

SOUTHERN ILLINOIS CONTINUUM OF CARE

Governance Charter

9/7/2017

Article I – Name

The name of the organization shall be Southern Illinois Continuum of Care Network (SICO CN).

Article II – Purpose

SICO CN covers 27 counties in southern Illinois which are divided up into 5 regions. The purpose of the SICO CN is to bring together public and private community based organizations, government representatives and consumers to identify ways to serve the homeless by identifying gaps and proposing action to fill those gaps.

Article III – Membership

Membership is open to any community –based organization, government agencies, homeless/formerly homeless person willing to actively participate in long term collaborative planning process focused on issues of homeless/at risk households. Membership is defined by paying of annual dues per organization or individual. Annual membership dues are fees that any member must pay to maintain active or inactive membership in a calendar year. Membership dues are as follows: \$25.00 per individual or \$125.00 per agency membership. Membership dues must be paid no later than February 1st of each calendar year. As membership must include a homeless or formerly homeless individual, homeless/formerly homeless individuals are exempt from paying dues. Membership dues are used for various activities such as paying for the annual planning meeting, paying a grant writer, printing costs, etc. Region representatives create membership representation from each geographic area within the continuum.

Article IV- Attendance

Members will be expected to attend meetings to ensure continuity in the planning process. Any member wishing to apply for any funding through the continuum must also meet the threshold requirements outlined on the SICO CN Threshold Requirements form.

Article V – Meetings

A minimum of four regular meetings plus the annual planning meeting will be scheduled. All Continuum meetings are open to-members and non-members. The meeting invitation and agenda will be published on the Continuum’s website as well as distributed on the e-mail contact list. An annual meeting shall be held in September.

Article VI – Requirements

A majority shall consist of more than one half of the voting membership present. A majority vote of voting members present is required to make decisions affecting the entire Continuum.

Article VII- Board of Directors

The Board of Directors will be composed of the President, Vice-President, Secretary, Treasurer, Region Representatives, a Formerly Homeless/Homeless Representative and Collaborative Applicant. Board members are nominated by the Nominating Committee and voted on the by CoC. The responsibilities of the Board of Directors will be to vote on actions to bring to members at general meetings for approval, review proposals, establish priorities of the Continuum and schedule an Annual Meeting. An Executive Committee made up of the Officers will conduct business of the SICOCN between meetings. The Board of Directors will meet a minimum of twice a year in addition to the regular membership meetings.

Article VIII – Officers/ Region Representatives

Officers of the Continuum will be four: a President, a Vice-President, a Secretary and a Treasurer. The Region Representatives of the Continuum will be one from each Region. Officers and Region Representatives must be members in good standing (annual membership dues have been paid) or represent an agency that is a member in good standing (annual membership dues have been paid).

Article IX- Selection of Officers, Region Representatives, Collaborative Applicant and Homeless Representative

The officers are nominated by the Nominating Committee and are elected by the CoC for a term of two years. Election of The President and the Secretary will be held on even number years while the Vice President the Treasurer will be held on odd number years. Current officers may seek re-election for additional two-year terms, allowing one year between terms if seeking election to the same office; excluding the Treasurer who shall retain their position for continuity. The requirement of one year between terms may be waived with a two-thirds affirmative vote of voting members present at the annual meeting. Region Representatives are nominated by the Nominating Committee and are elected by the CoC for one year terms. All terms shall run according to the year October 1st through September 30th or until a person is duly elected for a position. Interim election will be held at the next meeting following the vacancy of an officer. Election to a position after October 1st will not count towards term lengths. For interim elections the term begins immediately after election. No person can hold more than one elected position concurrently.

The Collaborative Applicant (CA) will be elected by the Board of Directors and the CA Board representative will be appointed by the CEO or Executive Director of the agency they represent.

The Formerly Homeless/Homeless Representative will be nominated by agency representatives and voted upon by the Board of Directors.

