

# Bylaws of the Albany County Coalition on Homelessness

## ARTICLE I

### Name

The name of this organization shall be the Albany County Coalition on Homelessness.

## ARTICLE II

### Mission and Purpose

#### Section 1. Mission

The Albany County Coalition on Homelessness is dedicated to preventing, reducing and combatting homelessness by ensuring that an effective system of care and services is in place.

#### Section 2. Purpose

The purpose of the Albany County Coalition on Homelessness is to:

- 1) Serve as the Continuum of Care as described in the Homeless Emergency Assistance and Rapid Transition to Housing Act and implementing regulations.
- 2) Operate the Continuum of Care in compliance with HUD regulations noted in 24 CFR Subpart B 578.7 in such a manner as to promote inter-agency coordination and collaboration.
- 3) Facilitate dialogue and strategic action among public, private and non- profit sectors to prevent and end homelessness and promote affordable housing.
- 4) Consult and coordinate with the State of New York, the County and City of Albany and other municipalities in developing, updating and implementing their plans and programs to reduce and end homelessness and to provide an effective system of care and services responsive to the needs of at risk and homeless individuals and families.
- 5) Consult and coordinate with governmental entities in developing, updating and implementing their

Consolidated Plans, including the establishment of goals, objectives and action steps for reducing and ending homelessness, the allocation of Emergency Solutions Grant program funds, the development of performance standards, outcomes and evaluations of projects and activities assisted by Emergency Solutions Grant program and the development of funding, policies and procedures for the operation and administration of HMIS.

- 6) Conduct all business necessary to implement the mission and purposes of the ACCH, including conducting an annual review of these bylaws.

### Section 3. Written Standards & Policies and Procedures

The ACCH will annually review the *Written Standards* for funded programs in compliance with HUD regulations. The ACCH Board will be responsible for ensuring the annual review of the ACCH

*Written Standards* include the following:

- a) Policies and procedures for evaluating individuals' and families' eligibility for assistance;
- b) Policies and procedures for determining and prioritizing which eligible individuals and families will receive transitional housing assistance;
- c) Policies and procedures for determining and prioritizing which eligible individuals and families will receive rapid rehousing assistance;
- d) Policies and procedures for determining and prioritizing which eligible individuals and families will receive permanent supportive housing assistance;
- e) Policies and procedures for Emergency Transfer Plan for Victims of Domestic Violence, Dating Violence, Sexual Assault or Stalking; and
- f) There will be an annual review of policies and procedures to guide the operation of the coordinated entry system to comply with any requirements established by HUD by Notice.
- g) Standards that determine what percentage or amount of rent each program participant must pay while receiving rapid rehousing assistance;

- h) Standards will be reviewed in consultation with Emergency Solutions Grants program funds within the geographic area.
- i) If the ACCH is designated a high-performing community, written standards as well as policies and procedures will be developed in accordance with HUD regulations.

#### Section 4. Coordinated Entry System

The ACCH will operate a coordinated entry system that will provide a comprehensive assessment of the needs of individuals and families for housing and services. It is designed to be easily accessed by individuals and families seeking housing or services, is well advertised, and includes a comprehensive and standardized assessment tool. The system is designed to coordinate program participation intake, assessment, and provision of referrals. The ACCH Board will oversee the implementation of the coordinated entry system.

## Article III MEMBERS

#### Section 1. Membership

Membership in the ACCH is open to individuals and representatives of relevant public and private organizations committed to the mission and purpose of the ACCH. Relevant individuals and public and private organizations shall include nonprofit at risk and homeless assistance providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, legal services providers, mental health agencies, hospitals, other health care providers and related entities, universities, nonprofit affordable housing developers, law enforcement, veteran service organizations, Department of Social Services, Emergency Solutions Grant program providers, and homeless and formerly homeless individuals.

#### Section 2. Public Invitation

At least annually, the ACCH will issue a public invitation for new members.

### Section 3. Application/Renewal Process

Members will apply for or renew their membership annually by submitting an application to the Governance Committee.

All applications/renewals of membership will be reviewed and approved by the Governance Committee.

### Section 4. Dues and Fees

Annual dues and other fees may be established by the Board of Directors. The Treasurer, in writing, shall notify any member two months in arrears that failure to pay arrears within one month of the date of notification will result in removal from membership. Removal or resignation shall not relieve a member from liability for dues and fees incurred prior to resignation or removal. Payment of outstanding dues and fees shall be required for reinstatement to membership.

