

# WISCONSIN HEART DISEASE & STROKE ALLIANCE BYLAWS

## ARTICLE I: NAME

Section I. The name of this Alliance shall be the Wisconsin Heart Disease and Stroke Alliance, hereafter known as the Alliance.

## ARTICLE II: MISSION

Section I. The mission of the Alliance is to reduce the impact of heart disease, stroke, and other vascular diseases in Wisconsin through the creation, implementation and modification of the Wisconsin Plan for Heart Disease and Stroke Prevention.

## ARTICLE III: MEMBERSHIP

Section I. Any individual or group with a personal or organizational interest in improving heart or stroke care may join the Alliance.

Section II. Geographical and racial/ethnic balance, as well as professional and community organizations interested in heart disease and stroke will be encouraged. Representation will be sought among the following:

- a. Organizations that address heart disease and stroke or related risk factors such as: voluntary health organizations; federally qualified health centers; quality improvement organizations; professional societies and associations.
- b. Organizations that provide knowledge of and access to Priority Populations such as the State black nurses' association
- c. Organizations that provide knowledge of and access to settings such as employers, employer associations, unions
- d. Organizations that improve health such as emergency medical services association
- e. Others, such as academia and media
- f. Individuals who have heart disease or are stroke survivors

## ARTICLE IV: STEERING COMMITTEE MEMBERSHIP

Section I. The purpose of the Steering Committee is to guide, monitor, and make recommendations for the Alliance to create, modify, and implement the Wisconsin Plan for Heart Disease and Stroke Prevention.

Section II. Members of the Steering Committee will be chosen by nomination by the Chair and ratification by the Steering Committee.

- Section III. Steering Committee Responsibilities:
- a. Set agendas for statewide Alliance meetings
  - b. Identify and apply for funding to implement the Wisconsin Plan for Heart Disease and Stroke Prevention
  - c. Identify key stakeholders to be contacted
  - d. Determine Alliance structure
  - e. Report on workgroup/community activities and recommend action
  - f. Update and revise, as needed, the Wisconsin Plan for Heart Disease and Stroke Prevention
  - g. Interact with stakeholders/partners through discussion of activities, sharing resources, and identifying collaboration opportunities between and among partners in Wisconsin

- Section IV. Decision-Making Model – The Alliance Steering Committee uses consensus, i.e., whether all members of the Committee can live with the decision being made. The final decision as to whether consensus exists shall be made by the Chair.

#### ARTICLE V: FUNDING PARTNERS

- Section I. A funding partner is an entity that provides one or more funded projects for which the Alliance will provide advice and support.

- Section II. The Alliance provides the following services to funding partners:
- a. Provide advice regarding effective strategies and greatest areas of need and clinical expertise.
  - b. Bring to the table partners willing to leverage resources and coordinate interventions for greatest impact.
  - c. Provide a forum to support the funding partners' specific program needs.

- Section III. Responsibilities of the Heart Disease and Stroke Prevention Program (HDSP):
- a. Provide support services in convening meetings (communicate with members regarding scheduling, locations, time, information from chair; pay for meeting facilities, other administrative items as necessary)
  - b. Work with chair to develop agendas, assemble meeting documents and provide support on Steering Committee business.
  - c. Provide staff support to work groups that are part of the HDSP's work plan.
  - d. Fund interventions that implement the Wisconsin Plan for Heart Disease and Stroke Prevention

ARTICLE VI: CHAIR/CHAIR-ELECT

- Section I. Chair Term and Responsibility:
- a. The term of office for the Chair shall be for two years from the date of election.
  - b. The Chair shall preside at all Alliance meetings.
  - c. The Chair shall act as a spokesperson of the Alliance and advance the purposes and positions of the Alliance through every appropriate means possible.
- Section II. Chair Selection Process:  
Candidates for Chair shall be placed in nomination to the full Alliance. The nominee(s) shall be chosen from within Alliance membership and shall have displayed active leadership in the Alliance. The members of the Alliance shall then vote on the candidate(s) pursuant to voting requirements in Article X.
- Section III. Chair-elect Term:
- a. The Chair-elect will be elected after the first year of the Chair's two-year term.
- Section IV. Chair-elect Selection Process:  
Candidates for Chair-elect shall be placed in nomination to the full Alliance. The nominee(s) shall be chosen from within Alliance membership and shall have displayed active leadership in the Alliance. The members of the Alliance shall then vote on the candidate(s) pursuant to voting requirements in Article X.

ARTICLE VII: WORKGROUPS

- Section I. Workgroups may be created by the Steering Committee.

ARTICLE VIII: REIMBURSEMENT

- Section I. At the discretion of the HDSP Director, reimbursement may be available for mileage, meals and lodging for Alliance participants.
- Section II. The reimbursement will be at the prevailing state rate.

ARTICLE IX: MEETINGS

- Section I. Meeting times and minutes:
- a. Meetings of the Alliance and the Steering Committee will be held, from time to time, as determined by the Chair, but no less often than once per year.
  - b. The minutes of the meetings will be recorded and distributed by supporting partners.

ARTICLE X: VOTING

- Section I. Voting provisions:
- a. Issues requiring a vote from the Alliance will be settled by a simple majority of members present.
  - b. Members not able to attend a meeting where a vote will be taken may send in their vote by proxy prior to the meeting.
  - c. When a vote is taken, a motion shall be accepted or amended by a simple majority vote of the members present.
  - d. Voting members shall consist of those members currently listed as members of the Alliance.
  - e. Designated member organizations have one vote.
  - f. Designated individual community members each have one vote.
  - g. The Alliance membership list shall be maintained by the HDSP Director.

ARTICLE XI: AMENDMENTS

- Section I. These bylaws may be amended, repealed or replaced by an affirmative vote by two-thirds of the Alliance's membership present at a meeting. Suggested bylaw changes shall be submitted in writing one week or five working days before the Alliance meeting at which they are to be voted upon. The Alliance will review and vote on the amendments.

ARTICLE XII: RATIFICATION

- Section I. These bylaws go into effect upon the majority vote of those members present at a regularly scheduled Alliance meeting.

ARTICLE XIII: REVIEW OF BYLAWS

- Section I. These bylaws shall be reviewed at least once every three years by the Alliance Steering Committee, and updated via the above mentioned means.