



BYLAWS

Article I: Name

The name of the coalition shall be the Kansas Community Health Worker Coalition (KCHWC).

Article II: Definition of a Community Health Worker (CHW)

A community health worker is a frontline public health worker who is a trusted member of and/or has an unusually close understanding of the community served. This trusting relationship enables the worker 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 community health worker 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.

Source: <http://www.apha.org/apha-communities/member-sections/community-health-workers>

Article III: Vision and Mission of KCHWC

Vision: Health equity for all Kansans

Mission: Kansas Community Health Workers collaborating to achieve health equity through education, empowerment, and advocacy

Article IV: Definitions

- A. Member: Anyone who participates in the collective KCHWC meetings and, if applicable, Committee meetings or Executive Committee meetings.
- B. Good Standing: A Member in Good Standing is one that has been a Member for six months or from the inception of KCHWC and has attended at least three KCHWC meetings.
- C. Plurality: A Plurality vote refers to the circumstances where a candidate or proposal receives more votes than the other alternatives, but may or may not receive over 50 percent of the vote.
- D. Majority: A Majority will be defined as 51 percent or more of the votes cast by members of the relevant voting body who are present at the meeting.

Article V: Office and Records

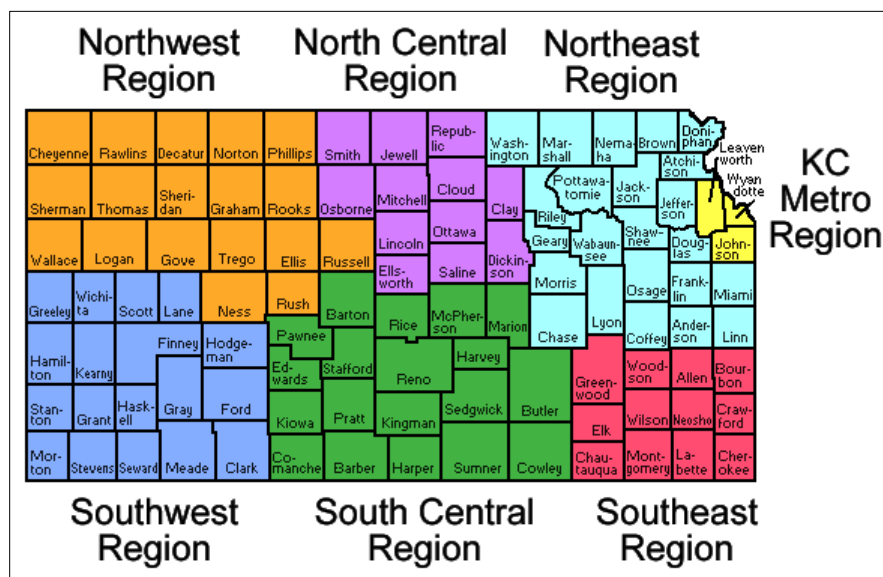
KCHWC is supported by the Kansas Department of Health and Environment (KDHE). KCHWC will be managed by support staff contracted by and function as an extension of KDHE. Staff will coordinate meeting logistics, provide a mailing address, maintain records of the KCHWC, and receive guidance from KDHE as needed. This partnership is to be renewed on an annual basis per KDHE.

Article VI: Organizational Structure and Role

KCHWC is composed of representatives from diverse statewide interests that support the use of CHWs as part of the health care system in all regions across the state. KCHWC will be guided by the Executive Committee and

supported by three Committees. The role of KCHWC is to share information, take action on the work of the committees, and identify the issues for the Committees to address.

