon the request of the Chair, or one-third of the Board of Directors. Notices of special meetings shall be sent out to each Director at least one week in advance.

C. Quorum: The simple majority of the seated Board Directors constitute a quorum.

D. Voting: Except when required by law, decision-making will be by a consensus process whenever possible. Those issues needing an official vote shall be decided by a simple majority of those Directors present at the meeting in which the vote takes place. Voting may be conducted in person, by telephone, by e-mail, or by electronic survey. Voting that takes place via email will provide notice of the deadline for a reply and a lack of response by the deadline will be counted as a vote for approval. Consistent with the Conflict of Interest statement, Board Directors shall abstain from any vote involving a decision in which they have a direct financial interest.

E. Board Directors employed by the fiscal agent overseeing contracts which support the work of the CWC shall be ex-officio.

## **ARTICLE FIVE: OFFICERS**

### **I. Description of Officers and Duties:**

A. The officers of the Executive Committee of the Board shall consist of; a Chair, Vice-Chair, Secretary and Treasurer. Their duties are as follows:

1. Chair. The Chair shall preside at all meetings of the Board of Directors and the general membership meetings and shall have such other duties and responsibilities as are customary for the office of Chair as may be assigned to him or her from time to time by the Board of Directors.

2. Vice-Chair. The Vice Chair shall perform the duties of the Chair in the absence or disability of the Chair and shall have such other duties and responsibilities as may be assigned to him or her from time to time by the Board of Directors. Furthermore, it shall be the duty of the Vice-Chair to enforce all bylaws, rules and regulations for the proper conduct of the Council made by or under the authority of the Board of Directors. In all cases of disputed authority or uncertainty as to the meaning of the bylaws, rules and regulations of the Council, his or her decision shall govern until the Board of Directors shall otherwise rule.

3. Secretary. The Secretary shall ensure that minutes are kept of the meetings of the Board of Directors and are posted to the website. The Secretary shall ensure a list of previously passed motions/policies made by the Council and make sure Coordinator updates the list upon approval of new motions/policies following: Board, General, and/or Special meetings and/or following any motions/policies passed via electronic vote. Select duties may be delegated to the coordinator and other members as necessary.

4. Treasurer or Co-Treasurers. The Treasurer shall ensure that the Board maintains correct and complete books and records of account of the Council, and in general shall perform such duties as are customary in the office of the Treasurer. The Treasurer shall make a report to the CWC Board of Directors monthly and to the general membership annually. The Treasurer is responsible for maintaining the following reports: IRS filing, COROS with the state of NM, and Secretary of State filing requirements. In addition, the Treasurer shall perform such other duties as the Board of Directors or the Chair may from time to time assign to the Treasurer. This position can be shared between two board members, separating bookkeeping, check writing, and government filings.

Break out of Co-Treasurer responsibility

4a. Carol: record keeping, QuickBooks, creator of 1099, collect all receipts, produce W-9s, Bank Account monthly verification,

4b. Peggy: IRS, filing, PO Box, verify 1099 mailing, COROS, Secretary of State, Checkbook, insurance due in April and December,

B. Election procedures: The Board of Directors shall be responsible for nominating a slate of prospective Officers to be elected by the Board of Directors at the Annual Meeting to be held before the end of each fiscal year.

- C. Terms: All Officers shall serve two-year terms, beginning in July of each year.
- D. Vacancies: When a vacancy on the Executive Committee exists mid-term, the Board of Directors may appoint someone from within the remaining Board of Directors. The appointee will remain in office and may run for election at the next regularly scheduled annual meeting that elections take place.

## **II. Executive Committee Role:**

A. Except for the power to amend the Articles of Incorporation and by-laws, which is the responsibility of the full Board of Directors, the Executive Committee shall have all the powers and authority of the Board of Directors in the intervals between meetings of the Board. All such decisions made by the Executive Committee shall be reported to the full Board for ratification at the next regularly scheduled meeting. The Executive Committee will serve as the Finance Committee in the absence of a separate functioning committee.

