

# BROWN COUNTY HOMELESS and HOUSING COALITION, INC. BYLAWS

## ARTICLE I. OFFICE

The Coalition does not have an office through which it conducts its business. Correspondence shall be directed to P.O. Box 334, Green Bay, WI 54305-0334.

## ARTICLE II: MEMBERSHIP

The Brown County Homeless and Housing Coalition invites persons from non profit organizations, agencies, government offices, religious groups or companies and any private citizens to constitute its membership. There are three levels of membership: Partner Organization Member, Associate Member, and Supporting Member. Each level will enjoy benefits determined and reviewed annually by the voting membership. The requirements for each level of membership are listed below. Exceptions to these requirements may be determined by the Executive Committee on a case by case basis.

### **1. Partner Organization Member**

Open to organizations that support the mission of BCHHC and wish to partner for collaborative funding and the development of community resources for those needing shelter, and those at risk of homelessness or seeking affordable housing.

#### Requirements for the Partner Organization Membership:

- a. Must meet minimum standards of accountability: Provide evidence of legitimate public, private, nonprofit or for profit status, a board of directors, supervisors or advisory body, and an annual report or summary statement of services provided with fiscal reviews. Provide a site visit for members (if requested).
- b. Must commit to the minimum standards of participation in the Coalition by designating representative(s) who will attend 80% (ten per year) of the BCHHC meetings and 80% of a committee's meetings. *ARTICLE V provides a list of Coalition committees.* Attendance will be based upon the number of unexcused absences.
- c. Provide evidence of collaborative support (examples: Brown County Continuum of Care MOU, participation in 211, United Way funded program, active membership in the Brown County Food & Hunger Network or three letters of support from community agencies including at least one partner agency).
- d. To receive product from any drives, must meet minimum standards of participation as set forth by the Executive Committee.
- e. Provide requested data for the BCHHC sponsored research activities that document the services provided by the Partner Organization. Disclosure of confidential information will not be required.
- f. Payment of organizational membership dues.

## **2. Associate Member**

Open to organizations and individuals that support the mission of BCHHC and wish to actively participate in BCHHC meetings, committees or activities. The Executive Committee may waive or modify these requirements for persons who are homeless, at risk of becoming homeless, or with limited income.

### Requirements for the Associate Membership:

- a. Provide evidence of collaborative support (examples: Brown County Continuum of Care MOU, participation in 211, United Way funded program, active membership in the Brown County Food & Hunger Network or three letters of support from community agencies including at least one partner agency).
- b. Commit to attend 50% of the BCHHC meetings and/or participate in BCHHC task forces and committees.
- c. Payment of membership dues.

## **3. Supporting Member**

Open to organizations or individuals that support the mission of BCHHC.

### Requirements for the Supporting Membership:

- a. May attend BCHHC meetings and/or participate in BCHHC task forces and committees, and/or
- b. Contributes to BCHHC services as a volunteer or a donor.

## **4. General Membership Rights and Responsibilities**

- a. Annual membership dues for the above-listed Members will be set by the simple majority vote of voting members.
- b. The membership year for the BCHHC will be January 1 through December 31. Renewal membership dues for the next calendar year are required to be received by December 31 of the previous year.
- c. In the event an agency's renewal membership due is not received by December 31 of the previous year, that agency shall lose its right to vote on coalition matters. The agency shall be allowed its vote once dues are received.
- d. Any agency with multiple programs wishing to receive product from the drives for each program shall apply and meet the requirements for Partner Member status for each program. Example: Four agencies work on the Pair and a Spare drive and one agency has two programs wishing to benefit equally so the shares would be divided 1/5 per program. The Agency with two programs would have to have each program as a Partner Member. If the Agency only had one Partner Membership, then the product would be divided 1/4 per agency.

- e. Whether a membership is Partner Organization or an Associate Membership, each paid member has an equal voice and one vote at all Coalition meetings. An organization may have more than one representative on the Coalition. Notwithstanding subsection (d) above, each agency, no matter how many program Partner Members, shall have one vote for coalition matters.
- f. In situations of conflict of interest, an organization will be expected to abstain from voting. In decisions involving the election of officers, revision of By-laws and the disbursement of funds or goods to Partner Organizations, each organization with multiple representatives shall have one designated vote.

### ARTICLE III. OFFICERS

**NUMBER & DUTIES:** The minimum number of officers of the Coalition shall be four, which includes the President, Vice-President, Secretary and Treasurer.

**PRESIDENT:** The president shall be the presiding officer of the Coalition general membership meetings, and an ex-officio member of all committees, shall represent the Coalition between meetings, shall report to the Coalition all important interim actions, shall in consultation with the Executive Committee, appoint the chairpersons of all committees and all other organizational personnel.

**VICE-PRESIDENT:** The vice-president shall assist the president and assume the duties of the presiding officer in the absence of the president.

