

KENOSHA COUNTY LONG TERM CARE WORKFORCE ALLIANCE BY-LAWS

ARTICLE 1: NAME

Section 1.0 The name of this organization shall be the Kenosha County Long Term Care Workforce Alliance (The Alliance).

ARTICLE II: PURPOSE

Section 2.0 The purpose of The Alliance is to develop, advocate and implement community-wide strategies to improve the recruitment and retention as well as the recognition of the long term care workforce.

Section 2.1 The goals of the Alliance are to promote long term care as a career by working together to:

- a) increase the number of direct care workers in the community;
- b) provide the necessary resources to inform and educate the public sector;
- c) reduce the barriers to employment in long term care;
- d) create a positive image of work in long term care;
- e) bring awareness of our mission to local, state and federal legislators.

The Alliance recognizes the critical role direct service staff plays in the care of older persons and persons with disabilities in our community.

ARTICLE III: MEMBERSHIP QUALIFICATIONS

Section 3.0 Membership is open to any organization or individual that provides services in Kenosha County and is interested in:

- Recognition of the long term care worker.
- Recruitment and retention of quality long term care workers.
- Promotion of long term care as a career.
- Advocating for the long term care worker

Section 3.1 Categories of Membership

- 3.1.1 Organizations with 150+ employees. Annual Dues – \$150.00
- 3.1.2 Organizations with 75 – 149 employees. Annual dues – \$135.00
- 3.1.3 Organizations with 1-74 employees. Annual Dues – \$75.00
- 3.1.4 Individuals (not employed by a member organization or potential member organization) interested in the purpose of The Alliance may join as voting members. Annual dues – \$30.00

Section 3.2 Member Duties

- 3.2.1 Organizational members will be the assigned representative or representatives who can regularly attend meetings and make administrative decisions by exercising their organization's one (1) vote.
- 3.2.2 All members will participate in annually identifying common issues, establishing goals for the year and helping to carry them out.

ARTICLE IV: FEES AND DUES

Section 4.0 Each member organization or individual (per the definition in Section 3.1) in good standing must pay, within the time and on the conditions set by The Alliance Board and these By-Laws, the annual dues in amounts to be fixed from time to time by The Alliance Board. The Alliance Board may increase or decrease membership dues without a majority vote of the membership. The dues shall be equal for all members of each category, but different dues may be set for each category.

- 4.0.1 Payment of dues shall be payable by February 15 of each year. If a member fails to pay their dues by February 15 their membership and all benefits of membership will be terminated. Should they rejoin later in the same year, they must pay 100% of the total dues for that year.
- 4.0.2 Membership dues may be pro-rated beginning in the second quarter as new members join throughout the year. The pro-rated fee is determined by the quarter in which the new member joins:
 - 1st quarter dues (January to March) – 100% of the total dues for the year
 - 2nd quarter dues (April to June) – 75% of the total dues for the year
 - 3rd quarter dues (July to September) – 50% of the total dues for the year
 - 4th quarter dues (October to December) – 25% of the total dues for the year

Section 4.1 Annual budget meeting shall be held in October and all members of the Alliance Board shall attend.

ARTICLE V: ALLIANCE BOARD

Section 5.0 The Alliance Board shall be comprised of The Executive Officers, Committee Chairpersons, and the Members at Large.

Section 5.1 It shall be the responsibility of the Alliance Board to determine the date and site of organization meetings, determine policy matters of the organization between conferences, set dues in accordance with Article IV and, in general, act for the organization between meetings. None of the Alliance Board actions, however, shall overrule, contradict, or render ineffective any action taken by the organization as a whole.

Section 5.2 Alliance Board meetings shall be convened by the Chairperson, as noted in Section 7.2 or at the request of an Executive Officer.

Section 5.3 The Alliance Board shall, by majority vote, have the power to declare vacant the office of any Officer who fails to discharge the duties of his/her office. Before taking such action, the Alliance Board must notify the person involved before such impending action and offer him/her the opportunity to respond. Lack of a reply within thirty (30) days after notice has been given shall be evidence of the acceptance of the proposed action. Any Alliance Board Member who is not present at three (3) meetings which includes general and board meetings in a calendar year, and who does not show just cause for the absences, is automatically removed from the Alliance Board without the necessity of any Alliance Board action. The person can be reinstated by action of the Alliance Board at any regular meeting upon adequate recorded justification.

ARTICLE VI: VOTING RIGHTS

Section 6.0 Each organizational member with a representative present is entitled to one (1) vote. Additional staff of an organization is welcome to attend meetings with no voting privileges. Individual members (not employed by a member organization) may participate in all aspects of the organization. Voting is conducted at the meetings of the general membership or by mail/email when indicated by email notification.

ARTICLE VII: MEETINGS

Section 7.0 General membership meetings will be held at least a minimum of four times per year.

Section 7.1 Special meetings may be scheduled with at least one week notification to all members.

Section 7.2 The Alliance Board meetings will be held at least a minimum of four times per year.

ARTICLE VIII: OFFICERS

Section 8.0 The Executive Officers of this organization shall be Chairperson, Vice-Chairperson, Secretary and Treasurer.

Section 8.1 Duties of the Chairperson

- 8.1.0 Preside over the general meetings of the organization and over the meetings of the Alliance Board.
- 8.1.1 Recruit chairpersons and members of ad hoc and standing committees as set forth elsewhere in these By-Laws.
- 8.1.2 Administer and enforce these By-Laws.
- 8.1.3 Shall have other powers and perform such other duties as may be prescribed by The Executive Officers.

Section 8.2 Duties of the Vice-Chairperson

- 8.2.0 Assume the duties of the Chairperson in his/her absence.
- 8.2.1 Act as the Chairperson of the By-Laws Committee.
- 8.2.2 Shall have other powers and perform such other duties as may be prescribed by The Executive Officers.
- 8.2.3 In the event of a vacancy of the Chairperson, the Vice-Chair will be nominated to fulfill the role of Chairperson for the duration of that term. Ratification of this nomination is by majority vote of the Alliance Board.

Section 8.3 Duties of the Secretary

- 8.3.0 Take minutes at the regularly scheduled Alliance business meetings and at the business meetings of the Alliance Board as needed.
- 8.3.1 Submit minutes of each meeting to the Alliance Coordinator for distribution within one (1) week of said meeting.
- 8.3.2 Carry out (in collaboration with the Alliance Coordinator) the general correspondence of The Alliance as needed.
- 8.3.3 Shall have such other powers and perform such other duties as may be prescribed by The Executive Officers.
- 8.3.4 If unable to attend any meetings, the secretary must pre-arrange with someone else to cover their duties.

Section 8.4 Duties of the Treasurer

- 8.4.0 Be responsible, as directed by the Executive Officers, for financial transactions of the organization.
- 8.4.1 Be responsible for collection of dues on a timely basis as set forth previously in these By-Laws.
- 8.4.2 Be responsible for collection of fees on general membership meeting days.
- 8.4.3 Present financial reports to meetings of the Executive Board and general business meetings.
- 8.4.4 Shall have such other powers and perform such other duties as may be prescribed by The Executive Officers.
- 8.4.5 If unable to attend any meetings, the treasurer must pre-arrange with someone else to cover his/her duties.

Section 8.5 Executive Officers shall be elected by a majority vote of the membership as outlined in Article XI. Executive Officers shall serve two year terms. The Chairperson and

Treasurer shall be elected in the same year and the Vice-Chairperson and Secretary shall be elected the following year so that officers' acceptance and discharge of duties are staggered.

Section 8.6 In the event of a vacancy in any office except the Chairperson, a successor will be elected to serve the remainder of the term by majority vote of the Alliance Board within sixty (60) days after the vacancy occurs. Election may be at a regularly convened Alliance Board meeting, by mail ballot, by email ballot, or by telephone survey of the Alliance Board Members and shall be conducted by the Secretary, or should the office of the Secretary be vacant, by the Chairperson.

Section 8.7 The Chairperson, Vice Chairperson, Secretary, and Treasurer shall be eligible for three consecutive two year terms. Alliance Board approval is required for more than three consecutive terms.

ARTICLE IX: MEMBERS AT LARGE

Section 9.1 Members at Large represent the views of the general membership as a whole on the Alliance Board (maximum of three Members at Large) and advocate for them.

Section 9.2 Members at Large may serve a maximum of three consecutive two year terms.

ARTICLE X: COMMITTEES

Section 10.0 All committees will be chaired by an active board member.

Section 10.1 There shall be a standing **By-Laws Committee**. The Vice Chairperson of the Alliance Board shall be the chair of the By-Laws committee and recruit committee members. Any general member may propose By-Laws changes, but they must be submitted in writing with the procedures outlined in Article XII.

Section 10.2 There shall be a standing **Education Committee**. The Alliance Chairperson shall recruit a Committee Chairperson. The Committee Chairperson shall recruit committee members. The Committee will be responsible for helping to determine and set up educational programs for the membership.

Section 10.3 There shall be a standing **Nomination and Election Committee** consisting of not more than three (3) members. The Chairperson shall recruit a Committee Chairperson. The Committee Chairperson shall recruit members. The Committee will be responsible for receiving nominations, verifying the willingness of nominees to serve, and conducting elections as set forth in Article XI.

Section 10.4 There shall be a standing **Public Policy Committee** (formerly **Legislative Committee**). The Alliance Chairperson shall recruit a Committee Chairperson. The Committee Chairperson shall recruit committee members. The Committee will be responsible for gathering information and educating the general membership regarding policies on the local, state, and federal levels that impact long term care. The Committee will advocate policies that promote the Alliance goals.

Section 10.5 There shall be a standing **Recognition Committee**. The Alliance Chairperson shall recruit a Committee Chairperson. The Committee Chairperson shall recruit committee members. The Committee will be responsible for planning and overseeing the annual Caregiver Recognition Luncheon. They shall also be responsible for developing and implementing new ideas for promoting long term care as a career, as well as recognizing those already invested in the field.

Section 10.6 The Alliance Chairperson, with approval from the Alliance Board, shall establish such other committees as may be deemed necessary.

Section 10.7 The Alliance Board shall have the power to declare vacant the Chair of any Committee who fails to discharge the duties of his/her Committee. Before taking such action, the Alliance Board shall notify the person involved of such impending action and offer him/her the opportunity to respond. Lack of a reply within thirty (30) days after notice has been given shall be evidence of acceptance of the proposed action.

ARTICLE XI: ELECTIONS

Section 11.0 The election of Executive officers of the organization shall be conducted by mail and/or email balloting facilitated by the Nomination and Election Committee.

Section 11.1 The terms of newly elected Executive Officers will commence at the January meeting. Three months prior (October) to the beginning of the new terms, the Nomination and Election Committee shall distribute a ballot to the eligible-to-vote membership by mail and/or email. This ballot shall include a minimum of one nominee for each Executive office to be filled and provision for a write-in vote for each Executive office.

Section 11.2 The identified voting member of each member organization shall mark and return ballots to the Chair of the Nomination and Election Committee. Ballots shall remain sealed and private until results are tallied.

Section 11.3 There shall be at least two and no more than four tellers, who may be members of the Nomination and Election Committee. These tellers shall tally the results under the supervision of the Chairperson of this Committee.

Section 11.4 A vote will be accepted and Executive officer elected with a 2/3 majority of the ballots that have been cast and returned by the voting deadline as determined by the Nomination and Election Committee

Section 11.5 The Chairperson of the Committee will verify the results and shall notify each of the candidates by telephone as to the outcome of the election and shall notify the membership in a manner he/she deems appropriate. This may be by special email and/or announcement at the November meeting.

ARTICLE XII: AMENDMENTS

Section 12.0 As determined by the Alliance Board, these By-Laws may be amended by a 2/3 majority vote of members present and voting at any regular meeting of The Alliance.

- 12.0.1 Notice of such intent to amend the By-Laws must be given to each member of The Alliance, along with a copy of the proposed Amendment, at least two weeks prior to the general meeting.
- 12.0.2 These By-Laws may also be amended through a mail and/or email ballot by a 2/3 majority vote of the ballots returned by the voting deadline as determined by the Alliance Board.

ARTICLE XIII: RULES OF ORDER

Section 13.0 Unless otherwise specified, the rules contained in Robert's Rules of Order, Revised shall govern The Alliance in all cases to which they are applicable and in which they are not inconsistent with these By-Laws.

ARTICLE XIV: DISSOLUTION

Section 14.0 Should The Alliance be dissolved for any reason, any balance remaining in the Treasury and any other assets in its possession shall be turned over to a receiving agency to be determined by the Alliance Board.

Accepted 2/20/2018