B. Committee formation: The Board of Directors may create standing committees as needed, such as, but not limited to: assessment/planning; finance; resource development; policy; strategic planning; capacity-building; marketing/communication; data; or content areas relevant to Council priorities. Each committee shall have a committee Chair who serves as their representative to the Board of Directors.

C. Task Forces: The Board of Directors may also create ad hoc task forces for activities not requiring an ongoing standing committee.

D. Projects, Initiatives, or Coalitions: Teams may be created to support projects, initiatives, and coalitions in areas relevant to council priorities and must be approved by the Board of Directors.

## **ARTICLE SIX: COORDINATOR**

### **I. Coordinator:**

A. Depending on resources available, the Board may contract a Coordinator to manage day-to-day responsibilities for the organization, in accordance with a written job description, including carrying out the organization's goals and policies as an independent contractor.

B. The Executive Committee shall be responsible for oversight and direction of the Coordinator.

## **ARTICLE SEVEN: FISCAL MANAGEMENT**

**I. Bills, Checks, Drafts:** All bills payable, notes, checks, drafts, warrants or other negotiable instruments of the Council shall be in the name of the Council, and shall be made in accordance with an approved budget and fiscal policy.

**II. Financial Review:** A financial review or audit detailing expenditures for the preceding year shall be provided to the membership annually by the Board of Directors, with the assistance of the Treasurer.

**III. Dissolution:** In the event of dissolution, all remaining funds belonging to Community Wellness Council will be gifted to a similar IRS qualified 501c3 non-profit in Valencia County.

## **ARTICLE EIGHT: CONFLICT OF INTEREST**

**I. Conflict of Interest:** The Board of Directors has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance or purpose of the Community Wellness Council. Furthermore, the Board of Directors and the Community Wellness Council agree to comply with the Conflict of Interest requirements stipulated by any and all funding sources of the Council.

**II. 501C (3):** The Council shall not be used for any lobbying activity that is prohibited by the 501 (c)(3) status and the Council shall not participate in or intervene in (including the publishing or distribution of Statements) any campaign on behalf of any political candidate for public office. Notwithstanding any other provisions of these bylaws, the Council shall not carry on any other activities not permitted to be carried on by a Corporation exempt from federal income tax under Section 501 (c)(3) of the Code, contribution to which are deductible under section 170 (c)(2) of the Code.

## **ARTICLE NINE: MISCELLANEOUS PROVISIONS**

**I. Amendments:** These bylaws may be amended at the annual meeting and if necessary, can be amended by submitting changes to the Secretary for distribution to the Board of Directors for vote at the following regular meeting. Bylaws shall be reviewed every 3 years in years divisible by 3.

**II. Fiscal Year:** The fiscal year of this Corporation/Council shall commence on July 1st and end on June 30th of each year.

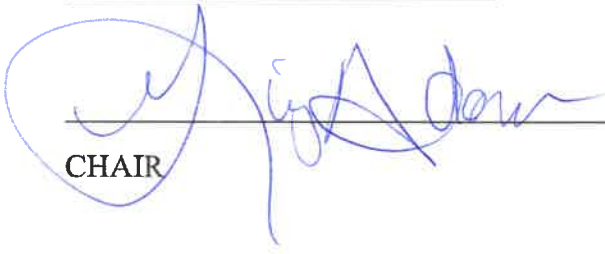
**III. Standing Rules:** The Corporation/Council as needed will adopt standing rules.

**IV. CWC Email:** CommunityWellnessCouncil@gmail.com will be the official means of communicating between the council and the communities. The Social Media Community Liaison and/or contracted coordinator will be responsible for maintaining the email distribution list and will assure that it is updated periodically.

**CERTIFICATION**

These by-laws were approved by the incorporating Board of Directors by a majority vote on

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CHAIR

12/3/2021

DATE