

South Carolina

Breastfeeding Coalition



By-laws

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Article I

Location

The location of the South Carolina Breastfeeding Coalition is not fixed.

Article II

Founding Statements

A. Vision Statement

Breastfeeding, an important public health issue, will become the social norm for feeding infants and young children in South Carolina.

B. Statement of Purpose

The South Carolina Breastfeeding Coalition promotes, protects, and supports the art and science of human milk feeding as the superior form of nutrition and nurture for infants and young children.

C. Goals

1. To be an instrument of societal change through political action, education, and networking.
2. To protect the rights of all mothers and infants in our state to have the opportunity, support, and resources to breastfeed as long as they desire.
3. To recognize leading individuals, organizations, and institutions in protecting, promoting, and supporting breastfeeding.
4. To provide resources and/or financial support for projects consistent with our purpose, mission, and goals.
5. To bring together, join, and coordinate individuals and entities to uphold stated goals.

D. Inclusion Statement

South Carolina Breastfeeding Coalition (SCBC) is committed to diversity and inclusion. SCBC strives to support all breastfeeding, chestfeeding, and lactating families regardless of race, ethnicity, creed, religion, age, sexual orientation, gender identity, family structure, primary language, ability, socioeconomic status, political affiliation, or employment status. SCBC seeks active membership of individuals to reflect the diversity present in the state.

Article III

Organization

SCBC shall be comprised of Members whose business is in accordance with the mission, vision, and goals stated above and executed by the Steering Committee. The Steering Committee will serve as an advisory board to the Coalition. It shall be responsible for coordinating, conducting, monitoring and evaluating general Coalition business. The Steering Committee will consist of the Officers of the Coalition and a Chair or Co-chairs of each Standing Committee. Business of the Steering Committee will be passed with a simple majority vote.

Article IV

Membership

A. Qualification

1. Individual membership shall be open to any individual who is interested in breastfeeding support. Yearly membership is January 1st through December 31st.
2. Patron membership shall be open to any individual agreeing with our vision and purpose desiring to become a lifetime voting member. Patrons will be responsible for updating contact information for maintaining communication.
3. Exceptions to the membership qualifications can be recommended by a two-thirds vote of the steering committee.
4. The membership shall meet quarterly for the purpose of conducting business that may be properly brought before it. This shall be called the “Quarterly Meeting”.
5. Individuals whose activity is detrimental to the goals and purpose of the organization will not qualify for membership.

B. Application of Membership

Application of Individual Voting or Patron Membership should be made to the South Carolina Breastfeeding Coalition with payment of the appropriate fee.

C. Termination and Removal

1. Any of the following are subject to termination proceedings without Steering committee action:
 - a. Individuals who have not paid dues shall be removed from membership thirty days after membership has expired.
 - b. Individuals specifying or wishing to terminate their membership.
2. Any of the following are subject to initiation of termination proceedings which require Steering Committee action:
 - a. Individuals whose activity is detrimental to the goals and purpose of the organization.
 - b. Individuals who no longer exhibit interest in breastfeeding.
3. Termination or removal proceedings:
 - a. Shall be enacted by a majority vote of the Steering Committee, at the next regular meeting.
 - b. Notification of termination or removal proceedings will be made within thirty days of the initiation of action by written notification to the individual or member organization.
 - c. Appeal of termination or removal may be made to the Steering Committee within thirty days of notification of action by the Steering Committee.

D. Classification

Members shall be classified as follows:

1. Individual Voting
2. Patron, lifetime member

E. Dues and Assessments

1. Membership dues will be determined by the coalition by recommendation of the Steering Committee.
2. Payment: Annual dues shall be payable on or before January 15th of the current calendar year.
3. Delinquency
 - a. All members whose dues shall remain unpaid for thirty days shall not be entitled to vote on any matters presented for vote by members.
 - b. All members whose dues shall remain unpaid for thirty days shall be reported to the membership committee.
 - c. Reinstatement: Any member, who has been dropped from the membership and upon receipt of dues, will be reinstated.

F. Privileges and Voting Rights of Members

1. Privileges
 - a. For members of the South Carolina Breastfeeding Coalition to exercise their voting privileges, they must be members in good standing.
2. Voting Rights
 - a. A motion shall carry by a simple majority of the members present.

Article V

Officers

A. Requirements

Requirements for holding an office in the State Coalition include being a member in good standing (dues paying). Attendance at the majority of meetings for the year prior to elections is preferred. All Officers shall commit to attend $\frac{3}{4}$ quarterly meetings, bi-annual conference, and $\frac{3}{4}$ monthly steering meetings and special meetings as called. In addition all Officers will commit to assist with bi-annual conference planning. Time commitment for Officers will be expected to be at least about 5-10 hours a month.

