



TEACH

**Tobacco Education and
Community Health Coalition**

New Member Packet

Tehama County Health Services Agency
Public Health Department
P.O. Box 400
Red Bluff, CA 96080
(530) 527-6824
TobaccoEducationProgram@tchsa.net



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Dear Prospective Coalition Member:

Thank you for your interest in joining the Tobacco Education and Community Health (TEACH) Coalition. We welcome all new members!

Our New Member Packet is designed to provide an overview of the Coalition. This packet contains:

- A Membership Agreement
- By-Laws
- Coalition Brochure

TEACH meets the fourth Monday of every month from 10:00 am to 11:30 am, unless specified otherwise; please call or e-mail to confirm. We hope to see you at our next meeting!

If you have any questions, or need further information, please call (530) 527-6824 or email TobaccoEducationProgram@tchsa.net.

Sincerely,

Tobacco Education and Community Health Coalition



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MEMBERSHIP AGREEMENT

July 2023- June 2024: For new members and current member renewal

Membership in the Tobacco Education and Community Health (TEACH) Coalition is open to any individual or organization who endorses the coalition’s mission and wishes to serve as a volunteer to our cause. Membership in TEACH is free of charge and members do not receive compensation for service.

Vision: A safe, healthy, and substance-free Tehama County.

Mission: Support tobacco-free lifestyles to protect and preserve the health of our community.

Name: _____

Organization (if applicable): _____

Membership Status: Are you a New Member or Renewing Your Membership?

New Member (as of: _____) Renewing Member

Mailing Address: _____

City: _____ **County:** _____ **Zip:** _____

Phone: _____ **Email:** _____

Do we have permission to list you or your organization as a Tehama County Tobacco Coalition member in coalition-related materials, advertisements, website, and/or social media posts, as appropriate?

Yes No

Please indicate the population(s) you serve by marking all that apply:

- | | | |
|---|---|---|
| <input type="checkbox"/> Asian and Pacific Islander | <input type="checkbox"/> African American | <input type="checkbox"/> American Indian/Alaskan Native |
| <input type="checkbox"/> Behavioral Health | <input type="checkbox"/> Hispanic/Latino | <input type="checkbox"/> Lesbian, Gay, Bisexual & Transgender |
| <input type="checkbox"/> Low Socioeconomic Status | <input type="checkbox"/> Military | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Rural Residents | <input type="checkbox"/> Youth | |

Optional: Please indicate the population(s) you represent as an individual by marking all that apply:

- | | | |
|---|---|---|
| <input type="checkbox"/> Asian and Pacific Islander | <input type="checkbox"/> African American | <input type="checkbox"/> American Indian/Alaskan Native |
| <input type="checkbox"/> Caucasian | <input type="checkbox"/> Hispanic/Latino | <input type="checkbox"/> Lesbian, Gay, Bisexual & Transgender |
| <input type="checkbox"/> Low Socioeconomic Status | <input type="checkbox"/> Military | <input type="checkbox"/> Rural Residents |
| <input type="checkbox"/> Other: _____ | | |

Priority Areas: Please check the boxes below for the Coalition’s priority areas you have expertise in and/or would be most interested in working on with other coalition members.

- Policy-driven solutions to confront tobacco access and use.
- Educational strategies to inform and educate the community.
- Building access to tobacco cessation services.

What skills or experience do you currently possess, that you can contribute to the coalition’s efforts?

- | | | |
|--|---|--|
| <input type="checkbox"/> Data Collection | <input type="checkbox"/> Event Planning | <input type="checkbox"/> Graphic Design |
| <input type="checkbox"/> Grassroots Organizing | <input type="checkbox"/> Media Writing | <input type="checkbox"/> Presentations |
| <input type="checkbox"/> Meeting Facilitation | <input type="checkbox"/> Community Outreach | (Preparing/Giving) |
| <input type="checkbox"/> Strategic Planning | <input type="checkbox"/> Training Others | <input type="checkbox"/> Public Speaking |
| <input type="checkbox"/> Writing and Editing Materials | | <input type="checkbox"/> Website Maintenance |
| <input type="checkbox"/> Social Media Engagement | | |
| <input type="checkbox"/> Other | | |

What tobacco or health-related issues would you like to learn more about? What skills do you wish to develop in the next year that the coalition could potentially provide through resources and training?