- A. The Executive Committee will provide guidance on the operation of KCHWC and assure the progress of KCHWC. Activities include but are not limited to setting goals for KCHWC, monitoring workflow, supporting logistical details by working collaboratively with KDHE and contracted staff, making day-to-day decisions to maintain progress toward goals, and electing Executive Committee Members, Committee Co-Chairs, and Regional CHW Forum Co-Chairs.
 - i. The duties of the Executive Committee include, but are not limited to: (1) approving committee work plans, (2) oversight of the committees, and (3) fostering equality among all committees. At any time, the Executive Committee may create or form new committees and/or work groups as needed. The KC Regional CHW Collaborative acts independently but in partnership with the KCHWC.
 - ii. The Executive Committee shall be comprised of: two KCHWC Co-Chairs, two Advocacy Committee Co-Chairs, two Education Committee Co-Chairs, two Symposium Committee Co-Chairs, one Kansas City Regional CHW Collaborative Advisor, one regional representative from each of the seven regions (Kansas City Metropolitan Region, North Central Kansas, Northeast Region, Northwest Region, South Central Region, Southeast Region, and Southwest Region), two KDHE representatives, and support staff. There will be 15 voting members of the Executive Committee.
- B. In addition to the Executive Committee, KCHWC will have three standing Committees: Advocacy, Education, and Symposium. These Committees will meet regularly, or as recommended by the Executive Committee, to advance the goals of KCHWC. The Executive Committee shall provide guidance and approval of any products or documents produced by the Committee or ad hoc work groups. The collective KCHWC membership will not vote on these products or documents but will be given the opportunity to make comments and recommendations to the committee members.
- C. The seven Regional CHW Forums will be open to all CHWs that work in the state of Kansas and will support their networking to share resources, problem-solve challenges experienced, learn from one another and from outside resources, and provide input and feedback to guide the work of KCHWC. The regions are defined using the Kansas Homeland Security Regional Councils as listed and shown in the figure below: Kansas City Regional CHW Forum, North Central Regional CHW Forum, Northeast Regional CHW Forum, Northwest Regional CHW Forum, South Central Regional CHW Forum, Southeast Regional CHW Forum, and Southwest Regional CHW Forum. (The KC Regional CHW Forum will abide by the bylaws of the KC Regional CHW Collaborative.)



Source: "Kansas Homeland Security Regional Councils." Kansas Adjutant General's Department. 2017. Accessed June 28, 2017. <http://www.kansastag.gov/KSHLS.asp?PageID=303>.

See Appendix A for the organizational structure.

Article VII: Officers

- A. **KCHWC Co-Chairs:** KCHWC members shall elect two Co-Chairs, one representing an advocate of CHWs (e.g., educator, researcher, etc.) and one representing a CHW who works in Kansas. The KCHWC Co-Chairs shall be elected by a Plurality vote at the annual KCHWC meeting and shall share two-year terms of 24 months. The two co-chairs will have staggered terms with one co-chair being elected in an even-numbered year and the other co-chair being elected in an odd-numbered year. For the very first set of co-chairs, allowances with regard to term length will be made to establish staggered terms. KCHWC may be re-elected and may serve a maximum of one additional term (up to 48 months).
- i. KCHWC Co-Chairs shall chair the KCHWC meetings and Executive Committee meetings with administrative support from KDHE and contracted staff. They shall conduct all general, special and emergency meetings of KCHWC, and represent KCHWC at the state meetings.
 - ii. In the event that one of KCHWC Co-Chair positions or a Committee Co-Chair position becomes vacant, the Membership will elect a Member from the appropriate position (CHW/advocate) to serve the unexpired term. The individual elected to serve the unexpired term shall be eligible for re-election. Any Member in Good Standing from the appropriate position may be nominated to serve as Co-Chair.
- B. **Executive Committee:** The Executive Committee will serve a two-year term of 24 months:
- i. The Executive Committee elections shall be made so that 50 percent of the positions are elected in an even numbered year and 50 percent are elected in an odd numbered year. The Executive Committee will confirm any additional Executive Committee Members by a Plurality vote. These additional members will include those identified in Article VI-A. Nominees for Coalition Co-Chairs shall be drawn from the group of current committee co-chairs. In the event that no current committee co-chairs are interested in the position, the executive committee will make a call for nominations to the general members, and select nominees who have experience with the history of the coalition. These nominees will then be voted on. In addition, KDHE representatives will be part of the Executive Committee will be staff from KDHE and those chosen by KDHE to provide staff support.
 - ii. Executive Committee Members may be re-elected to serve one additional term of 24 months or two years.
 - iii. In the event that an Executive Committee position becomes vacant, the Executive Committee shall elect a Member in Good Standing by a Plurality vote to serve the unexpired term. The Executive Committee may consider individual circumstances regarding absences and make exceptions by Plurality vote.
- C. **Committee Co-Chairs:** Committee Members shall nominate a Committee Co-Chair and forward their nominations to support staff who will then confirm that the member is in Good Standing. The nominees will be forwarded to the Executive Committee, which shall confirm by the nominees by Majority vote. Committee Co-Chairs must be Members in Good Standing. This Good Standing status will be confirmed by support staff prior to the Executive Committee confirmation. Committee Co-Chairs may be reelected for one additional term, pending verification of their Good Standing status by support staff.
- D. **Regional CHW Forums:** Regional CHW Forum Members shall nominate Co-Chairs, one representing a CHW in their region and one representing a CHW advocate (e.g., educator, researcher, etc.) in their region, which shall be confirmed by the Executive Committee by a Majority vote. The regions are defined using the Kansas Homeland Security Regional Councils as shown in the figure on page two. Regional CHW Forum Co-Chairs shall serve a one-year term of 24 months. The Regional CHW Co-Chairs may be re-elected to serve at least one additional term. The Regional CHW Forum Co-Chairs appointments shall be made so that one is elected in an even numbered year and one is elected in an odd numbered year.
- E. **Regular Attendance:** KCHWC Co-Chairs, Committee Co-Chairs, and Regional CHW Co-Chairs are expected to maintain regular attendance, and may not have more than two consecutive unexcused absences related to their Co-Chair or Chair positions in a 12-month period. The Executive Committee

will review KCHWC Co-Chair, Committee Co-Chair, and Regional CHW Forum Co-Chair positions and may make changes to positions as necessary based upon attendance.

