

**BY-LAWS
SPOKANE HOMELESS COALITION**

MISSION STATEMENT: Spokane Homeless Coalition is a collaborative effort of the individuals and organizations/agencies addressing the challenges of homelessness in the communities of the Spokane region. Through education, legislative advocacy, mutual support and a sharing of resources, the Coalition strives to prevent homelessness, as well as create the ability of the communities to respond to individual needs.

Spokane Homeless Coalition will accomplish its mission through planning, education & communication, and advocacy in the following ways:

PLANNING

- Conduct regularly scheduled monthly meetings where those individuals and organizations/agencies working directly or indirectly with homelessness can come together to share experiences, discuss problems, find solutions and extend mutual support.
- Provide input and participate in regional plans to end homelessness.
- Support implementation of The Road Home (10 Year Plan to End Homelessness).

EDUCATION & COMMUNICATION

- Collect and disseminate as much information as possible about homelessness.
- Collect and disseminate as much information as possible about homeless singles, families and youth.
- Promote public awareness and understanding of all homeless singles, families and youth by publicizing findings, discoveries, and other information regarding assistance and services.
- Actively promote the advancement of education among agencies and peers by using the monthly coalition meetings as the venue and opportunity to do so.
- Partner with the City Human Services Department to maintain web-based information through the Human Services website.

ADVOCACY

- Advocate for the right of shelter and housing for all homeless singles, families and youth.
- Monitor and evaluate local, state, and federal legislation affecting all homeless singles, families and youth.
- Actively participate in all homeless singles, families and youth planning and decision-making sessions and meetings.
- Promote effective homeless programs to shelter and house and promote self-sufficiency for all homeless singles, families and youth.
- Promote community support programs including appropriate living arrangements linked with supportive social, case management, counseling, and employment programs.
- Provide an informational e-mail tree for state and federal legislative advocacy.

ARTICLE I. NAME

The name of the coalition is the SPOKANE HOMELESS COALITION

ARTICLE II. DURATION

The duration of this coalition shall be perpetual.

ARTICLE III. PARTICIPATION

Section 1. Participants shall consist of individuals from organizations/agencies/community who attend one or more monthly meetings.

Section 2. Participation in the Spokane Homeless Coalition shall not be denied on the basis race, color, creed, marital status, familial status/composition, religion, sex, sexual orientation, national origin, age, disability or regardless of housing status.

ARTICLE IV. MEMBERSHIP

Section 1. Active membership shall consist of:

- a. Members with voting privileges.
- b. Members with voting privileges shall consist of individuals from organizations/agencies/community who support the mission of the Spokane Homeless Coalition and are members in good standing.

Section 2. A member in good standing is an individual, or an organization/agency/individual community member who attends 5 Spokane Homeless Coalition monthly meetings out of the preceding 12 months. Any member whose attendance drops below 5 meetings shall not be considered a voting member.

Section 3. Membership in the Spokane Homeless Coalition shall not be denied on the basis of race, color, creed, marital status, familial status, religion, sex, sexual orientation, national origin, age, disability or regardless of housing status. The Coalition shall comply with all applicable federal, state and local nondiscrimination laws, regulations and policies. Coalition members shall recognize that there will be diverse opinions and will act with respect for all views.

Section 4. If any member has not attended a monthly meeting in 12 consecutive months, his/her membership will be discontinued.

Section 5. Aside from the Leadership Team, no other participant or member shall identify themselves as speaking officially as a representative of the Spokane Homeless Coalition.

ARTICLE V. VOTING

Section 1. Any member in good standing as defined in Article IV. Membership, Section 2 will have an opportunity to vote on issues presented before the coalition.

Section 2. Voting results shall be determined by simple majority of voting members in attendance (50% +1).

ARTICLE VI. DONATIONS

Section 1. At each monthly meeting, a donation may be collected and awarded to a member or participant organization.

Section 2. Interested members or participants must submit a request for an award to the leadership team.

Section 3. Leadership team will select a receiving organization.

Section 4. Leadership team can nominate a member or participant organization for the donation.

Section 5. Outside donations received by the Spokane Homeless Coalition shall be maintained by the Leadership Team Treasurer.

ARTICLE VII. MEETINGS OF THE SPOKANE HOMELESS COALITION

Section 1. Regular meetings shall be held monthly on the first Thursday, 9 – 11 a.m., at a location to be determined by the Spokane Homeless Coalition Leadership Team. The Leadership Team reserves the right to move, cancel or reschedule meetings.

Section 2. An annual retreat shall be held in lieu of a regular monthly meeting to be determined by the leadership team.

Section 3. The Leadership Team, at the request of the coalition member individuals, organizations/ agencies may call special meetings. All member individuals, organizations/agencies shall be notified no less than 10 days prior to the meeting stating the purpose, time and place of the meeting. The Leadership Team shall determine if other business will be transacted at a special meeting.

