

Coalition of State Genetics Coordinators By-Laws

I. NAME

The name of the organization shall be the Coalition of State Genetics Coordinators (CSGC).

II. MISSION

The mission of the Coalition of State Genetics Coordinators (CSGC) is to promote core public health functions as they apply to genetics. Specifically, the Coalition will:

- a. Collect and disseminate information to promote research, education and policy development;
- b. Promote the use of national guidelines developed for public health genetics (e.g. CORN Guidelines for State Public Health Genetics);
- c. Strengthen skills of state genetics coordinators nationwide;
- d. Promote the accessibility of genetic health care services; and
- e. Advocate for genetics in public health.

III. MEMBERSHIP

There shall be two categories of membership:

- a) Full Membership
 - i. Full membership shall be extended to the person who is designated as the state genetics coordinator by the director of each state's health department.
 - ii. Full members may attend all meetings of members, vote, hold office, and serve on the Executive Committee, committees and sub-committees.
 - iii. The State Genetics Coordinators may designate an alternate to attend meetings and vote in his or her place.
- b) Associate Membership
 - i. Associate membership shall be extended to all members who are interested in promoting the Coalition mission and who do not qualify for full membership.
 - ii. Associate members have all the benefits of full members except they may not vote, serve on the Executive Committee or be chair of a committee.

IV. OFFICERS

- a) Officers, Election and Term.
 - i. The officers of the Coalition will be the President, Secretary, Treasurer and either Past President I or President-elect;
 - ii. The President, Secretary and Treasurer shall serve a two year term until his or her successor has been installed;
 - iii. The Past President I will serve a one year term until the President-Elect is determined;
 - iv. The President-Elect will serve a one year term and then become President;
 - v. An officer may resign at any time by giving written notice to the President or Secretary; and
 - vi. Any officer may be removed at any time by a two thirds vote of the Executive Committee or by majority vote of the membership.
- b) Powers and Duties.
 - i. The President shall preside at meetings of the members and the Executive Committee, appoint chairs of committees, and represent the Coalition. The President shall approve all actions on behalf of the Coalition that pertain to national policy.
 - ii. The Secretary shall take minutes of all meetings of the members and the Executive Committee. The Secretary, in conjunction with President, shall take responsibility for

arranging and notifying members of meetings.

- iii. The Treasurer shall be responsible for collecting the annual dues from the Coalition membership and depositing the funds into the Coalition account. The treasurer shall disburse the funds as authorized by the Executive Committee. The treasurer shall also chair the Finance Committee.
- iv. The Past President I shall be responsible for providing guidance and assistance to the President as requested. The Past President I shall chair the nominating committee.
- v. The President-Elect shall be responsible for the President's duties as requested by the President.

V. DIRECTORS

a) Directors, Election and Term.

- i. There shall be two directors from the general membership on the Executive Committee;
 - ii. Each director shall serve a two year term until his or her successor has been installed;
 - iii. A director may resign at any time by giving written notice to the President or Secretary; and
 - iv. Any director may be removed by two thirds vote of the Executive Committee or majority vote of the membership.
- ### b) Duties.
- i. The directors must attend the Executive Committee and member meetings;
 - ii. Each director shall be responsible for promoting the mission of the Coalition to its members; and
 - iii. Each director will be responsible for representing the general membership on the Executive Committee.

VI. EXECUTIVE COMMITTEE

The Executive Committee shall consist of the Officers and Directors of the Coalition.

The Executive Committee shall:

- a) Meet at least once each year and schedule other meetings as needed;
- b) Establish standing and ad hoc committees as needed;
- c) Assign areas of responsibility, review work plans, reports and budget requests for each committee;
- d) Shall review reports of expenditures; and
- e) Designate representatives to serve as liaisons to other groups, conferences and activities as needed.

VII. COMMITTEES

- a) Standing committees will include, but are not limited to: Nominating Committee and Finance Committee;
- b) Standing or ad hoc committees will be formed by the Executive Committee;
- c) Chairs of committees will be full members and appointed by the President;
- d) Members of standing committees shall serve staggered 2 year terms;
- e) Chairs of committees may add new members or replace vacancies as needed;
- f) Written summaries of activities will be sent to the Executive Committee on a quarterly basis;
- g) Subcommittees may be formed at the discretion of the Chair of the standing or ad hoc committee.
- h) All committee and subcommittee meetings shall be open to members of the Coalition.

VIII. MEETING OF MEMBERS

- a) The annual meeting of the membership shall be held at a time and location chosen by the Executive Committee to promote maximum attendance of the membership;

- b) The notice of the meeting shall be distributed to all members with sufficient time to allow the members to attend;
- c) The meeting agenda will be arranged by the Executive Committee with input from the membership;
- d) Special meetings may be held at any time with the approval of the Executive Committee and notice shall be given to the membership at least 14 days before the meeting date;
- e) The presence, including teleconference, videoconference or internet participation, of at least 25% of the membership will constitute a quorum for transaction of any business for the Coalition;
- f) The vote of the majority of the members present, if a quorum is present, shall be the act of the members; and
- g) Each full member will have one vote.

IX. ELECTIONS

- a) The Nominating Committee will take nominations for each position to be filled up to eight weeks prior to the annual meeting;
- b) Ballots will be prepared and mailed by the Nominating Committee;
- c) Each full member will have one vote;
- d) Voting will take place at the annual meeting or by mailed ballot if the member will not be attending the annual meeting; and
- e) The Executive Committee shall tabulate the ballots and announce the results by the end of the annual meeting.

X. DUES

- a) The annual dues for full and associate members will be determined by the Executive Committee and voted on by the membership; and
- b) Dues shall be payable by May of each year. Failure to pay dues will result in suspension of membership.

XI. BY-LAWS

- a) The by-laws may be amended by a 2/3 vote of the Executive Committee or majority vote of the membership.
- b) Proposed changes to the by-laws must be submitted in writing at least 10 days prior to the annual meeting at which the vote is held and distributed to members.

Revised 3/2000