

Bylaws of Safe Kids Delaware

Safe Kids Delaware is incorporated as a 501(C) 3 public non-profit organization under Delaware Statute and is a State Coalition of Safe Kids Worldwide. Safe Kids Delaware is a volunteer organization dedicated to reducing unintentional childhood injuries in our communities through a multifaceted approach to childhood injury prevention. Injuries will be reduced through community-based programs, educational interventions, and public policy initiatives. Injury surveillance information will be used to identify and target Delaware's incidence of unintentional injury among children ages birth through 14.

ARTICLE I

NAME:

The name of this organization shall be Safe Kids Delaware, henceforth known as "Safe Kids". The governing body is the Board of Directors; henceforth known as the "Board".

ARTICLE II

MISSION:

To raise awareness and prevent unintentional childhood injuries in children from birth through age 14.

THE GOALS OF THIS ORGANIZATION ARE:

1. Maintain and promote growth of a multi-faceted, statewide Safe Kids Organization comprised of public, private, and voluntary agencies with interest and expertise in injury prevention that empower it to make an impact in the reduction of childhood injuries in Delaware.
2. Work to stimulate changes in adult and childhood behavior, products and the environment to reduce the incidence of unintentional injury to children in Delaware.
3. Endeavor to make childhood injury prevention, in order to promote a safer environment, a public policy priority for federal, state and local policy makers; thereby increasing monetary and other resources allocated to childhood injury prevention programs and activities.

ARTICLE III

Safe Kids MEMBERSHIP:

1. Nature of membership: Membership in Safe Kids is open to any individual or organization committed to the prevention of unintentional childhood injury. Safe Kids membership is confirmed upon submission of a completed application form.
2. Qualifications for Membership: As a member of Safe Kids each person or organization agrees to:
 - a. Complete and abide by items on membership form.
 - b. Develop support for childhood injury prevention activities in their organization or community.
 - c. Promote the goals and initiatives of Safe Kids.
 - d. Be listed as a member in Safe Kids literature when appropriate.
 - e. Be actively involved in Safe Kids activities or designate a liaison to be actively involved in Safe Kids activities.
3. Membership fees shall be determined annually and set up by action of the Board at the final Board meeting of the calendar year.

ARTICLE IV

OFFICERS AND RESPONSIBILITIES: Elected officers of Safe Kids shall be known collectively as the Board of Directors and shall consist of:

1. Chairperson
2. Honorary Chairperson
3. Immediate Past Chairperson
4. Vice-Chairperson
5. Lead Agency Liaison
6. State Coordinator
7. Secretary
8. Treasurer
9. At least five At- Large Members that represent the areas of Fire, Traffic, Recreational, Consumer Products and Public Relations.
10. Chairperson or Co-Chairpersons of each county chapter

Section 1. Chairperson - The Chairperson shall:

- a. Call, preside over and develop the agenda for all Board and Safe Kids meetings.
- b. Appoint a Chairperson for all Safe Kids ad hoc committees.
- c. Through board approval, set priorities for Safe Kids and develop its budget for each program year.
- d. Coordinate annual Safe Kids self-evaluation.
- e. Coordinate ways of addressing Safe Kids issues with lead agency and county chapter leadership.

Section 2. Honorary Chairperson - The Honorary Chairperson shall be a prominent individual appointed to assist in raising the awareness about unintentional childhood injury in the State of Delaware.

Section 3. Immediate Past Chairperson – The Immediate Past Chairperson shall support the Board as needed.

Section 4. Vice-Chairperson - The Vice-Chairperson shall perform the duties of the Chairperson in the absence of the Chairperson, assist the Chairperson in performance of duties on request and carry out other duties as prescribed by the Chairperson or Board.

Section 5. Lead Agency Liaison/ – An individual appointed by the lead agency to monitor activities of Safe Kids.

Section 6. State Coordinator - An Individual appointed by the lead agency to monitor and initiate activities outlined in the agreement between the lead agency and Safe Kids Worldwide on behalf of Safe Kids in as far as those activities do not conflict with other portions of these bylaws.

