

The Bylaws of the Gateway Alliance for Compassionate Care at End-Of-Life

Article I. Name

Section 1.01 The name of the organization shall be the Gateway Alliance for Compassionate Care at End-Of-Life (EOL); hereafter referred to as Gateway Alliance.

Section 1.02 This organization is the St. Louis Region Affiliate of the Missouri End-Of-Life Coalition.

Article II. Mission And Goals

Section 2.01 Mission Statement:

The mission of the Gateway Alliance is to promote high quality EOL care for patients and their families.

Section 2.02 Goals:

- a) Educate the public, health care providers and students, regarding optimal care for the maximum benefit of persons at EOL.
- b) Promote collaboration among health care providers, patients, family members, educators, and organizations that provide or promote EOL care.
- c) Advocate for quality EOL care with policy makers.

Article III. Board of Directors

Section 3.01 The Board of Directors shall transact the official business of the organization.

Section 3.02 Elections:

- a) Appointments to the Board of Directors shall take place as deemed necessary by the Board of Directors.
- b) Current members of the Board of Directors will vote for new officers, and candidates who receive a majority of votes will be appointed.
- c) Ad hoc alliances and consultant roles can be established and terminated by the Board of Directors.

Section 3.03 Composition:

Officers of the Gateway Alliance shall be the Chair, Vice-Chair/Chair-Elect, Community Relations Chair, Secretary, Sustainability Chair, Technology Chair, Treasurer (if Gateway Alliance has funds), and Immediate Past Chair.

Section 3.04 Terms of Office:

The term of any office shall be for two years, biennially thereafter. The office of Chair shall be filled by the Vice-Chair/Chair Elect. If a Board member steps down prior to completing his/her two-year term, another officer shall be appointed by the Board to serve for the unexpired term of his/her predecessor.

Section 3.05 Duties and Responsibilities of the Board of Directors:

The officers shall possess such powers as are required to perform the functions assigned to them by the Board of Directors and shall perform other such duties and have other such powers as may from time to time be conferred on or assigned to them by the Board of Directors, including the following duties and responsibilities:

- a) Chair – shall preside at all meetings of the Gateway Alliance, perform other duties as usually pertain to the office of Chairperson, or as directed by the Board of Directors. The Chair shall serve as Chair-Elect in the position of Vice-Chair for 2 years prior to serving as Chair.
- b) Vice-Chair/Chair Elect – shall act in the absence of the Chair and will serve as the Chair-Elect.
- c) Community Relations Chair – shall be responsible for arranging locations for events, completing the Certificate of Attendance, and providing copies of the Certificate of Attendance and evaluation forms for each attendee at the educational workshops.
- d) Secretary – shall send notices, record meeting minutes, keep minutes on electronic file, distribute minutes to Board Members, and perform other duties that pertain to the office of Secretary.
- e) Sustainability Chair – shall be responsible for assuring the sustainability of the Gateway Alliance through such activities as marketing, membership development and retention, and will maintain a current membership list.
- f) Technology Chair – shall be responsible for developing, implementing, and maintaining various web-based and electronic media as prescribed by the Board of Directors.
- g) Treasurer – shall assure adequate and correct accounts of the business transactions of the Gateway Alliance including accounts of its assets, liabilities, receipts, disbursements, gains, and losses when relevant. Other duties shall be performed as usually pertain to the office of Treasurer.
- h) Immediate Past Chair – shall perform duties as required by the Board of Directors or Chair including term expiration and succession planning. The Immediate Past Chair shall collect, tally, and analyze evaluation forms and report data to the Board.

Article IV. Membership

Section 4.01 Eligibility:

Gateway Alliance membership is open to individuals or agencies that support our work as defined in our mission and goals.

Section 4.02 Voting:

Gateway Alliance general membership is a non-voting body. Issues of concern may be discussed with the Board Members who may address the issue(s) at the Board of Directors meetings.

Section 4.03 Dues:

Dues may be initiated or waived for good cause at the discretion of the Board of Directors.

Section 4.04 Membership Roster:

The Sustainability Chair shall maintain a Membership Roster. The Roster shall not be used for unauthorized solicitation.

Article V. Meetings

Section 5.01 Occurrences:

- a) There shall be monthly Board of Director meetings.
- b) There shall be one general membership meeting held per calendar year, in conjunction with one of the educational workshops.
- c) There shall be educational workshops offered every year.

Section 5.02 Minutes:

The Secretary shall keep all Board of Director meeting minutes and make them available to members upon their request. The Secretary shall keep minutes on file.

Section 5.03 Notifications:

Notice of all General Membership events including location, date and time will be sent to all members.

Section 5.04 Parliamentary Procedures:

These bylaws and Roberts Rules of Order shall guide the conduct of business at all meetings of the Gateway Alliance.

Article VI. Fiscal Year

The Fiscal Year of the Gateway Alliance shall begin on the first day of January and end on the last day of December in each year.

Revised: February 2012