

**TURNING POINT REGIONAL
ALLIED HEALTH ROUNDTABLE**

BY-LAWS

ARTICLE 1

Name

SECTION 1 The name of the organization shall be the Turning Point Regional Allied Health Roundtable, herein referred to as the Roundtable.

SECTION 2 The Roundtable is organized exclusively for workforce development, education and training purposes, more specifically to increase the allied health care workforce within the Turning Point Workforce Development Board and Area L AHEC five county region to include Edgecombe, Halifax, Nash, Northampton, and Wilson counties.

ARTICLE II

Purpose

SECTION 1 The major purposes of the Roundtable are as follows: (1) to facilitate collaboration and partnerships with the local business community and community agencies, including the Workforce Development Boards, the North Carolina Department of Commerce, institutions of higher education and the K-12 school system and other organizations with interest in Allied Health (2) to identify allied health care training needs and demands within the region, (3) to seek means of increasing the allied health care workforce within the region to meet workforce needs; (4) to support career ladder development for the allied health career workforce; (5) to foster exemplary, accountable allied health education and training programs within the region.

SECTION 2 The Roundtable works closely with NC Department of Commerce, to ensure the proper implementation of its Allied Health Regional Skills Partnership initiatives. The Roundtable assists with issues related to Allied Health careers and related workforce issues. The Roundtable serves in an advisory capacity to the employer and educational communities vested in Allied Health Care workforce and training needs, demands and opportunities. The Roundtable

shall seek activities and means to ensure the sustainability of its endeavors to further the growth and development of Allied Health careers and trained professionals in the five county region of North Carolina.

SECTION 3 In order to accomplish its purposes, the Roundtable shall (1) establish and maintain contact with persons, groups, and associations having an interest in Allied Health; (2) make recommendations to NC Department of Commerce, employers and training providers of allied health professionals regarding significant issues in the education of allied health personnel; (3) may advise the Roundtable Partners in their efforts to ensure the provision of appropriate services to target population.

ARTICLE III

Membership

SECTION 1 Members of the Roundtable may be proposed by (a) current Roundtable members, (b) other community organizations and representatives, and (c) other interested parties.

Procedures

SECTION 2 *Membership:* The members of the Roundtable shall be comprised of, but not limited to, representation from the following organizations and/or agencies:

- Business and Industry,
- K-12 School System,
- Community College System,
- Colleges and Universities,
- Workforce Development Boards,
- Chambers of Commerce,
- NC Area Health Education Centers,
- Community Representative(s),
- Other organizations/associations.

Roundtable membership shall be open to any interested party or organization that supports the purpose statement in Article II. The Board shall have the authority to establish and define non-voting categories of membership.

SECTION 3 *Membership appointment:* Roundtable members may submit recommendations for new members to the Secretary for review by the Board Chairman on an on-going basis.

SECTION 4 *Membership development:* The members of the Roundtable shall include entities, both public and private, with essential expertise

and interest in addressing the needs and growth of the Allied Health workforce. The composition of the Roundtable shall be as geographically diverse and broad-based as possible. The Roundtable may extend membership to include other groups or representatives.

SECTION 5 *Membership categories:* Members shall be “active” or “associate”. “Active” members provide service by participation in the Roundtable meetings and contributing as a committee member. “Associate” members choose to support the Roundtable in ways other than frequent attendance at Roundtable meetings and committee membership.

ARTICLE IV

Board of Directors

SECTION 1 *Board role, size and compensation:* The Board is responsible for overall policy and direction of the Roundtable. The Board shall have up to nine (9) but no fewer than five (5). The Board receives no compensation other than allowable expenses under the NC Department of Commerce Allied Health Regional Skills Partnership grant award.

SECTION 2 *Terms:* All Roundtable Board Member terms shall be for one year, except for the Board Chairman, with half the Committee renewed in odd-numbered years and half in even-numbered years. Terms will commence in January and end in December of the respective position year.

SECTION 3 *Election procedures:* The Roundtable shall inform interested parties of upcoming vacancies. Members whose terms are expiring, but who are interested in retaining their position on the Partnership, may submit a letter of intent to the Roundtable chair by December 1 of that year.

