

**Safe Kids Savannah
By-Laws**

**ARTICLE I
NAME**

The name of this organization shall be Safe Kids Savannah, herein referred to as the Coalition.

**ARTICLE II
PURPOSE**

Accidental injuries kill more children annually than all diseases combined;
Therefore, the goal of this Coalition is to reduce accidental injuries to children in Chatham County.

The objectives include, but are not limited to:

- A. Establish a collaborative and cooperative Coalition consisting of public and private agencies and corporations, as well as individual businesses and citizens to provide a safe environment for the children of Chatham County;
- B. Serve a leadership role in the education of parents, children, educators, health care providers, organizations, political bodies and the community at-large about the impact of accidental childhood injuries;
- C. Serve as a regional referral source/resource center on accidental childhood injury prevention programs and educational materials;
- D. Coordinate or assist in the development, implementation and evaluation of childhood injury prevention programs;
- E. Influence policy related to reducing the rate of injury morbidity and mortality to children including, but not limited to local and statewide legislation;
- F. Serve as a liaison between Safe Kids Worldwide, Safe Kids USA, Safe Kids Georgia and Safe Kids Savannah;
- G. Focus media attention on the problem of accidental childhood injuries and encouraging an emphasis on prevention.

**ARTICLE III
MEMBERSHIP**

SECTION 1. Eligibility

- A. Any public or private agency, group, organization, business, or individual concerned with the health and safety of children shall be considered for membership in the Coalition.
- B. Members must endorse the mission, goals and objectives of the Coalition.
- C. Members must participate in a Coalition committee or project of choice.
- D. Coalition members who sponsor, organize, or participate in a childhood injury prevention project or event that clearly aims to achieve the objectives outlined in Article II using the Safe Kids Savannah name must formally request approval from the Coalition. Upon approval Coalition members must use the official trademarks and service marks of Safe Kids Worldwide, Safe Kids USA, Safe Kids Georgia or Safe Kids Savannah. These trademarks and service marks include:

“Safe Kids Savannah”
“Safe Kids Georgia”
“Safe Kids USA”
“Safe Kids Worldwide”

No written publication, press release, videotape, audiotape, banner, or sign shall contain the phrase "Safe Kids" standing alone. In return for this pledge, the Coalition will assist any Coalition member with organizing and advertising any event that meets the objectives stated in Article II. Prior approval of the above marks is required.

SECTION 2. Admission of Members and Terms of Service

- A. Eligible members must complete a new member orientation and package including but not limited to a membership application and a consent for a background check.

- B. Membership shall be renewed annually by submitting a membership renewal form.
- C. Agency representatives who are no longer able to participate in the Coalition will agree to request new representation from their agency.

SECTION 3. Rescinding Membership

Membership shall be automatically rescinded if the member acts contrary to Article II, or if a member fails to meet any requirements for membership outlined in Article III.

**ARTICLE IV
BOARDS AND COMMITTEES**

SECTION 1.

Coordinator, employed by the sponsoring agency, oversees and coordinates all activities of Safe Kids Savannah to ensure that the Principles of Performances guidelines, as specified by Safe Kids Worldwide, are met.

SECTION 2.

The Safe Kids Savannah Advisory Board will consist of at least five (5) community leaders committed to carrying out the goals and objectives in Article II. The members will include representatives from 4 public agencies and one member-at-large. The Chairperson of the Coalition will also serve as the Chairperson of the Executive Board and of the Advisory Board. Member terms will be for a minimum period of three years.

Advisory Board members will meet twice per year in October and February. Members will also attend at least one of following: the December Coalition meeting, the Annual Awards Luncheon in May or the Annual Planning Retreat Day in June.

SECTION 3.

The Safe Kids Savannah Executive Board will consist of the Coordinator, Chairperson, Vice Chairperson, the five Committee Chairs and the Subcommittee chairs. The Executive Board will review the progress and activities of each committee, and develop direction and policies to be implemented.

Under leadership of the Coordinator, the Executive Board will ensure that action plans are developed and program evaluations conducted in a timely manner.

SECTION 4.

The Standing Committees will be:

- 1) Membership
- 2) Resource Development
- 3) Public Relations
- 4) Program
- 5) Advocacy

Each Committee will develop, promote and support injury prevention activities and awareness in their respective area, keeping with the goals and objectives of Article II.

SECTION 5.

Sub-committees and Special committees will be established by the Coordinator and Coalition Chairperson with approval of the Executive Board and input from the Membership, to perform long-term and/or special projects as needed.

