

Bylaws for the Greater Kansas City Lactation Consultant Association (GKCLCA)

Article I Name

The name of this chapter of the United States Lactation Consultant Association (USLCA) shall be the Greater Kansas City Lactation Consultant Association, herein referred to as the GKCLCA.

Article II Statement of Purpose

The purposes of this chapter are to:

- Serve as a network for lactation professionals.
- Enhance the reputation, image, and credibility of International Board Certified Lactation Consultants (IBCLCs) according to their Code of Professional Conduct and Scope of Practice.

Article III Membership

- GKCLCA membership is open to all persons interested in promoting and supporting breastfeeding/chestfeeding.
- Membership paid in full may occur at any time with the term extending until December 31st of that year, which may not be pro-rated.
- The membership contact list will be provided to the USLCA as a condition of chapter membership.
 - The GKCLCA does not otherwise provide or sell your membership/personal information.

Article IV Board of Directors (BOD)

- The GKCLCA Board of Directors shall consist of elected officer positions: President, Vice President, Secretary, and Treasurer.
 - Coordinator positions as deemed necessary are appointed by the BOD.
- Officers will be elected from and by the membership of GKCLCA with a simple majority vote.
- An officer in the GKCLCA BOD is required to be an IBCLC and a current member of USLCA. See Addendum for Responsibilities and Duties.

Article V Voting

IBCLC members shall be entitled to one vote on each matter.

Article VI Meetings

Chapter meetings shall be held throughout the year, as scheduled by the BOD. Members will be notified of meetings in advance.

Article VII Finance

- Fiscal year shall run from January to December of the same year.
- Finance reports will be briefly reviewed at each meeting. Audit as needed.

Article VIII Miscellaneous

- The GKCLCA does not endorse any products or materials.
- Bylaws shall be reviewed at least yearly, amended as deemed necessary by the BOD, and approved by majority vote of membership.

Article IX Dissolution

Members will be notified upon dissolution. After payment of expenses, any assets shall be distributed to local organization(s) whose purpose must include breastfeeding support, as decided by the BOD.

Addendum – Board of Directors – Officer Responsibilities and Duties

Term

- Officers shall serve a minimum of two years in their position.
- Officers have the opportunity to extend their term in two year increments, if mutually desired. Member majority vote must confirm an officer's continuation in the position.

Officer removal

If removal shall serve in the best interest of the GKCLCA, an officer may be removed from their position with a unanimous vote by the other officers.

General responsibilities

- Maintain current IBCLC credentials.
- Follow the IBCLC Code of Professional Conduct and Scope of Practice.
- Be ethical and professional.
- Respond promptly to emails and other communications regarding GKCLCA business, generally within 24 hours.
- Time commitment: ~10-15hrs monthly for GKCLCA business.
- Maintain current USLCA membership.
- Keep confidential any and all GKCLCA business matters, including but not limited to: passwords and login information, financial information, member situations, etc.
- Be able to use file sharing as determined by the officers.

Miscellaneous

- At least two officers will have access to GKCLCA business information at all times.
- BOD officer positions are unpaid.
 - Officers will receive complimentary GKCLCA membership during their time of service.
 - If GKCLCA finances allow (as determined by the BOD), officers may receive USLCA membership dues reimbursed after each completed year of service. This applies to the offices of President, Vice President, Secretary, and Treasurer.
- Officers must return all GKCLCA materials/business information to the President immediately upon vacating the position.
- Assist with social media and marketing for the GKCLCA.

President will:

- Represent the organization of the GKCLCA.
- Preside over board and membership meetings.
- Oversee group and member activities.
- Attend USLCA chapter meetings (or designate someone to do so).

Vice President will:

- Assist the President as necessary.
- Assume the office of President, should the President be unable to complete their term.
- Will oversee all Coordinator positions.

Secretary will:

- Keep board and member meeting notes.
- Work with the Treasurer to maintain current membership roster and contact information.
- Oversee the GKCLCA email account.
- Email members regarding meetings, events, and other GKCLCA business.

Treasurer will:

- Assume the role of financial officer, and maintain accurate accounting of all finances.
- Collect membership dues and work with the Secretary to maintain membership roster.
- Disburse funds as authorized.
- Maintain accurate accounting of all finances.

Past BOD Officers will:

- Be the person who immediately vacated an office of the BOD.
- Provide institutional memory and guidance to the current BOD for (at least) one year after term ends.

Addendum – Board of Directors – Officer Responsibilities and Duties will be amended as needed. Changes will be voted in by the BOD.

Addendum – Coordinator Responsibilities and Duties

Term

- Coordinators shall serve a minimum of two years in their position.
- Coordinators have the opportunity to extend their term in two year increments, if mutually desired. BOD vote must confirm coordinator's continuation in the position.

Coordinator removal

If removal shall serve in the best interest of the GKCLCA, a coordinator may be removed from their position with a unanimous vote by the BOD.

General responsibilities:

- Maintain current IBCLC credentials.
- Follow the IBCLC Code of Professional Conduct and Scope of Practice.
- Be ethical and professional.
- Respond promptly to emails and other communications regarding GKCLCA business, generally within 24 hours.
- Time commitment: ~10-15hrs monthly for GKCLCA business.
- Maintain current USLCA membership.
- Keep confidential any and all GKCLCA business matters, including but not limited to: passwords and login information, financial information, member situations, etc.
- Be able to use file sharing as determined by the officers.

Miscellaneous:

- Coordinator positions are unpaid.
- Coordinator candidates will be interviewed and appointed by the BOD.
- Coordinator roles may be added, changed, or removed by the BOD, to meet the ongoing needs of the GKCLCA.
- Coordinators must return all GKCLCA materials/business information to the President immediately upon vacating the position.

Community Outreach Coordinator will:

- Outreach to local IBCLCs and other lactation related professionals.
- Connect with the lactation community to maintain a multidisciplinary community resource list.

Education Coordinator will:

- Coordinate all educational activities for the GKCLCA.
- Complete and submit contact hours applications (CERPs, nursing contact hours, dietitian hours, etc.).

Past Coordinators will:

- Be the person who immediately vacated a coordinator position.
- Provide institutional memory and guidance to the current coordinator for (at least) one year after term ends.

Addendum – Coordinator Responsibilities and Duties will be amended as needed. Changes will be voted in by the BOD.