Article VIII: Meetings and Committees

- A. Meetings of KCHWC will be held at least quarterly and are open to the public. KCHWC will adopt a regular meeting schedule on an annual basis and post the information on the KCHWC website, following its construction. Special meetings may be called by the KCHWC Co-Chairs or a Committee Co-Chair with at least 48 hours' notice.
- B. There will be an Annual Meeting at the KS CHW Symposium at which elections for KCHWC Co-Chairs shall be held. The Executive Committee is responsible for collecting nominations pursuant to article 7B, prior to the annual meeting held at the Symposium.
- C. A written summary of KCHWC decisions made at regular meetings shall be maintained by KDHE. A summary shall include, at minimum, the date, time and place of the meeting, the names of all who are in attendance, the decisions reached and actions taken with motions and votes noted, and any other information as may be deemed necessary by the Co-Chairs.

Article IX: Terms of Membership

- A. KCHWC: Anyone may participate in the KCHWC meetings and its Committees. There are no limits to the timeframe for participation.
- B. Executive Committee: A Member in Good Standing may be elected to the Executive Committee. The Executive Committee will be composed of the KCHWC Co-Chairs, Committee Co-Chairs, seven Kansas regional representatives, one advisor from Kansas City Regional CHW Collaborative, and representatives from KDHE and their contracted support staff. The Executive Committee will be chaired by the KCHWC Co-Chairs with assistance from support staff.
- C. Committees: Anyone who participates in the KCHWC may participate on a Committee. There are no limits to the timeframe for Committee participation.
- D. Regional CHW Forums: Any Community Health Worker who serves Kansans may participate in the Forum(s). Other interested parties may attend and observe the meetings. KDHE and contracted staff will provide administrative support to the Forum Co-Chairs.
- E. Regular Attendance: KCHWC Co-Chairs and Committee Co-Chairs are expected to maintain regular attendance and may not have more than two consecutive unexcused absences related to their Co-Chair or chair position in a 12-month period. The Executive Committee and support staff will review Co-Chair positions and may make changes to positions as necessary based upon attendances.