### Section 5. Removal of Members

Members shall be removed for failure to pay dues and fees after notification by the Treasurer as required in Section 4. The Recording Secretary shall notify members in writing of their removal.

### Section 6. Voting

Membership includes the entitlement to vote for the Board of Directors as well as on amendments to these bylaws and the annual application for Continuum of Care funds.

Each individual member shall have one vote.

Representatives of organizations shall have one vote to be cast by the person or the alternate designated in the organization's application, unless the organization has been determined by the Governance Committee to be part of the same organization as another voting member.

Members who are in arrears in dues and fees or who have missed 3 out of any 4 consecutive membership meetings shall not be permitted to vote.

### Section 7. Resignation

Resignations shall be submitted in writing to the Governance Committee.

## ARTICLE IV

### Section 1. Regular Meetings      MEMBERSHIP MEETINGS

Regular meetings of the ACCH will be held at a minimum four times per year, unless otherwise established by the Board of Directors.

### Section 2. Annual Meeting

The Annual meeting of the ACCH shall be held once per year and shall be for the purpose of electing the Board of Directors, receiving reports from the Board of Directors, the Recording Secretary, the Treasurer and all committees, the annual review of ACCH bylaws and other policies and procedures as required by HUD and for any other business that may arise.

### Section 3. Special Meetings

Special meetings may be called by the Co-Chairs of the Board of Directors, or a majority of the Board of Directors, or on written request by ten members of the ACCH. The purpose of the meeting shall be specified in the call for the meeting, which shall be sent to all members at least three days before the meeting. A quorum of the full membership required in order to take action on any item.

### Section 4. Quorum

Ten members of the ACCH shall constitute a quorum.

### Section 5. Agendas/Minutes

Agendas and prior meeting minutes shall be distributed electronically at least one week in advance.

### Section 6. Attendance

In person attendance is strongly recommended. Members who have missed three out of any four consecutive membership meetings shall not be permitted to vote.

## ARTICLE V

### BOARD OF DIRECTORS

#### Section 1. Purpose and Powers of Board of Directors

The Board of Directors shall conduct any and all business necessary to the implementation of the ACCH mission and purpose, including setting objectives and plans for the achievement of the ACCH purpose and mission, implementing HUD Continuum of Care requirements, recommends the collaborative applicant or unified funding agency and HMIS lead, designing and implementing a collaborative process for the development, submission and approval of the annual application for HUD funding and ensuring that planning, systems development and implementation, and program

performance reviews occur and are conducted in a collaborative and constructive manner.

The Board of Directors is primarily responsible for developing a plan for the coordinated implementation of a housing and service system that meets the needs of homeless individuals and families.

The Board of Directors shall determine annual dues and fees as may be required to accomplish the mission and purpose of the ACCH.

The Board of Directors shall report to the membership at the membership meetings, and shall solicit input and advice from the membership on all matters affecting the membership.

The Board of Directors may appoint special, ad hoc committees composed of members and nonmembers of the ACCH.

The Board of Directors shall appoint its own members to participate in standing committees and determine and appoint an adequate number of committee members to the standing committees as set forth in Article VII. At least one committee chair per committee will be a current member of the board.

## Section 2. Board of Directors Composition

The Board of Directors shall be composed of an odd number of members elected by a majority vote of the members at the Annual Meeting. The Board of Directors shall be composed of a majority of member representatives of organizations funded in any one of the last two years of Continuum of Care funding or of organizations whose mission, purpose and work are to provide housing and/or services to at risk or homeless households. The Board of Directors shall be representative of relevant organizations and of projects serving homeless subpopulations in Albany County.

The Board of Directors takes office at the close of each the Annual Meeting.

## Section 3. Terms of Office

Members of the Board of Directors shall serve two-year staggered terms of office with the exception of the first term following the adoption of these bylaws.

## Section 4. Board of Director Meetings

Unless otherwise ordered by the Board, the Board shall meet and conduct the business of the ACCH at least eight times per year.

## Section 5. Special Meetings of the Board of Directors

Special meetings of the Board of Directors may be called by any four members of the Board. The purpose of the meeting shall be specified in the call for the meeting, which shall be sent to all Board members in writing at least three days before the meeting. A quorum of the BOD must be present in order to take action on any item

## Section 6. Quorum

A majority of the Board of Director membership shall constitute a quorum.

## Section 7. Attendance

Members of the Board of Directors may participate in any meetings by conference telephone, electronic video screen communication or similar communications equipment. Participation by such means shall constitute presence in person at a meeting of the Board of Directors.