B. Election

All elected officers shall serve a term of at least two years. The officers of the Coalition shall consist of the Co-Chairpersons (2), the Co-Secretaries (2), Treasurer, the Equity Officer, and the Historian. Elections shall be held annually for the longest-serving Co-Chairperson's office, thus allowing that one Co-Chairperson is a veteran officer. The officers shall be elected from the nominee(s) submitted to the Coalition, and a majority vote of the Coalition members present at the October meeting is required for election. All Officers are voting members of the Steering Committee.

C. Duties and Responsibilities

1. Co-Chairperson

- a. A Co-Chairperson shall be presiding officer at all meetings of the Steering Committee and State Coalition.
- b. The Co-Chairperson conducting a meeting will vote to dissolve a tie ballot.
- c. A Co-Chairperson shall coordinate the work of the officers and committees so that objectives and policies of the coalition are maintained and promoted.
- d. Co-Chairperson(s) shall be responsible for leading and coordinating the organization of the bi-annual conference.
- e. Co-Chairperson(s) shall be responsible for conducting an annual review and update of the South Carolina Breastfeeding Coalition Bylaws.
- f. Co-Chairperson(s) shall be responsible for creating an annual budget to be approved by a simple majority vote of the Steering Committee.

2. Co-Secretary

- a. The Secretaries shall keep a record of all Steering and General meetings of the Coalition, and disperse minutes Steering Members and general

membership within one week. It will be the responsibility of the Secretary to upload minutes to the SCBC Coalition Web site.

- b. It is also the duty of this office to write thank-you notes to speakers as warranted, as well as other duties related to this office.

3. Treasurer

- a. The Treasurer shall receive all moneys of the Coalition, maintain an accurate record of all receipts and expenditures, and disperse all moneys approved by the Steering Committee.
- b. The Treasurer shall present a financial statement when requested to do so by the Steering Committee, and shall give a summary report to the membership annually.
- c. All expenses of the coalition shall be paid by the Treasurer no later than the tenth of the month after receipt of billing.
- d. The Treasurer will coordinate with the Membership Committee Chair to keep an updated membership roster.

4. Equity Officer

- a. The Equity Officer will monitor at least quarterly whether policies and actions of the South Carolina Breastfeeding Committee are true to the inclusion statement above and bring to the attention of the Steering Committee.
- b. The Equity Officer will actively seek representatives for organizations, groups, and communities so that membership and activities reflect the intent of the inclusion statement above and support breastfeeding for all South Carolina families.
- c. The Equity Officer will coordinate with the Advocacy committee to coordinate advocacy projects promoting equity in breastfeeding in South Carolina.

5. Historian

The Historian will keep all records of the Coalition in order and accessible for Coalition business. This includes the on-line data storage and organization of documents. The Historian will organize email/data accounts and keep passwords to all electronic media including the Web site.

D. Vacancy

1. In the event of a vacancy of an officer, the Steering Committee shall be empowered to, by a majority vote, select a member of the Steering Committee or General Membership to become interim officer until the next election.

E. Resignation

1. An officer of the Coalition may resign from office by notifying the Secretary by email at least thirty days in advance of the day of resignation. The vacancy will then be filled in accordance with the by-laws.

F. Termination

1. Should an Officer be unable to serve in the agreed capacity or uphold the mission, vision and goals of the South Carolina Breastfeeding Coalition, the Officer should volunteer to resign. Failing voluntary resignation, by simple majority vote, the Steering Committee can dismiss the Officer and follow procedure for finding an interim Officer.

Article VI

Committees

A. Standing Committees

Standing Committee Chairs shall be elected for two years by simple majority vote of the general membership at the October General meeting. All Committee Chairs of Standing Committees are voting members of the Steering Committee. All Committee Chairs shall commit to attend $\frac{3}{4}$ quarterly meetings, bi-annual conference, and monthly steering meetings and special meetings as called. In addition all chairs will commit to assist with bi-annual conference planning. Time commitment for Committee chairs will be expected to be about 5-10 hours a month.

1. Education Committee
 - a. The education committee will be comprised of selected members as appropriate.
 - b. Duties of the education committee include: planning educational offerings and conferences and completing continuing education application/documentation as appropriate,
2. Membership Committee
 - a. The membership committee will be comprised of selected members as appropriate.
 - b. Duties of the membership committee include: monitoring attendance, sending meeting reminders in coordination with the Public Relations Officers, contacting non-active members, notifying expired members, sending welcome letters to new members, creating and maintaining membership name tags for general meetings, and being a liason for regional coalitions and representatives for organizations.
3. Advocacy Committee
 - a. The advocacy committee will be comprised of selected members as appropriate.
 - b. Duties of the advocacy committee include: monitoring and participating in legislative efforts and advocacy for breastfeeding issues throughout the State.
 - c. The advocacy chair will be responsible for coordinating response to reports of abuse/persecution by breastfeeding families.
4. Public Relations and Social Media Committee
 - a. The public relations and social media committee will be comprised of selected members as appropriate.

