

PERIPHERAL ARTERIAL DISEASE COALITION

RULES OF GOVERNANCE:

UPDATE 09/20/06

ARTICLE I – NAME AND PURPOSE

The **Peripheral Arterial Disease Coalition** (Coalition) is a not-for-profit organization, registered in the state of Colorado and established for one or more of the purposes as specified in Section 501(c)(3) of the Internal Revenue Code. The purpose of the Coalition is to create a collaborative network of professional and public organizations that are united by a mission to increase public and clinician awareness of peripheral arterial disease (PAD). The principal office of the Coalition shall be at the offices of the Vascular Disease Foundation.

ARTICLE II – DEFINITION, VISION, AND MISSION

The Coalition provides opportunities for members of the public, health care professionals, clinician investigators and basic researchers, professional vascular societies, government and health policy agencies, and other public and private organizations to work collaboratively to improve public cardiovascular health by providing educational programs regarding peripheral arterial disease. Peripheral arterial disease is a common atherosclerotic disease that is associated with diminished quality of life, increased risk of amputation, and increased risk of heart attack, stroke, and death. The educational programs of the Coalition will be designed to increase public and clinicians awareness of the risks of peripheral arterial disease.

In this context, the Coalition's definition, vision, and mission are:

The Peripheral Arterial Disease (PAD) Coalition is a public and interdisciplinary consortium dedicated to promoting public and clinician awareness of PAD.

The PAD Coalition's vision is of a society committed to the prevention, early detection, treatment, and rehabilitation of people with, or at risk for, PAD.

The PAD Coalition's mission is to promote efforts to improve the quality of life, save limbs, and improve survival rates of individuals with, or at risk for, PAD.

ARTICLE III – RELATIONSHIP TO PARENT AND MEMBER ORGANIZATIONS

SECTION 1. Relationship of the PAD Coalition to the Vascular Disease Foundation:

The Vascular Disease Foundation (VDF) serves as the parent organization of the PAD Coalition. This relationship is designed to offer support for the mission of the Coalition, via: (a) provision of administrative services of the VDF to the PAD Coalition; (b) the VDF and PAD Coalition may share, as needed, personnel, administrative, office, and/or supply costs; and (c) the VDF may foster the sharing of administrative or professional skills derived from other vascular disease-specific Coalitions established by the VDF from time-to-time. These shared activities will only occur at the request of the Coalition Steering Committee and via budgets that are mutually agreed upon by both the VDF and Coalition governing bodies.

SECTION 2. Autonomy of Operations:

The PAD Coalition shall maintain membership and governance autonomy distinct from any parent or membership organization. Assets, liabilities, and financial records will be clearly identified and administered independently by the Coalition. The distribution of funds raised by member organizations on behalf of the Coalition will be clearly identified and administered independently by the Coalition. Likewise, any fundraising by or operational activities of the Coalition will identify, to the extent feasible, the distinct accountabilities of the Coalition relative to member organizations. All financial operations will be subject to independent audit to assure appropriate autonomy and independent fiscal management.

SECTION 3. Not-for-Profit Status:

The PAD Coalition will operate under the 501(c)(3) status of the Vascular Disease Foundation.

SECTION 4. Offices:

The principal office of the Coalition shall initially be located at the offices of the Vascular Disease Foundation. The Coalition may choose to establish its principal office or satellite offices at any other location chosen by the Steering Committee.

ARTICLE IV - MEMBERSHIP

SECTION 1. Qualification for Membership:

The Coalition shall be composed of organizational members whose goals are congruent with the mission and goals of the Coalition, as determined by the Membership Committee.

SECTION 2. Membership Categories:

The Coalition will be composed of organizations of diverse size and purpose, so as to be maximally inclusive of all stakeholders who might contribute to this specific public health mission.

1. Full members: This category will include public health and professional healthcare societies and nonprofit organizations, inclusive of Charter members, whose mission is fully concordant with that of the Coalition.
2. Liaison Members: This category will be limited to government agencies and any other not-for profit public health and professional organizations whose bylaws and traditions may limit joining the Coalition, but who wish to coordinate their mission and activities with that of the Coalition. A Liaison Member shall be entitled to all privileges of the Coalition, except that a Liaison Member may not vote or hold office. Liaison members representing a governmental agency shall not participate in the planning or implementation of any advocacy activities of the Coalition and shall not vote in any of the business proceedings of the Coalition. Federal agencies participating in this coalition must follow applicable policies and procedures relating to fair and open competition for grants and contracts, and will take appropriate steps to ensure that non federal organizations participating in this coalition will not receive an unfair competitive advantage.
3. Associates: This category will include not-for-profit organizations with an interest in Coalition activities, but a lesser stake in PAD public and clinician education. This category will include other consumer advocacy groups, health organizations, professional healthcare societies, and research associations.