**SECRETARY:** The secretary shall be responsible for the minutes of the Executive Committee and general membership meetings, and for non-fiscal records of the Coalition.

**TREASURER:** The treasurer shall be responsible for the receipt and deposit of all funds of the Coalition, and shall render a financial report at each membership meeting and a financial statement to the membership semi-annually (June and December).

**TERMS OF OFFICE:** Terms of office shall begin on January 1 and terminate on December 31 of each year.

**VACANCIES:** Vacancies in other than the president position occurring before the expiration of a term of office shall be filled by the Executive Committee and the persons so appointed shall serve until that term expires. A vacancy in the president position shall be filled through the election process.

## THE EXECUTIVE COMMITTEE:

**POWERS:** The Executive Committee of the Coalition shall exercise all the powers of the Coalition between general membership meetings. The committee shall be responsible for updating the mission, goals, and By Laws of the Coalition. A review of the structure of the Coalition is to be conducted by the committee each year. A report with suggestions for change shall be submitted for approval of the general membership annually. A list of goals for the next year shall be submitted for membership approval annually.

**COMPOSITION:** The Executive Committee shall consist of the officers of the Coalition and the Chairs of the Committees of the Coalition.

**MEETINGS:** The Executive Committee shall meet at the discretion of the President when necessary to expedite the business of the Coalition between meetings of the general membership.

## ARTICLE IV. QUORUM

**GENERAL MEMBERSHIP MEETINGS:** A simple majority of the membership of the Coalition shall constitute a quorum for the transaction of all business.

**EXECUTIVE COMMITTEE:** A simple majority of the Executive Committee, including the President, shall constitute a quorum for the transaction of all business of the Executive Committee.

## ARTICLE V. OTHER COMMITTEES

A. Standing Committees of the Coalition include the Membership Committee, Service Providers Committee, Advocacy Committee, Strategic Planning/Vision Committee, and the Public Relations/Social Media Committee. The Meetings and Committees of the Wisconsin Balance of State Continuum of Care are also recognized by the Coalition as standing committees. The Coalition may from time to time establish, create, and determine the duties of other committee(s) as it deems advisable to assist in carrying out the purpose of the Coalition.

B. All Committees shall be comprised as follows: The Coalition President shall appoint the chairperson of each Committee. All Coalition members shall be encouraged to participate in one or more of the committees.

C. Each standing committee shall make such investigations, reports and recommendations as it deems necessary to inform the Coalition membership of the particular issues relevant to their committee and to Homeless issues and to recommend such action as may be appropriate for the Coalition membership to undertake.

VACANCIES: Vacancies in other than the president position occurring before the expiration of a term of office shall be filled by appointment by the Executive Committee. The persons so appointed shall serve until that term expires. A vacancy in the president position shall be filled through the election process.

#### ARTICLE VI. GRIEVANCES

Any agency may file a grievance with the coalition by sending a written request with its basis for a grievance to the Executive Committee. The grievance shall be heard and decided by the Executive Committee as its earliest convenience.

#### ARTICLE VII. AMENDMENTS TO THE BY LAWS

Amendments to the By Laws can occur at the request of a voting member at any meeting of the general membership. The recommended amendment or change in the By Laws must be submitted in writing at least five days prior to the date of the membership meeting in which the vote is to occur. A simple majority of the entire membership is necessary for passage. Members unable to attend the meeting may vote in absentia by submitting a written statement to the President prior to the date of the meeting in which the vote occurs.

#### ARTICLE VIII. MISCELLANEOUS

##### **Dissolution Clause**

The Brown County Homeless & Housing Coalition (BCHHC) may be dissolved only with authorization by its Executive Committee given at a special meeting called for that purpose and with subsequent approval by a two-thirds (2/3) vote of the Voting Members (status determined by Membership Committee). Upon dissolution or other termination of the BCHHC, all remaining assets of the BCHHC, after payment in full of its debts, obligations, and necessary final expenses, or after the making of adequate provision therefore, shall be distributed to such tax-exempt organizations (with purposes similar to those of the BCHHC) as shall be chosen by the then existing Executive Committee of the BCHHC.

##### **Anti-Discrimination Policy**

The Brown County Homeless & Housing Coalition is an “equal opportunity employer.” The employer will not discriminate and will take “affirmative action” measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, creed, color national origin, or sex.

### **Anti-Harassment Policy**

The Brown County Homeless and Housing Coalition is committed in all areas to providing a work environment that is free from harassment. Harassment based upon an individual's sex, race, ethnicity, national origin, age, religion or any other legally protected characteristics will not be tolerated. All employees, including supervisors and other management personnel, are expected and required to abide by this policy. No person will be adversely affected in employment with the employer as a result of bringing complaints of unlawful harassment.

Last update ~~11/14/07~~ ~~-09/05/2013~~

Amended ~~10/08/2013~~; Approved 12/11/13

Amended ~~1/08/2015~~; Approved 1/15/2015

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