SECTION 4 *Election procedures:* A Board Development Committee shall be responsible for nominating a slate of prospective board members representing the Roundtable’s diverse constituency. In addition any member can nominate a candidate to the slate of nominees.

SECTION 5 *Board Quorum:* A quorum must be attended by at least sixty percent (60%) of the board members for business transactions to pass and motions to pass.

SECTION 6

Officers and duties: There shall be four officers of the Board, consisting of a Chair, Vice-Chair, Secretary and Treasurer. Their duties are as follows:

The Chair shall convene regularly scheduled board and member meetings, shall preside or arrange for other members of the Executive Committee to preside at each meeting in the following order: Vice-Chair, Secretary, Treasurer.

The Vice-Chair shall chair committees on special subjects as designated by the Board.

The Secretary shall be responsible for keeping records of board actions and member meetings, including overseeing the taking of minutes at all board meetings, sending out meeting announcements, distributing copies of minutes and the agenda for meetings, and assuring records are kept.

The Treasurer shall make a report at each board meeting. The treasurer shall chair the Finance Committee, assist in the preparation of financial reports, oversee the fiscal agent responsibilities of the NC Department of Commerce Allied Health Regional Skills Partnership grant award, and make financial information available to the members and the public.

SECTION 7

Vacancies: When a vacancy on the Board exists, nominations for new members may be received from the present Board Members or members. All Board members must work within the geographic area of the five county region of North Carolina. All vacancies will be filled only to the end of the particular Board member's term.

SECTION 8

Resignation, Termination and Absences: Resignation from the Board must be in writing and received by the Secretary. A Board member shall be dropped from the Board if he or she has three unexcused absences from Board meetings in a year. A Board Member may be removed for other reasons by three-fourth's vote of the remaining Directors.

SECTION 9

Special meetings: Special meetings of the Board shall be called upon the request of the Chair or one-third of the Board. Notices of special meetings shall be sent out by the Secretary to each Board member one week in advance.

ARTICLE VI

Committees/Workgroups

- SECTION 1 *Workgroups:* The Board may create committees/workgroups as needed, such as employer, employee, stakeholder, and economic development. Each committee shall consist of a minimum of three members. The Board Chair appoints all committee chairs. Committee chairs determine the frequency and avenue(s) of committee meetings and may coordinate with the Workforce Intermediary. Committee chairs report back to Roundtable at the quarterly meetings.
- SECTION 2 *Executive Committee:* The four officers shall serve as members of the Executive Committee. The officers shall name two other members to the Executive Committee. The Workforce Intermediary and the Fiscal Agent shall also serve on the Executive Committee.
- SECTION 3 *Finance Committee:* The Treasurer is the chair of the Finance Committee, which includes three other Board members. The Finance Committee is responsible for developing and reviewing fiscal procedures, and approving the quarterly financial reports submitted to the NC Department of Commerce. All expenditures must be within the financial budget of the grant award or other funding sources. The financial records of the Partnership are public information and shall be made available to the membership, Board of Directors and the public.

ARTICLE VII

Meetings

- SECTION 1 The time and place of regular meetings shall be determined, by the Roundtable, prior to the first meeting of the calendar year. Special meetings may be called by the Board Chairman as necessary. The schedule of all meetings shall be disseminated in writing to all Roundtable members and shall be posted on the program's website, when available.
- SECTION 2 All meetings of the Roundtable shall be open and public.
- SECTION 3 Meeting notices and agendas will be sent to Roundtable members ten days prior to each regularly scheduled Roundtable meeting.

SECTION 4 Whenever special meetings are required, the Secretary will give all Roundtable members notice. Electronic participation will be instituted when feasible.

ARTICLE IX

Voting

SECTION 1 *Quorum:* A quorum of the Roundtable shall consist of members present.

ARTICLE X

Amendments

Section 1 These Bylaws may be amended when necessary by two-thirds majority of the Board of Directors. Proposed amendments must be submitted to the Secretary to be sent out with regular Board announcements.

CERTIFICATION

These Bylaws were approved at a meeting of the Board of Directors by a **two-thirds majority vote on October 31, 2008.**