Section 7. Secretary – The Secretary shall be responsible for maintaining the records of Safe Kids.

- a. Attends Board meetings and records minutes or summary of each meeting.
- b. Coordinates with lead agency for distribution of agendas, minutes, supporting documents, and meeting notices as appropriate. Coordinates correspondence to and from Safe Kids Worldwide.

Section 8. Treasurer - The Treasurer shall have overall responsibilities for all funds of Safe Kids.

- a. Accounts for all revenue and expenses of Safe Kids according to standard bookkeeping practices and requirements of the IRS and Safe Kids' 501(C)(3) non-profit status.
- b. Submits financial records to certified public accountant for annual tax return filing.
- c. Presents report of Safe Kids financial status at Board and Statewide Safe Kids meetings.
- d. Ensures the Chairperson or Vice-Chairperson has approved disbursements prior to disbursement.
- e. Drafts an annual budget and annual treasurer's report for Safe Kids and submits it to the Board for approval.
- f. Coordinates accounting and funds distribution for the County Chapters.

Section 9. At-Large Members: Responsibilities of At-Large Members are to support the Board as needed by participating in the regularly scheduled board meetings and identifying and linking resources from his/her agency and the community. At-Large Members also provide statewide leadership in at least one of the following injury prevention areas:

1. Public Relations: maintain the visibility of Safe Kids through media initiatives such as:
 - a. Collaborates to produce Safe Kids newsletter in cooperation with the lead agency and county chapters.
 - b. Prepare and distribute all press releases for Safe Kids and keep the lead agency informed of press related activities.
 - c. Coordinate media events for county chapters where required.

2. Traffic Injuries, Fire Injuries, Consumer Products Injuries, Recreational Injuries, or other Childhood Injury Prevention Partners:
 - a. Provide leadership in communities or statewide in reducing childhood injury in respective area of interest.
 - b. Raise overall community awareness about respective injury incidence and prevention.
 - c. Pursue pilot projects where possible and encourage and assist in needs assessment, program development and evaluation, and special events in respective injury area.
 - d. Organize dissemination of injury prevention materials and information through networks of state organizations.

Section 10. Chairperson of each county chapter: shall provide leadership to the county chapter in the following ways:

- a. Organize the chapter under the general guidance of the Safe Kids Board and signs a letter of agreement with Safe Kids for the county chapter.
- b. Maintain minutes of meetings of the county chapter and forward copies to the Safe Kids Coordinator.
- c. Coordinate fundraising activities with the state organization. Make checks payable to Safe Kids Delaware, and submit to Treasurer.
- d. Follow accounting procedures as specified by 501 (C)3 of the Internal Revenue Code.
- e. Use the Safe Kids logo in accordance with guidelines provided by Safe Kids Worldwide.
- f. Serve on the Board of Safe Kids.
- g. Encourage chapter members to become active in support of Safe Kids efforts.
- h. Coordinate media activities involving our Honorary Chairperson and Safe Kids Worldwide with the State Public Relations Coordinator of Safe Kids and the Lead Agency.

- i. Submit documentation of meetings and events in a timely manner and assist in providing information required by Safe Kids Worldwide.

Section 11. Election and Appointment of Officers

The officers of Safe Kids shall be elected biannually by the Board at the December meeting by quorum. The list of nominees will be drafted in November and their names will be circulated to Board members at least one week prior to the December Board Meeting. Newly elected members will assume their responsibilities in January.

1. Terms of Office:

- a. All elected officers shall serve two years. Term of office shall begin January 1.
- b. The immediate past Chairperson shall serve as a Board member for two years.
- c. Interim vacancies shall be filled by appointment of the Board and shall be official until the next general election is held.
- d. Officers may serve an unrestricted number of terms by election.

2. Quorum:

Six members of the Board shall constitute a quorum.