ARTICLE VIII. LEADERSHIP TEAM

Section 1. A duly elected Leadership Team consisting of four (4) members elected at large and one (1) member of the Advisory Board shall represent the membership and conduct regularly scheduled monthly meetings.

Section 2. The Leadership Team shall be comprised of voting members at these designations: Chair, Vice Chair, Treasurer, Secretary and one member of the Advisory Board.

a. The Leadership Team shall be representative of the variety of service organizations and the homeless population represented in the Coalition.

Section 3. Members and participants will be asked to present nominations of members for the Leadership Team in April (due to the WSHC meeting in May) and November.. Nominees will be asked to complete and return a biography to the Leadership Team . The biography will be sent to members and participants with the minutes and agenda prior to the June and December meetings, during which elections will be held and the duly elected will take office immediately .

Section 4. Leadership Team terms shall run for 12 months and be staggered on a 6-month basis.

a. Two (2) Leadership Team member shall be re-elected or replaced at the end of a term. The maximum number of terms shall be 2 consecutive terms.

b. Terms begin in January and July.

Section 5. A member of the Leadership Team shall be removed by a majority vote of the Leadership Team upon the occurrence of any of the following events:

a. Non-attendance at three (3) regular Spokane Homeless Coalition meetings during a term unless the Leadership Team has expressly excused the absence;

b. Non-attendance at three (3) monthly Leadership Team meetings;

c. Use of the position of member of the Leadership Team for any activity, which may be deemed a "conflict of interest."

d. Inability to follow-through with duties of the Leadership Team.

e. A request from a member to resign from his/her position.

f. If there is a question about the Chair's removal, the Vice-Chair shall lead the vote.

g. Upon removal, the Advisory Board will determine which of its members will serve on the Leadership Team in the interim.

ARTICLE IX ADVISORY BOARD

Section 1. The Advisory Board will consist of five (5) previous Leadership Team members who have served full terms and who are also current Spokane Homeless Coalition members.

- a. Advisory Board members will serve a five (5) year term.
- b. A member who has served a five year term on the Advisory Board must wait one (1) year before being eligible for another five (5) year term.

- c. The Leadership Team will nominate the member for the Advisory Board, for a vote in December of the Committee. Terms begin in January.

Section 2. The purpose of the Advisory Board is to provide experience and guidance to the Leadership Team.

- a. One (1) member of the Advisory Board shall attend monthly Leadership Team meetings. Said member shall be determined by the Advisory Board, and can rotate each month.
- b. Said Advisory Board member will act as a voting Leadership Team member at Leadership Team meetings.

ARTICLE IX. DUTIES OF LEADERSHIP TEAM

Section 1. The Leadership Team shall meet monthly to establish Coalition policy and procedure as well as set the agendas for the monthly meetings

Section 2. The Leadership Team shall be responsible for communicating with committee chairs.

Section 3. The individuals of the Leadership Team shall be the only recognized spokespersons for the Spokane Homeless Coalition.

- a. The Leadership Team shall mutually decide who will act to represent the Coalition publicly.
- b. The Leadership Team or the Advisory Board will actively support the enhancement of homeless causes by providing letters of support, media interviews, speaking engagements, etc.
- c. Whenever possible at least two (2) members of the Leadership Team or the appointed Advisory Board shall review and sign all correspondence.

Section 4. The staff support, provided by the City of Spokane Human Services, shall keep attendance and minutes of the regular meetings, any Leadership Team meetings and any special meetings called; shall verify a quorum, present minutes of previous meetings and read selected communications; shall be custodian of minutes of the coalition.

ARTICLE X. COMMITTEES

Section 1. Committees shall consist of standing committees and ad hoc committees.

Section 2. Committee meet several times a year or on an as needed basis

Section 3. As the need arises, the Leadership Team shall appoint special or ad hoc committees to serve until the purpose of the committee has been accomplished.

Section 4. Members and participants are encouraged to serve on a committee of their choice.

ARTICLE XI. AMENDMENTS

Section 1. Members can propose an amendment at any time to the Leadership Team

Section 2. The amendment will be reviewed by the Leadership Team, who may veto it or bring it to the members of the Spokane Homeless Coalition for a vote.

Section 3. A passing vote of the proposed amendment will consist of a simple majority (50% +1) of attending members..

ARTICLE XII. PARLIAMENTARY AUTHORITY

Robert's Rules of Order shall govern the conduct of business in all applicable cases that are not in conflict with these bylaws.

ADOPTED BY: Sue Cliff
Spokane Homeless Coalition Leadership Team, Chair

Charis Martinson
Spokane Homeless Coalition Leadership Team, Vice-Chair

Elizabeth Martgenew
Spokane Homeless Coalition Leadership Team, Secretary

J. Moner
Spokane Homeless Coalition Leadership Team, Treasurer

Date: 10/7/10
Revision No.: 4 Date: October 1, 2010