Article X – Board of Director Responsibilities

The President's duties will be:

1. Serve as leader of the Continuum
2. Preside over meetings of the Continuum
3. Establish an Agenda for all meetings
4. Appoint chairs of all committees
5. Disseminate info in timely manner
6. Coordinate mailings to member
7. Ensure an annual review of the SICOCN financial records is completed
8. Serve on a committee

The Vice President's duties will be:

1. Act as the President, having all privileges and powers, in the absence or inability of the President
2. Serve on a committee

The Secretary's duties will be:

1. Keep minutes of all SICO CN meetings including membership meetings and meetings of the Board of Directors
2. Make minutes of each meeting available to all members at least two weeks prior to the next scheduled SICO CN meeting.
3. Keep attendance of all SICO CN meetings including membership meetings and meetings of the Board of Directors
4. Maintain official records of SICO CN
5. Serve on a committee

The Treasurer's duties will be:

1. Maintain accounting records of the SICO CN
2. Collect dues of the SICO CN
3. Keep records on status of voting members
4. Provide reports to membership
5. Manage other funds received by the SICO CN
6. Serve on committee

The Region Representative's duties will be:

1. Represent your Region as well as the SICO CN
2. Report activities of the SICO CN to your Region
3. Conduct the annual Point in Time homeless count in your region
4. Report the results of the Point In Time Count to the Collaborative Applicant by the due date requested
5. Have alternate from your agency attend regular meetings if you cannot attend
6. Serve on a committee
7. Verify the homeless inventory count in your region is correct
8. Report the correct homeless inventory count to the Collaborative Applicant by the date requested

The Formerly Homeless/Homeless Representative's duties will be:

1. Be an advocate to the homeless population
2. Serve on a committee

The Collaborative Applicant's duties will be:

1. Submit a joint application on behalf of all applicants for funding from funding bodies
2. Annually update, review and confirm the Grant Inventory Worksheet with HUD
3. Maintain the SICO CN e-mail list
4. Annually update, review and enter Housing Inventory and Point-In-Time information into the HUD HDX.
5. Enter into a grant with HUD for SICO CN planning funds on behalf of the SICO CN, if applicable
6. Serve on a committee

Article XI- Committees

Standing Committees will be established as deemed necessary by the Continuum as a whole. The President will appoint committee chairs. Any vacancies of committee chairs will be appointed by the President. Committees may include persons not members of the Continuum. Ad Hoc committees (Nominating Committee, Planning Meeting Committee, etc.) will be established by the Board of Directors as needed. All committee meetings will be open to the public. Current Standing Committees are as follows:

- 1.) Public Education
 - a. Set committee meeting schedule
 - b. Provide notice of events and information pertinent to membership through publishing of newsletters, website and brochures
 - c. Provide reports to membership
- 2.) Program Evaluation
 - a. Set committee meeting schedule
 - b. Conduct annual monitoring and site-visits of all SICOCN approved projects
 - c. Review and recommend changes to the ranking tool as needed
 - d. Prioritize grant applications for the SICOCN
 - e. Provide reports to membership
- 3.) Membership Committee
 - a. Actively recruit members to participate
 - b. Identify membership criteria
 - c. Track member participation
 - d. Provide reports to membership
- 4.) HMIS
 - a. Set committee meeting schedule
 - b. Maintain the HMIS Policies and Procedures Manual
 - c. Review, revise and approve privacy, security, and data quality plans
 - d. Ensure consistent participation of recipients/sub recipients in HMIS
 - e. Ensure that the HMIS is administered in compliance with HUD requirements
 - f. Ensure that training is provided as needed
 - g. Provide reports to membership
- 5.) Child/Youth Education Committee
 - a. Set committee meeting schedule
 - b. Provide information on services available to homeless youth
 - c. Provide a list of all local homeless liaisons
 - d. Advise the CoC of changes in legislation that affect homeless youth
 - e. Provide reports to membership

Article XII. Governance Charter

The Governance Charter replaced the previous by-laws and became effective by a majority vote at the 2014 Annual Meeting.

Article XIII. Amendments

The Governance Charter must be reviewed, updated, and adopted by the SICOCN annually. Recommendations to change or amend the Governance Charter may be made by any member. Changes will be in effect after they are approved by a majority of the voting members present at a regular meeting of the SICOCN provided the proposed amendment had been submitted in writing at the previous regular SICOCN meeting, or submitted electronically to members at least thirty (30) days before the next scheduled membership meeting.

Article XIV. Rules of Conduct

Robert's Rules of Order shall be followed in all cases where they do not conflict with the Continuum. A copy of the Rules of Order and the Governance Charter shall be available during each meeting.

Article XV. Conflict of Interest

No SICOCN Board Member may participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to the organization that the member represents.

Article XVI. Voting Privileges

All agencies/organizations and individuals in good standing (annual membership dues have been paid), as members shall hold one vote from one representative committed to the development and implementation of the SICOCN. The chief executive officer or chairman of the board of each agency/organization will appoint the agency/organization representative authorized to vote in each meeting.