As a member of the Tobacco Education and Community Health Coalition, I endorse the mission and vision of the coalition and pledge my participation at coalition meetings, subcommittees, coalition sponsored events, and evaluation activities.

Signature: _____ **Date:** _____

Questions?

Call the Tobacco Education Program at (530) 527-6824 or email TobaccoEducationProgram@tchsa.net.

**Bylaws for the:
Tobacco Education and Community Health Coalition**

ARTICLE I: GENERAL

Section 1. Name

The name of this coalition is Tobacco Education and Community Health (hereinafter known as the “Coalition”).

Section 2. Interpretation

It is the intent of the Coalition that the bylaws herein set forth are the only bylaws of the Coalition. The bylaws shall define the process by which the Coalition operates and makes decisions. If any conflict arises between Coalition bylaws and State or Federal law, State or Federal law shall prevail.

Regarding the use of the word “Tobacco,” let it be known that it is in reference to commercial and synthetic tobacco use and not ceremonial or traditional tobacco use.

Section 3. Coalition History

The Coalition was founded as a subcommittee of the Public Health Advisory Board (PHAB) in 1990. With the grant funding which was secured by Tehama County Public Health from California Tobacco Prevention Program in 2017, the coalition was required to become its own entity, separate from PHAB, as set forth by grant guidelines.

ARTICLE II: VISION, MISSION STATEMENT AND GOALS

Section 1. Vision

A safe, healthy, and substance-free Tehama County.

Section 2. Mission Statement

To support tobacco-free lifestyles to protect and preserve the health of our community.

Section 3. Goals

- 1) Educate about the dangers of tobacco use.
- 2) Prevent youth from starting to use tobacco or breathing secondhand smoke and vaping.
- 3) Promote resources on how to quit using tobacco.
- 4) Change policies and social norms on tobacco use.

ARTICLE III: ROLE AND FUNCTIONS

Section 1. Role

- 1) The role of the Coalition is to:
 - a) Serve as an advisory board to the Tehama County Tobacco Education Program.
 - b) Improve the health (physical, mental, and social health) of the community by addressing tobacco-related issues by developing, coordinating, and implementing tobacco control prevention, education, and advocacy efforts in the county.

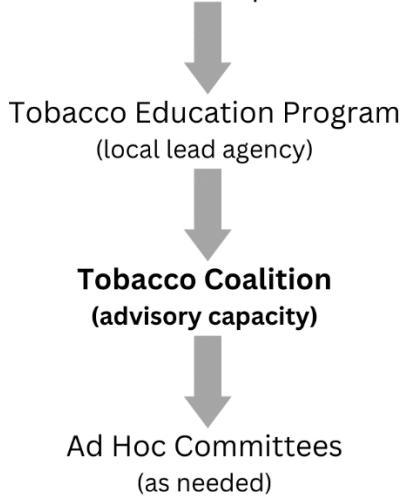
Section 2. Functions

- 1) Increase community awareness about tobacco issues.
- 2) Provide expertise in planning tobacco control projects.
- 3) Advocate for tobacco control policies.