Article X: Amendments

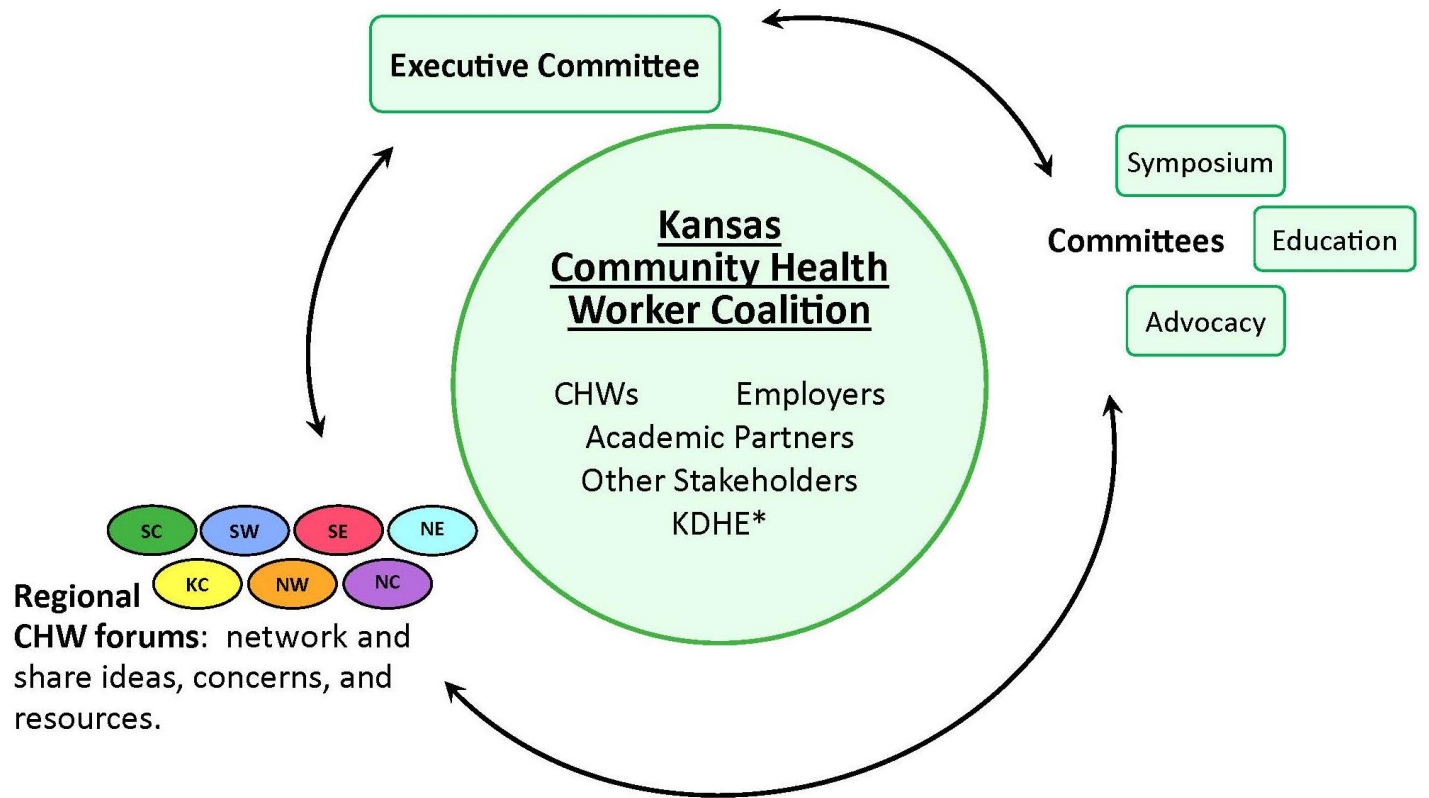
These bylaws may be amended at any time by a vote of at least two-thirds of the Executive Committee present at a regularly scheduled Committee meeting. A written copy of the proposed amendment to the Bylaws must be reviewed by the Executive Committee. The Executive Committee will be offered to the general KCHWC members for a minimum comment period of ten (10) days. Comments will be reviewed and discussed by the Executive Committee members and voted on at the next regularly scheduled meeting.

Article XI: Effective Date

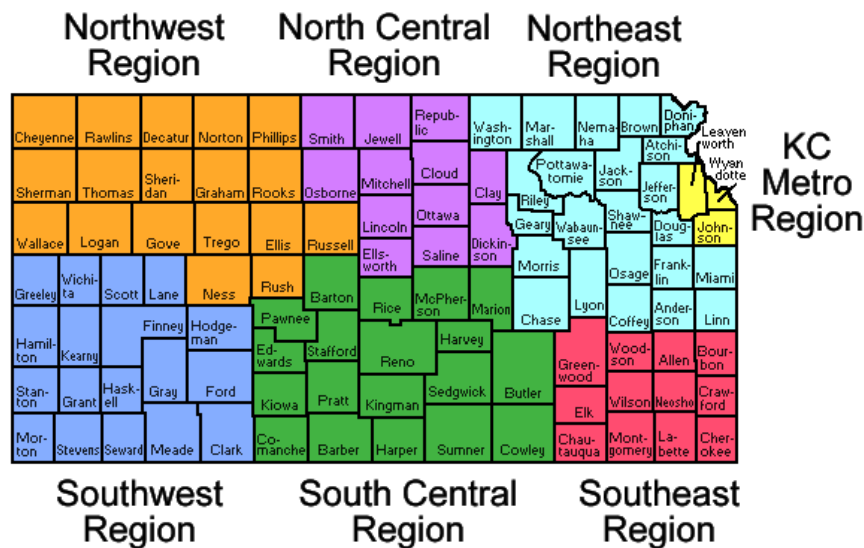
These bylaws shall be effective immediately upon the approval of the bylaws by a two-thirds Majority vote of the Executive Committee Members present.

Updated 10/02/2017

Appendix A: KS CHW Coalition Organizational Chart



*KDHE and partners provide support and coordination for joint committee efforts.



Document last updated on 10/02/2017.

About WSU

Wichita State University's Community Engagement Institute is dedicated to improving the health of Kansans through leadership development, research and evaluation, organizational capacity building, community collaboration, and public health and behavioral health initiatives. The Institute's skilled staff works directly with community coalitions, nonprofits, government entities, health and human services organizations, and support groups. If you would like to know more about these bylaws, please contact Alissa Rankin at alissa.rankin@wichita.edu.