- b. The public relations and social media committee will have two co-chairs. The Website and Public Relations Chair will evaluate and update the website at least monthly as well as send out PR via Website email campaigns monthly, coordinate press releases for events and meetings, and other duties related to this committee that further the mission, goals, and visions as stated above.
 - c. The Social Media Chair will update and coordinate social media at least monthly to advertise and further the mission, goals, and visions stated above.
5. Fundraising/Grants Committee
- a. The fundraising/grants committee will be comprised of selected members as appropriate.
 - b. The fundraising/grant committee will seek grants and other funds to support the mission, vision, and goals of SCBC.
 - c. In addition to the funds derived from the assessment of dues the following sources for funding will be explored:
 - i. State, Federal or other public or private grants.
 - ii. The solicitation of individual or corporate contributions.
 - iii. Interest from bank deposits, certificates, bonds and other investments.
 - d. The fund-raising committee will write thank you letters to donors and seek repeat donations.
6. Coalition Community Partner Committee
- a. The community partner committee will be comprised of selected members as appropriate.
 - b. The community partner committee will develop, manage and maintain applications for Community Partners.
 - c. The chair will communicate with PR officer to update Website quarterly
 - d. The chair will communicate with community partners bi-annually

B. Ad Hoc Committees

- 1. Ad Hoc Committees shall be appointed by a Co-Chairperson as recommended by the Coalition members.

C. Vacancy

In the event of a vacancy of Committee Chairs, the Steering Committee shall be empowered to, by a majority vote, select a member of the General Membership until the next election.

D. Resignation

A Committee Chair of the Coalition may resign from office by notifying the Secretary by email at least thirty days in advance of the day of resignation. The vacancy will then be filled in accordance with the by-laws.

E. Termination

Should a Committee Chair be unable to serve in the agreed capacity or uphold the mission, vision and goals of the South Carolina Breastfeeding Coalition, the Chair should volunteer to resign. Failing voluntary resignation, by simple majority vote, the Steering Committee can dismiss the Chair by simple majority vote.

Article VII

Representatives

As a Coalition intent upon coordinating breastfeeding support in South Carolina, SCBC will seek representatives to organizations and groups that may impact breastfeeding in the state and help further the mission, vision and goals above. Representatives are encouraged to join as individual members of the coalition and have voting rights per each individual.

Article VIII

Meetings

A. Steering Committee

1. Regular meetings
 - a. The Steering Committee shall meet no more than once a month to carry out the business of the coalition. The meetings shall be held as determined by a Co-Chairperson, with notice of said meetings to be given at least two weeks in advance of the meeting.
2. Special Meetings
 - a. Special Steering Committee meetings may be called by a Co-Chairperson. Such meetings require notification to include the specific business item(s) to be addressed at the special meeting.
3. Action Without a Formal Meeting
 - a. Business of the Coalition, requiring Steering Committee action may be conducted by telephone, electronically, or in writing. Such action requires written, electronic, and /or verbal notification be given to each sitting member of the Steering Committee of the specific action to be addressed.

B. General Membership Meetings

The general membership meetings of South Carolina Breastfeeding Coalition shall be at the discretion of the Co-Chairperson in accordance with formal request of the Steering Committee or quarterly as designated by a Co-Chairperson at the previous Steering Coalition meeting.

Article IX

Grants & Donations

- A) The Coalition shall be empowered and authorized to accept donations, grants, gifts and bequests from organizations and individuals, subject to the approval of the Steering Committee, to support the vision, mission, and goals stated above.
- B) Any monies accepted for earmarked purposes will be accounted for.
- C) Donors or Grantors will not have membership rights or voting privileges.

Article X

Financial Records

- A) Budget
 - a. Budget approval for the following year will be voted on and approved by simple majority of the Steering Committee by December 31st and released to the general membership by January 30th of the following year.
- B) Audit
 - b. The financial records of the Coalition shall be audited annually.

Article XI

Regional Coalition Guidelines

Regional Coalitions who adopt separate by-laws must be approved by the Steering Committee.

Article XII

Amendments to By-Laws

By-Laws may be amended, suspended or altered by a majority of the General Membership that submit votes. Proposed changes will be announced at least two weeks before the last vote is tallied. Vote can be taken via email, online, in-person, or by-phone vote. Voting method will be announced with proposed changes.