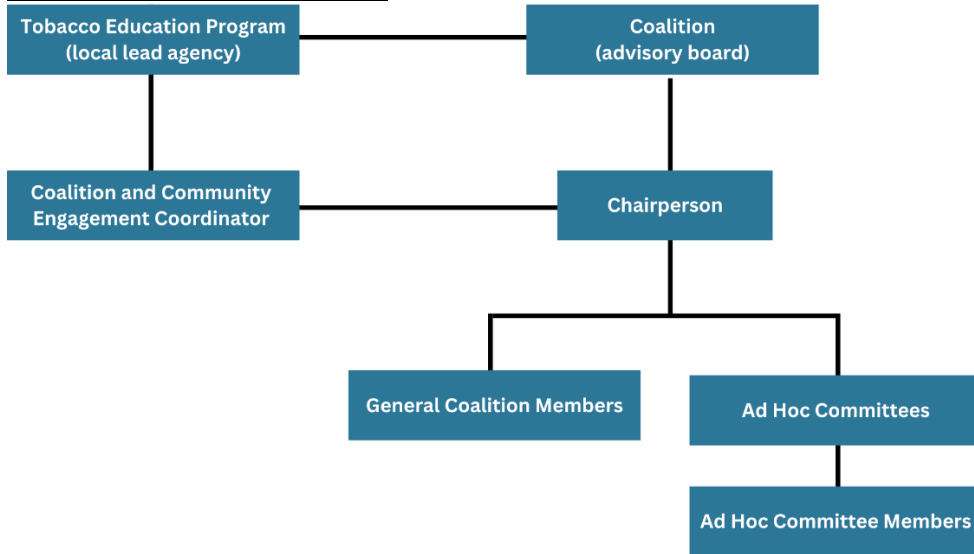
ARTICLE IV: ORGANIZATIONAL STRUCTURE AND COALITION STRUCTURE

Section 1. Organizational Structure

Tehama County Health Services Agency
Public Health Department



Section 2. Coalition Structure



ARTICLE V: MEMBERSHIP

Section 1. General

- 1) Eligibility
 - a) Eligibility is open to any individual, organization, agency, or department, private or public, profit or non-profit, which subscribes to and actively supports the mission, vision and goals of the coalition as stated in Article III of this document.
- 2) New Membership
 - a) Membership is declared by filling out a membership form. Organizations select a representative (and alternate if they wish) to attend meetings and act collectively with other members.
 - b) Orientation for new members is offered through:
 - i) Personal briefing.
 - ii) New member orientation.
 - iii) Membership directory.
 - iv) Minutes from previous meetings.
 - v) Summary of current and previous Coalition activities.
- 3) Term
 - a) The term of membership is yearly, to be renewed every fiscal year as aligned by the program grant cycle.
- 4) Withdrawal
 - a) A member may withdraw from membership at any time via written resignation submitted to the Coalition Chairperson and Coalition and Community Engagement Coordinator.
 - b) Upon withdrawal, an active member ceases to be responsible for making contributions, if any, to the Coalition for succeeding fiscal years, but is not relieved of responsibility for support commitments, if any, incurred prior to withdrawal.
- 5) Voting Rights
 - a) Members or their proxies shall retain full voting rights at the Coalition business meetings. Voting privileges will be forfeited if the member fails to adhere to the duties of membership.

Section 2. Member Power and Duties

- 1) Coalition members shall act in the best interest of the Coalition's vision, mission and goals as stated in Article III of this document.
- 2) Coalition members may make motions and vote at the Coalition meetings. Coalition members may attend and participate in discussion at meetings of the Coalition and at Ad Hoc meetings.
- 3) Coalition Member Agencies shall hold the right to one (1) vote for the candidate of choice for each elected office and general coalition resolutions.
 - a) Coalition members shall have one vote, and the member organization's designee must either attend, or assign a proxy to vote on any issue before the Coalition. A proxy shall exercise the same powers and duties as the appointed Member.

- 4) Coalition Members/ Member Agencies are required to participate in at least 50% of Coalition activities. Activities in this instance constitute attendance at Ad Hoc meetings, general Coalition meetings, and Coalition hosted events.

Section 3. Revocation of Membership

- 1) Membership may be revoked by a two-thirds vote of the Coalition for good cause, which may include, without limits, behavior that constitutes a serious conflict with Article III of this document.
- 2) Prior to any revocation proceedings, the member must be provided with a minimum of fourteen (14) days written notice of the revocation process and given an opportunity to provide a written response to the Coalition Chairperson and Coalition and Community Engagement Coordinator.

Section 4. Assessment of Coalition

- 1) Member satisfaction will be assessed through a coalition member satisfaction survey, administered annually by Tobacco Education Program staff.
- 2) Results will be presented to Coalition members following the data collection.

ARTICLE VI: LEADERSHIP

Section 1. Coalition Officers

The officers of the coalition will consist of the following: Chairperson.

Section 2. Duties and Responsibilities

- 1) Chairperson
 - a) Term of office shall begin at the first general meeting of the fiscal year.
 - b) Work in direct partnership with local lead agency-Tehama County Tobacco Education Program staff to create agendas and facilitate Coalition meetings.
 - c) Serve as spokesperson representing the coalition before the public.
 - d) Review Tehama County Tobacco Education biannual progress reports prior to submission.
 - e) Establish Ad Hoc meetings as needed.
 - f) The chairperson shall have the right to vote in meetings in case of a tie.
- 2) Coalition and Community Engagement Coordinator:
 - a) The Coalition Coordinator is Public Health Tobacco Education Program Staff tasked with overseeing the logistics and needs of the Coalition.
 - b) Is responsible for drafting agendas, setting meeting dates, securing meeting locations, Coalition Correspondence, and other duties as outlined by the Tobacco Education Program Scope of Work and the Coalition's needs.
 - c) Has no voting rights.

