

BYLAWS
of the
KENTUCKY ASSOCIATION OF COMMUNITY HEALTH WORKERS, INC.

Article I. Name and Purpose.

Section 1: The name of the organization shall be the Kentucky Association of Community Health Workers, Inc. (hereinafter sometimes referred to as "KYACHW")

Section 2: KYACHW's purpose is to:

- To provide a unified association of community health workers in Kentucky to spread knowledge and advocate for recognition of community health workers ("CHWs") in our communities.
- To build community and systems capacity for better health through the integration of community health worker strategies.
- To assure that CHWs are recognized as professionals and endeavor to work together for community health.

Section 3: Definition of Community Health Workers

- A Community Health Worker (CHW) is a frontline public health worker who is a trusted member of and/or has a uniquely close understanding of the community served. This trusting relationship enables the CHW to serve as a liaison/link/intermediary between health/social services and the community to facilitate access to services and improve the quality and cultural competence of service delivery.
- A CHW also builds individual and community capacity by increasing health knowledge and self-sufficiency through a range of activities such as outreach, community education, informal counseling, social support, and advocacy.

Article II. Membership

Section 1: Memberships shall be the following:

- CHW Individual Membership (CHW- a person currently working in the role of a CHW)
- Non- CHW Individual Membership (non-CHW- a person not currently working in the role of a CHW)
- Organizational Membership
- Student Membership
- Retired Membership

Section 2: Dues

Dues will be set for each level of membership by the Membership Committee and reviewed as determined appropriate by the committee, then approved by the Board of Directors. Current membership dues shall be as follows:

- a. CHW Individual Membership -\$20.00
- b. Non-CHW Individual Membership -\$25.00
- c. Organizational Membership- up to 10 members - \$180.00 per year; up to 20 members- \$300.00 per year. ⁱ Any more than 20 per organization will be \$15 each.
- d. Student Membership - \$15.00 (proven by student ID)

- e. Retired Membership (CHW) -\$ 15.00 (no longer draws income from current work-related activities.
- f. Organizations or individual CHWs may submit a ***Commit to Purchase Form*** for the total amount due ^{xix} and membership will be effective upon receipt of the form. Non-payment of timely dues will result in a reactivation fee of \$10 plus Membership per individual.^{xiv}

Section 3: Membership Requirements

In order to be an active member of KYACHW any person with interest of serving on the board or being involved as active committee member shall fill out a membership form and pay dues in the form of a check or money order to the KYACHW accordingly. The membership year shall be a calendar year with all membership dues payable by January 1. Memberships are non-transferrable once designated for the calendar year.^{xx}

Each member will have a sixty (60) day grace period to pay their membership beginning on January 1. If dues are not received during the allotted time allowed, then your current status with the association will be termed until payment is received. Any dues paid between October 1 and December 31 will have membership for the next full calendar year.^{xv}

Section 4: Honorary Membership

Honorary membership may be granted to any person who has contributed significantly to the association and progression of KYACHW. Honorary membership candidates shall be submitted by and active member of KYACHW to the Board of Directors for approval. Submission shall be handed in (10) days before the meeting of the Board, in writing. Honorary members shall not be required to pay dues,^{vi} but may attend meetings of KYACHW and be accorded the privilege of the floor. Membership is for life.

Section 5: Lifetime Membership

An active member in good standing for at least (10) consecutive years immediately prior to retirement may be eligible for Lifetime Membership. Lifetime members shall not be required to pay dues, but may vote and hold office. Lifetime Membership candidates shall be submitted by an active member to the Membership Committee chairperson at the Board of Directors meeting prior to the annual convention.

Article III. Officers

Section 1: The officers of KYACHW shall be the following:

A President, a President-Elect, a Secretary, a Treasurer, and an Immediate Past President.

Section 2: Duties

- a. President: The President is the Chief Executive Officer. He/She shall appoint members to all committees with approval of the Board of Directors and shall be an ex-officio member of all committees. He/She shall sign all documents requiring his/her signature and shall perform all other duties incident to his/her office. He/She shall attend all meetings. The President will serve for a term of two (2) years^v as President before assuming the office of Immediate Past President, effective 2020^{viii}.

