

Lactation Coalition of Snohomish County Bylaws
Revised June 2025

ARTICLE I - NAME AND LOCATION

1. The name of this organization shall be “The Lactation Coalition of Snohomish County” and may be abbreviated as LCSC.
2. The LCSC will be based in Snohomish County, Washington.

ARTICLE II – PURPOSE AND WORK

1. Our mission is to protect, promote, and support breastfeeding and lactation by providing families and care providers with education and resources to make breastfeeding and human milk feeding the norm for infant feeding in Snohomish County.
2. Lactation Coalition of Snohomish County (LCSC) membership is open to all health care providers, health care agencies, community organizations, and individuals with an interest in promoting and supporting breastfeeding and lactation for the residents of Snohomish County.
3. This organization will abide by the WHO Code on the Marketing of Breastmilk Substitutes and support the United States Health and Human Services Healthy People 2030 goals.
4. The work of the LCSC is to coordinate efforts in Snohomish County to:
 - a. Protect and promote a public environment supportive and accepting of breastfeeding.
 - b. Increase the incidence and duration of breastfeeding.
 - c. Provide current referral and educational materials to healthcare professionals, organizations, media, and the community at large about breastfeeding.
 - d. Plan, promote and participate in community outreach during annual events including World Breastfeeding Week.
 - e. Promote better communication between and among coalition members and member organizations.
 - f. Affect policies in workplaces, educational institutions and childcare facilities to support breastfeeding people and families.
 - g. Conduct advocacy and activities in a culturally relevant and sensitive manner.

ARTICLE III - MEMBERSHIP

1. Membership shall be on a voluntary basis, open to all with an interest in the promotion of breastfeeding.
2. Individual members include:
 - a. Parents
 - b. Breastfeeding advocates
 - c. Representatives of community organizations

- d. Health care providers including but not limited to: physicians, midwives, nurses, childbirth educators, lactation consultants, doulas, maternity care managers and nutritionists.
3. Membership shall be obtained by completing the membership form. Continuing members shall renew every January. New members can complete the membership form and join the Coalition at any point throughout the year.
 - a. Individual/professional members have a suggested annual sustaining donation of \$25.
 - b. Agency members have a suggested annual sustaining donation of \$50.
 - c. Sustaining donations and membership renewal confirmation will be processed at the January meeting each year (and at later meetings as needed).
 - d. An agency may rotate representation at meetings, with any authorized representative given full membership benefits (including a vote) at a given meeting (one vote per agency membership).
4. No person shall be denied membership based on race, color, religion, gender, sexual orientation, gender expression, age or disability.
5. LCSC is a volunteer organization and neither officers nor members shall receive compensation from the coalition for duties performed in the normal course of service. Members/officers shall be reimbursed for approved expenditures related to coalition duties. No member shall expect to receive any financial gain or compensation from the coalition.
6. Expectations of coalition members:
 - a. Commit to the organization and the purpose of the organization
 - b. Attend and actively participate in meetings.
 - c. Share information regarding breastfeeding, parenting, education and other related subjects
 - d. Remain open to new ideas and information
 - e. Provide education/materials within the community
 - f. Support other members in efforts that are within the LCSC Statement of Purpose

ARTICLE IV – MEETINGS

1. The purposes of the meetings include but are not limited to the following: networking, planning events, preparing educational outreach materials, deciding actions and commitments for the LCSC, and evaluating the coalition's activities.
2. Ten (10) general meetings per year shall be held.
3. Meetings will be held monthly on a regular schedule. . Meetings may be cancelled or rescheduled due to holidays.
4. Meeting notices will be posted on the Coalition website and Facebook page, and announced via email to the Coalition mailing list.
5. Board meetings will be called by the Chairperson as necessary.
6. Special meetings of the Coalition may be called by the Chairperson or if requested by three or more members.

7. Minutes will be kept for all meetings of the Coalition by the Secretary and shall include attendance, reports from Board members, old business, new business, all motions (with the name of the maker) and discussion. At each meeting, the minutes of the previous meeting will be reviewed, corrected if necessary, and approved. The Secretary will keep a copy of the minutes for every meeting on file.

