

# TULSA TEEN PREGNANCY PREVENTION COALITION

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## BY-LAWS

### ARTICLE 1-NAME

The name of the organization shall be the Tulsa Teen Pregnancy Prevention Coalition (TTPPC).

### ARTICLE 2-MISSION AND VISION

The mission of the Tulsa Teen Pregnancy Prevention Coalition is to eliminate unintended teen pregnancy through education, collaboration, advocacy and support policy and ensure environments are conducive to change.

The Tulsa Teen Pregnancy Prevention Coalition's vision is to empower and educate teens and their families to prevent unintended pregnancies and to decrease the health and economic consequences of unintended pregnancies within our families and communities.

### ARTICLE 3-MEMBERSHIP

The Tulsa Teen Pregnancy Prevention Coalition is comprised of organizations and individuals dedicated to the development and implementation of a comprehensive plan to prevent unintended teen pregnancies in Tulsa.

Section 3.1: Coalition membership shall represent all sectors and demographics of the community. Members must be supportive of the mission and principles for which the coalition stands.

Section 3.2: Members shall be active, voting, and honorary.

- Active Members will attend at least three meetings per year and will participate in at least one committee or project during the year.
- Voting Members will be one representative of each member's organization, and individuals who are active members.
- Honorary Members shall be individuals or organizations making significant contributions to the Coalition and its programs.

Section 3.3: Members may be required to complete a membership agreement form for official membership documentation.

### ARTICLE 4-MEETINGS

Section 4.1: The Tulsa Teen Pregnancy Prevention Coalition's general meetings shall be held once every month beginning in January. The Executive Committee shall set the agenda one week prior to the meeting. The Secretary or staff shall mail (electronically or by postal mail) to every member in good standing, at his/her address as it appears on the membership roster for this Coalition a notice detailing the time and place of the General Meeting. The minutes of the previous meeting shall be submitted via email before each meeting and at each for review.

Section 4.2: Committees shall meet as often as necessary to achieve strategic plan objectives.

## **ARTICLE 5-VOTING**

Section 5.1: Voting privileges will be granted to each individual not affiliated with an organization.

Section 5.2: Each organization represented shall have one vote, regardless the number in attendance from a single organization.

Section 5.3: Voting members become eligible to vote at their second meeting. To retain voting privileges, a member organization/segment must attend two meetings per year and participate in at least one committee or project during the year.

Section 5.4: A quorum is established when one-third of eligible voting members are present. Most actions will require only a simple majority (1/2 plus one), except amendments to the by-laws will require a majority of three-quarters of eligible votes. Acceptable methods of voting shall be during general quarterly meetings or by email. When voting by email members shall respond to the Tulsa Teen Pregnancy Prevention Coalition Chairperson and Secretary or staff. During election of officers members shall also respond to the Nominating Committee.

## **ARTICLE 6-OFFICERS**

Section 6.1: The officers of the Tulsa Teen Pregnancy Prevention Coalition may serve a maximum of three one-year terms. Officers include the Chair, Vice-Chair, Secretary, Treasurer, Immediate Past-Chair, and any others as needed. The Vice-Chair automatically becomes Chair if the Chair resigns before the end of the term.

Section 6.2: The **Chair** shall:

- Preside over General and Executive Committee meetings;
- Coordinate the work of the Coalition;
- Coordinate agendas and mailings of the Coalition;
- Serve as liaison to other community coalitions
- Be a signer on bank accounts;
- Be an ex-officio member of all Committees.

Section 6.3: The **Vice-Chair** shall:

- Act as Chair in the absence of the Chair
- Perform all other duties at the request of the Chair.

Section 6.4: **Secretary** shall:

- Keep minutes and records of Tulsa Teen Pregnancy Prevention Coalition;
- Read and submit prior meeting minutes at each new meeting session;
- Give oral summary report regarding incoming mail and needed action if any;
- Be a signer on bank accounts;
- Perform all other duties at the request of the Chair.

Section 6.5: **Treasurer** shall:

- Compile the annual budget;
- Maintain all financial documents;
- Supervise any accountants or bookkeepers employed by Tulsa Teen Pregnancy Prevention Coalition;
- Submit monthly financial reports at meetings;
- Deposit all money;
- Be a signer on bank accounts;
- Arrange for audits as necessary;
- Preside as Chair of the Finance Committee;
- Perform all other duties at the request of the Chair.

Section 6.6: The **Past Chair** shall;

- Provide ongoing consultation to the Chair to ensure continuity of leadership;
- Perform all other duties at the request of the Chair.

Section 6.7: Vacancies/Removal of Officer.

- Vacancies due to resignation, incapacity, death, or removal shall be filled by vote of the Members, except for the Office of the Chair, which shall be filled by the Vice-Chair and accompanied by election of another Vice-Chair.
- Removal of any officer for cause may be done by vote of the Members.

## **ARTICLE 7-EXECUTIVE COMMITTEE**

Section 7.1: The Executive Committee includes the Officers, Youth Representative(s), Committee Chairs and any others as needed.

Section 7.2: Youth Representatives shall:

- Provide support to the Coalition regarding youth activities;
- Perform all other duties at the request of the Chair.

Section 7.3: Committee Chairs shall:

- Preside over assigned committees and submit reports to the body;
- Perform all other duties at the request of the Chair.