- b. President-Elect: Shall act in the capacity of the President at the President's bidding or in the absence of the President. Responsibilities shall include duties assigned by the President. Duties also include filling the un-expired term of the President should the office become vacant. The President-Elect will serve for a term of two (2) years^v before assuming the office of President effective 2020^{viii}. He/She shall attend all meetings.
- c. Secretary: Shall keep an accurate record of KYACHW activities and its executive committee; be responsible for the correspondence of the Board of Directors; shall prepare and keep a list of all chairpersons and members of special and standing committees, and provide the Board of Directors a copy of all records. He/she shall attend all meetings. The Secretary will serve for a term of two (2) years^v.
- d. Treasurer: Shall keep an accurate record of all monies and securities of the association and make necessary reports. Shall supervise the collection, deposit, and disbursement of funds, subject to the direction and approval of executive committee, and have all books in order for audit. He/She will be responsible for filing all necessary state and IRS forms required by law. He/She shall attend all meetings. The Treasurer will serve for a term of two (2) years^v.
- e. Immediate Past President: Shall attend all meetings of the Board of Directors. Duties include using past experience and wisdom to help make decisions and weigh in on issues that may arise. He/she serve as an acting Board member. The Immediate Past President shall serve for a term of two (2) years^v.

Section 3: Procedures and Qualifications for filling and vacating offices.

- a. An officer may be asked to resign after 3 unexcused absences.
- b. If an office is vacated during the year, the Board of Directors may **appoint** someone to fill the vacancy until the next official election.
- c. Any officer may be asked to resign, by the Board of Directors if they are not fulfilling duties appropriately.
- d. To qualify for an open seat of elected officers you must be:
 1. An experienced Community Health Worker, (see Article 1, Section 3), with at least one (1) year of experience in the field.
 2. Membership paid and in good standing
 3. Nominated by a KYACHW member during nominations, (see Article VIII, b)

Section 4: Committees.

Committees deemed necessary by the Board of Directors shall have a chairperson, who will be nominated and elected by the committee members and serve a two (2) year^v term.

Committees shall develop protocols pertaining to their committee's procedures and functions

which shall be submitted to the Board of Directors for approval. Members of KYACHW may volunteer to serve on the following committees

- Bylaws Committee- Organize, compile, and review KYACHW Bylaws and will consist of all Elected Officers and Committee Chair Persons.ⁱⁱ
- Membership Committee- Review membership dues, organize outreach to improve membership.
- Nominating Committee-Collect nominations for open offices and submit to Executive Committee for Elections.
- Conference Planning Committee- Plan and execute annual conference, also responsible for promoting the conference.
- Professional Development/Training Committee -Responsible for finding and implementing trainings and Professional Development opportunities for CHWs.
- Certification/Credentialing Committee – Support the efforts to increase the number of Certified Community health Workers (CCHWs) in Kentucky. Assist with review of certification manual and provide recommendations regarding updates to the manual and certification process based on the Community Health Worker perspective.
- Outreach and Social Media Marketing – To design, update and maintain a KYACHW website and be held responsible for event and outreach coordination^{xvi}

Any special committees deemed necessary by the executive committee can be appointed at any meeting.

Article IV. General, Special, and Annual Meetings.

Section 1: KYACHW shall host an annual state-wide meeting in conjunction with the annual conference.

Section 2: Committee Meetings:

Regular meetings of committees shall meet in person, via phone or email at least every 3 months. A summary of attendees and topics should be reported to the acting President and the Board of Directors at each regular board meeting.

Committee meetings may be called by the following people: President or the chairperson of a committee.

For committee meetings, notice in writing, via phone, or via email of at least 2 weeks must be given to members.

Section 3: Special committee meetings may be called by President or the chairperson of a committee under the following circumstances: any emergent issue that needs to be resolved before the next meeting date that is scheduled.

Section 4: Annual Meeting: The date of the annual meeting shall be set by June 30th and notice in writing, on website, via email at least 3 months will be given to members for the annual meeting.

Section 5: Non-members can attend the KYACHW Quarterly meetings however; there will be a small fee of \$35, and they will not be accredited for the continuing education.

Section 6: ^{xxii}

- A. Elected officials receive reimbursement for travel at all events pertaining to KYACHW. They must submit a travel report to the treasurer who will then submit to President for approval. Map and event agenda must be attached. Allow up to 10 business days for approval.
- B. Yearly Conference- KYACHW will pay for all committee chairpersons and the conference planning committee members while funds are available.
- C. Meal reimbursement will be given in the following amount if not provided: \$65/day.
Breakfast- \$15 Lunch- \$20 Dinner- \$30
- D. Any member representing KYACHW at an approved event shall be reimbursed for: travel, registration, lodging, and meals.
- E. Mileage will be reimbursed at the current federal rate.

Article V. Board of Directors

Section 1: The affairs and business of KYACHW shall be conducted by a Board of Directors composed of all elected officers (currently 5) and all elected committee chairpersons (currently seven (7)).