ARTICLE V – VOTING

1. Voting on all issues will be by a show of hands of members present at the meeting.
2. A quorum will be reached when at least 5 members are present.
3. Members are eligible to vote after they have been members for 25 days.

ARTICLE VI – LEADERSHIP OF THE LCSC

1. Members of the Coalition will elect a Board from the general membership. The Board will include the Chair, Secretary, Treasurer, and Board Advisor.
2. Positions (other than treasurer) may be co-chaired at the request of the individuals and with the approval of the membership.
3. The Chairperson is the chief officer of the Coalition and facilitates the general and board meetings. The Chairperson or designee shall serve as liaison with any pertinent statewide breastfeeding coalition efforts, including those of the Washington State Lactation Collaborative or other statewide or regional coalition efforts, and shall relay materials and information to the general membership. The Chair will also determine meeting dates and locations and will keep a binder (or electronic folder) of Coalition documents including those pertaining to nonprofit status.
4. The Secretary will keep and record minutes of the monthly Coalition meetings. They are responsible for the “Minutes Files” and distribution of meeting notices. They will maintain a copy of the Bylaws and provide as needed for reference. The secretary will maintain the roster of current members.
5. The Treasurer shall have the care and custody of and be responsible for all financial records and transactions of the LCSC, and shall keep regular books of account. The Treasurer shall deposit all funds and other valuable effects in the name of the coalition. They will prepare a financial statement for every meeting and an annual statement at the end of the calendar year. The Treasurer will handle any tax documentation regarding non-profit status.
6. The Board Advisor (or Past Chairperson) is responsible for attending the majority of general and board meetings. This person will be drawn from the roster of previous board members in order to provide continuity. In the event that there are no past board members available to serve in this position, the position may be drawn from current members who have some history with the Coalition. The Board Advisor will compile an annual report summarizing the coalition’s activities and accomplishments.
7. Election of Officers/Board Members
 - a. Board members must be current, active members of the LCSC.
 - b. Terms are for one year, with an option to be elected for a second year. Terms run from January 1st through December 31st.
 - c. Elections will be held at the December meeting.

- d. If there is a vacant position on the Board, the Chairperson will appoint a willing member for the balance of the term, subject to confirmation by the Board members. If the position of Chairperson is vacant, a replacement may be selected by the remaining board members, and confirmed at the next general meeting.
8. The Board will have full authority to manage the affairs of the Coalition subject to the instructions of the members.
9. The Board may create committees who will be authorized to act on behalf of the Board in the affairs of the Coalition. Committees will be limited to specific projects or activities designated by the Board.

ARTICLE VII - ADMINISTRATIVE AND FINANCIAL PROVISIONS

1. The LCSC is a local affiliate of the Washington State Lactation Collaborative (WLC).
2. The Lactation Coalition of Snohomish County will conduct itself as a nonprofit 501c(3) organization.
3. Fiscal Year - The LCSC and all task forces shall have the same calendar year for elected officers and fiscal years. This will be from January 1 to December 31 each year.
4. Loans Prohibited - No loans shall be made by LCSC to any officer or any member.
5. Donations will be accepted to support the work of the Coalition. Donations may be declined if deemed inappropriate by the members due to a conflict of interest, violation of the WHO Code, or for other reasons deemed pertinent by members.
6. Banking - At least two officers (generally treasurer and chair) must be listed as authorized signers on the bank account. This will increase financial transparency and sustainability. All elected officers (chair, secretary, treasurer, board advisor) may be listed as authorized signers on the bank account.
7. Any board member may sign a contract on behalf of the coalition following consultation with coalition members and consent of the board.
8. Amendment of Bylaws - These bylaws may be added to or amended by a 2/3 vote of members at a meeting that has reached quorum.

ARTICLE VIII - DISSOLUTION

1. Upon the dissolution of this organization, assets shall be distributed to the Washington State Lactation Collaborative, or if that organization is unavailable, to another local Breastfeeding Coalition in Washington State, or to the United States Breastfeeding Committee.

These Bylaws of the Breastfeeding Coalition of Snohomish County were initially approved on 1/2/2008 by Michele Crockett, Maria Ramberg, Sydney Costello and Judith Hulse.

Revised and amended on June 6, 2018.

Revised and amended on June 6, 2025.