4. Supporters: This category will include for-profit corporations (e.g., pharmaceutical, diagnostic device, and therapeutic device manufacturers) and other not-for-profit and for-profit public and private entities (e.g., hospitals, health plans, health systems) that choose to aid the Coalition in its public health efforts. Supporters will be invited to utilize Coalition messages and to thereby expand the efficacy of its educational message dissemination efforts. A minimum donation is required for all entities in this category.

Full and *Liaison* members of the PAD Coalition may participate in Coalition deliberations, program creation, program dissemination, and may utilize Coalition work product in their own activities that support PAD public and clinician education. *Full* members may also participate in Coalition governance (which includes voting privileges within the Coalition's governance structure) and shall designate one voting delegate or alternate to represent the organization on the Coordinating Committee. *Liaison* members will not have voting privileges, but may send a nonvoting delegate to the Coordinating Committee. *Associate* and *Supporting* members will not have voting privileges, will not have a delegate on the Coordinating Committee and will not serve in governing roles on other Coalition committees. However, *Associate* and *Supporting* members may serve on committees and offer their skills and experience on behalf of Coalition activities as requested by the Steering Committee or other Coalition Committees. With the exception of the governing Committees, member organizations are not limited in the number of individuals who may serve on other Coalition committees and activities.

SECTION 3. Membership Committee:

The Membership Committee shall oversee the qualifications and rules governing membership. The Committee will be charged with: (a) soliciting membership from any organizations that meet the membership criteria as outlined in Section 1; (b) creating a membership application that will describe the mission, size, and goals of Coalition members; (c) promptly reviewing membership applications for presentation to, review by, and acceptance by the Coalition Steering Committee; and (d) providing annual review of the membership categories, offering modifications as deemed necessary. The five members of the Membership Committee will be selected by the Steering Committee, and members will serve for rotating three-year terms. Members may be elected for one subsequent term. The Membership Committee will annually elect its Committee Chair and Vice-Chair.

SECTION 4. Membership Responsibilities:

All members of the Coalition will support the goals of the Coalition by: (a) assuring organizational participation in and co-creation of PAD educational material via service in specific projects; (b) providing their members with opportunities to participate in Coalition activities and program creation; (c) aiding dissemination of Coalition educational material to their members or the public; (d) aiding the Coalition as it recruits financial resources to support its mission; and (e) participating in the annual meeting of the PAD Coalition.

Full members will further support the Coalition by sending one delegate to serve in a voting capacity on the Coordinating Committee. *Liaison* members will send one delegate to serve in a nonvoting capacity on the Coordinating Committee.

Members are exempted from specific member responsibilities to the extent that they are specifically limited by the member organization's rules or bylaws.

SECTION 5. Membership Dues and Assessments:

Annual membership dues may be requested of *Full* members as a requirement for participation after a two-thirds vote of the Steering Committee. Such dues may be considered as needed to support the maintenance of the Coalition structure. Dues will not normally be requested to provide support for

Coalition program development. An assessment may be levied for special initiatives after a two-thirds vote of the Steering Committee. Any decision to require membership dues or to levy an assessment for special initiatives will include a process for consideration of the unique needs of specific member organizations that are unable to comply fully with the financial levy.

SECTION 6. Membership Conflict of Interest:

All organizational members of the Coalition will be asked to provide an annual conflict of interest declaration that will define, for the Coalition as a whole, any real or perceived conflicts. Potential conflicts (whether from funding sources, commercial activities, or educational activities, etc.) shall not be presumed to limit full participation in Coalition educational activities. Rules to manage conflicts of interest shall be devised as deemed necessary by the Membership Committee and Steering Committee.

SECTION 7. Fiduciary Responsibility of Coalition Membership:

Participation as a member implies a sincere commitment to accomplishment of the Coalition's mission. In this regard, each *full* member and *associate* member organization and its representative carry a fiduciary responsibility to discharge all duties solely in the interest of the Coalition, on behalf of all Coalition participants, and the public. A fiduciary is charged with using the care, skill, and diligence that a prudent person who is familiar with Coalition matters would use under the prevailing circumstances. Examples of fiduciary duties would include: proactive identification of real or perceived conflicts of interest; sharing with Coalition members all information that might benefit Coalition activities or that might be detrimental to these activities; diligence to assure the financial success of the Coalition; and conformance with any legal regulations that pertain to Coalition activities. Fiduciary responsibilities can be held simultaneously and effectively with several organizations.