Section 2: The chairperson of the Board of Directors shall be the sitting KYACHW President. If the sitting president cannot perform the duty, it shall fall to the immediate past president until the President Elect's term begins. If neither the sitting president nor the immediate past president can perform the duties, the Board of Director's shall have the authority to move the president elect's effective date to the time needed.

Section 3: At least two-thirds (2/3rds) of the Board of Directors shall constitute a quorum of the transactions of business at any meeting of the Board.

Section 4: All meetings of the Board of Directors shall be open for attendance by any member of KYACHW, however only members of the Board of Directors will be given the floor.

Section 5: Any issue, change, or idea must be submitted to the relevant committee chair and then presented by the committee chair to the Board of Directors.

Section 6: The Board of Directors has the right to enter into a closed meeting at any time the majority of Board members deems it necessary due to the nature of the content being discussed.

Section 7: Just as any elected official, any member of the Board of Directors may be asked to resign if they have three (3) unexcused absences or they are not fulfilling their duties appropriately.

Section 8: Any vacancies will be handled according to the then current Bylaw. (Article III, Section 3, B)

Article VI: Board of Directors Fiscal Year

The KYACHW budget will operate on a Fiscal Year of January 1-December 31.

Article VII: Compensation

Section 1: None of the elected officers or members of the Board of Directors shall receive any compensation for services to KYACHW. Necessary expenses of the elected officials and Board of Directors may be paid from the funds of KYACHW upon specific authorization of the Board of Directors. Overnight hotel accommodations will be considered for travel over 75 miles, depending on circumstance.

Section 2: Monies received from the Community Health Workers Certification from the State is to be used on future trainings and continuing education purposes for KYACHW.

Article VIII: Election Process

The nomination and election process shall be as follows:

- a. Nominees shall be selected from the general membership. The Nominating Committee will send out information on which offices are open and the general membership can write in names for nominations and send them back in. The Nominating Committee will then contact each nominee and confirm they want to run for that office. Then the nominees will be sent to the Board of Directors to ensure they are members in good standing and meet the requirements of being a Community Health Worker, (see Article I, Section 2). Then the Board of Directors will develop a list of qualified candidates and give it back to the Nominating Committee, after confirmation the Nominating Committee will send out information on each candidate and what office they have been nominated for.
- b. The nomination process will start on July 1 of election year.
- c. Elections will be done electronically prior to the conference. This notice will be sent to entire active membership population with voting rights.
- d. Electronic Ballots shall be distributed to the membership forty-five (45) days prior to the annual meeting. Electronic ballots must be validated with a membership ID.
- e. Results shall be tallied and finalized prior to the annual meeting. Election results will be announced at the meeting.

f. Newly elected offices shall assume duties on January 1 following election.

g. In the event that a nomination committee member is on the ballot for an elected office, he/she will need to dismiss themselves from any counting or tallying of the votes.

Article IX: Non-Discrimination

All members shall be selected, and programs, meeting, etc. conducted, without regard to race, color, age, sex, religion, disability, gender identity, or national origin.

Article X: Amendments

Amendments to these Bylaws may be made at any meeting by being brought before the Board of Directors and passed by a two-thirds (2/3rds) vote of members present and voting provided the proposed amendment was submitted in writing to the membership at least ten (10) days prior to the date of the meeting.

Article XI: Parliamentary Authority

Robert's Rules of Order shall govern any proceedings of KYACHW not otherwise specified in the By-Laws.

These Bylaws were approved at a meeting of the Board of Directors, officers and general membership on the 16th day of August, 2022

Katherina Hamilton

KYACHW Secretary

Amendments

ⁱ Article II, Section 2, C – Amended

^{ii, iii} Article III, Section 4 – Amended

^{iv} Article III, Section 4 – Amended

^v Article III, Section 2a, 2b, 2c, 2d, 2e – Amended

^{vi} Article III, Section 4 – Amended

^{vii} Article II, Section 1, 4 – Amended

^{viii} Article III, Section 2a, 2b

^{ix} Article I, Section 3 – Added

^x Article III, Section 3 – Amended

^{xi} Article III, Section 4 – Amended

^{xii} Article VIII, Section d – Amended

^{xiii} Article IV, Section 5 – Added

xiv Article II, Section 2 – Amended

xv Article II, Section 3 – Amended

xvi Article III, Section 4 – Amended

xvii xviii Article II, Section 2 Line f Amended and added

xix Article II Section 3- Added

xx Article IV Section 6