



## Contract Guidelines for County Breastfeeding Coalitions and the Pennsylvania Breastfeeding Coalition

The Pennsylvania Breastfeeding Coalition (PABC) desires to facilitate and coordinate consistent advocacy, educational, research, and funding activities to advance and support breastfeeding between and among the PABC and the County Coalitions (CC) within Pennsylvania.

Contracts with Local Coalitions under the following conditions/circumstances:

- The material facts of the relationship or interest affecting the contract are disclosed to the Steering Committee
- The contract or transaction is fair to the PABC and CC at the time it is authorized and approved by the Steering Committee
- The Steering Committee authorizes the contract or transaction by the affirmative vote of a majority of disinterested members.
- The contract is voted on by the General Active Membership of the PABC.

Each CC must have a signed contract with PABC. Contracted CC will:

- PABC will provide fiscal sponsorship and non-profit status to the CC including guidance on coalition operations and activities, receiving and distributing funds, and services related to financial accounting and tax reporting.
- Have a listing in the PABC County Coalitions directory and links on the [www.pabreastfeeding.org](http://www.pabreastfeeding.org) website.
- County coalitions may represent one or multiple counties.

### Guidelines, Roles, and Responsibilities

Contracted Coalitions must meet the following responsibilities. Non-adherence to these responsibilities will result in suspension or cancellation of the contract.

- CC must have a Mission Statement and Articles of Association and By Laws identical to, or congruent with, those of PABC that are approved by the PABC Steering Committee.
- Pay the County Coalition Contract fee on time annually.
- Be identified by official name as a chapter of the Pennsylvania Breastfeeding Coalition. (I.e. *Coalition Name*, a Chapter of the Pennsylvania Breastfeeding Coalition OR Pennsylvania Breastfeeding Coalition, *Coalition Name*)
- Must include the following language on all solicitations and published materials whether electronic or in print, "The official registration and financial information of Pennsylvania Breastfeeding Coalition may be obtained from the Pennsylvania Department of State by calling toll free, within Pennsylvania, 1-800-732-0999. Registration does not imply endorsement."
- Contracted county coalitions do not need to register with the state of Pennsylvania as a separate entity. It is a benefit of fiscal sponsorship to be a chapter of PABC.
- Assign two dues paying organizational representatives to attend PABC general membership meetings at least two times a year.

- The CC chair will attend the annual teleconference for CC chairs.
- Have an Employee Identification Number from the Internal Revenue Service and a bank account. A letter verifying non-profit status can be provided by PABC for obtaining these accounts.
- Have a fiscal year commencing on May 1 and ending on April 30 of each year.
- Submit financial reports annually
  - Budget within 15 days of the beginning of the fiscal year – by May 15
  - Annual Report within 30 days of the end of the fiscal year – by May 30
- Coalition will be expected/asked to communicate with the PABC at least twice a year. The Designated Communicators/Contributors will serve as the contact persons for the CC, and as such will receive formal requests for reports to be submitted, as well as other important announcements and information sent via the PABC’s email list. It is the coalition’s responsibility to ensure that the contact information for these individuals is kept up to date.
- Coalition will assign two Designated Communicators/Contributors to the PABC email list. Designated Communicators/Contributors have a responsibility to 1) participate actively in these program activities and communications, and 2) share the resources and knowledge gained from this participation with the CC and with others throughout their state/territory.
  - By their appointment, the Designated Communicators/Contributors agree to active participation and agree to notify the CC of inability to perform the needed activities.
- Coalition will be expected/asked to maintain communication in a timely manner by acknowledge all communications from the PABC steering committee requiring a response within 10 days.
- Coalition membership and leadership is multisectoral and includes, at a minimum, representatives from relevant government departments, non-governmental organizations including consumer (parents) groups, and health professional associations. (Reference: Innocenti Declaration)
- Coalition’s activities are free of commercial influence and other conflicts of interest, and the coalition supports and adheres to the International Code of Marketing of Breast-milk Substitutes (“the Code”). This includes, but is not limited to, a policy that the coalition will not accept financial or other support from companies that violate in principle or practice the Code and its subsequent resolutions.
- Coalition’s activities are consistent with the PABC Strategic Plan, *and the United States Surgeon General’s Call to Action to Support Breastfeeding (2011) and Healthy People Goals 2020 or the relevant year.*
- Coalition has regular meetings that are publicized to diverse potential stakeholders who are welcome to attend and participate.

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