Section 12. The Executive Committee

1. The members of the Executive Committee shall be comprised of the following:
 - a. Four (4) Officers of the Board
 1. Chairperson
 2. Vice-Chairperson
 3. Secretary/State Coordinator
 4. Treasurer
 - b. Lead Agency Liaison

2. . The Executive Committee will perform the following duties:

Review budget requests not covered in annual budget up to \$1,000.00, and other special requests as assigned. If request is over \$1,000.00 it will come back to full board.

- c. Unanimously Approve/Disapprove any budget or special requests.
- d. Recommend to the Chair candidates to fill any vacancies which occur on the Board of Directors between elections.

ARTICLE V

AD HOC COMMITTEES

The Chairperson and/or Board shall establish the Ad Hoc Committees.

1. Chairs of each ad hoc committee will be selected by the Chairperson and approved by the Board.
2. Quorum - A majority of the members of any committee shall constitute a quorum.

ARTICLE VI

MEETINGS

1. Board shall meet quarterly each year. Board meetings are open to all Safe Kids members. All meetings will be conducted in accordance with Robert's Rules of Order, Revised.
2. Board members are expected to attend all meetings or to send a proxy with report.
3. The Executive Board has the right to replace board members who have 50% or more unexcused absences at the regular Board Meetings during any given calendar year.
4. Excused absences require prior notification to the state coordinator.
5. Ad Hoc Committees will meet at a time and location agreed upon by its membership.
6. Special meetings shall be called by a quorum of the Board or the Chairperson as needed.

7. The annual conference will be held in June of each year and the associated awards luncheon shall be considered the Annual Meeting of the entire membership.

ARTICLE VII

ORGANIZATION RESPONSIBILITIES

Section 1. Board of Directors

- a. Oversee direction of Safe Kids
- b. Approve disbursement of funds.
- c. Verify active membership in Safe Kids
- d. Select priority areas for Safe Kids activities.
- e. Approve public position using the name of Safe Kids Delaware.
- f. Authorize use of name and logo (within Safe Kids Worldwide guidelines).
- g. Call meetings as needed.

Section 2. Lead Agency

- a. Appoints a liaison to Safe Kids and performs other functions as described in the lead agency agreement with Safe Kids Worldwide.
- b. Coordinates and distributes communications between Safe Kids Worldwide and Safe Kids Delaware.
- c. Assure that the standards of performance outlined in the Safe Kids Worldwide agreement are carried out by Safe Kids Delaware.

Section 3. County Chapters

Requirements for initiating and maintaining a county chapter of the Coalition are:

- a. Signature of a letter of agreement with Safe Kids Delaware which specifies authorization of the use of Safe Kids Worldwide's name and logo in conjunction with childhood prevention efforts and other requirements of a county chapter as specified below:
 - b. In accordance to Safe Kids Delaware bylaws, County Chapters will sign a letter of agreement.
 - c. Select a chair that will serve on the Board of Safe Kids.
 - d. Complete and send in reports as requested by Safe Kids Worldwide, Safe Kids Delaware or the State Coordinator.
 - e. Follow accounting procedures as specified by 501 (C)3 of the Internal Revenue code.
 - f. Coordinate fund raising activities and special events with Safe Kids.
 - g. Use the Safe Kids Logo in accordance with the guidelines provided by Safe Kids Worldwide.
2. Encourage community-based organizations to become members of the County Chapters.
 3. Report as required to the Board on all related activities of the County Chapter and provide copies of locally generated materials such as brochures, press releases, agendas and flyers.
 4. Address at least one childhood injury risk area each calendar year.
 5. Participate in Safe Kids projects when possible.

Section 4. Ad Hoc Committees

- a. Plan and implement project proposals, and budget for special events upon Board approval.
- b. Call meetings as needed.

ARTICLE VIII

AMENDMENTS TO BYLAWS

Amendments to the bylaws of Safe Kids will be made by a majority vote of The Board.

ARTICLE IX

EFFECTIVE DATE:

These bylaws are effective upon adoption of an affirmative vote of a quorum of the Board.

Adopted by the Board

Date

Chairperson

Lead Agency Liaison