## Section 8. Vacancies and Removal

Any Board member who wishes to resign shall submit a resignation to the Governance Committee who shall present it to the Board.

A Board member may be removed for violating the *Code of Conduct* or the nondiscrimination policy, failing to disclose a conflict of interest and/or by a two-thirds majority vote of the Board. The *Code of Conduct* is included in the Membership Application and completed annually by members. A *Conflict of Interest* is signed by Board members.

A Board Member may be removed for missing three consecutive meetings of the Board of Directors in any twelve-month period.

At the meeting following a resignation or removal of a Board member, a majority of the Board shall appoint a member of the ACCH to complete the remainder of the Board member's term, following the requirements of Board of Director membership set forth in Section 2 of this Article, and Article III Section 3.

# ARTICLE VI

## BOARD OF DIRECTORS OFFICERS

### Section 1. Officers and Duties

The Officers of the Board of Directors of the ACCH shall be two Co-Chairpersons, a Recording Secretary and a Treasurer.

### Section 2. Selection Process

At the Board of Directors meeting following the Annual Meeting, four members of the Board

shall be selected by majority vote to serve as Co-chairpersons of the Board of Directors, the Recording Secretary and the Treasurer.

### Section 3. Terms of Office

Officers shall serve two-year terms. If an Officer resigns or is removed pursuant to Article V Section 8, the Board of Directors shall appoint a member of the Board to fill the unexpired term.

### Section 4. Officer Responsibilities

The Co-Chairpersons shall set the agenda for and preside over membership and Board meetings and ensure that the Board and the standing and other committees are pursuing the mission and purpose of the ACCH.

The Treasurer shall collect dues and fees (if applicable) and shall act as a fiduciary with respect to such funds to be placed in a bank account opened by a willing member agency, requiring two signatures for disbursement of said funds, in amounts and for purposes to be established by the Board of Directors. The Treasurer shall make a full financial report to the membership at the Annual Meeting and quarterly to the Executive Board. The Treasurer shall also report immediately to the Board if a member is more than two months in arrears on any dues and fees.

The Recording Secretary or the designated representative shall serve as the custodian of the records of the ACCH, including all agendas, minutes, and reports of all committee and Board meetings and activities, keep the membership roll, take minutes of Board and membership meetings, keep records of committee and Board membership and activities, maintain mailing/contact lists and ensure timely and proper agenda distribution. The Recording Secretary shall also maintain up to date membership records available at all times to members. The Recording Secretary shall serve on the Governance Committee.

## ARTICLE VII COMMITTEES

### Section 1. Standing Committees

There shall be five Standing Committees as set forth in this Article and other special, ad hoc committees as may be established by the Board of Directors pursuant to Article V Section 1. All such Committees shall report regularly to the Board of Directors and at the Annual Meeting of the membership, unless directed to report otherwise by the Board of Directors.

### Section 2. Governance Committee

A Governance Committee shall facilitate development and monitoring of policies and



procedures and by-laws, processing of membership and Board of Director applications, facilitate elections, and encourage, leadership and membership development and diversity in all ACCH activities.

### Section 3.

The following four Standing Committees shall be composed of an adequate number of committee members as determined and appointed by the Board of Directors. Persons or representatives of entities which are not members of the ACCH may be appointed to serve on these Committees. All such committees shall report regularly to the Board of Directors and at the Annual Meeting of the membership, unless directed to report otherwise by the Board of Directors

- 1) **The Continuum of Care Operations Committee** shall prepare plans and recommendations for review and approval by the Board of Directors and carry out action plans approved by the Board of Directors with respect to evaluation and monitoring of project and system level performance.
- 2) **The System Collaboration Committee** shall prepare plans and recommendations for review and approval by the Board of Directors and carry out action plans approved by the Board of Directors with respect to collaborative processes.
- 3) **The NOFA Committee** shall prepare plans and recommendations for review and approval by the Board of Directors and carry out action plans approved by the Board of Directors with respect to the design, operation and following a collaborative process for the development of funding applications, including funding priorities and the number and type of applicants.
- 4) **The Strategic Planning Committee** shall prepare plans and recommendations for review and approval by the Board of Directors to carry out action plans approved by the Board of Directors with respect to the oversight of the Strategic Plan to Prevent, Reduce and Combat Homelessness in Albany County.

## ARTICLE VIII

## PARLIMENTARY AUTHORITY

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the ACCH in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the ACCH may adopt.

## ARTICLE IX

### AMENDMENT OF BYLAWS

The Bylaws may be amended at any regular meeting of the membership of the ACCH by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting.