

Virginia Heart Disease and Stroke Alliance

Structural Documents

Goal

The mission of the Virginia Heart Disease and Stroke Alliance is to provide a forum for communication and collaboration among heart disease and stroke prevention and control stakeholders with the intent to reduce the burden of heart disease and stroke in Virginia.

Objectives

The Virginia Heart Disease and Stroke Alliance will:

- Update Virginia's Plan for the Prevention and Control of heart disease and stroke, assuring alignment with the Centers for Disease Control and Prevention's (CDC) Heart Disease and Stroke Prevention Program Priorities.
- Disseminate Virginia's Plan for heart disease and stroke prevention and control to stakeholders and encourage support of plan objectives by all stakeholders.
- Regularly assess the strengths and weaknesses of collaborative activities, and take steps to address the weaknesses.
- Broaden the scope of heart disease and stroke risk reduction activities in Virginia.
- Increase advocacy efforts, environmental and policy support and partnerships for cardiovascular health (CVH) in Virginia.

Bylaws

1. Name

The name of the association shall be the Virginia Heart Disease and Stroke Alliance, referred to herein as the Alliance.

2. Membership

2.1. *Categories.* There shall be two categories of membership, Active Member and Consulting Member.

2.2. *Qualifications and Privileges.* All members shall be individuals or representatives of groups with an interest in reducing the burden of heart disease and stroke in Virginia.

2.2.1. At least five (5) of these members shall be interested citizens, including, but not limited to those diagnosed with heart disease and stroke or a family member or caregiver of such a person.

2.2.2. Additional members shall represent other heart disease and stroke stakeholders in the state of Virginia.

2.3. All Active Members must serve on a committee, and may vote for Chair, Chair-Elect and Secretary/Treasurer.

2.4. All Active Members, except for those employed by companies whose primary business is the sales or marketing of heart disease and stroke pharmaceuticals, supplies, or equipment, may serve as Chair,

Chair-Elect or Secretary of committees, the Chair, Chair-Elect or Secretary/Treasurer of the Alliance.

2.5 All Active Members must attend at least two Committee meetings per year, whether in person, by conference call, or through other technological means.

2.6 Consulting members are not required to attend a minimum number of meetings but are expected to provide their expertise when given a reasonable amount of notice.

3. Meetings of the Members and Quorums

3.1. At least annually, there will be a meeting of all Active Members of the Alliance to conduct business of the Alliance, hear committee progress reports, and to share ideas and information.

3.2. The standing committees shall meet at least three (3) times annually.

3.3. The Steering Committee shall meet at least two (2) times annually and communicate as necessary and prudent between meetings.

3.4 Voting may take place at any meeting of Active Members or through technological means (e.g. Email). Approval of any question or action requires approval by a majority vote of the Active Membership present or responding, with the option by any Standing Committee or the Steering Committee to request a supermajority of a 2/3 vote prior to voting. Approval of bylaws changes requires recommendation of the Steering Committee and submission of the proposed amendment in writing to all Active Members at least fifteen (15) calendar days prior to the deadline for votes to be cast.

3.5 Any meeting of standing committees or the full Alliance requires at least ten (10) business days notice.

4. Alliance Officers

4.1 The officers of the Alliance shall be the Chair, Chair-Elect, and Secretary/Treasurer.

4.2 *Eligibility.* Officers of the Alliance must be Active Members of the organization. Officer positions may not be occupied by: (a) Active Members who are employed by companies that are in the business of sales or marketing of heart disease and stroke pharmaceuticals, supplies, or equipment, or (b) Active Members concurrently serving as committee Chairs or Chairs-Elect.

4.3 *Term.* The Chair, Chair-Elect, and Secretary/Treasurer serve a term of one year, beginning January 1.

4.3.1 The Secretary/Treasurer may serve consecutive terms of office.

4.4 *Vacancy.* In the case of resignation or vacancy in the office of Chair-Elect or Secretary/Treasurer, a replacement will be elected within 30 days by the Steering Committee.

4.5 *Duties.* Duties of Alliance and Committee officers and members are defined in the Policies and Guidelines document.

5. Committees

5.1. The standing committees of the organization shall be the Partnerships

and Collaboration Committee, the Policy and Systems Change Committee, the Education Committee and the Surveillance and Evaluation Committee. Each standing committee will be composed of a Chair, Chair-Elect, a Secretary and a sufficient number of members to carry out the activities of the committee as charged by the Steering Committee and endorsed by the Alliance. Each standing committee serves the purpose of planning and implementing Alliance activities directed toward promoting and impacting the goals and objectives of the Virginia Heart Disease and Stroke State Plan.

5.1.1. *Chair and Chair-elect* The Chair and Chair-elect of each standing committee shall be elected by the members of that committee. In the case of resignation or vacancy, a replacement will be appointed within 30 days by the Alliance Chair.

5.1.2. *Secretary*. In the case of resignation or vacancy, a replacement will be elected by the standing committee within 30 days.

5.1.3. *Membership*. Committee membership will be comprised of the active and consulting members and additional ad hoc members to be appointed by the Chair of each committee. Membership requirements and restrictions pertaining to serving as Chairs, Chairs-Elect or Secretary of standing committees are as specified in the Membership section of these bylaws.

5.2. Special Ad Hoc committees may be formed at the direction of the Steering Committee or standing committees to accomplish specific tasks. Special Ad Hoc Committees will be accountable to and report directly to the Steering committee or Standing committee of origin. When their tasks have been accomplished or when task-related activities have ceased, special committees will be dissolved.

5.2.1. *Chairs*. Chairs of special ad hoc committees shall be elected by the members of the ad hoc committee. In the case of resignation or vacancy, a replacement will be appointed within 30 days by the Chair of the Alliance.

5.2.2. *Secretary*. In the case of resignation or vacancy, a replacement will be elected by the standing committee within 30 days.

5.2.3 *Membership*. Committee membership will be comprised of the Active and Consulting members and additional ad hoc members to be appointed by the committee . Membership requirements and restrictions pertaining to serving as Chairs of special ad hoc committees are as specified in the Membership section of these bylaws.

5.3 Steering Committee - The *Steering Committee* provides direction and oversight to Alliance activities. Its responsibilities include reviewing workplans for standing committees and approving their activities and events; coordinating Alliance meetings; facilitating regular and ongoing communication among committees; communicating with external groups; and reviewing the finances of the organization. The Steering Committee has authority over all committee budgets. Its membership consists of the Chairs and Chairs-Elect of the Standing Committees, plus the Chair, Chair-Elect, immediate past Chair and Secretary/Treasurer of the Alliance and the Project Manager of the Heart Disease and Stroke Prevention Program of the Virginia Department of Health.

The Alliance Chair and Chair-Elect will serve as Chair and Chair-Elect of the Steering Committee. Membership requirements and restrictions pertaining to serving as Chair or Chair-Elect of the Steering Committee are as specified in the Membership section of the bylaws. Meetings of the Steering Committee are open to all Alliance members.

5.3.1 When motions made at a Steering Committee meeting require a vote, each Standing Committee (as represented by their Chair and Chair-elect), the Alliance Chair, the Alliance Chair-Elect and the Secretary/Treasurer and immediate past Alliance Chair and Virginia Heart Disease and Stroke Project Manager have one vote each.

6. Nominations and Elections

6.1 Annually, there shall be an election of a Chair-Elect and a Secretary/Treasurer of the Alliance.

6.2 The Steering Committee shall present a slate of candidates for Alliance Chair-elect and Secretary-Treasurer via Email to active Alliance members fifteen (15) days prior to the annual meeting. Additional nominations will be accepted via Email from active members prior to the meeting, and from the floor at the meeting. Voting shall take place by confidential ballot.

6.3 The current Chair of the Alliance will be responsible for the nomination and election processes.

6.5. The Alliance Chair-Elect and Secretary/Treasurer shall be elected by a majority of the votes cast for the position.

6.6 New officers will take office January 1.

7. Dissolution

If the Alliance is dissolved at any time, its assets shall either be returned to donors or distributed to similar not-for-profit organizations in Virginia to be selected by the Steering Committee.

8. Parliamentary Authority

Robert's Rules of Order are available for guidance.