SECTION 8. Termination of Participation by Organizational Members:

Any Member may withdraw from the Coalition for any reason with a minimum of 30 days written notice to the Coalition.

SECTION 9. Termination of Organizational Membership by the Coalition:

The Coalition may withdraw the membership of any member of the Coalition who is deemed to be inactive and/or that is pursuing purposes in conflict with those of the Coalition. Coalition members may not use the Coalition's name or membership status to further interests that are in conflict with the stated goals and mission of the Coalition. The Steering Committee will determine if termination of membership is appropriate. Termination will require a two-thirds majority of all Steering Committee members. Any Committee or Member Organization may request a termination review by the Steering Committee.

SECTION 10. Termination of Individual Participation by the Coalition:

The Coalition intends to provide a unique forum for modeling "best public vascular collaboration," but recognizes that individuals have varying interests and skills in fostering a collaborative framework. If an individual representing a member organization does not, in discussions and actions, serve the collaborative interests of the Coalition, a committee chair may identify this to the Steering Committee and recommend the person be removed and/or replaced. The Steering Committee will be responsible for requesting alternative representation from the individual's member organization.

ARTICLE V – GOVERNANCE, NOMINATIONS AND ELECTIONS

SECTION 1. Governance and Terms:

The Coalition will be governed by officers and standing committees that will be representative of its membership. Officers shall serve for three years with the right to be elected for a subsequent consecutive

term of three years. All standing committee members will serve three-year terms in any specific position or committee, with the right to be elected for a subsequent consecutive term of three years in that position or committee. There is no limit in the number of committees a member may choose to serve on over the course of his/her involvement with the Coalition.

SECTION 2. Committee Membership Rotation:

Each year, one-third of a committee's membership will be subject to replacement or a renewal of term. Committee membership rotation will commence at the end of the first year of Coalition existence. Thus at the end of Year One, one-third of the members of each committee will be replaced or have their term renewed. If the size of a Committee does not permit the one-third calculation to result in a whole person equivalent, the smallest proportion of members will rotate in Year One (e.g., for a five person committee, one person rotates in Year One, and two in Years Two and Three).

SECTION 3. Nominations:

The Nominating Committee shall annually offer a "Call for Nominations" to seek and establish a slate of candidates to serve as Officers of the Coalition and for membership on the Steering Committee. Any member of the Coalition may self-nominate or offer names for consideration by the Nominating Committee. Candidates for Chair and Vice-Chair must be currently serving on the Coordinating Committee. Secretary, Treasurer, and other non-officer candidates for the Steering Committee are not required to have served or currently be serving on the Coordinating Committee, but must represent *Full* member organizations. To the extent possible, the slate of candidates selected by the Nominating Committee shall reflect the broad membership of the Coalition.

SECTION 4. Nominating Committee:

The Nominating Committee will be responsible for identifying candidates to serve as Officers and members of the Steering Committee. It shall also assist the Steering Committee in identifying members to serve on other standing committees. The Nominating Committee shall be composed of five members representative of the diversity of Coalition members. Any member of the Coalition may serve on the Nominating Committee upon approval of the Steering Committee. The Nominating Committee will annually elect its Chair and Vice-Chair.

SECTION 5. Elections:

Elections will be held annually in conjunction with the Annual Meeting of the membership. The Coordinating Committee will elect all members of the Steering Committee, except the Chair of the Science Committee, the Chair of the Membership Committee, the Chair of the Nominating Committee, the Chair of the Advocacy Committee, and the Chair of the Education Committee, who shall be elected by the members of their own committee. Each *Full* member of the Coordinating Committee will have one vote. A simple majority plus one of those members of the Coordinating Committee present at the Annual Meeting will determine the outcome of the elections. Votes must be accomplished by in-person balloting. If a member organization's delegate on the Coordinating Committee is unable to attend the annual meeting, the organization may send an alternate. The Coordinating Committee members will vote for a slate of candidates advanced by the Nominating Committee and a write-in option will also be provided on every ballot.

SECTION 6. Disputed Elections:

In the event that a member organization or candidate disputes the outcome of an election that cannot be resolved by a review of the votes or a recount, a second vote will be conducted. If this does not provide a resolution, a majority vote of the Steering Committee will be utilized to resolve the election.