Section 7.4: General Powers and Duties of the Executive Committee shall include:

- Coordination of the planning and implementation of a comprehensive teen pregnancy prevention plan.
- Recruitment, orientation and placement of new members;
- Determination of Coalition meeting dates and places;
- Enlistment and approval of Coalition membership and Committee Chairs;
- Establishment and disbandment of Coalition committees;
- Approval of the use of the coalition name and/or logo by at least two committee members.

Section 7.5: Membership Review

- The Membership Chair shall present a report to the Executive Committee detailing conflicts and infractions pertaining to the membership agreement form.

- The Executive Committee shall submit recommendations for course of action to resolve conflict or infractions pertaining to the membership agreement form.

## **ARTICLE 8-OTHER COMMITTEES**

**Section 8.1:** The Committees of the Tulsa Teen Pregnancy Prevention Coalition shall be standing, ad hoc, and special. The standing committees shall be:

- *Committee/Goal 1: Reduce and eliminate unintended teen pregnancies;*
- *Committee/Goal 2: Build awareness that unintended teen pregnancy is a public health and economic issue;*
- *Membership. Recruit and maintain organizations and individuals.*

Task Forces may be formed from the aforementioned committees (Community, Education/School, Marketing/Communication and maybe Clinical).

Ad hoc committees shall be *By-laws, Nominating, and Finance, and Grants*. Committee Chairpersons shall be appointed by the Chair and serve at the discretion of the Chair. Special Committees may be appointed by the Chair with the approval of the Coalition. The Chair with the approval of the Coalition may appoint special Committees as circumstances warrant.

**Section 8.2:** Committee/Goal 1: Reduce and eliminate teen pregnancies. This committee shall address efforts to reduce and eliminate teen pregnancies in Tulsa County by:

- Working with school districts to create, review, and/or update and strengthen existing sex education policies;
- Using grassroots efforts to impact local policies affecting sex education;
- Continue to raise awareness and increase knowledge of the economic and social costs of teen pregnancies.

**Section 8.3:** Committee/Goal 2: Build awareness within the community regarding teen pregnancies. This committee will:

- Increase the public's knowledge that teen pregnancies are an issue in our community,
- Decrease the public image of the acceptability of teen pregnancies
- Promote activities to counter the marketing, glamorization and normalization of teen pregnancy.

**Section 8.4:** Membership Committee. This committee shall:

- Review membership agreements and report findings to Executive Committee;
- Submit new members to the Coalition body;
- Devise strategies to recruit and retain membership;
- Maintain ethnically and/or culturally diverse representatives on the committee.

**Section 8.5:** Finance Committee (Ad hoc). This committee shall:

- Establish annual budget and funding mechanisms for the Coalition;
- Submit budget each November for consideration and approval of members during December meeting.

**Section 8.6:** By-Laws Committee (Ad hoc). This committee shall:

- Recommend appropriate changes to the By-laws as directed by the membership;

- Submit proposed changes to body for voting.

Section 8.7: Nominating Committee (Ad hoc). This committee shall:

- Receive nominations and present a slate of nominees for officers to the membership no later than September 1 of each election year;
- The nominating committee report will be distributed at least 15 days prior to the vote of the membership, but no later than October 15;
- Count election ballots and present results to the body.

Section 8.8: Grants Committee (Ad hoc). This committee shall:

- Identify opportunities for grant funding;
- Present opportunities to body for approval;
- Write and submit final grant proposals to Executive Committee.

## **ARTICLE 9-PARLIAMENTARY AUTHORITY**

The rules contained in "Robert's Rules of Order Revised" (the latest edition as adopted by the Officers) shall govern the meetings of the coalition in all cases not governed by these by-laws.

## **ARTICLE 10-AMENDMENTS**

Members may propose changes to these by-laws as appropriate and necessary. The by-laws may be amended by a three-quarters (¾) majority affirmative vote of Coalition members. All active members shall be notified of proposed changes prior to a final vote.

## **ARTICLE 11-FINANCIAL OPERATION**

Section 11.1: The officers shall coordinate solicitation and acceptance of financial support in the form of gifts, grants, donation, contracts, in-kind contributions, or dues. Financial support cannot be received from tobacco companies or their subsidiaries in support of public health initiatives.

Section 11.2: Expenditures shall be approved by a minimum of two officers. Expenditures exceeding \$500.00 require approval of the Executive Committee. Financial reports, revenues and expenditures shall be included in the Chair's report to the members, which may be given by the Treasurer at the discretion of the Chair.

Section 11.3: The fiscal year of this Coalition shall be the calendar year, January 1 -December 31.

Section 11.4: Checks and Drafts may be signed by one officer authorized to sign on bank accounts, providing approval of the expenditure has been appropriately authorized and documented.

Section 11.5: The membership may authorize any officer or officers, agent or agents to enter into a contract or execute any instruments on behalf of the Coalition.

Section 11.6: Independent auditing will be conducted annually.

Section 11.7: When funds exceed \$20,000 a contracted CPA firm will file tax returns.

## **ARTICLE 12 - DISSOLUTION**

Upon dissolution of the coalition, all of the assets of the organization not otherwise subject to the debts, liabilities, and obligations of the organization shall be distributed in accordance with the Oklahoma Business Corporation Act and as determined, in their sole discretion, by a majority of the Members eligible to vote.

**Accepted: March 6, 2013**