SECTION 6.

An emergency response team will consist of the coordinator and chair of the appropriate committee and will be called upon as issues needing immediate attention arise between Executive Board meetings.

**ARTICLE V
EXECUTIVE BOARD RESPONSIBILITIES**

- A. Chairperson must attend, preside over, and share responsibility for the agenda (with coordinator) at all scheduled Coalition meetings. Chair will serve at minimum, a one-year term and no more than two consecutive years, with term beginning at the passing of the gavel at the Annual Awards Luncheon.
- B. Coordinator will serve as Program Committee Chair, including serving as secretary for Coalition meetings, distributing meeting notices and minutes to Coalition members, serving as liaison between Coalition and media, overseeing financial records of the Coalition, overseeing a calendar of safety-related events, overseeing educational materials, resource file and mailing lists, working with the Coalition chairperson

developing agendas and coordinating events and meetings.

- C. Vice-Chairperson will work with the Chairperson and Coordinator to develop and oversee Coalition meetings/rallies as established in Article VI, Section 2. Vice-Chairperson will serve at minimum, a one-year term and no more than two consecutive years, with term beginning at the passing of the gavel at the Annual Awards Luncheon. At the completion of the Chairperson’s term the Vice-Chairperson will assume the role of Chairperson. The Vice-Chairperson’s duties will include serving as the Membership Committee Chair.
- D. Membership Committee Chair will coordinate membership activities, including member recruitment and volunteer appreciation.
- E. Resource Development Committee Chair will review the financial records of the Coalition with the Coordinator twice per year. Additionally the Chair will develop and implement fund raising activities and resources for the work of the Coalition.
- F. Public Relations Chair will promote Coalition goals, objectives and activities, bringing the injury prevention message to members within the Coalition and to the community.
- G. Advocacy Chair will monitor, report and develop policies to meet Safe Kids Savannah’s goals, objectives and mission; acting as a liaison between the policy committee of Safe Kids Georgia, keeping abreast of legislative policy agendas and making recommendations to the Coalition relevant to accidental childhood injury prevention.
- H. Standing Committee Chairs will preside at their respective committee meetings, develop and implement appropriate safety events, appoint subcommittee chairs, serve on the Executive Board, report on committee activities and carry out activities delegated by the Executive Board.
- I. Subcommittee Chairs will direct subcommittee activities, carry out activities delegated by standing committee chair, report activities to standing committee chair, and serve on and attend Executive Board meetings.

ARTICLE VI
MEETINGS

SECTION 1.

- A. The Safe Kids Savannah Executive Board will meet monthly. The Executive Board, Advisory Board and the Coalition will meet in June for the purpose of planning the following year's activities and calendar.
- B. Safe Kids Savannah Executive Board members shall attend two-thirds (2/3) of the Coalition meetings annually.
- C. All Coalition members will convene monthly except during July recess in a general assembly meeting to discuss necessary coalition business (to the discretion of the Membership and Program chairs) and provide a forum for committees to meet and submit monthly reports.
- D. Subcommittees will meet on an as-needed basis to be announced by the Subcommittee Chair or Co-chair (if indicated).

SECTION 2.

Safe Kids Savannah as a Coalition will hold at least one safety event quarterly.

ARTICLE VII
VOTING

Each member of the Coalition shall have one vote. Votes can be done via proxy or absentee ballots. A simple majority will pass or fail issues.

ARTICLE VIII
DUES AND FEES

SECTION 1.

Dues for membership in Safe Kids Savannah shall be through a donation of an annual \$25 fee per member. Dues shall be used to pay for the Annual Awards Luncheon and monthly Coalition meetings.

SECTION 2.

Costs of educational materials and resources obtained for use by specific Coalition members may require payment from the Coalition member requesting the materials or resources.

ARTICLE IX
AMENDMENT PROCEDURES

SECTION 1.

The Coalition may amend these by-laws, provided that the proposed amendments are approved by a simple majority of the Coalition.

SECTION 2.

Amendments to the by-laws must be submitted in writing to the Safe Kids Savannah office within two weeks prior to the next Coalition meeting. Their Chairperson and/or Program Chair may wish to discuss the reason(s) for the amendment(s) with the author. Amendments will be e-mailed to the Coalition prior to the next Coalition meeting for review and will be read aloud and discussed at the Coalition meeting. The amendment will be voted on at the following Coalition meeting.