ARTICLE VI – OFFICERS & GOVERNANCE COMMITTEES

SECTION 1. Officers:

The Coalition will be led by its officers inclusive of a Chair, Vice-Chair, Secretary, and Treasurer. The officers shall be elected by the Coordinating Committee and shall serve for a complete term of three years with the right to be elected for a subsequent consecutive complete term of three years. Any officer may be removed, either with or without cause, by a two-thirds vote of the Steering Committee. Any officer may resign at any time by giving written notice to the Chair or the Secretary of the Coalition. Any such resignation shall take effect at the date of receipt of such notice or at any later date specified therein, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

The Coalition's Chair and Vice-Chair shall also serve as the Chair and Vice-Chair of the Coordinating Committee and the Chair and Vice-Chair of the Steering Committee and be jointly responsible to the Coalition for all of its activities and business. All other officers and staff shall report to these Chairs. The Chairs shall be empowered to call meetings of the Steering Committee and shall discharge all other duties as may be required by these Rules and from time to time may be assigned by the Steering Committee. The Vice-Chair shall become Chair upon completion of the three-year term.

The Secretary shall serve as the Chair of the Communications Committee and keep minutes of Steering Committee meetings and shall both collect and disseminate minutes of other Coalition standing committees. The Secretary shall assure that notice is given to all Coalition members regarding annual meetings or conference calls, and shall perform other duties as, from time to time, may be requested by the Steering Committee Co-Chairs.

The Treasurer shall be the chief financial officer of the Coalition and will serve as Chair of the Finance and Fundraising Committee. The Treasurer shall have charge of collection, use, and accounting for all the funds of Coalition. The Treasurer shall oversee the books belonging to the Coalition and will supervise the receipt and disbursement of Coalition funds in such depositories as may be designated for that purpose by the Steering Committee. The Treasurer shall annually deliver to the Steering Committee and the Coordinating Committee an account of the financial condition of Coalition.

SECTION 2. Coordinating Committee:

Each *Full* and *Liaison* member organization shall designate one delegate and an alternate to serve on the Coordinating Committee, and shall assure that a delegate serves effectively on the Coordinating Committee at all times. It is the responsibility of these delegates to share information about its activities that pertain to the Coalition's mission and goals within the Committee to minimize duplication of resources, to maximize sharing of educational efforts, and to foster effective collaboration. This Committee will be led by a Chair and Vice-Chair, who will be elected by the Coordinating Committee membership. The Coordinating Committee's Chair and Vice-Chair shall also serve as the Chair and Vice-Chair of the Coalition as a whole.

SECTION 3. Duties of the Coordinating Committee:

The Coordinating Committee will serve as the strategic planning body of the Coalition, and shall be composed of representatives of all Coalition *full* member organizations and non-voting delegates from *liaison* member organizations. The Coordinating Committee has the power and duty to create and approve PAD Coalition strategic plans; elect members of the Steering Committee; transmit educational proposals to the Steering Committee for implementation; approve the initial Coalition rules and subsequent bylaw changes; review the annual balance sheet; and assure effective communication and amplification of mission between member organizations.

SECTION 4. Steering Committee:

The Steering Committee will serve as the operational body of the Coalition, and shall be composed of up to eleven members. The inaugural Steering Committee, initiated as of the June 17, 2004, Coalition meeting shall serve until the first election. Following the first election, the Steering Committee members will include the officers (Chair, Vice-Chair, Secretary, and Treasurer); the Chairs of the Science Committee, Membership Committee, Nominating Committee, Advocacy Committee, and Education Committee; as well as two “at large” Coalition members. Service on the Inaugural Steering Committee, as a member or officer, will not be considered as a term served.

SECTION 5. Duties of the Steering Committee:

The Steering Committee shall perform any and all duties stated in these Rules. The Steering Committee will be empowered by the Coordinating Committee to steward the Coalition’s adherence to the mission and goals of the Coalition; to assure the responsible use of Coalition assets and to sustain fiscal viability; to hire and fire staff; to create a budget for the Coalition; to manage conflicts of interest; to create policies and enter into contracts; and to execute and deliver any instrument in the name of and on behalf of the Coalition. No contract, promissory note, check, draft or bill of exchange, shall be made, signed, issued, deposited or endorsed except by persons as may be designated by the Steering Committee. The Steering Committee will be responsible for establishment of policies regarding membership categories, dues or assessments. The Steering Committee will select members of the Membership, Nominations, Science, Communication, Finance, Advocacy, and Education Committees.