Section 3. Terms of Office

- 1) All officers shall be elected, at minimum, to one-year terms by a majority of the vote. Term of office is from July to June. A person may be elected to the same or a different office to serve additional terms.

Section 4. Elections

- 1) Nominees (or organization) must have attended at least 50% of Coalition activities in the past year. Activities in this instance constitute attendance at Ad Hoc meetings, general Coalition meetings and Coalition hosted events.
 - a) Conflict of Interest
 - i) Officers shall not be associated with a tobacco company or its subsidiaries or partner organizations.
- 2) Nominees are selected at the May meeting and an election is held at the June Annual Meeting with results announced at the end of the Annual Meeting.
- 3) The nominee(s) with the majority vote will be elected.

Section 5. Resignation and Vacancy

- 1) Any officer may resign by giving notice in writing to the Chairperson or the Coalition and Community Engagement Coordinator. Elections to fill the vacancy will take place at the next regular Coalition meeting, and the newly elected officer will complete the unexpired term of that office.

ARTICLE VII: MEETINGS

Section 1. General Meetings

- 1) The Coalition shall hold 10 scheduled meetings annually.
 - a) Coalition meetings are currently held at 10 am the fourth Monday of each month except in December and July.
- 2) Regularly scheduled Coalition meetings must have an agenda sent to all members a minimum of at least five (5) business days prior to the scheduled meeting date. Use of email is an acceptable form of notification.
- 3) Members may participate in a meeting by conference telephone or similar communications equipment, so long as members participating in such meeting can hear one another.

Section 2. Annual Meeting

- 1) A yearly meeting of the full Coalition membership shall be held at a time and place designated by the membership. Business to be taken up at this meeting shall include elections, strategic planning, and other such business, as shall specify in the agenda of the meeting.

Section 3. Ad Hoc Meeting

- 1) Ad Hoc meetings may be held as needed.
 - a. i.e., Recruitment, Cessation, Media, Policy, etc.

Section 4. Emergency Meetings/Sessions

Emergency meetings of the Coalition may be called at the discretion of the Chairperson with at least three (3) business days' notice to all Coalition members. Use of email is an acceptable form of notification.

Section 5. Decision Making

- 1) All decisions will be made by majority vote of those members, or their proxies present at a meeting.
- 2) Apart from voting for officers, a telephone and/or e-mail poll of Coalition members may be used to make important decisions if a meeting is not possible.
- 3) When conflicts arise, the members involved should attempt to resolve. If agreement cannot be reached, the Chairperson or designee will mediate to reach an agreement.

Section 6. Custody of the Minutes

- 1) The minutes of the meetings of the Coalition shall be recorded by Public Health staff and distributed to Coalition members with the meeting agenda, at least five (5) business days prior to a regularly scheduled meeting for review prior to approval.
- 2) The minutes of the meetings shall be the property of the Coalition and shall be retained by the Coalition Chairperson and Tehama County Health Services Agency-Tobacco Education Program for archival purposes.

Section 7. Procedure

All Coalition meetings shall be conducted in accordance with Robert's Revised Rules of Order. In the event of conflict between Robert's Revised Rules of Order and Coalition by-laws, Coalition by-laws shall prevail.

ARTICLE VIII. CONFLICT OF INTEREST

A member who receives any direct or indirect financial benefit from or serves on the Board of Directors of any organization, project or development that is being considered by the Coalition, or by any of the organization's task forces or committees, its Board of Directors, or membership, must declare known affiliations in writing and shall abstain from discussion and voting on any related issues. A conflict of interest shall be deemed to exist if that person is a member of the same immediate family (spouse, son, daughter, mother, father, brother or sister) of the beneficiary of any action of the Coalition.

ARTICLE IX. AMENDMENT OF COALITION BYLAWS

Section 1. Definitions

- 1) Amendment: Addition or deletion of articles to the bylaws.
- 2) Revision: Changes to current articles of the bylaws.
- 3) All meetings and activities shall be conducted in accordance with Coalition bylaws.
- 4) Coalition bylaws cannot be suspended.
- 5) These bylaws may be amended at any meeting of the Coalition by a majority vote of those members, or their proxies present at a meeting; provided that the specific amendments have been introduced at a prior meeting, included in the minutes of that meeting, and listed on the agenda for the current meeting.