SECTION 6. Quorums and Deliberations of the Steering Committee:

A quorum of the Steering Committee is required to conduct official business and will be defined by the participation of a “majority plus one” of the Steering Committee. In order to qualify as an official meeting, written notice must be sent to all members of the Steering Committee at least ten business days in advance of a meeting. Meetings may be held in person or by teleconference, videoconference, or Web conference, and shall be convened as needed, as determined by the Steering Committee, Chair, or Vice-Chair. Each Steering Committee member shall have one vote. A simple majority vote of those present and voting shall be binding for most activities. Exceptions to this rule will include: (a) motions withdrawing the participation of a Coalition member, (b) motions removing an officer from his or her position, or (c) decisions to require membership dues or to levy an operational assessment. These exceptional actions shall require a two-thirds majority of all Steering Committee members. Steering Committee votes may be accomplished by voting in person, conference call, e-mail, or postal vote.

SECTION 7. Executive Director and Associate Directors:

The Coalition shall hire an Executive Director, and associate directors, as deemed necessary by the Coalition to effectively conduct Coalition business. The Executive Director will not vote in Coalition business.

SECTION 8. Vacancies in Offices:

Vacancies in the Steering Committee caused by the death, resignation, removal, and disqualification or otherwise, of any officer shall be filled by nomination of new members by the Nominations Committee and a subsequent majority vote of the Steering Committee within four months of creation of the vacancy. Steering Committee members who are chosen to complete such a term will serve for the duration of the original term of office until the next regular election.

SECTION 9. Compensation:

The Officers and Steering Committee members shall serve without salaries or compensation. To the extent permitted by their organization, they will be allowed reasonable advancement or reimbursement of expenses incurred in the performance of their duties.

SECTION 10. Debts and Liabilities:

The Officers and Steering Committee shall not be personally liable for the debts, liabilities, or other obligations of the Coalition.

SECTION 11: Individual Coalition Service Conflict of Interest:

The Officers and the Steering Committee shall establish a policy requiring a conflict of interest statement from each officer and delegate to the Coordinating Committee, as well as all other individuals serving on all Coalition committees, provided not less frequently than once a year, setting forth all business and other affiliations which relate in any way to the business and other affiliations of the Coalition.

ARTICLE VII – OTHER STANDING COMMITTEES

The unique interdisciplinary character of the PAD Coalition can best leverage the skills of its membership, assure efficiency of Committee work, and help mentor future national vascular educational leaders by fostering active participation of member organizations and individuals in Coalition activities, including work performed on behalf of both standing and ad hoc committees. These committees will ideally represent the diversity of the Coalition and will provide opportunities for leadership and future Steering Committee participation. Unless otherwise noted, a member organization is not limited in the number of individuals it may have serving on Coalition Committees.

SECTION 1. Finance and Fundraising Committee:

The Finance and Fundraising Committee shall be responsible for obtaining financial support for the Coalition's activities and for providing an annual review of the Coalition balance sheet to Coalition member organizations. The Fundraising Committee shall be led by the Treasurer, and will consist of a minimum of five members. Any *full, associate, or supporting* member of the Coalition may serve on the Fundraising Committee upon approval of the Steering Committee. The Finance and Fundraising Committee will annually elect its Vice-Chair.

SECTION 2: Science Committee:

The Science Committee will utilize the most current published evidence base in order to provide overall scientific direction to the Coalition to ensure accuracy of all content and consistency of messaging. The Committee will annually review the P.A.D. style guide and all fact sheets and update as necessary. The Science Committee shall conduct the national PAD awareness survey and determine strategies to evaluate the effectiveness of overall awareness efforts. The Science Committee will also oversee the selection of the "Best PAD Research Award" and annually evaluate the nomination, selection and award processes. As needed, the Committee will provide guidance to other Coalition committees on scientific content and messaging. The Science Committee shall be led by a Chair and Vice-Chair and shall be composed of a minimum of five members of the Coalition representative of the diversity of Coalition members. Any member of the Coalition may serve on the Science Committee upon approval of the Steering Committee. The Science Committee will annually elect its Chair and Vice-Chair.

SECTION 3: Communication Committee:

The Communication Committee will be charged with ensuring that Coalition activities are communicated on a timely basis to all Coalition member organizations. The Communication Committee will be central in the coordination of national PAD educational campaigns and shall be responsible for creation of other

methods of Coalition communication to the public (e.g., creation and maintenance of a Coalition website). The Communication Committee shall be led by the Secretary and shall be composed of a minimum of five members of the Coalition representative of the diversity of Coalition members. Any member of the Coalition may serve on the Communication Committee upon approval of the Steering Committee. The Communication Committee will annually elect its Vice-Chair.

SECTION 4: Advocacy Committee:

The Advocacy Committee will be charged with developing the Coalition’s annual legislative goals, leading advocacy and legislative efforts to obtain these goals, and will work cooperatively on advocacy efforts with member organizations, as appropriate. The Committee will monitor health policy and reimbursement issues as they affect PAD clinical practice and make appropriate policy recommendations for consideration by the Steering and Coordinating Committees. The Committee will develop specific work groups, as needed, to accomplish its goals. The Advocacy Committee shall be led by a Chair and Vice-Chair and shall be composed of a minimum of five members of the Coalition representative of the diversity of its membership. Any member of the Coalition may serve on the Advocacy Committee upon approval of the Steering Committee. The Advocacy Committee will annually elect its Chair and Vice-Chair.

SECTION 5: Education Committee:

The Education Committee will provide oversight, review and strategic direction to the Coalition’s health professional and patient education activities. The Committee will develop strategies to disseminate PAD guidelines that will help clinicians effectively diagnose and treat PAD and oversee development of new educational resources. The Committee will develop specific work groups, as needed, to accomplish its goals. The Education Committee shall be led by a Chair and Vice-Chair and shall be composed of a minimum of five members of the Coalition representative of the diversity of its membership. Any member of the Coalition may serve on the Education Committee upon approval of the Steering Committee. The Education Committee will annually elect its Chair and Vice-Chair.

SECTION 6. Other Committees:

The Coalition may create other committees from time to time (e.g., Outcomes Assessment Committee, Primary Care Liaison Committee, etc.) as determined by the Steering Committee and/or the Steering Committee Chair and Vice-Chair. These committees may include Coalition members, and may also include individuals or organizational representatives with skills appropriate to the Committee tasks, who may not be official members of the Coalition. These committees shall act in an advisory capacity to the Steering Committee.

ARTICLE VIII - MEETINGS OF MEMBERS

SECTION 1: Annual Meeting:

The date, time, and place of a regular annual in-person meeting shall be set by the Steering Committee.

SECTION 2: Special Meetings:

Special meetings may be called by the Chair or by a simple majority of the Steering Committee. A petition signed by a majority of the Coordinating Committee may also call a special meeting.

SECTION 3. Notice:

Notice of each meeting or conference call shall be given to each full member, by mail or e-mail, not less than ten days before the meeting or call.

ARTICLE IX – OTHER CONVENTIONS

SECTION 1. Parliamentary Rules:

Parliamentary Authority shall be the rules contained in Robert's Rules of Order Newly Revised and shall govern the conduct at meetings of the members in all cases to which they are applicable and in which they are not inconsistent with these Rules.

SECTION 2. Use of Logos, Names, and Copyrighted Material:

All correspondence, program brochures, project listings, activities, and other print, Web-based, or audiovisual material created on behalf of the Coalition shall list by name only those Coalition member organizations that provide permission in writing to be so listed. No logos, names, or copyrighted material of member organizations shall be used by the Coalition without prior receipt of written permission. Similarly, Coalition logos, names, and copyrighted material shall be used by member organizations only upon receipt of written permission from the Coalition.

SECTION 3. Minutes of Meetings:

Minutes of Steering Committee and Coordinating Committee meetings, other standing Committee meetings, and full Coalition meetings are to be submitted to the Coalition members for their review and comment within a reasonable amount of time, not to exceed one month.

SECTION 4. Public Record:

The records, minutes and financial reports of the Coalition are to be available to all Coalition members on a reasonable basis. Records, minutes, and financial reports are not intended for public distribution by Coalition members, but shall be publicly available as required by law.

SECTION 5. Use of Coalition Resources:

All income derived to support the operating expenses and projects of the Coalition will be used solely for Coalition activities. Inasmuch as the Coalition mission is supported by creation of common education programs amongst Coalition members, common program budgets may be created to leverage member resources for a common activity upon approval of the Steering Committee.

ARTICLE X – AMENDMENTS TO RULES

SECTION 1. Rules Changes:

These Rules may be altered, amended or repealed and new Rules adopted by a two-thirds majority vote of the members of the Coordinating Committee present during the Annual Meeting.